HOW TO ENROLL EMPLOYEES IN EPIC GO-LIVE TRAINING

PRE-REGISTRATION PLANNING

#	Instruction
1.	Review the Epic Training Recommendations spreadsheet and the Epic Training Course Catalog to determine the training tracks that most closely fit your employees' responsibilities.
2.	Fill out the Epic training spreadsheet with the names of your employees, the employees' JHED IDs, and the classes they will need to take, based on Epic-defined job roles explained in the catalog, and the timing as defined in the schedule.
3.	You will have been given enhanced permissions in myLearning to allow you to enroll others in classes. You should only enroll your employees in the Epic Go-Live courses you have deemed appropriate.

Now you may begin registering your employees for classes.

REGISTRATION PROCESS

#	Instruction
1.	Each employee will need to be registered for a class and for a specific class session.
2.	Select an employee from your spreadsheet who you would like to register for class. In the catalog, click the link for the appropriate course that he or she needs to attend.
3.	Double check that you are in fact registering the employee for the correct course.
4.	 Click the "Enroll Others" button.

5	On this screen, you can enroll employee in two ways:

Select individuals from the list below to enroll them in the selected course.
Check the Enroll as Required box for the course to appear in the Required by Manager section of the Learning Plan.

Course Title: EpicTest | 723 |
Nurse100 Certificate

Roles: Instructor ▼ Development Objective [   ] Completion Deadline: 10/20/2012 📅 ☐ Enroll as Required
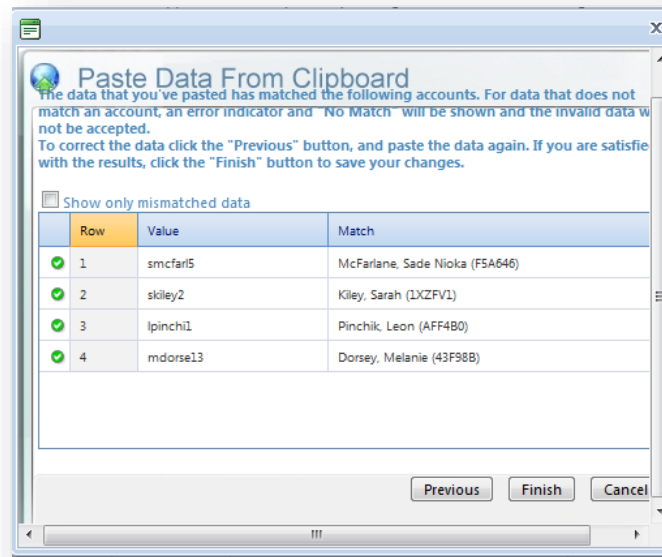
Last Name, First Name: [   ] **Emp #:** [   ]

[Search]   [From Clipboard]

Search Results   **Selected Participants**

[Select]   [Remove]

[Back]   [Enroll]

a. Search for employees by their Last Name, First Name.
    i.   Click the "Search" button.
    ii. Click the "Select" button.
    iii. When the employees' name or names appear in the Selected Participants column, you can proceed to step **6**.

Paste Data From Clipboard
The data that you've pasted has matched the following accounts. For data that does not match an account, an error indicator and "No Match" will be shown and the invalid data will not be accepted.
To correct the data click the "Previous" button, and paste the data again. If you are satisfied with the results, click the "Finish" button to save your changes.

☐ Show only mismatched data

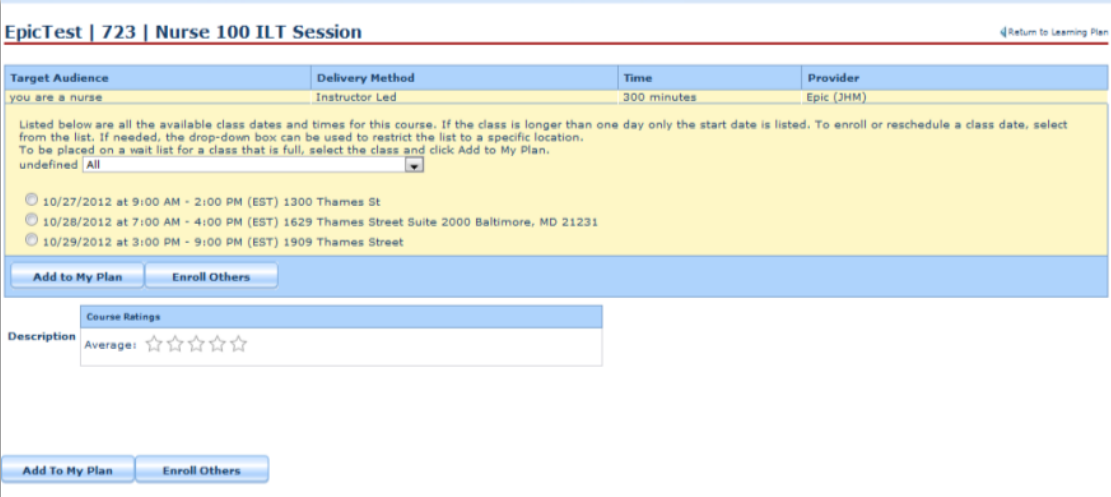|	Row	Value	Match
✅	1	smcfarl5	McFarlane, Sade Nioka (F5A646)
✅	2	skiley2	Kiley, Sarah (1XZFV1)
✅	3	lpinchi1	Pinchik, Leon (AFF4B0)
✅	4	mdorse13	Dorsey, Melanie (43F98B)

[Previous] [Finish] [Cancel]

b. Copy the JHED ID of a number of employees from your Excel spreadsheet, and click "From Clipboard".
    i.   In the **Paste Data From Clipboard** dialogue box, choose "User Name" and "Tab",

	then press "Next".
	ii. In the Epic Training spreadsheet, copy the JHED IDs of all the users you would like to enroll in this course.
	iii. In the **Paste Data From Clipboard** dialogue box, right-click in the white box and select "Paste".
	iv. Click "Next".
	v. To double check your enrollment, uncheck the "Show only mismatched data" box. You will see a list of all your employees' JHED IDs and the matching name.
	vi. Click "Finish".
	vii. When the employees' name or names appear in the Selected Participants column, you can proceed to step **6**.
6.	Click "Enroll".
7.	On the next screen, confirm all the details.
8.	Click "Next" to proceed.
9.	On the next screen, click "Done".

