

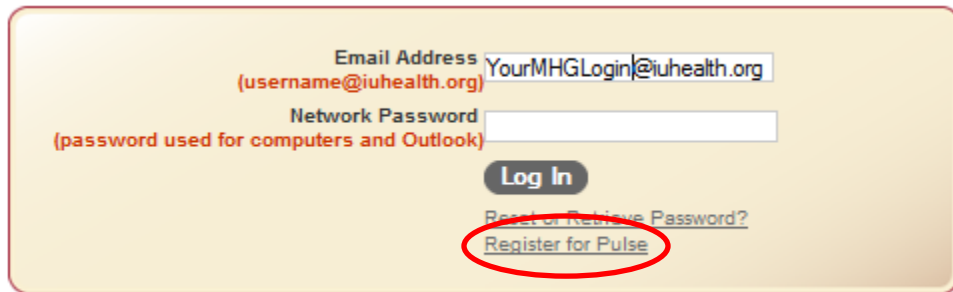
Requesting Cerner and MFA Access

You've been granted IU Health Network Access. You can now get into the remote portal, CSGate, but nothing else. Now you must request access to Cerner.

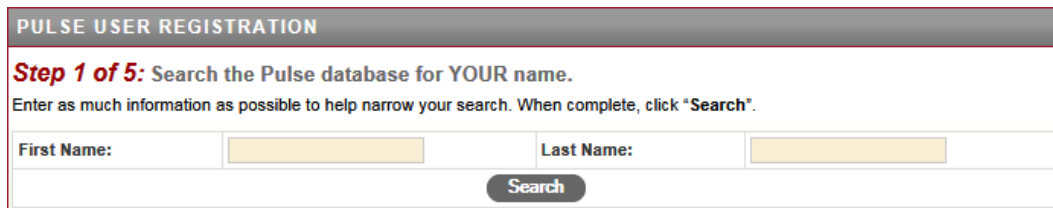
If you have never been a user of the IU Health Network before, you will first need to register for Pulse, the IU Health intranet. If you know you have a Pulse account, please skip to Step 2 on page 4.

Step 1--Registering for Pulse

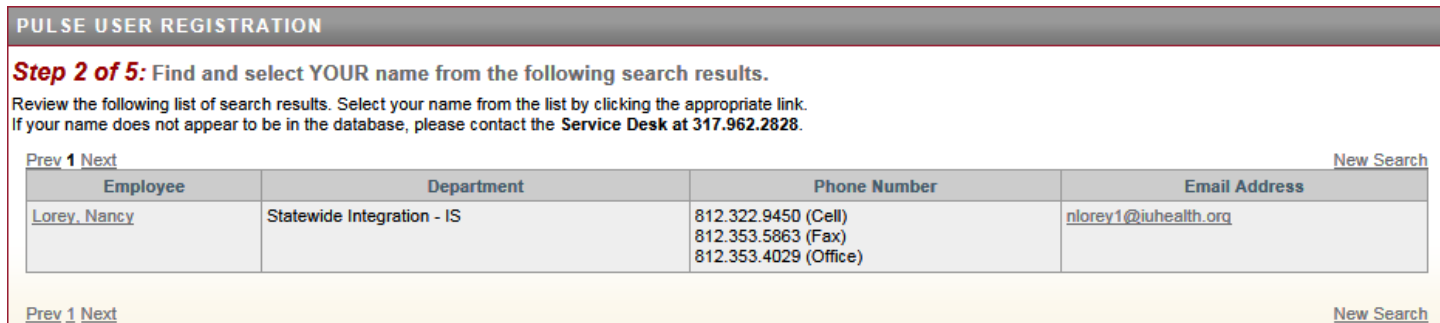
- Click on the [Register for Pulse](#) link in the box:



- You will see this box next:



- After entering your name, and pressing the Search button, you will get a list of matching users. Choose yourself (obviously!). All non-IU Health employees in our region are listed in the **Statewide Integration – IS Department**.



