All Epic Users – Preparing for Virtual Go-Live Epic Training

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The Epic training programs for the East Campus go-live are moving to a completely virtual format, wherein staff will complete interactive e-learning lessons, view recorded video lessons, and some will attend live virtual training classes (scheduled classes taught remotely by an instructor over the internet), if required for their role. The tips below will help you prepare for virtual training and ensure you have the right technology to take in anywhere – but always consult with your manager to determine where you can complete your training program.

Prepare for Virtual Epic Training

1. First, ensure you have enrolled in all required elements for your assigned Epic training program in the Saba Learning Center.
   - You will see the Epic curriculum assigned to you on your “Me” page in Saba. Review the details about that curriculum in the appropriate EpicTogether East Campus Course Catalog:
     - Go-Live 3 End User Training Catalog
     - Go-Live 3 Provider Training Catalog (MDs, PAs, NPs, Residents, Fellows, CRNAs)
   - Follow the instructions on how to enroll in each element of your training program in Saba:
     - Instructions for Self Enrollment in Epic Training
     - Instructions for Managers Enrolling Staff in Epic Training
     - Live virtual training classes, which you will see a list of scheduled dates and times for in Saba, should be scheduled now to block calendars accordingly. The classes are currently scheduled to begin on April 19th, 2021 and run through June 4th, 2021.

2. Determine where you will take your training program. With the virtual training program structure, you can technically take training from anywhere, as long as you have the following available:
   - A computer with a monitor that is connected to high speed internet
   - Google Chrome installed (as the preferred browser for specific NYP applications)
   - Ability to playback audio over speakers or a headset connected to your computer
   - DUO two-factor authentication set up with NYP on your mobile device
   - Approval from your supervisor to take training offsite

3. If you do not have the right technology to take training offsite, you can book a training workstation onsite at one of our facilities. These workstations are equipped with the necessary technology, including dual screens, disposable headphones, and sanitizer. You must book a training workstation in order to use it for your training.
   - Instructions for Reserving a Training Workstation in Skedda

4. Have questions? We are here to help. Please contact us at epictogethernytraining@nyp.org. If you need help enrolling in DUO, or checking your technology, contact the NYP Service Desk at 212-746-4357.