

Providers - Epic Training Registration & Support

Step 1: Training Enrollment

In Workday

- [Register for Training and User Setting Labs](#)

Step 2: Confirm Physical Seat Location

In YAROOMS

- [Book a Seat in YAROOMS](#)

Additional Aids

- [Register for Epic Instructor-Led Training \(video 03:14\)](#)
- [How to Change My Training Dates and Seats](#)

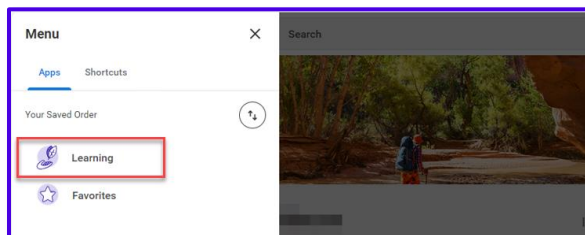
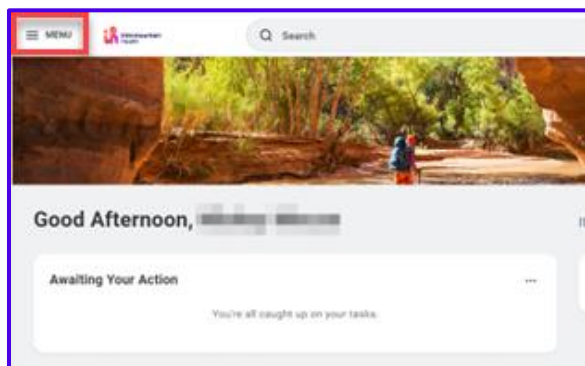
Need Help?

- [Registration Support/Questions](#)

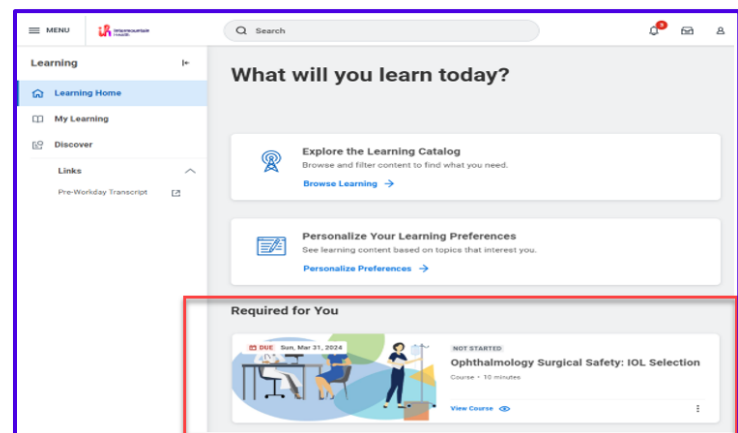
Step 1 - Register for Training and User Setting Labs in Workday

This step-by-step guide for Physicians and APPs on signing up for their instructor led class and user settings labs in Workday or Workday Extended. This sample shows surgical specialties, but the process is the same for all training tracks.

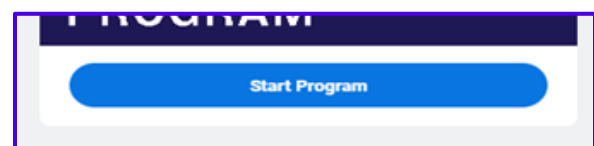
1. Log into Workday (employed providers) or Workday Extended (non-employed providers)
 - **Non-employed providers** will receive an email with instructions on creating a Workday Extended account
 - **Employed providers** log into Workday the same as accessing all required training
2. Use the **Menu** to enter the **Learning** application.