Now, you will need to schedule your employees for specific dates and times.

SCHEDULING PROCESS

#	Instruction
1.	Cross reference your Epic training spreadsheet with the Schedule to determine dates and times for employees to attend training.
2.	Click the link in the schedule for the class you would like to schedule your employees for.
3.	Double check that you are in fact scheduling employees for the correct course.
4.	From the list of options, select the date and time that will work best for your employee or employees

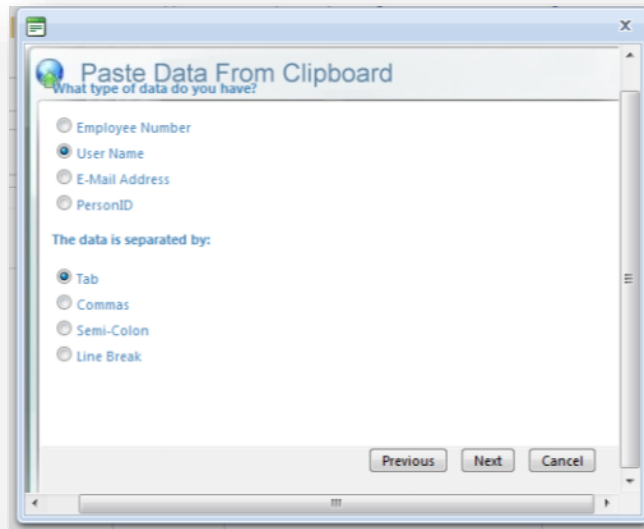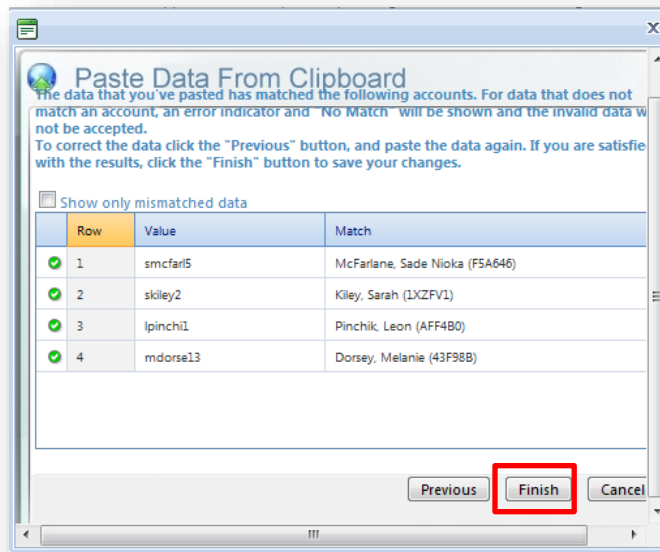| 5.	EpicTest | 723 | Nurse 100 ILT Session
	Click the "Enroll Others" button.

6.	On this screen, you can enroll employees in two ways:
	
	    a. Search for employees by their Last Name, First Name.
	         i. Click the "Search" button.
	         ii. Click the "Select" button.
	When the employees' name or names appear in the Selected Participants column, you can proceed to step **7**.
	    b. Copy the JHED ID of a number of employees from your Excel spreadsheet, and click "From Clipboard".
	         i. In the Paste Data From Clipboard dialogue box, choose "User Name" and "Tab", then press "Next".
	    c. Search for employees by their Last Name, First Name.
	         i. Click the "Search" button.

ii. Click the "Select" button.
iii. When the employees' name or names appear in the Selected Participants column, you can proceed to step 7.

d. Copy the JHED ID of a number of employees from your Excel spreadsheet, and click "From Clipboard".

i. In the Paste Data From Clipboard dialogue box, choose "User Name" and "Tab", then press "Next".

ii. In the Epic Training spreadsheet, copy the JHED IDs of all the users you would like to enroll in this course.

iii. In the Paste Data From Clipboard dialogue box, right-click in the white box and select "Paste".

iv. Click "Next".

	v. To double check your enrollment, uncheck the "Show only mismatched data" box. You will see a list of all your employees' JHED IDs and the matching name.
	vi. Click "Finish".
	vii. When the employees' name or names appear in the Selected Participants column, you can proceed to step 7.
7.	 Click "Enroll".
8.	On the next screen, confirm all the details.
9	Click "Next" to proceed

10.	**Add to Learning Plan** **Confirmation** **Click 'Done.'** **Then select your course or its first module to begin!** **Thank You! Your enrollment request has been received and added to your learning plan.** You will receive a confirmation of your enrollment via e-mail. | Title and Medium	Availability | **EpicTest | 723 | Nurse 100 ILT Session** Instructor 300 Epic $0.00 10/27/2012 at 9:00 AM - 2:00 PM (EST) Led minutes (JHM) 1300 Thames St You are enrolling the following participants: • Kiley, Sarah • McFarlane, Sade Nioka • Pinchik, Leon [**Done**] [**Print**]
	Click "Done".