

# Epic Onboarding process for GME Full-time Trainees

Graduate Medical Education (GME)

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Memorial Sloan Kettering  
Cancer Center

# Epic Onboarding Access: Incoming full-time Trainees

## A guide for incoming residents and fellows

Carefully read the welcome emails from HR and the GME office, and complete multi-step instructions



Claim your MSK account and create a password (if you haven't already done so)



Complete Epic test-out module OR Epic training modules in Saba (MSK's learning management system)  
**MUST BE COMPLETED ONE WEEK PRIOR TO START DATE**



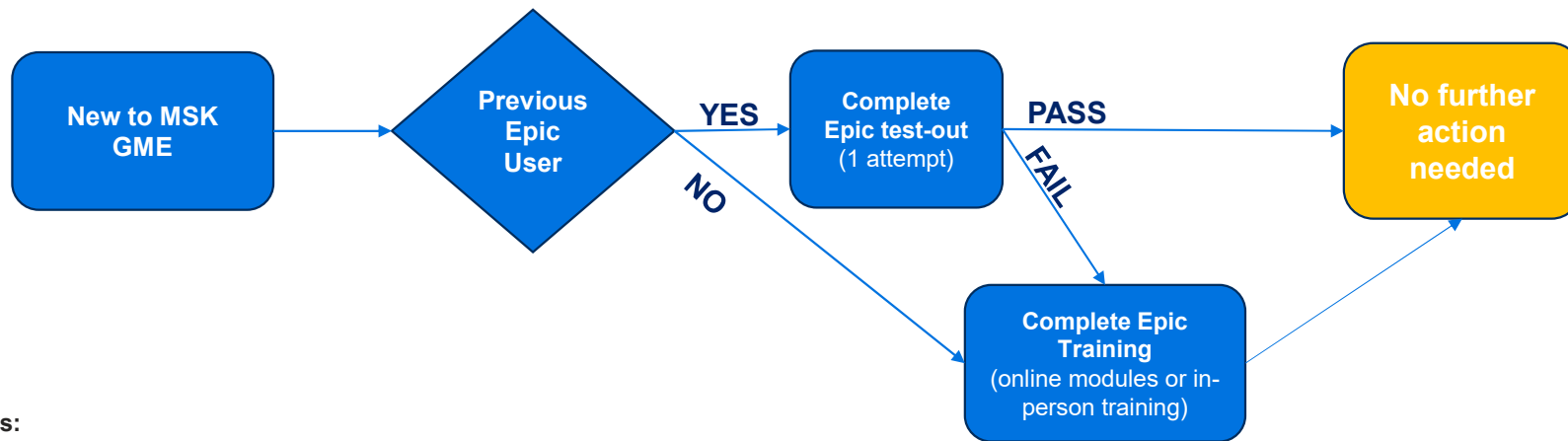
Download [Haiku](#) Application to your mobile device to facilitate Epic related communication

**Note:** Account claiming can only be done within the United States (U.S.). Trainees outside of the U.S. and new international Trainees must complete upon arrival.

**Note:** Access will be delayed for Trainees who are unable to or who did NOT complete test-out or training one week prior to start date.

# Navigating Epic test-out and training requirements in Saba

## A guide for NEW full-time residents and fellows



### FAQs:

- ❖ **Do I have to complete both the assigned Epic test-out and the Epic training modules?**

**Answer: No, not necessarily.**

- ✓ Previous Epic use: If you have used Epic at another institution, you have one attempt to test-out of the training. You will only be allowed to take this test-out once and achieve a passing score. If you pass, you DO NOT need to complete the training modules.
- ✓ No prior Epic use or failed test-out: If you have not used Epic before OR if you fail the test-out, you MUST complete all assigned training modules. MSK Epic access will only be granted after successful completion of all training modules. You do NOT need to take the test-out module.

- ❖ **Is there a deadline by which I should complete the test-out or training modules to have ensure Epic access by my start date?**

**Answer: Yes.**

- ✓ You will receive an email from the GME office. Within 2 business days, you will have your Epic test-out and/or Epic training modules assigned in Saba, which will be customized to your job role. You MUST complete this process at least one week prior to your MSK start date, though. However, we recommend you complete this process as soon as you are notified to avoid access delays.

- ❖ **Do I have to complete both online modules and in-person training if I have no prior experience with Epic or Epic at MSK?**

**Answer: No.** Users requiring in-person training will be identified using the Epic Screening Tool and notified separately.

# How to navigate to the Saba learning system

Navigate to **Saba** via this link <https://msk.Sabacloud.com>

Log in using the **MSK username/Network ID** and the >12-character password you created during the account claiming process. PingID Authentication will be required.  
(note: Do not use your full MSK email address to log in)

Click on '**My Courses**'

Complete assigned '**Epic test-out module**' OR '**Epic training modules**'

Please note: You may need to filter by certification name to see your Epic Test-Out assignment.



## Required Regulatory Training for GME

After a one-time setup with PingID, core required courses can be completed remotely, including from a mobile device.

### Set Up Access and Complete Courses:

1. The following is completed as part of Account Claiming:
  - a) Set up your password
  - b) Register for PingID to complete your courses remotely
2. Log in to the Saba Learning Management system
  - a) Navigate to Saba via this link: <https://msk.sabacloud.com/>
  - b) Log in using the **MSK username/Network ID** and the password you created during the account claiming process.
  - c) PingID Authentication will be required.

3. Select “**My Courses**” to access the courses assigned to you



My Courses

4. Select the **title** of the course you would like to complete.
5. Select “**Launch**” to begin the course.

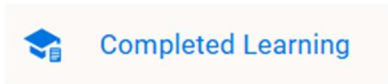
LAUNCH

6. You are required to take the **core required courses** assigned to you prior to the start of your rotation.
7. You may be enrolled in service-specific training modules after your first day, and you must complete these within your first week of training.



## View Completed Certifications:

1. On the home page, select **“My Courses”** and select Completed Learning from the left menu.



2. Here you may Print Certificate or Re-launch the content



## Self-Enrollment for Special Cases Only:

You may be asked to complete additional training outside of the standard requirements for your position after you arrive at MSK. In these situations, follow the instructions outlined below:

1. Log into Saba via this link: <https://msk.sabacloud.com/>
2. On the right side of the page, scroll down to the Required Regulatory Training (RRT) “For special cases only” section and select the course
3. For example, MRI Safety Level 1 or Radiation Safety
4. Under the course title:
  - Select the REGISTER button
  - Select the COMPLETE REGISTRATION button, and when prompted to confirm that you’ve been registered, select CLOSE
  - Under the Module section, select the VIEW button (or the course title)
  - Select the LAUNCH button to begin the course
  - Make sure to select LAUNCH for each of the activities listed. You must complete the first activity before the second (Screening Questionnaire for MRI) can be launched

Activities		
MRI Safety 1 (Required Regulatory Training)	Not evaluated	<input type="button" value="LAUNCH"/>
Screening Questionnaire for MRI	Not evaluated	<input type="button" value="LAUNCH"/>

- After the training content you will be instructed to submit a health Screening Questionnaire for MRI to Employee Health Services to document implants, etc. Please note: the questionnaire is available on MSK’s Sharepoint site, and therefore not available before your hire date.
- On your first day when you complete the questionnaire on Sharepoint, be sure to return to the course to click the final “I Agree” button