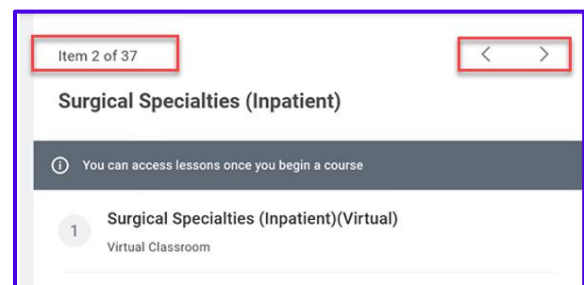
3. From the Learning home page, click the assigned program listed under **Required for You**.



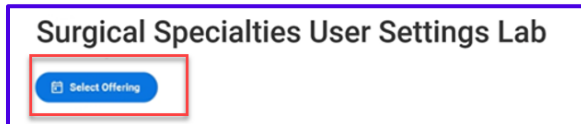
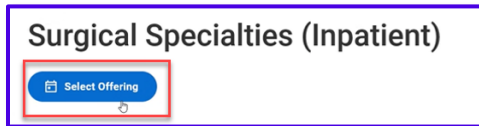
4. Click **Start Program**



5. Navigate to items 2 and 3 using the arrows.



6. Select an offering for items 2 and 3
NOTE: Item 3 (user settings lab) must be scheduled AFTER item 2

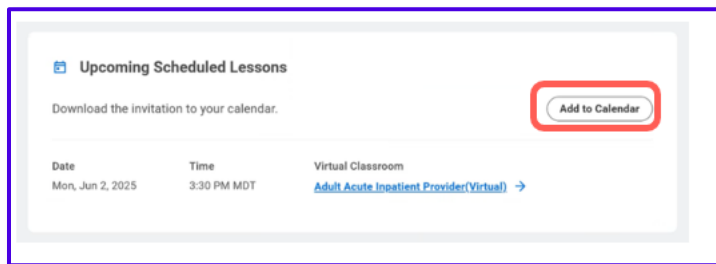


7. Return to item 1 – complete the self-directed course to learn how to reserve a seat in a training center for the two virtual instructor led classes. **The YAROOMS reservation MUST match the offerings you selected.** The training centers provide you a workstation, with dual monitors, and in-room assistance.

After selecting offerings for items 2 and 3 AND reserving a seat via YAROOMS, your job is done. You will return to this program 1-2 weeks before your class to complete required and optional self-guided materials.

How do I know I'm registered?

Both items 2 and 3 show a date and time you signed up for. You can add to your calendar, if you would like.



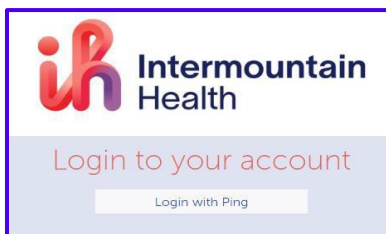
Also, you'll receive email confirmation from YAROOMS showing your seat is reserved in a training center for the two virtual instructor led courses.

Step 2 - Book a Seat in YAROOMS

YAROOMS is an easy, intuitive platform that makes booking a seat for your Epic Journey role-specific training seamless and efficient, ensuring you have the perfect workspace tailored to your needs. Follow the steps below to create and confirm your booking. **You MUST schedule all your Virtual Instructor-Led Courses in Workday before proceeding (Step 1).**

