



# EpicU Registration Steps for Registering Direct Reports

**E-mail [epictraining@uabmc.edu](mailto:epictraining@uabmc.edu) with any questions you may have.**

## **Accessing the Epic U Learning Management System**

Prior to accessing Epic U from offsite, you will need to ensure you have claimed your UAB username. Information on this process can be found in an email from UAB Medicine HSIS [uabmedicinehsis@uabmc.edu](mailto:uabmedicinehsis@uabmc.edu).

**\*\*If you are unable to find this message, please contact the UAB StVincent's Helpdesk at (205) 502-9990**

Prior to accessing Epic U from offsite, you will also need to set up Multi-Factor Authenticator (MFA)

**\*\*If you have not already set up MFA on site, you will need to do so using a UAB maintained HP Computer. If you need assistance, please contact the UAB St. Vincent's Helpdesk at (205) 502-9990.**

## **1. Go to <https://training.epic.com/EndUserTraining>**

- Log in with your UAB AD Username and password.
- If this is your first time accessing the Epic UserWeb, you will need to register your account.
  - Select 'UAB Medicine' for the organization.
  - Log in using your AD Username ([@uabmc.edu](mailto:@uabmc.edu)) and password.
  - If you do not know your AD Username and/or password, contact the UAB St. Vincent's Helpdesk at (205) 502-9990.
  - After registering, you may be directed to the Epic UserWeb homepage. From there you will navigate back to <https://training.epic.com/EndUserTraining>.
- 2. Once you log into Epic U, update your preferred contact email to receive notifications on class registration. \*For those who do not have an active uabmc.edu email, you will need to add a preferred contact to receive any Epic U communication.
  - Click your name in the top right corner.
  - Click "Edit your profile."
  - Select 'Change' under 'Preferred Email Contact.'
  - You will not be able to change the Work Email, but you will get notifications to the 'Preferred Contact Email' listed.

## **Registering direct reports for classes**

1. Go to <https://training.epic.com/EndUserTraining>
2. Navigate to the **Manager Dashboard**
3. **You will see a list of users that report directly to you** on the Manager Dashboard



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## **Review trainees**

1. If you identify a person on the list who has changed managers or job roles or left the organization since you completed Manager Validation
  - Log in to Hyperspace Manager Validations by using your UAB credentials
    - Select a department
    - Clear filters and locate the employee
      - Changed Managers: Select “Wrong Manager” and place a comment with the name of the new manager.
      - Changed roles: Select “Update Job category” and select a new job category
      - Left the Organization: Select “Employee Leaving” and provide a comment with the date of employees termination of their position.
  - Email [EpicTraining@uabmc.edu](mailto:EpicTraining@uabmc.edu)
    - Changed Managers: In the email, identify the person's legal first and last name, who their new manager is (and cc them) if applicable, and what their new department/ job title is.
    - Changed roles: In the email, identify the person’s legal first, middle, last name, uabmc ID, and new job category
    - Incorrect role: find another user to mirror that has the correct job category and e-mail both user’s legal full names and identify which is the correct one to mirror
2. If you are missing an employee, please contact [epictraining@uabmc.edu](mailto:epictraining@uabmc.edu) and let them know the legal first, middle, last name of the employee, the job category needed, and the date of hire.

## **Registering End Users**

1. **To begin registering a user** that you are the manager for, click their name on your manager dashboard
2. On the right hand side you will see **buttons to Register for each class that needs to be registered**
3. Select **Register** to review a list of available offerings. Select show more offerings if you'd like to review the full list.
  - Find a time and location that is most convenient for your direct report. (For St. Vincent’s Birmingham locations, you will see classroom locations at Birmingham and East)
  - Superusers must be registered for a class between **April 27<sup>th</sup> and May 22<sup>nd</sup>**.



