

## Overview

These instructions are provided to assist Managers and GME Program Directors with enrolling their staff into Epic training classes through the NYP Saba Learning Management System (LMS).

Both individual staff members and providers have been pre-enrolled in the Saba Learning Management System (LMS) into a specific education program based on their roles and responsibilities, as selected by departmental leadership during the role validation initiative under the EpicTogether project.

The first step in the registration process is for managers to review each team member's pre-assigned Epic training program to assure they are correct. After confirming the courses, the manager will be able to choose the specific date and time for that staff member to attend each assigned course.

Should you have any questions or need assistance, please e-mail [epictogethernytraining@nyp.org](mailto:epictogethernytraining@nyp.org).

Follow these steps to select the course sessions for each of your team members:

1. Log into the Saba with your CWID using the link for your specific institution:
  - a. NYP Login Site: <https://nyp.sabacloud.com>
  - b. Weill Cornell Login Site: <https://nyp-etwc.sabacloud.com>

The Saba team recommends using Google Chrome as your web browser for all learning activities

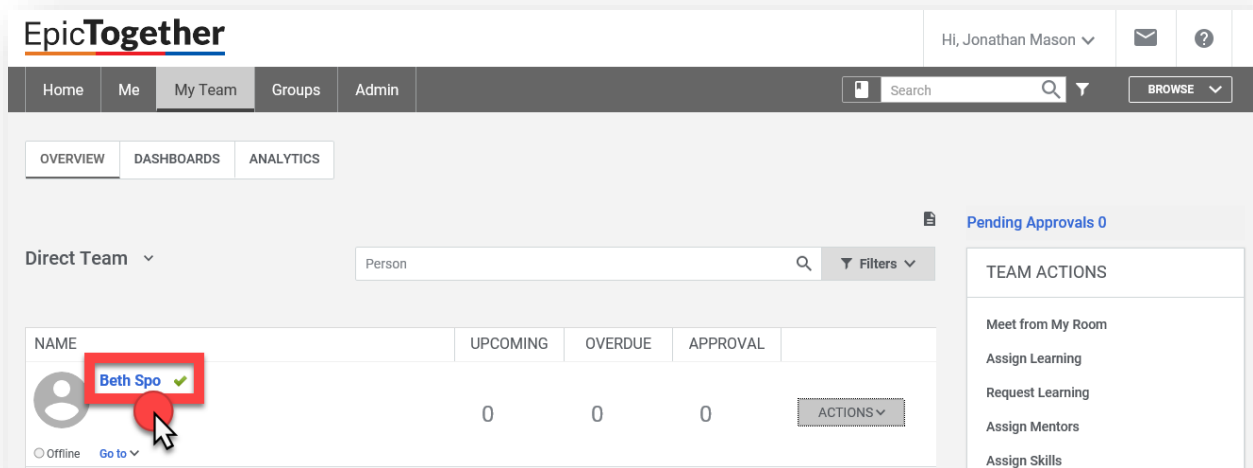
2. After navigating to the Saba site, enter your CWID and Password at the login screen. If you do not know your CWID or password, you have two options:
  - a. If you know your CWID, reset your password at <https://pod.nyp.org>, or
  - b. Call the NYP Service Desk for a lookup and/or reset at **212-746-4357**.

**Please Note:** You may need to establish a DUO account for NYP. Instructions to assist you with DUO enrollment are available here: <https://nyp.box.com/v/DuoEnrollment>

3. Managers enroll their staff in Epic training classes. Select **My Team** from drop down next to the EpicTogether logo.

