Affiliate Provider Quick Start Guide

Accessing the Wellstar Health System Network

Wellstar

Welcome to Wellstar

This quick start guide provides you with the information you need to get started with your onboarding and access to the Wellstar network.

By the end of this guide, you will…

- Successfully claim your Wellstar OneID account so you can access the Wellstar Health System network and applications
- Set-up multi-factor authentication (MFA) to access the Wellstar network remotely
- Login into Workday to access your Provider training

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What you need to know…

As a new provider for Wellstar Health System, you will need to **claim and set up your official Wellstar identity profile in Wellstar OneID**, granting you access to the Wellstar network and many important systems and applications that you will need to provide patient care.

In addition to claiming your network identity, **Wellstar requires all providers to use Microsoft Authenticator for multi-factor authentication, or MFA, when accessing any Wellstar systems remotely.** MFA provides additional protections from unauthorized use of your Wellstar user identity.

After claiming your Wellstar identity and registering for MFA, you will have the access you need to **login to Workday, which is your gateway to Provider Training.**

Let's get started!

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Wellstar OneID Registration

Access to the Wellstar Health System network begins by establishing your new Wellstar identity in OneID. Your Wellstar OneID user account is your login to access many important systems and tools here at Wellstar.

Registration in Wellstar OneID is a required step to officially claim your Wellstar username and create a password, before you can gain access to the Wellstar network.

Wellstar Health System will send you an email invitation to create your Wellstar network account within 24 hours of your application date being accepted by the Wellstar Office of Medical Staff Services.

The steps to establish your Wellstar identity are…

- Locate your OneID Welcome email
- Click Your Unique Invitation Link (within the email)
- Create Your Password
- Set Up Your Profile
  - Confirm your login details
  - Set Up "Security Questions

Wellstar OneID

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Locate Your OneID Welcome Email

The OneID Welcome email provides instructions and a unique link to claim your new Wellstar identity activate your Wellstar OneID Account.

Where to Find Your OneID Welcome Email

- Check your "personal" email account for your *"Welcome to Wellstar OneID"* email.

- This email is typically sent within 24 hours of your application date.

- The Sender's Email Address is OneID@wellstar.org.

- Subject Line is: **Welcome to Wellstar OneID**

Important Notes About the OneID Email

- *Wellstar considers the "Personal" email account as the email account used to apply to Wellstar.*

- *You may need to look in your Spam/Junk folder for the email as some email clients route the email to that folder since the email is coming from a new/unrecognized sender.*

Wellstar OneID

OneID Emails: Verified Legitimate/Safe to Open

Greetings Member, Newteam,

Welcome to Wellstar Health System! This email is your official invitation to use Wellstar OneID to claim your Wellstar identity.

Your Wellstar username is: 987654
Please complete the steps listed below to setup your Wellstar network account.
** Note: ALL steps are important! If you need additional assistance, please contact the Wellstar IT Service Desk at 470-956-6000.

Steps must be completed in the order displayed below.

Step1: Click here to create your password
Step2: Click here to complete the WellStar OneID registration process.

Step3:   Download the Microsoft Authenticator App on your Mobile Device (IOS / Android)
Step4: Click here to register for multi-factor authentication using Microsoft Authenticator App.

Thank You,
The Wellstar IAM Team

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Step 1: Create your Wellstar Password