Employee	Department	Phone Number	Email Address
Lorey, Nancy	Statewide Integration - IS	812.322.9450 (Cell) 812.353.5863 (Fax) 812.353.4029 (Office)	nlorey1@iuhealth.org

Requesting Cerner and MFA Access

PULSE USER REGISTRATION			
Step 3 of 5: Confirm your personal information.			
Please review the following data. If this information is correct or requires only minor edits, click "Next >>" to confirm or edit and proceed with the registration process. If the information is clearly not yours, click "Back" and try again. If your name does not appear to be in the database, please contact the Service Desk at 317.962.2828 .			
Every IU Health Employee has a @iuhealth.org e-mail address. Please note your e-mail below.			
Employee Information (Last Updated: 2015-04-17)			
First Name:	Nancv	IU Health Email:	nlore1@iuhealth.org
Middle Initial:	K	Other Language(s) spoken:	
Last Name:	Lorey		
Nickname:			
Title:	Non-IU Health Employee		
Level:			
Manager Name:	Michael Melby		
Mailing Address(es)	Phone Number and Location(s)		
	Primary Phone(s) and Location Information		
	Pager Phone:	317. .	
	Cell Phone:	317. .	
	Office Phone:	555. 111. 1111 Ext:	
	Fax Phone:	317. .	
	Campus:	Methodist	
	Building:	Methodist B	
	Department Floor:	00	
	Room:	00	
<input type="button" value="Back"/>		<input type="button" value="Next >>"/>	

➤ To authenticate, enter your network password and Lawson number, also known as your Employee Number.

PULSE USER REGISTRATION			
Step 4 of 5: Enter credentials to authenticate.			
Please enter your IUH Network Password (NT Password) and Employee Number (for employees only) below to authenticate your credentials and continue with the registration process. Employee Number is the last 5 digits of your Lawson ID.			
NOTE: IUH Network Password is case-sensitive.			
Network ID:	nlore1		
Network Password:	<input style="width: 90%;" type="password"/>	Employee Number:	<input style="width: 90%;" type="text"/>
<input type="button" value="Authenticate"/>			
If authentication fails and you can not continue to the next step, please call Service Desk (317.962.2828 or 888.760.0035) :			
<ol style="list-style-type: none"> 1. The IUH NT account must be enabled – not expired and not locked 2. The IUH NT ID/Password combination must allow the user to login to any IUH computer. 3. Service Desk should validate any newly reset passwords for the user before instructing him/her to try it in Pulse registration or login. <i>If the user can login to an IUH computer, he/she can also use the same password to complete Pulse registration.</i> 			

The next screen is on the next page...

Requesting Corner and MFA Access

Update your personal information.
 Please change or update your information as needed. When you are finished, click "Create Pulse Account" to complete the registration process.
 For assistance, click the help button in the upper right corner of each section heading.

* Indicates a required field.

EMPLOYEE INFORMATION (LAST UPDATED: 2015-06-01)	
* First Name:	Jane
Middle Initial:	
* Last Name:	Doe
Nickname:	
Home Page:	
Title:	Non-IU Health Employee
Level:	
Department:	Statewide Integration - IS
Hire Date:	2015-05-12
Manager Name:	Church Kathy <input type="button" value="Lookup"/>
Assistant Name:	<input type="button" value="Lookup"/>
Notes:	Please "Lookup" manager name and assistant name. The system does not allow free text entries for these two fields.

NOTE:
Please verify your Email Address. This Email will become your Pulse Account Login.

* Email:

Specialty:

➤ Once you choose yourself, you will be asked to confirm your information. You will have to enter a **Location**. You should **choose "Other"** from every dropdown for location that you are forced to enter, and either **00 or 01 for floor**. Bloomington means an IU Health facility associated with the Hospital or the Southern Indiana Physicians practices. Unless you actually report for work at one of those locations, "Other" will work. If you are forced to enter a Floor, anything will do. You may choose to change your phone number and any other information if you wish.

EMPLOYEE LOCATION	
Phone Number and Location(s)	
Primary Phone(s) and Location Information	
* Office Phone:	555 111 1111 Ext: <input type="text"/>
Fax:	317 <input type="text"/>
Pager:	317 <input type="text"/>
Cell Phone:	317 <input type="text"/>
Company:	<input type="text"/>
Department:	<input type="text"/>
* Campus:	Other <input type="button" value="v"/>
* Building:	Other <input type="button" value="v"/>
* Floor:	00 <input type="button" value="v"/>
* Room:	00 <input type="text"/>
Unit:	<input type="text"/>

➤ Click "Create a Pulse Account"

Requesting Cerner and MFA Access

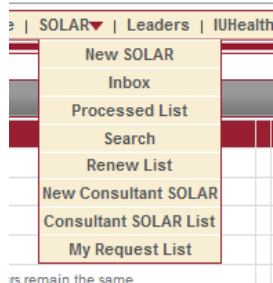
Step 2 – Create a SOLAR for Cerner and Multi-factor Authentication.



- Click on the LOG IN area to receive this screen:

- Once your login is successful, click on “here to go to Pulse home page”.

- **Hover** over the word “SOLAR” to get the drop down list. Click on “New SOLAR”.