1. Click here to access YAROOMS:
[YAROOMS link](#)

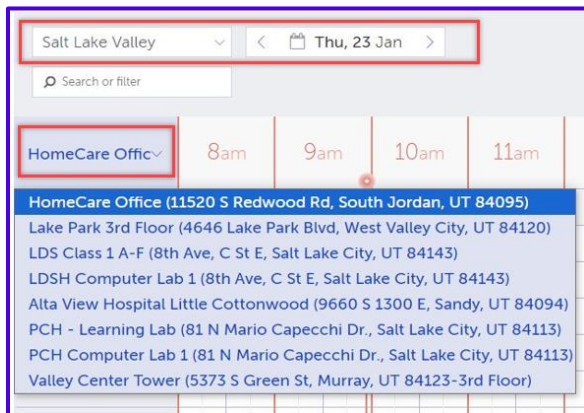
2. Click Login with Ping



3. YAROOMS will display the Timeline. Complete the following:

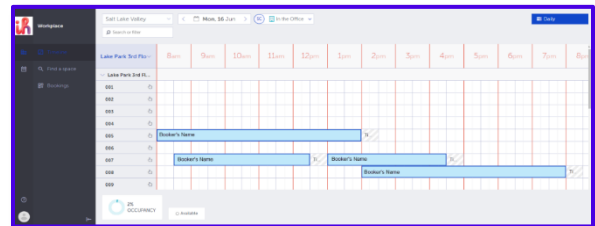
- a. Location: select desired location near you
- b. Date: select date your virtual instructor-led training is scheduled

4. Click the current site/room name next to the time to choose a room at your desired location.



Note: If the selected room is unavailable at the applicable time, use the drop-down menu to select another available room.

5. From the timeline, select an open seat for the scheduled instructor-led training. Avoid times with another caregiver's name or grayed-out seats.



6. Left click the beginning time and drag your mouse to the ending time

Note: Book the times exactly as displayed in Workday.

7. **New Booking** window displays, confirm location, room, date, and time

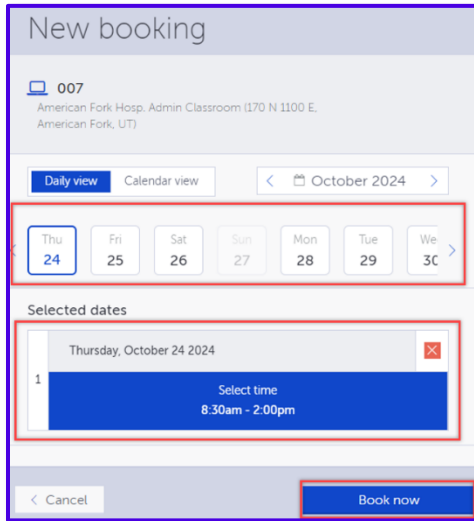
8. If booking a multi-day class at the same location, complete the following steps:

- a. Click additional dates to book
- b. Review times of the selected date. If time varies

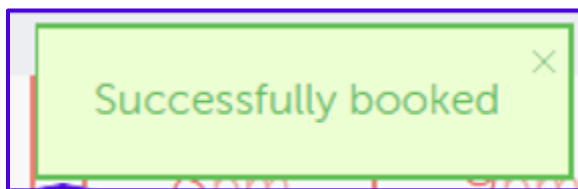
by day, click Select Time to edit the time for that date

c. Click **Book now**

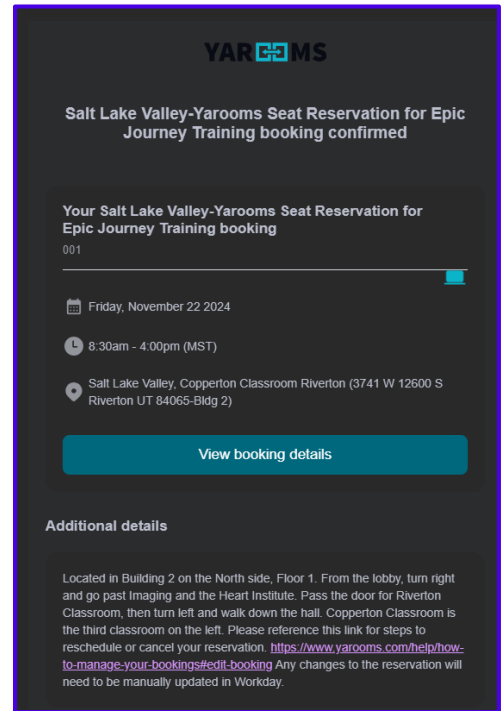
If booking is correct and no further booking is needed click **Book now**