Using the OneID Email, click the link in Step 1 of the email to set up your new Wellstar password
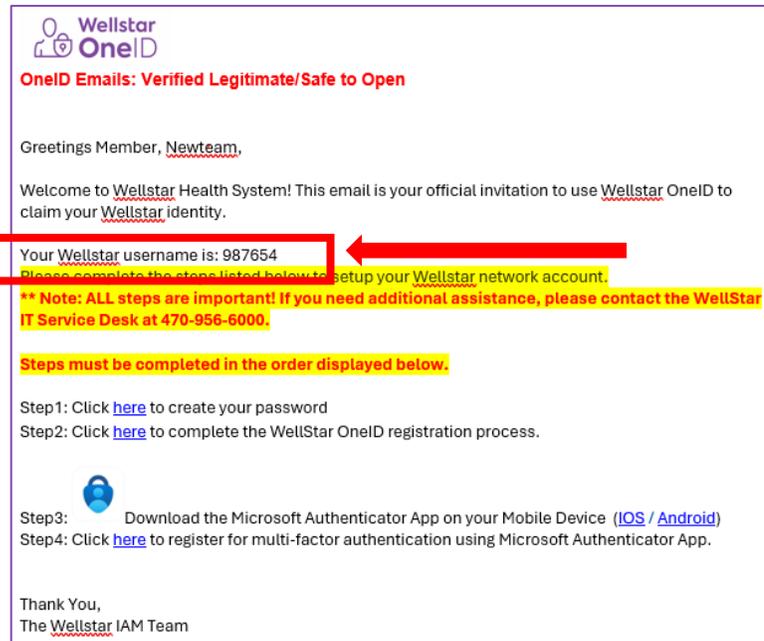
How to Create Your Password

1. Click the link in the One ID email Step 1 (see example to the left).
2. Enter a password in both fields.

   Make sure you enter a valid password with the required characters.
3. Click Change password.

Step 2: Set Up Your OneID Profile

Click the link in Step 2 of the OneID Welcome email to navigate to the OneID Portal
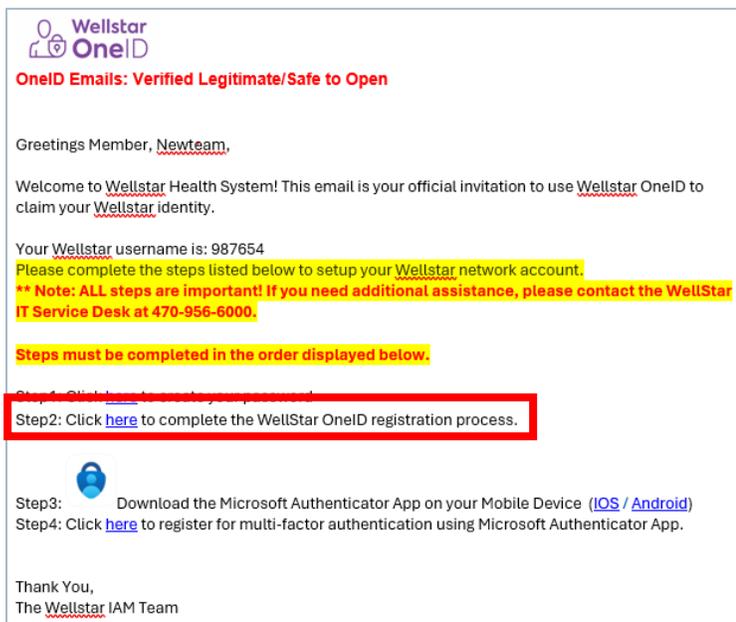
Log Into the OneID Portal

Fill in the following fields:

- **Username** - Enter your Wellstar username (from the email).
- **Password** - Enter the password you created in Step 1 (Create Your Wellstar Password
1. Click **Sign In**.

Set Up Your Security Questions

Select three (3) security questions from each dropdown on the left.

- Provide answers to each security question

- Click **Save**.

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Step 3: Confirm Completion and Sign Out

This screen below appears when the registration is successfully completed. In the upper right corner of the screen, click your name and select **Sign Out**.
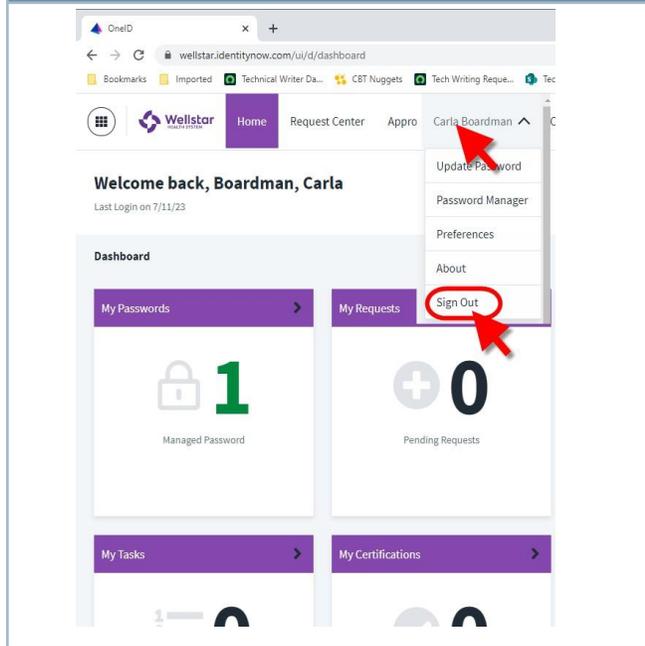
Additionally, you will also receive a confirmation email to your "personal email".

