

# eastwest UNIVERSITY REFERENCE GUIDE

East West University is the platform for all employees of the East West Family of Companies to train, educate and develop their skill sets in order to grow both professionally and personally.

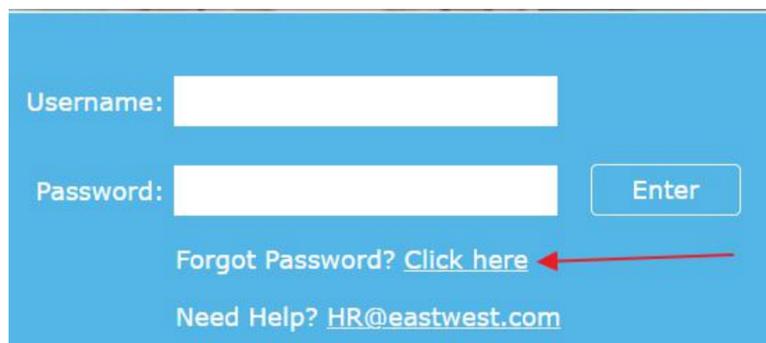
## 1) Logging in – Go Here: [www.university.eastwest.com](http://www.university.eastwest.com)

Some users may have initially used their personal email addresses to setup their account. If you did so, you will want to update your personal email with your work email in UKG so it'll update in East West University.

- a) Not sure of your email in EW University? – email [hr@eastwest.com](mailto:hr@eastwest.com) to ask.
- b) I used a personal and need to change it to work email - ask your manager to update your email in UKG

## 2) Password –

- a) Use the link on the login page to enter your user ID to receive a link to reset it.



Username:

Password:

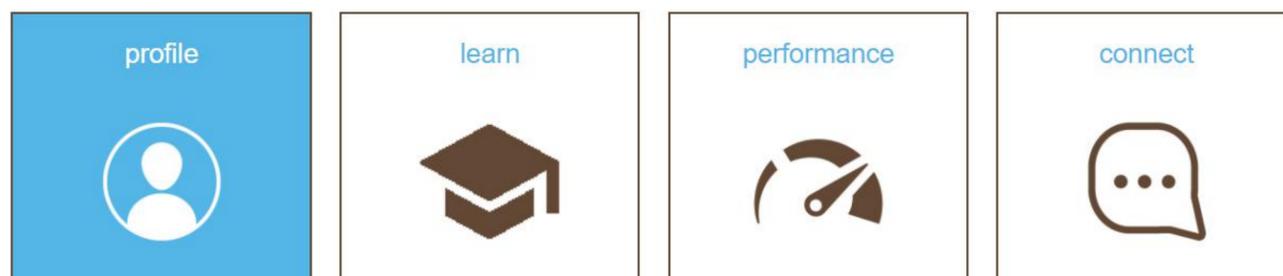
Forgot Password? [Click here](#)

Need Help? [HR@eastwest.com](mailto:HR@eastwest.com)

- b) If you don't know your user ID, please search your email, it's likely you received this information around your hire date. You can also email [hr@eastwest.com](mailto:hr@eastwest.com) for assistance if you're unable to locate your user ID.

## 3) I am logged in now, where do I start?

- a) Start by setting up your profile so its accurate. Upon logging in your will see 4 boxes, select "Profile".



b) Here, you can edit information about yourself. If you uncover incorrect employment information, please email [hr@eastwest.com](mailto:hr@eastwest.com), tell them the issue and provide the correct information. Also you can edit details about yourself using the pencil icon on the far right of each category.



