

Log On

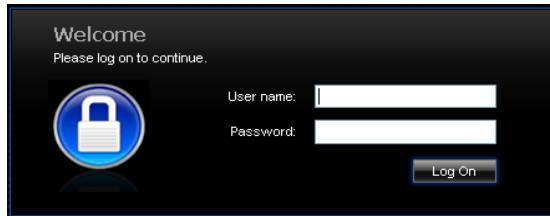
1. Connect to the internet and type in the address:

From your home or office PC:

http://www.access-sv.com

From inside SVHS:

http://access-sv.svhs.local



2. Type-in

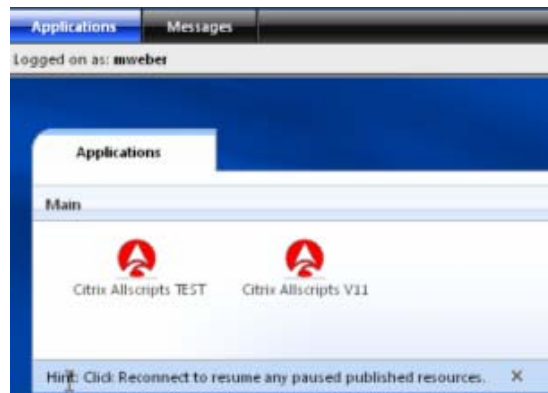
User Name = your network user name


Password = your network password

3. Click **LOG ON**.

Available Applications and Files

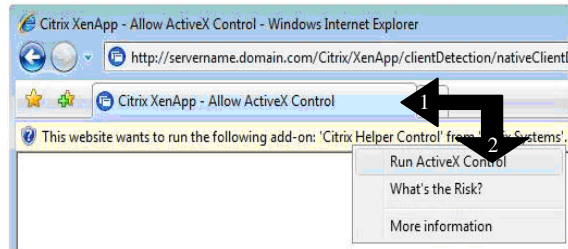
Note: Available applications are based on your security set up. Please remember to Log Off from each application when you are finished.



- **Allscripts** – Click . Log on and follow all the directions for the Allscripts application.
- **Portal** – Click the Portal Icon. Log on and follow all the directions for the Portal application.

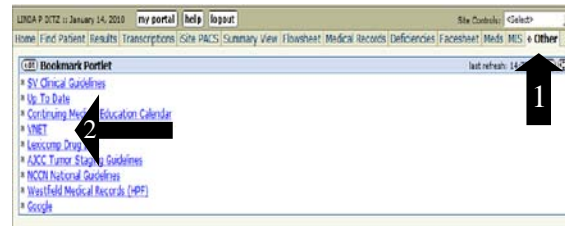
Please note: Depending on your web browser vendor and version, you may be prompted to run the ActiveX control.

1. Click on the information bar.
2. Click on the option to **RUN ACTIVEX CONTROL**



To access Email, Allscripts Information, Med Staff Information, etc.:

1. Click the Portal Icon and Log On to Portal.
2. Click the **OTHER** tab →click **VNET**.



Then for:

- **Email** - Click **HOW TO ACCESS EMAIL** and follow the listed steps.
- **Med Staff Information:** Click **MED STAFF INFORMATION**.
- **Allscripts Information:** Click **ALLSCRIPTS** and then locate the needed information. I.E. Hard to Find Medications, FAQs.



CITRIX Access: Allscripts, Portal, etc

NOTE: You must have a CITRIX account to access any applications via CITRIX. If you do not have a CITRIX account, please call 452-5868 to request a CITRIX account.

NOTE ABOUT WEB BROWSERS & OPERATING SYSTEMS

These instructions are based on Microsoft Internet Explorer version 6. CITRIX is compatible with IE 6 or higher; Windows XP SP3, Vista or Windows 7. Firefox is not supported and Macs are not compatible.

If you find that you can't find an equivalent setting or you are unable to access CITRIX or the designated applications contact the:

Help Desk

452-5868

Getting Started – Set Up The PC The First Time

First Time – Log On

1. Connect to the internet and type in the address:

From your home or office PC:

http://www.access-sv.com

2. Type-in

User Name = your network user name

Password = your network password

3. Click **LOG ON**.

First Time – Trusted Sites

(Complete the very first time you log on that PC)

1. Open your browser, on the menu bar click **TOOLS**→**INTERNET OPTIONS**→**SECURITY**.

2. Click on  → click **SITES**.

3. Make sure the **REQUIRE SERVER VERIFICATION** is unchecked.

4. Under **WEBSITES**, type in:

http://www.access-sv.com →click **ADD**

http://www.saintvincenthealth.com→ click **ADD**

http://access-sv.svhs.org → click **ADD**

5. Click **OK**.

6. Click **OK** again.

First Time – Download CITRIX

1. Log on to CITRIX.

Note: It might take a moment for the connection to be established

2. If necessary, accept the User Agreement and click on **DOWNLOAD**.

3. Run the XenAppWeb.

4. Run the CITRIX XenApp Web Plugin if necessary.


5. The message **INSTALLATION COMPLETED SUCCESSFULLY** should display. Click **CLOSE**.


Note: Browsers may display different options/ steps. For ex: once the install is complete, you may need to close the browser and reopen the browser to log in, you may need to select a box “Already Installed” or you may be directed to the applications you have access to.

First Time –

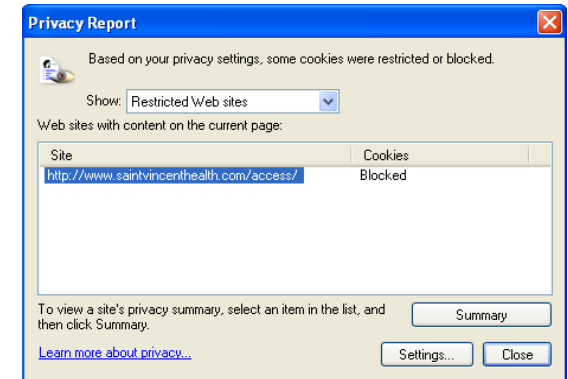
(May need - if you are using Internet Explorer. Is complete once, the very first time you log on to that computer)

1. Look near the bottom right-hand corner of the screen.

- If you see this icon , continue step 2.
- If you don't see this icon, close the browser there, are not any settings to change.

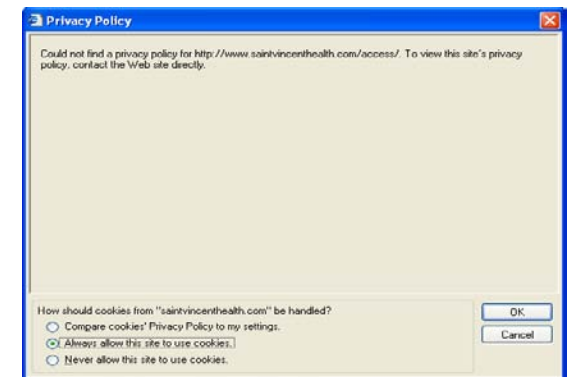
2. Double click on .

3. The Privacy Report window opens.



4. Under **SITE**, click on the web address, click **SUMMARY**.

- The Privacy Report window opens.



5. Select the radio button **Always Allow This**. →click **OK**→ click **CLOSE**.

6. Close your web browser.

Note: Different PCs and different browser will function differently. If you find that you can't find an equivalent setting or you are unable to access the application please contact the Help Desk at 452-5868.