OneID Confirmation Email

This email confirms completion of the OneID account claim process and will display your Wellstar username and new Wellstar email address. *Note: You will need your email address and new Wellstar password for the next process…* **Register for MFA**

Wellstar OneID

OneID Emails: Verified Legitimate/Safe to Open

Greetings Member, Newteam,

We are pleased to inform you that your Wellstar Health System network account has been successfully created. Below are your login details:

Wellstar ID Number: 987654
Wellstar Email Address: Newteam.Member@wellstar.org

Please keep this information secure, as it will be essential for accessing various company resources, including email, shared documents, and internal applications.

As part of our commitment to ensuring the security of our systems and data, we strongly encourage you to sign up for multi-factor authentication (MFA) if you have not done so already. MFA adds an extra layer of security to your account by requiring multiple forms of verification before granting access.

To set up MFA, please follow the instructions below:

Step1: Download the Microsoft Authenticator App on your Mobile Device (IOS / Android)
Step2: Click here to register for multi-factor authentication using Microsoft Authenticator App.

If you did not make an account claim request or if you need additional assistance, please contact the WellStar IT Service Desk at 470-956-6000.

Thank You,
The WellStar IAM Team

Up Next: Register for MFA

www.WelcometoWellstar.com/MFA

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MFA Registration: Get Started

Before you begin the MFA registration process, you will need to...

- Have access to a computer

- Have your personal mobile phone (iPhone or Android)

- Download the Microsoft Authenticator App from the Apple or Android App store

Get the app on your phone

Scan the QR code with your Android or IOS mobile device.

Google Play

App Store

Register for MFA

- Visit the MFA Registration site at www.welcometowellstar.com/MFA (see image below)
- On the home page, click the **Video (recommended)** or **Choose one of the MFA instruction guides t**o complete the MFA registration process

Next: Epic Training Registration

https://trainingreg.wellstar.org/

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Epic Training Registration

After claiming your OneID account and setting up MFA, the next step to onboarding is to register for Epic Training.

- To register for **Epic Training**, visit https://trainingreg.wellstar.org/ to submit a training request.

- Practitioners can submit a "***test out***" request at https://trainingreg.wellstar.org/ if they meet the eligibility criteria.

- Epic training will appear in Workday when the practitioner receives an email with instructions from the Epic trainer.

- *Note: OneID activation must be completed before Epic training can be assigned.*

- *Epic training is delayed if the previous items are not completed.*

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Notes on Epic Training Process

Training Instructions

Epic training instructions are shared via email to your personal email address on file (i.e. – the email address used on your application to Wellstar.)

Look for an email from Epictraining@wellstar.org with instruction details.

Training Assignments

All training is assigned in Workday by Monday evening each week.

Practitioners should check Workday for assignments and schedules (see Section 4 – Finish: Access Workday for Training.)

Completing Assigned Training

Practitioners will complete any pre-training and required classes in Workday.

Practitioners should use the Microsoft Teams invites available in Workday for virtual classes.

Accessing Epic

Epic Access is granted by end of week by Wellstar's Epic Security Team

If Epic training has not been completed, access will be discontinued.

