

Steps for gaining access to Epic Cosmos are described below. Please email cosmos@mcw.edu with questions!

Step 0 – Complete a [Cosmos Access Request Form](#)

NOTE: Cosmos portal access can be delayed for a couple of reasons:

- **Epic will only provision Cosmos access to 10 new users per 1 certified Super User**
 - We must wait for each Froedtert Super User to get certified to add 10 more people
- **Epic grants Cosmos access, not Froedtert, so we must wait for Epic to turn on access**
 - You will receive a "Welcome to Cosmos!" email from Epic, not from Froedtert

Step 1 - Register for Epic User Web Access:

If you already have an Epic User Web account, skip to Step 2.

- You must self-register for Epic User Web access.
- You must enter your MCW or Froedtert work/school email address to gain access
- Learners and clinical trainees should select
 - **Employee of an Epic Customer** as their Employment
 - **Other** as their Role and then leave a comment describing your specific F&MCW role as a Medical Student, Pharmacy Resident, etc.
- Approval may take 24-48 hours

Step 2 - Request or Update Your Epic Training Record

- If you have never done any Epic-led training, request a Training Record at training@epic.com, let them know that you have never done any Epic training before, and ask that your new training record be linked to your User Web account for Cosmos training
- If you have done Epic-led training in the past, email Epic at training@epic.com and let them know the following:
 - ...if you have previously worked for Epic
 - ...what organization(s) you did your previous Epic-led training for
 - ...if you went by any different names while at your previous organization(s)
 - ...that you want to do Cosmos training

Step 3 - Complete all General Cosmos User Training:

These materials do not require access to Cosmos.

- Log into the Epic User Web
- Complete E-Learning [COS100](#)
- Complete E-Learning [COS200](#)
- Complete Cosmos Responsible Use [Self Study](#)
- Complete Cosmos Responsible Use [Self-Assessment](#)
 - *This step cannot be done without the Epic Training Record linkage described in Step 2*

Optional Step 4 - Complete the Cosmos Super User Badge Training:

Super Users are responsible for supporting end users in their respective departments and serving as departmental liaisons -- Epic requires a ratio of 1 Super User to every 10 General Users

- Email registrations@epic.com to request training for the Cosmos Super User Badge
- Log into the Epic User Web
- Complete the Cosmos Super User [Badge Training](#)

Once you have completed all steps, Epic will grant your Cosmos access!