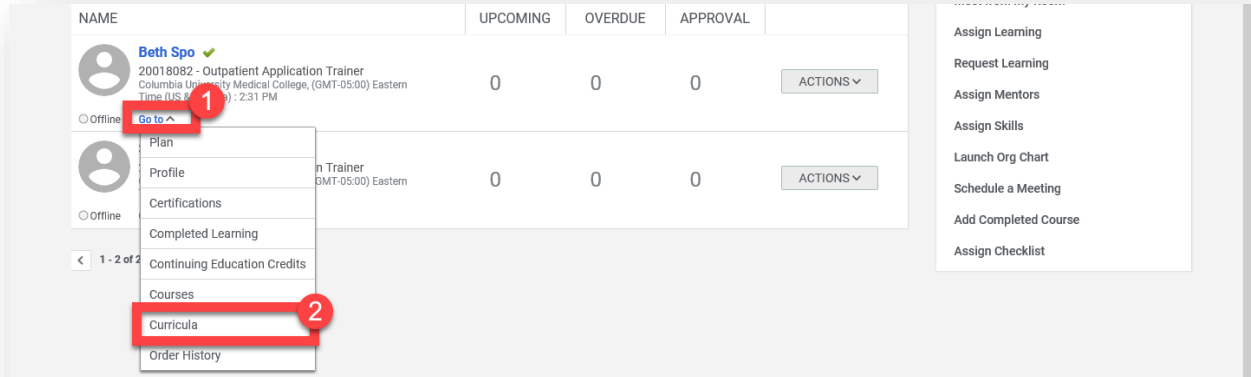


4. Select the employee's name that you are enrolling.

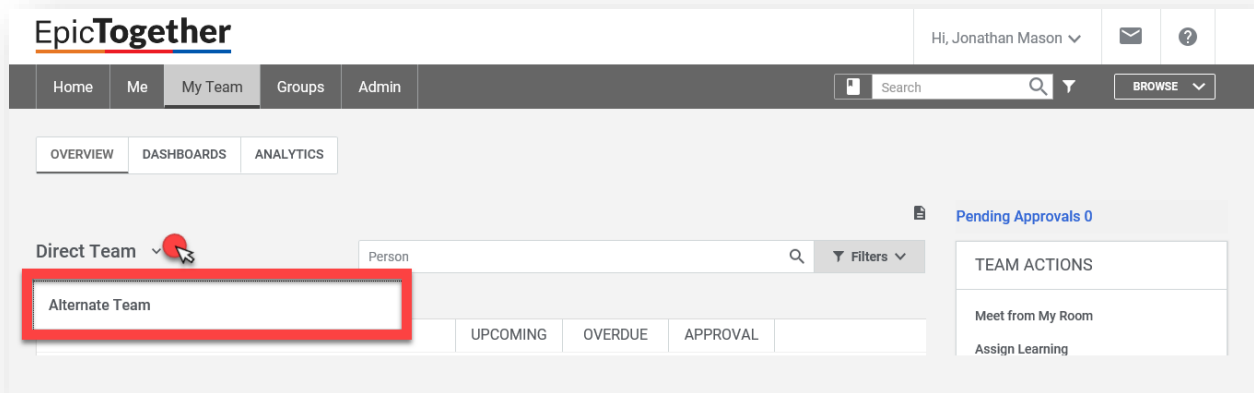


5. Next, select **Go to** under the employee's name and then select **Curricula**.

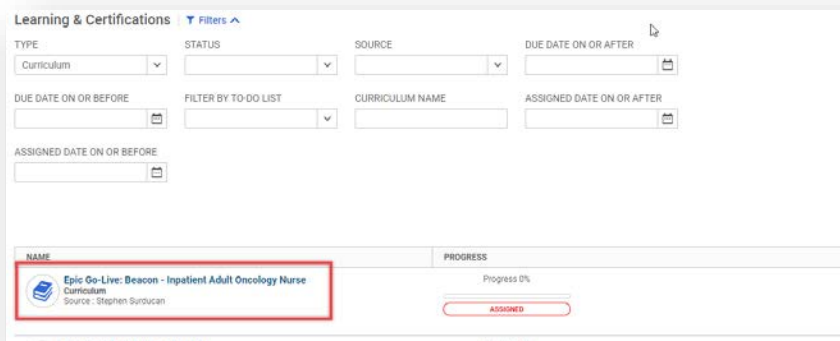
# Epic Training Enrollment Instructions for Managers Enrolling Their Staff



Please note: If you are designated as an “alternate manager” you will need to change the **Direct Team** drop down menu to **Alternate Team** to see the team members you are enrolling in training.