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Finish: Access Workday for Training

Step 1: Navigate to Workday

- Step 1: Navigate to Workday
  - From eSource or the Staff Portal click the Workday tile
  - Or use the login URL - https://www.myWorkday.com/wday/authgwy/wellstar/login.htmld
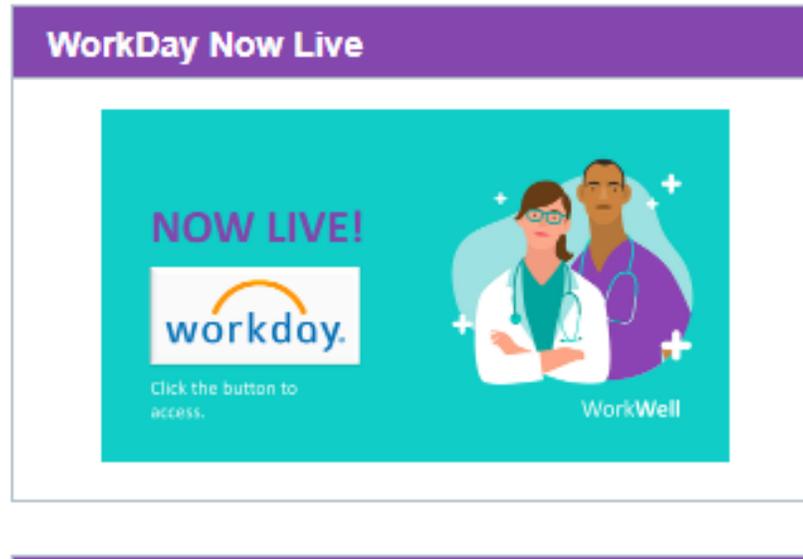
From eSource

