

The cover features a solid purple background. On the left side, there is a vertical light blue bar that transitions into a large, rounded, light blue shape at the bottom left corner. The text is positioned in the upper left quadrant.

Wellstar MCG

Enablement Toolkit - Know / Share / Do

April 2024

Know, Share, Do – Toolkit #4

The information below is designed to help you engage your team members and share monthly updates about the integration process with Wellstar.



KEY INFORMATION LEADERS NEED TO KNOW.

- **Thank you!** Thank you for your unwavering commitment to supporting your teams through our integration with Wellstar in addition to your continued dedication to patient care.
- **M365:** As we approach the Outlook, Teams, SharePoint, and OneDrive migration, please note the below the differences based on your employment platform:

If you are employed by WMCG

Once we migrate to M365 in June/July, you will be able to access your new @wellstar accounts—including migrated data—but will lose the ability to actively send / receive email at your @augusta email address.

If you are employed by AU & affiliated with WMCG (e.g., faculty)

You will receive an @wellstar.org M365 account *and* continue to use your current @augusta.edu account and associated files.

- **Epic Training:** It is critical for team members to make themselves available in August and September to complete the required Epic Training modules in accordance with the training schedule.
- **Workday / UKG Training:** Team members must make themselves available in the June / July timeframe to complete the required Workday / UKG training. For most team members, training will occur online at a time of their choosing.
- **Welcome to Wellstar MCG Website:** The current Welcome to Wellstar MCG website is under construction – be on the lookout for more information soon!



INFORMATION LEADERS NEED TO SHARE WITH THEIR TEAMS.

- **New Wellstar badges** are coming this summer! New badges will be used for clocking in beginning August 4. Accessing your physical workstation and tapping into a shared device with your new badges will be available later this year.
- **Workday / UKG Training** will teach WMCG team members will learn how to check a pay slip, clock time (if non-exempt), and more as highlighted [HERE](#). Stay tuned for further information about this required online training.
- **Epic Training** milestones to keep top of mind include course catalog (*May 3*), Q&A Sessions (*June 3 to 17*), and class registration (*Opens June 17*).



TAKE ACTION ON THESE IMPORTANT ITEMS.

- **Only 59%** of team members have set up their Wellstar OneID...let's make our way to 100%!
- **Be sure to activate** your Wellstar OneID with the following steps:
 1. Find the most recent email from oneid@wellstar.org (*Hint: It may be in your spam folder*).
 2. Follow the instructions in the email.

3. Provide your personal email and cell phone number when activating!

- **Prepare for Outlook, Teams, SharePoint, and OneDrive**

Team members employed by WMCG:

If you are employed by AU & affiliated with WMCG (e.g., faculty)

1. Review and delete content you no longer need from your mailbox, OneDrive, Box, SharePoint and Teams sites.
2. Switch personal accounts to your personal email if you use your @augusta.edu email for personal matters like banking or retail. Otherwise, you may miss important emails and encounter password reset issues after the migration.

Steps shown on the left to prepare for M365 are not applicable to you.

There are no immediate actions for you currently. You will receive tailored guidance when needed.

- Many leaders will be asked to nominate team member(s) who are enthusiastic, trusted, and willing to embrace new technology for the CyberSTAR Program by May 3rd.
 - CyberSTARs will participate in activities, including early training, equipping them to answer teammate questions.
 - CyberSTARs will also support Epic end user training by answering questions during sessions.
- Distribute the monthly toolkit from the link [HERE](#)