

All Go-Live 4 Managers with Super Users – Registering for Super User Back of the Classroom Support Sessions

Revision Date: 09/13/2021

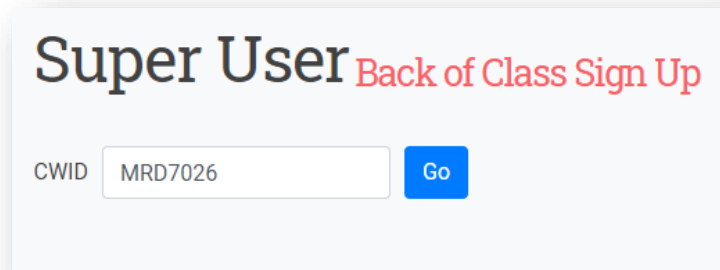
Go-Live is scheduled for **December 3, 2021**. Now is the time to sign up for your Back of the Classroom Support Sessions. This sign up is for Super Users with Live Virtual Training sessions only.

Super Users are expected to attend **2 additional Live Virtual sessions after** they complete their initial end user training session.

If a Super User does not have a Live Virtual Training associated with their training track, Super Users are expected to watch the appropriate recorded sessions in Saba **2 additional times**.

Register for Super User Back of the Classroom Support Sessions

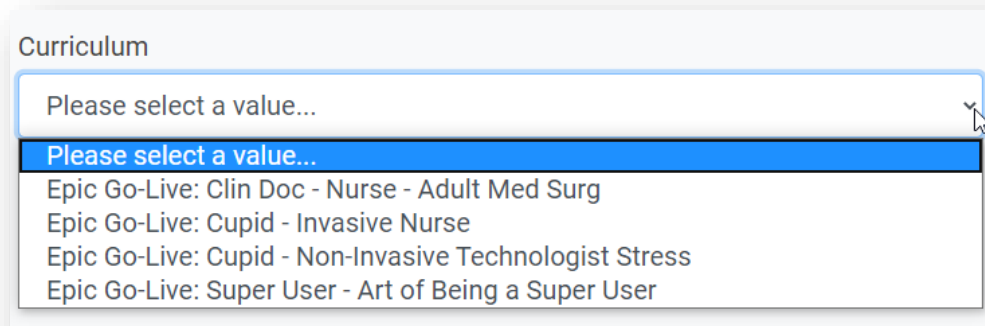
1. First, access the [Super User Back of Classroom Signup](#)
 - Please access this via **Google Chrome**
2. Enter the CWID of the Super User



Super User Back of Class Sign Up

CWID

3. Click **Go**
4. Click the **Curriculum dropdown**
 - All curricula assigned to the Super User in Saba will appear
 - Select the curriculum you would like to register for Back of the Classroom Support



Curriculum

Please select a value...

Please select a value...

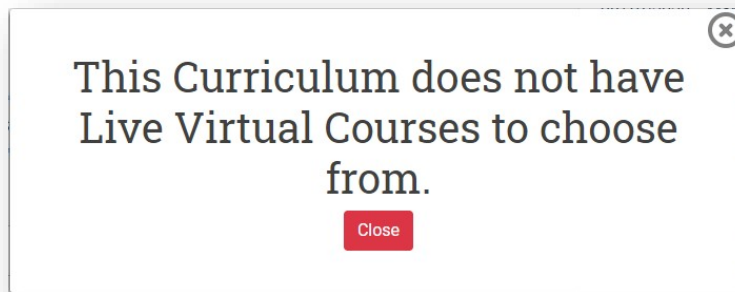
Epic Go-Live: Clin Doc - Nurse - Adult Med Surg

Epic Go-Live: Cupid - Invasive Nurse

Epic Go-Live: Cupid - Non-Invasive Technologist Stress

Epic Go-Live: Super User - Art of Being a Super User

- If you select a curriculum that DOES NOT have a live virtual session, you will get an error message