From Staff Portal

(www.staff.wellstar.org)

Step 2: Select Login via SSO

- Step 2: Login via SSO
  - Select the "Login via SSO" option.
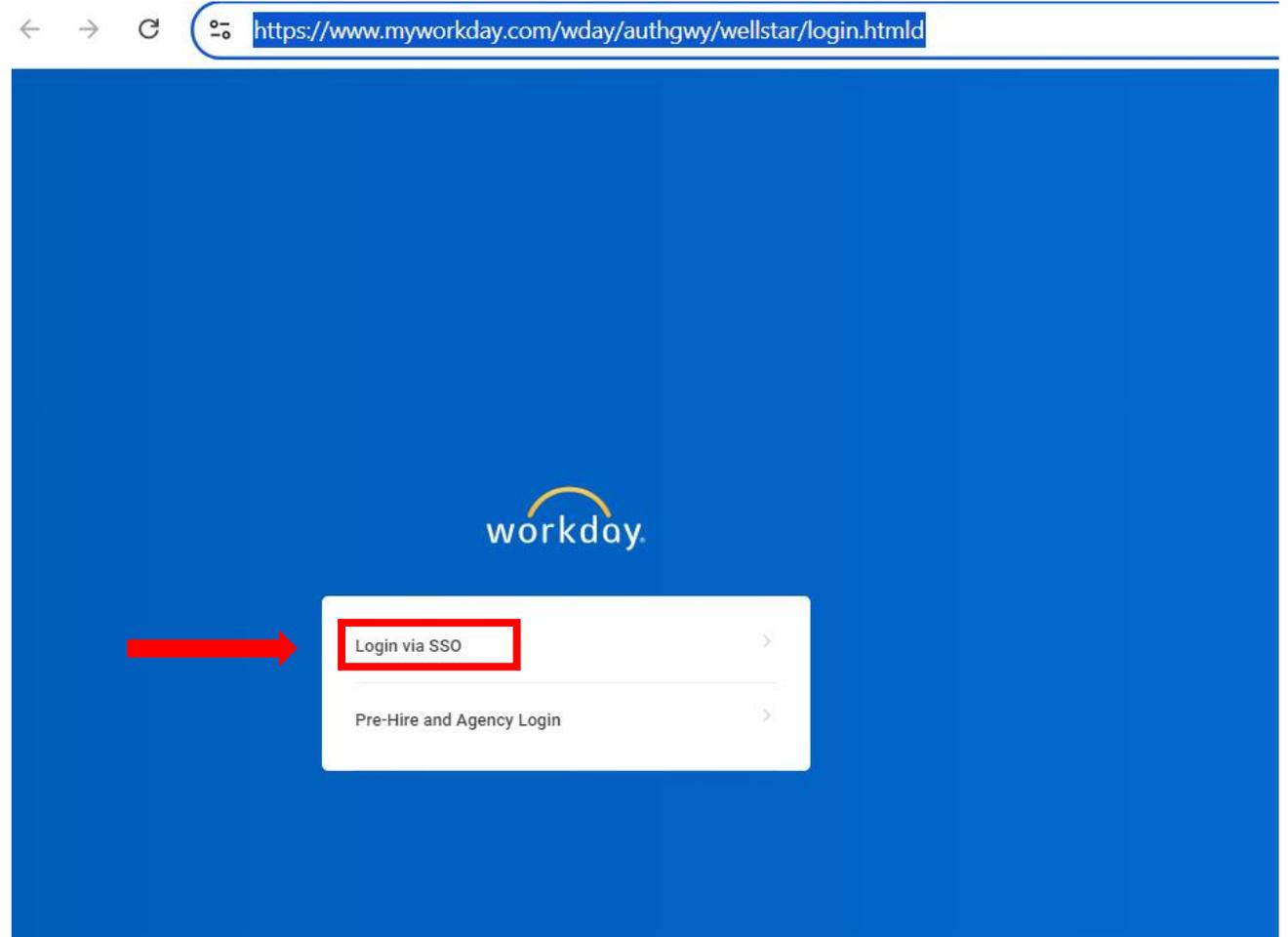
Step 3: Login to Workday
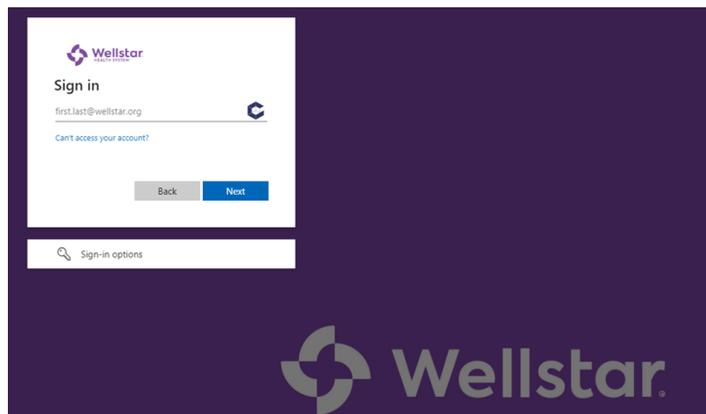
- Enter Your Wellstar Email Address
  - *You can find your Wellstar email address in your OneID confirmation email*