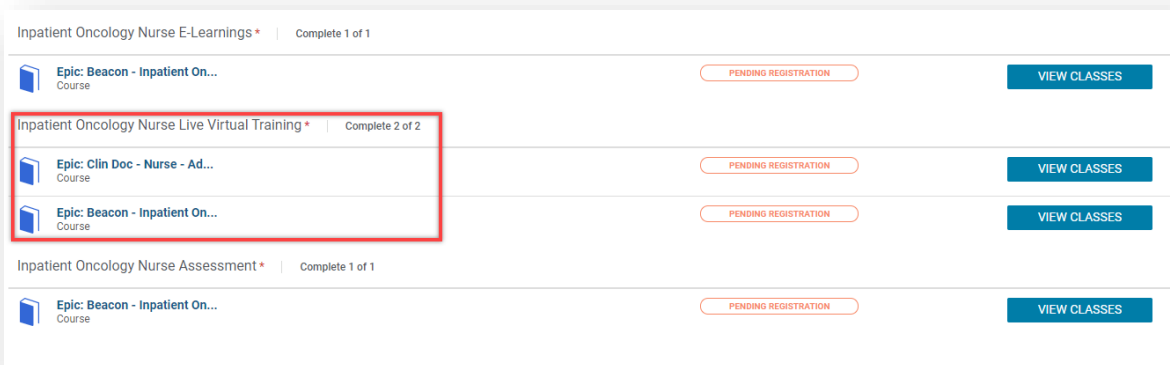


6. The Epic training program the staff member is pre-enrolled in appears in his or her list of curricula. Select the Epic training program’s name which appears as a blue hyperlink.



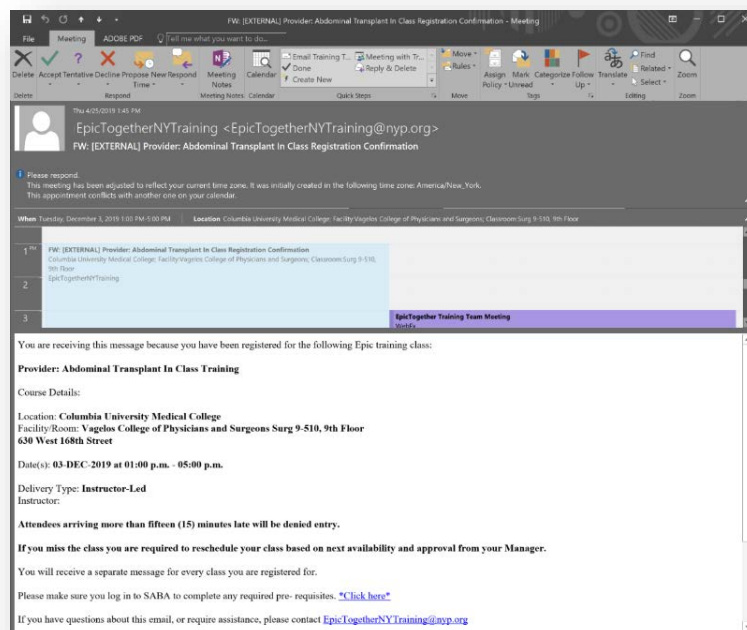
7. Live Virtual Training sessions will indicate **“Pending Registration”** within the training track. Select **View Classes** to make your class selection. The View Classes button will show you all available classes, pay close attention to the next page buttons at the bottom of the View Classes window to ensure you’ve looked at each page listing the multiple class offerings.

**Please note:** Some training tracks may have more than one live virtual training requirement. Team members need to be registered for each Live Virtual training component of his or her program. (keep in mind the sequential order of classes)



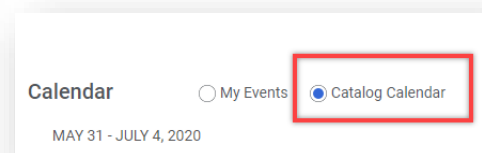
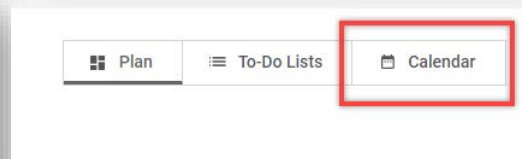
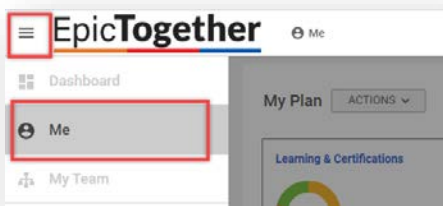
8. Once you have located the best training date and time from the list of options, select **Enroll**.