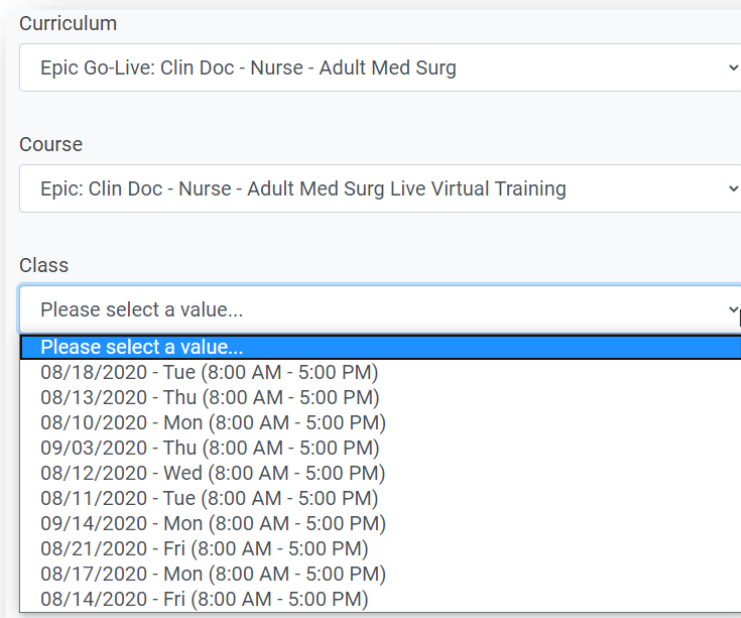
- If you receive this message, please re-watch eLearnings and Recorded lessons in Saba 2 additional times.

5. Click the **Course dropdown**

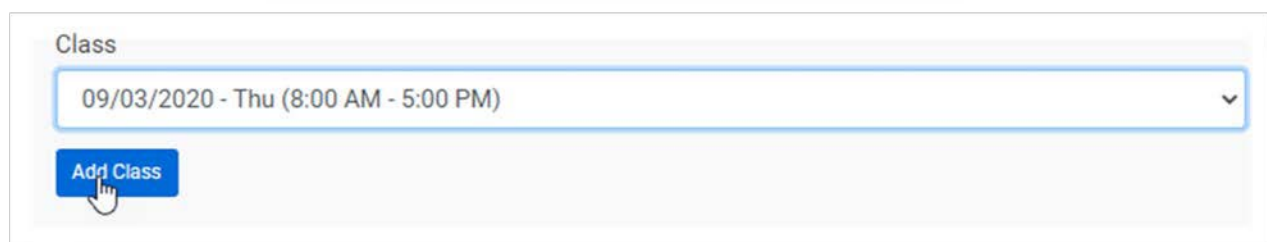
- Select the only Live Virtual option

6. Click the **Class dropdown**

- Select the desired course date and time



7. Click **Add Class**



8. Once selected click **Register**

Selected Classes

Epic: Clin Doc - Nurse - Adult Med Surg Live Virtual Training
09/03/2020 Thu (8:00 AM - 5:00 PM)

Remove

Register

9. Once completed, you will see registered Back of the Classroom assignments on the **right**

Your Back of room support Assignments

Epic: Clin Doc - Nurse - Adult Med Surg Live Virtual Training
08/10/2020 Mon (8:00 AM - 5:00 PM)

Unregister

Epic: Clin Doc - Nurse - Adult Med Surg Live Virtual Training
08/14/2020 Fri (8:00 AM - 5:00 PM)

Unregister

10. Super User Role Checklist reminder is located at the bottom of the page

✓ Super User Role Checklist:

- Attend Live Virtual training as an end user
 - Sign up for Live Virtual Sessions in Saba (if applicable for your training program)
 - Available now
 - Earlier Sessions preferred so you have time to attend 2 back of the classroom sessions before go-live
 - Classrooms are limited to **8** Super Users per class
 - Watch E-learning
 - Available now
 - Watch Recorded Lessons (if applicable for your training program)
- Attend training 2 additional times as a super user back of room support person
 - Sign up for 2 additional Live Virtual Sessions (if applicable for your training program)
 - Available now- on this page
 - Watch E-learning an additional 2 times
 - Watch Recorded Lessons an additional 2 times (if applicable for your training program)
- Watch the appropriate Super User Refresher for the role(s) you are supporting
 - Will be available in the Training section of the EpicTogetherNY.org website for all staff
- Participate in Day of the Life activities based on your department's guidance
- Practice in the EpicTogether Playground

For any Super User related questions please reach out to EpicTogetherNYSuperUsers@nyp.org .

Have questions? We are here to help. Please contact us at: EpicTogetherNYSuperUsers@nyp.org