Click the 'Next' button to proceed
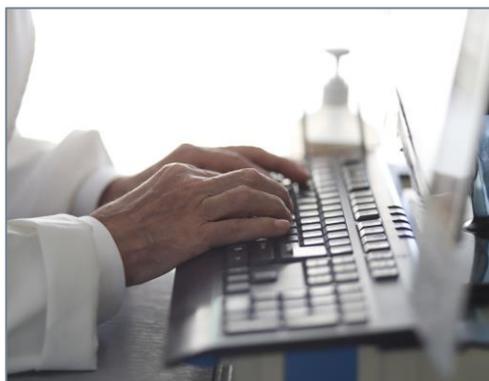
- Enter your Wellstar network password
  - *This will be the same password set during OneID Account Claim Process*

Step 4: Navigate to "Learning"

- Sign into the Workday system to complete required training
- Select the "Menu" waffle in the top left corner
  - From the menu dropdown, select "Learning"
  - Complete any training courses as assigned
    - Note: Your Epic Training Enrollment will appear in your assigned courses
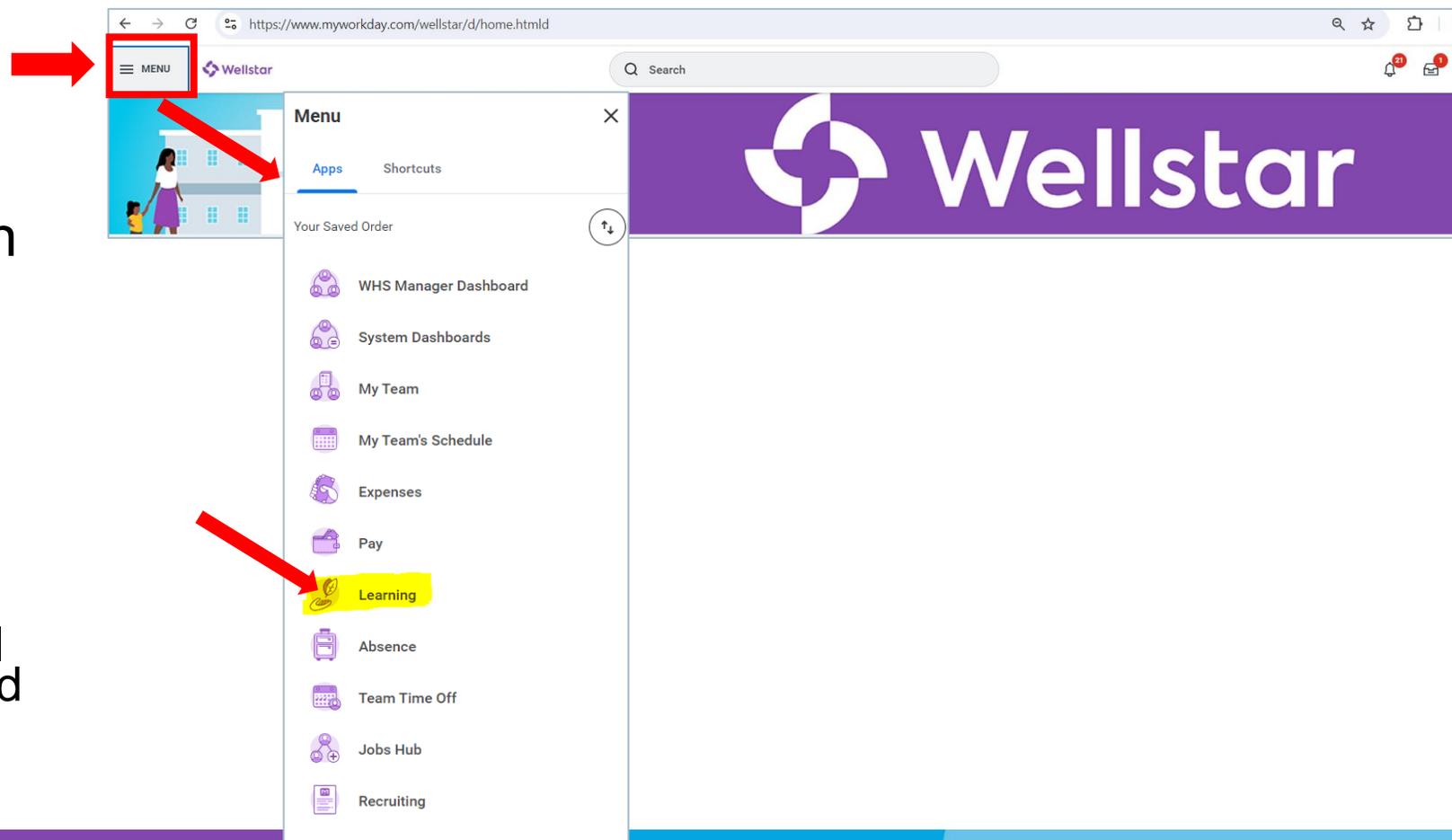
Notes on Workday

- Workday is an essential tool that will be used in conjunction with Epic for various administrative tasks.

- Ensuring proficiency in Workday will streamline your Epic training experience and maximize its effectiveness.

- All medical practitioners are required to complete any necessary Workday training before attending Epic training.

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Get Support

Need assistance?

- **General Issues/Questions** - Contact the Wellstar IT Service Desk at 470-956-6000

- **OneID Activation Email Issues/Questions -** Contact the Wellstar IT Service Desk at 470-956-6000

- **Scheduling Epic Training** – Visit https://trainingreg.wellstar.org/

- **Submit "Epic Test Out" Request** – Visit https://trainingreg.wellstar.org/

- **Workday Access Issues** - Contact the Wellstar IT Service Desk at 470-956-6000

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