#### 4) Profile is set, how do I start trainings?

a) By using the top menu bar, you can navigate back to the home screen –

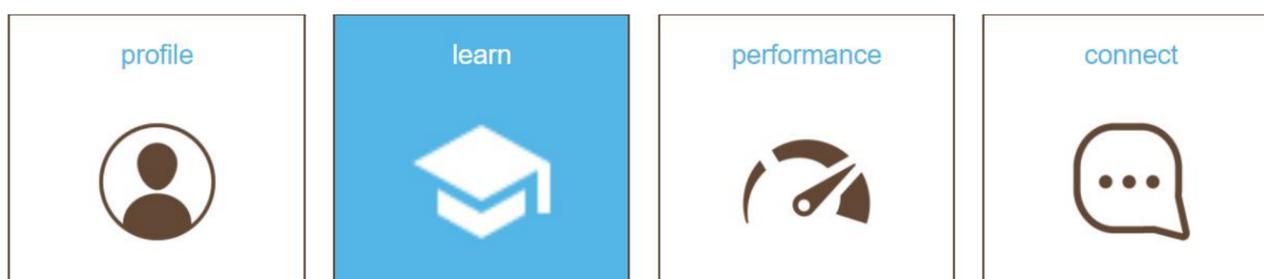


b) Access live instructor-led training sessions via the Training Calendar on the Home Page. Just click on any date and the calendar will open. Also, some trainings will be assigned to you by your manager; these can be found by scrolling down and viewing them under the “Your Training” section. Simply click the “Launch” button to begin the training.

| Jun |     | July 2021 |     |     |     |     | Aug |
|-----|-----|-----------|-----|-----|-----|-----|-----|
| SUN | MON | TUE       | WED | THU | FRI | SAT |     |
| 27  | 28  | 29        | 30  | 1   | 2   | 3   |     |
| 4   | 5   | 6         | 7   | 8   | 9   | 10  |     |
| 11  | 12  | 13        | 14  | 15  | 16  | 17  |     |
| 18  | 19  | 20        | 21  | 22  | 23  | 24  |     |
| 25  | 26  | 27        | 28  | 29  | 30  | 31  |     |
| 1   | 2   | 3         | 4   | 5   | 6   | 7   |     |

| Your Training  |          |                 |
|--|----------|-----------------|
|  | Due Date | Action          |
| Winter Safety  | None     | Launch          |
| Lead Inclusively: Behaviors & Tools for Everyday Inclusion (FIRST SESSION) | None     | Open Curriculum |
| Brain Bites: Organizing Your Files   | None     | Launch          |

c) You also have the option to search for trainings of your choice and interest. Click on the “Learn” box.



d) Simply type in a topic or keyword in the search bar at the top to view offered trainings, or scroll down before searching for featured trainings –



## 5) Get Acquainted with East West University

Please note that East West University is the new name for Cornerstone. In this training, everything references Cornerstone which is also known as East West University.

a) In the Learner Home page, search for the class titled "**Getting Started in East West University (Cornerstone)**"; this class will teach you how to on create your profile and assist with performance reviews, goal setting, training, development plans and an intro to Cornerstone for Managers.

6) **Smartphone app** – You can learn anywhere, anytime with the Cornerstone Learn App. Access all materials, trainings, performance reviews, goals and more right from your phone. Download the app today!



### Cornerstone Learn 4+

Cornerstone OnDemand

Designed for iPad

★★★★★ 4.6 • 8.2K Ratings

Free

## 7) Point of Contacts:

### Slifer, Smith & Frampton

General HR email: [hr@eastwest.com](mailto:hr@eastwest.com)

### East West Partners:

General HR email: [hr@eastwest.com](mailto:hr@eastwest.com)

### East West Hospitality:

Westin: Brenda Perez – [westinhr@westinriverfront.com](mailto:westinhr@westinriverfront.com)

Urban Management: Anne Norton – [anorton@eastwestum.com](mailto:anorton@eastwestum.com)

Viceroy: Lindy Clark – [lindy.clark@viceroyssnowmass.com](mailto:lindy.clark@viceroyssnowmass.com)

Tahoe: Catherine Lodge – [clodge@eastwest.com](mailto:clodge@eastwest.com)

Snowmass: Kelly Brockett – [kbrockett@eastwest.com](mailto:kbrockett@eastwest.com)

Vail Valley: General HR email – [hr@eastwest.com](mailto:hr@eastwest.com)

Angela Gaffney, Director of Learning and Development for the East West Family of Companies is always open to your questions, ideas and feedback. If you need additional support beyond your HR point of contact, you may email her directly at [agaffney@eastwest.com](mailto:agaffney@eastwest.com).