9. A **Successfully booked** pop-up will appear, and your name will display in the selected seat, day, and time

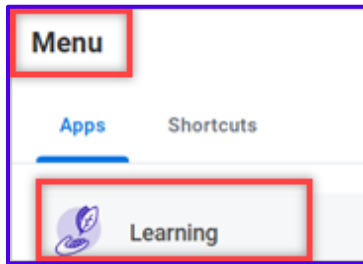


10. You will receive a booking confirmation calendar invite, which will include directions to the site and room, as well as instructions for canceling or rescheduling your seat reservation. Reminders will be sent 72 hours and 24 hours before your scheduled booking.

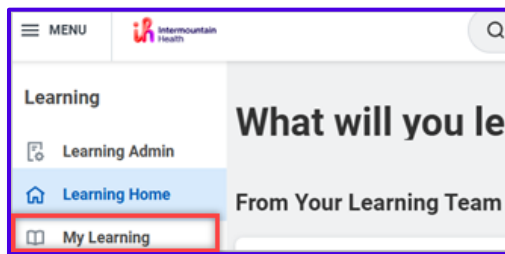


How to Change Training Dates and Seats

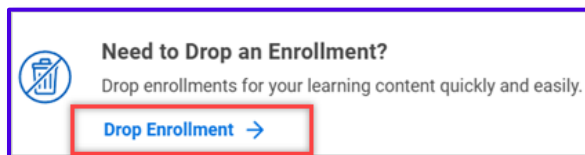
1. From **Workday**, click **Menu**, then select **Learning**



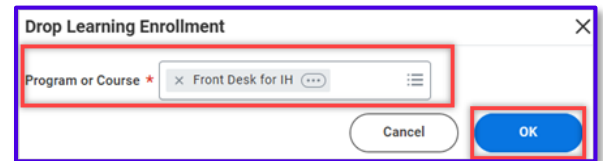
2. Click **My Learning**



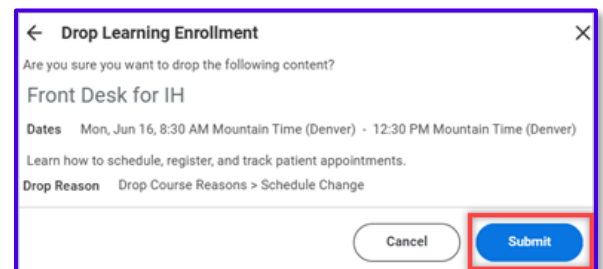
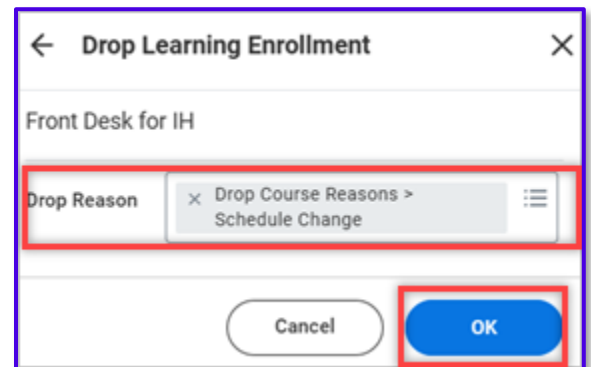
3. From **My Learning** page navigate to **Need to Drop an Enrollment?** and click **Drop Enrollment**



4. From the **Program or Course** field, select the course you want to drop, and click **OK**

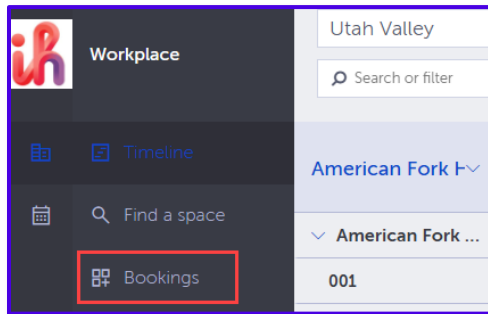


5. Select a reason for dropping the course, click **OK**, and click **Submit**.



6. You have successfully un-enrolled from the course. You can now enroll in a different offering and change your seat date and time in YAROOMS.