9. After selecting **Enroll** for the associated training session. An Outlook meeting invitation is immediately sent to the staff member with the class details, including the date, time, and location for training.

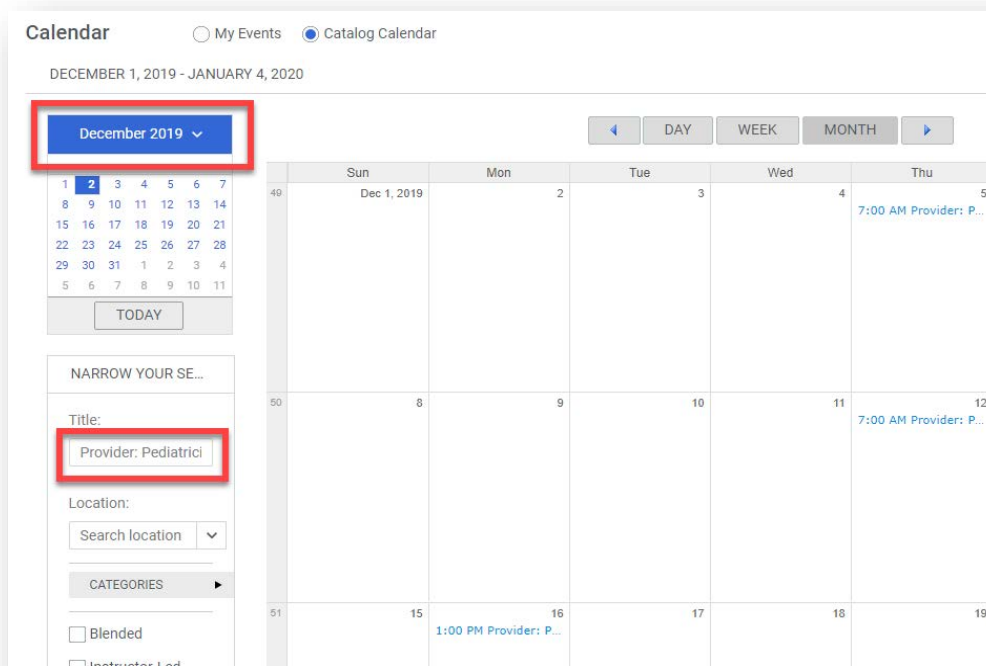


## Using the Calendar View:

1. SABA has a Calendar tool to allow a manager to view a full month's schedule of a specific training track.
2. To access this view, log into Saba and select the "ME" from your homepage drop down. On the right side of the screen you will see the "Calendar" activity. Once selected, click the "Catalog Calendar" radio button to see all courses being offered.



3. Once in the Calendar, change the date to the month you'd like to view. Then search for the specific class you are looking for.
  - a. The title of the class needs to be the **exact** title of the course you are looking for.
  - b. i.e. Provider: Pediatrician
4. Now the courses and times are visible for the month selected.



- To view the class details at a quick glance, try hovering over a specific class offering. This will display a hover bubble with the full class name and time.
- To see a more detailed view of the course offering, select the course on the date and time of interest. A window will appear with the class ID, date, time and duration.

**Epic: OpTime - Pre-op & Post-op Nursing Live Virtual Training**

**Course description :**  
This is a live virtual training session that you must pick from a list of available dates and times to attend. Training is conducted virtually, via computer and an audio connection. Details for the virtual session are provided upon your enrollment.

**Class ID : ECSUR100ILT\_5**

**Virtual Classroom**  
28-AUG-2020  
Virtual Classroom

**Language : English**      **Available seats : 30**  
**Duration : 07:00**      **Waitlisted : 0**

[Attachments >](#)

**ACTIVITIES**

**Session 1**  
28-AUG-2020(9:00 AM - 4:00 PM EDT)