Getting to Know **My Workspace**

**What is My Workspace?**
My Workspace collects these functions into one convenient dashboard in the Weill Business Gateway:

- Universal Worklist Tasks (with My Inbox)
- Job Requisition
- eTime (for select departments)
- Recruitment Management
- Onboarding Management
- Learning Administration
- Learning Management

**Access My Workspace**
You can log into My Workspace in three easy steps!

1. Log into [https://myapps.weill.cornell.edu](https://myapps.weill.cornell.edu) from your web browser with your CWID and password.

2. Click the **Weill Business Gateway** icon in the Apps section.

3. Click the **My Workspace** icon on the menu bar.

Flip this card over to learn more about the My Workspace dashboard
My Workspace Dashboard

1. **To Do**: Access your Universal Worklist tasks.
2. **Learning**: Search for WCM course offerings.
3. **My Dashboard**: Manage your staff’s learning.
4. **Careers**: View WCM job postings.
5. **Personnel Actions**: Initiate job requisitions.
6. **Recruitment**: Manage prospective candidates.

Questions? support@med.cornell.edu or 212-746-4878