7. From **YAROOMS**, select **Bookings**

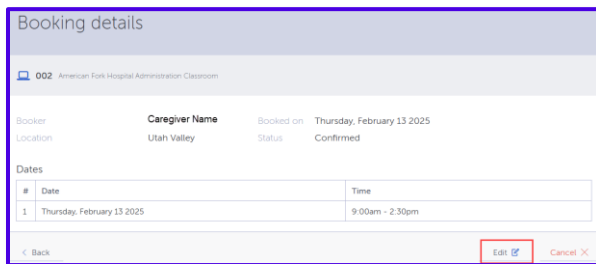


8. Click the **Booking ID** for the seat reservation you need to reschedule or cancel

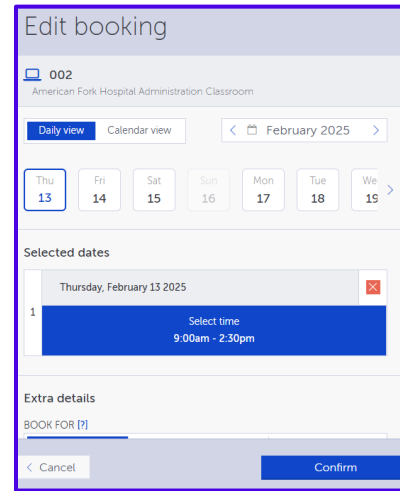
ID	Booker	Space	Type
#2405380	Me	002	Utah Valley-Yarooms Seat Reservat
#2391289	Me	001	Salt Lake Valley-Yarooms Seat Rese

9. From **Booking details** page, click **Edit**

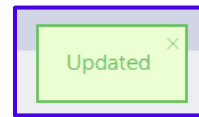
Note: This option only allows you to update the date and time of your booked seat. To change the location, or if the new date and time are unavailable, please cancel your booking and rebook your seat using the **Timeline**.



10. Modify the **date** and **time** of your booking and click **Confirm**

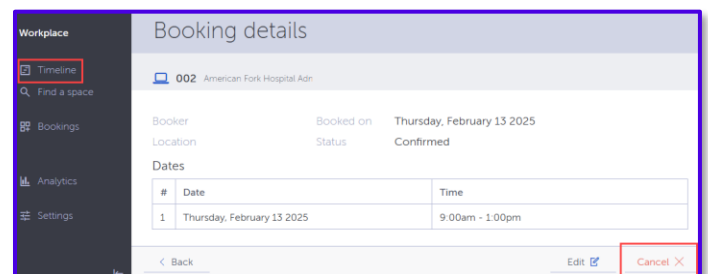


11. An **Updated** pop-up will appear, and your name will display in the selected seat, day, and time



12. You have now rescheduled your booked seat. Repeat this process for any other bookings you need to reschedule.

Note: If your desired date and time are unavailable, please **Cancel** the booking and return to the **Timeline** to book your seat.



Registration Support/Questions



For help with **general navigation** of Workday or YAROOMS, call the Help Desk (800) 442-4566 (option 1)



Employed caregivers with **incorrect Workday program assignment** should escalate to their Intermountain leader, learning partner, or educator – if you can't identify this person, then fill out this [FORM](#)



External/Affiliate Caregiver Support needs for **Workday Extended** contact your Intermountain Learning Partner, email learning@imail.org or contact the Affiliate Support Desk (800) 713-5020. For **wrong training program assignments** contact one of the above or fill out this [FORM](#)



Service line specific training questions, join an upcoming open office hours with an Epic Principal Trainer-details on the Epic Expansion site [HERE](#)