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4. Select **Register** in line with the class you'd like this person to attend.
  - Be mindful of the class location, as you may see classes at different sites (for St. Vincent's Birmingham and St. Vincent's East)
  - **If a pre-requisite class will not be completed in time for an offering of the follow up class,** Epic U will indicate that the prerequisites are not yet complete and a different offering should be selected.
5. Navigate to each class listed that needs registration and perform the above steps.
6. **After all classes that require registration are registered for** they will show (1) Edit Registration. Some tracks may only require asynchronous learnings. These will not indicate an option to Register or Edit Registration (2).
7. By closing out the sidebar view you can review overall registration statuses.

### Registration Assistance

**If you need your UAB AD Username and/or password** reset or need assistance with setting up Multifactor Authenticator, contact the UAB Helpdesk at (205) 502-9990

**If you need assistance navigating Epic U,** please attend one of our virtual open office hours February 17 thru April 10<sup>th</sup>. Offered Tuesday and Thursday 7am-8am and 2pm-4pm.

- **Microsoft Teams** [Need help?](#)  
[Join the meeting now](#)  
Meeting ID: 212 839 866 586 17  
Passcode: Kv6y7Ei3

### Registration FAQs

**What if do not know my AD Username and/or password?** Please reach out to the UAB St. Vincent's Help Desk at (205) 502-9990

**What if I am seeing a message "Unauthorized User?"** Please reach out to the UAB St. Vincent's Help Desk at (205) 502-9990

**What if I have not received registration information and I have direct reports who will need to be trained for Wave 1, St. Vincent's Go Live?** Please reach out to [EpicTraining@uabmc.edu](mailto:EpicTraining@uabmc.edu) and provide the names of your employees.

**What if I received registration information and I do not have direct reports who will need to be trained for Wave 1, St. Vincent's Go Live?** Please reach out to [EpicTraining@uabmc.edu](mailto:EpicTraining@uabmc.edu)



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## **What if I have employees listed that no longer work for me?**

- If you have an employee that has left the organization, please reach out to [EpicManagerValidation@uabmc.edu](mailto:EpicManagerValidation@uabmc.edu) and provide your name, the employees name, and date they left the organization
- If you have an employee that has transferred to a new location, please reach out to [EpicManagerValidation@uabmc.edu](mailto:EpicManagerValidation@uabmc.edu) and provide your name, the employees name, the name of the current manager, and new job category if you are aware.

**What if I am missing an employee?** Contact [EpicManagerValidation@uabmc.edu](mailto:EpicManagerValidation@uabmc.edu) and provide the employees' legal first and last name, job category, and date of hire.

**What if the training I have assigned does not match my employee's role?** Do not register them for a class that does not match their practice area. Instead, please reach out to [EpicTraining@uabmc.edu](mailto:EpicTraining@uabmc.edu) and provide your employee's legal first, middle, last name along with information that their job category doesn't match their work role, include what should be assigned and/or someone to mirror them to, and your call back number so we can follow up.

**What if I have an employee whose training doesn't match their job role?** Log into Hyperspace (Insert Link) and update their job category. (See 'Manager Validation instruction' attachment) If you need assistance selecting the appropriate job category, contact [EpicTraining@uabmc.edu](mailto:EpicTraining@uabmc.edu) or [EpicManagerValidation@uabmc.edu](mailto:EpicManagerValidation@uabmc.edu)

**What if there is a lock on the class that works for my employee's clinical schedule?** This class is full or you have not registered for a prerequisite.

**What is Thrive?** This is a class offering focused on updating user settings, learning how to perform workflows in fewer steps and discovering other tips and tricks to improve efficiency. Classes are discipline-specific and open to all members of the Epic community. Track may include one or two classes. These offerings are strongly recommended but not required. Classes are 2 hours and focus on:

- Personalized note templates
- Tools to optimize ordering workflow
- In Basket quick actions
- How to keep a cleaner workspace to reduce cognitive overload

**How do I know who my superusers are?** They will have a red badge and will need to be scheduled for class between April 26<sup>th</sup> – May 22<sup>nd</sup>.

