

Overview

The EpicTogether WebApp serves as the tool to log new employees, and track the EpicTraining that each staff member will require to prepare for the East Campus Epic go live on 10/31/2020.

Access to staff members was allotted in the following ways:

- NYP- based on manager relationships in Workday
- WCM- based on Department Administrator relationships

To learn about the Epic Training programs available, use the below links to access the Provider and End User Training Course Catalogs.

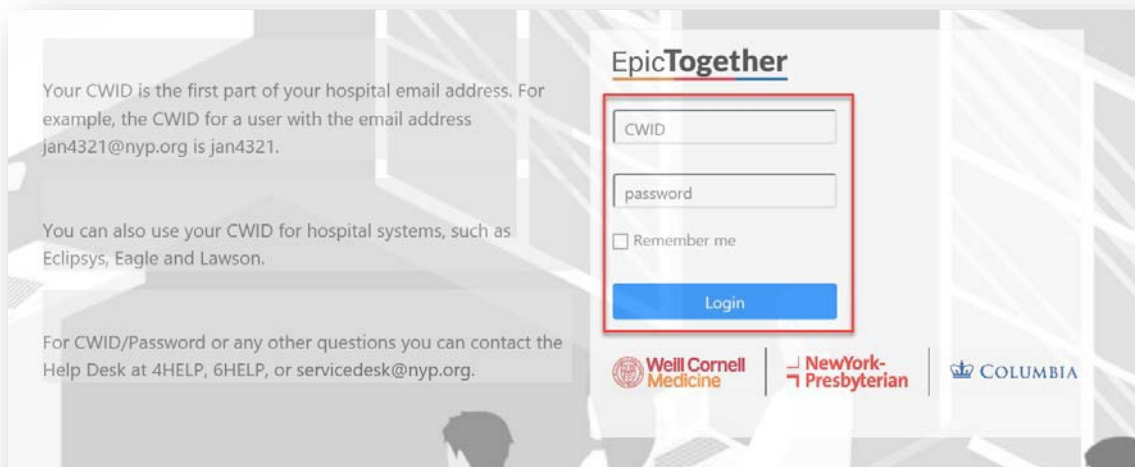
These are also found on the <https://EpicTogetherNY.org> website.

- [East Campus \(NYP/Weill Cornell Medical Center\) Provider Course Catalog](#)
- [East Campus \(NYP/Weill Cornell Medical Center\) End User Course Catalog](#)



Use the guide below to assist you with navigating and updating the WebApp.


To Log In

- Navigate to the following website:
 - <https://webapps.nyp.org/EpicTrain>
- Enter your **CWID** and **CWID password**
- Click **Log In**




To Edit a Staff Member’s Information

- When you initially log into the application, the main page displays the staff you have access to edit, based on **Affiliation**, **Department**, and **Division** (if applicable)
- Click the  icon to open the staff member’s information
- Ensure the **Primary/ Secondary Manager** fields are correct
 - These managers will be responsible for registering the staff member for Epic Training within Saba during the training registration period
- Add appropriate Epic training programs in the **Training 1-Training 10** fields
 - If a staff member will not require any Epic access, choose **No Epic Training Needs** in the Training 1 field
 - If the staff member is already live on Epic at Weill Cornell Medicine, and will not require re-training on Epic, choose **No Epic Training Needs** as well
 - Add any comments in the **User Comments** field
- Once all information is updated, **you must click the  icon to save your changes**

Epic Training Data				User Configuration							Sign Out						
Affiliation	Campus	CWID	UNI	Last Name	First Name	Middle Name	Email	Title	Department	Division	Primary Manager CWID	Primary Manager Name	Secondary Manager CWID	Secondary Manager Name	Updated Date	Updated By	
		rd7026															
NYP		mrd702		Danielak	Martha		mrd7026@nyp.org		Cardiac...		jom9	Jonathan Ma			2019-10-12 10:20:59.2974704	mrd7026	
Training 1	Training 2	Training 3	Training 4	Training 5	Training 6	Training 7	Training 8	Training 9	Training 10	No Training Comments	User Comments						
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- You can search for a staff member by using the search in the CWID field
- You can also search by a primary manager by inputting the CWID in the Primary Manager CWID column

Adding a Staff Member to the Database

- Click the  icon
- Enter the staff member’s **CWID** and press the **TAB** key
 - The CWID field is mandatory
 - Note that the name/email will populate
 - Please ensure that you follow your standard processes to obtain a CWID for the new employee **PRIOR** to adding the user to the Database
- The following fields are mandatory:
 - **Affiliation**
 - **Department**
 - **Primary Manager CWID**
 - **Primary Manager Name**
 - **At least 1 Epic Training Track**

- Once all information is updated, **you must click the  icon to save your changes**

Help!

- If you are having difficulty navigating the WebApp, cannot locate some/all of your staff when you log into the WebApp, or experience any other issues, please email EpicTogetherNYTraining@nyp.org for assistance.