Accept It

- Read the Responsibility Statement section. Read this and click .
- The form will load – Please fill out the following sections:
 1. Computer Systems Section: (to view steps). Choose **Cerner** from the list and click “ADD” to move it to the list on right. Choose **MFA Access** and click “ADD” again
 2. Primary Work Area: Click on Ambulatory – IU Health
 3. Comments Box for Cerner. add notes indicated below – Depending on your role enter:
 - A) **EV Phys: Physician View Only**, (for Physicians, PAs, or NPs) or **AMB: View Only** (nurses, medical assistants, or other office staff)
 - B) **If questions, contact Kathy Church @ 812-353-4026**
 4. Comments Box for MFA, put CSGate and explain you are not on the IU Health Network.

Please see picture on the next page for the completed form.

Requesting Cerner and MFA Access

Please select the Systems you want to access and then follow the steps

1. Select the systems you need and then click "ADD >>" button to place requests for the selected systems
2. If you want to remove some of the selected systems, Please select them and click "REMOVE <<" Button
3. If you want to remove all the selected systems, then click "REMOVE ALL <<" Button

* Computer System	Arnett Space Request Arnett Systems BABE Ball and Blackford Systems Bedmaster Blood Bank History/Downtime App Boardmaker CareLink iPro CareMedic CBORD FoodSvc/NutritionSvc Suite	ADD >> REMOVE << REMOVE All <<	<div style="background-color: #0070C0; color: white; padding: 2px;">Cerner MFA Access</div>
-------------------	--	--------------------------------------	---

Please select your Primary Work Area below:

<input type="radio"/> After Hours Triage <input checked="" type="radio"/> Ambulatory - IU Health <input type="radio"/> Ambulatory - IUHP <input type="radio"/> Ball All Departments <input type="radio"/> Blackford All Departments <input type="radio"/> Bedford, Bloomington, & Paoli - All Departments <input type="radio"/> Cardio <input type="radio"/> Care Management <input type="radio"/> Cath Lab/Heart Station/EP Lab <input type="radio"/> Cerner (HomeCare-User) <input type="radio"/> Cerner Patient Population Suite <input type="radio"/> Cerner Security Self Service <input type="radio"/> Charge Services <input type="radio"/> Decision Support – DSM <input type="radio"/> Dietary/Nutrition <input type="radio"/> ED/EMTC	<input type="radio"/> EMPI <input type="radio"/> IVF Lab <input type="radio"/> Labor & Delivery <input type="radio"/> Name Change <input type="radio"/> Pastoral Care <input type="radio"/> Patient Care – Nursing <input type="radio"/> Pathology – Lab <input type="radio"/> Pathology – Lab (West Hospital) <input type="radio"/> Pharmacy <input type="radio"/> Quality Management (Policy/Procedure) <input type="radio"/> Radiation Therapy <input type="radio"/> Radiation Therapy (IU Health West) <input type="radio"/> Radiology <input type="radio"/> Radiology (West Hospital)	<input type="radio"/> Rehab (AHC) <input type="radio"/> Rehab (North Hospital) <input type="radio"/> Rehab (West Hospital) <input type="radio"/> Respiratory <input type="radio"/> Revenue Cycle <input type="radio"/> Shadow Tools <input type="radio"/> Social Services <input type="radio"/> Surgery <input type="radio"/> Transfer Center <input type="radio"/> Transplant Services <input type="radio"/> XYZ (Please use only at the direction of classroom instructor) <input type="radio"/> Other <input type="radio"/> Scheduling <input type="radio"/> XYZ PAS
--	---	--

* CERNER: Enter the job function you will perform. Include secondary job functions if any. (Provide Clinic Name for Outpatient/Physician Clinics System)

AMB-View Only, please contact Kathy Church @ 812-353-4026 for questions

* Request Detail For: MFA Access
 (Please identify which remote access method needed, VPN, CSGATE, or Outlook Web Access:)

CSGate. Work for a non-IU Health practice affiliated with (Bloomington/Bedford/Paoli/Morgan) Hospital. Office is not on the IU Health Network.

Send Request

➤ **Critical Step---Request Type:**

GO BACK TO THE TOP and click on Add. If you do this first, the form will delete it, and you will have to do it again.

* Request Type: Add Delete Change

➤ SEND REQUEST – click this button as bottom right – Request is complete. Be patient—don't keep clicking; it takes a few minutes to review all the information and accept your request.

That's basically it. I (Nancy Lorey) will be happy to help if you need it. My office phone is (812) 353-4029, or email at nancylorey@healthinc.org. Thanks to Holly Bishop at IU Health Information Services for the second section of this.