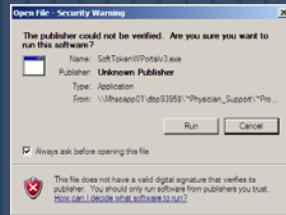
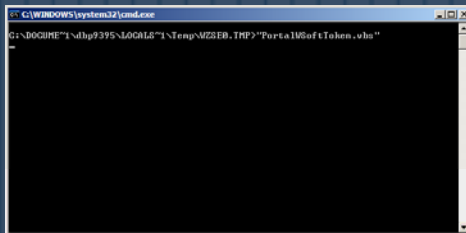
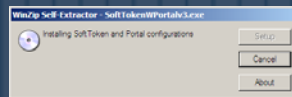


Methodist Healthcare System Software Installer for Secure Online Access

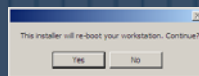
1. On startup, the installer will display a permissions box, please click “Run”.



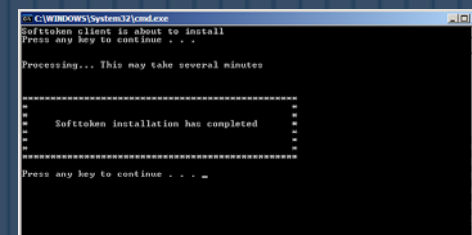
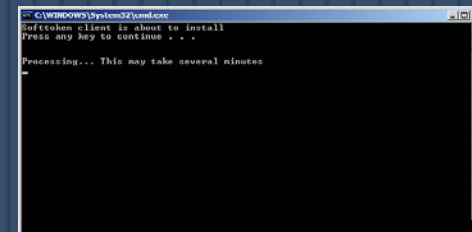
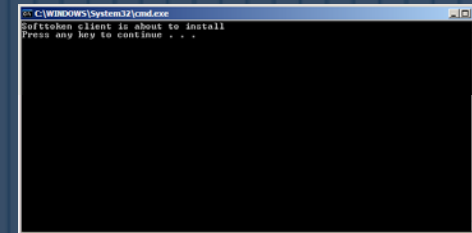
2. A status box will appear followed by another status box. Please do not close them.



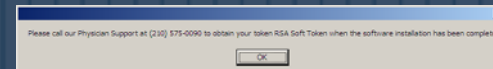
3. Click on the “Yes” button to continue the installation process.



4. In the installer boxes that follow, press a key when indicated.



5. To complete the installation, press :”OK”.

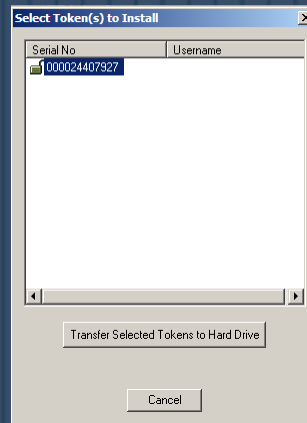


Loading the Software Token/Logging onto the System

6. Find the token file sent to you by an MHS CSR; we advise saving the file onto your desktop for easy location.



7. Double-click on the token.



8. Highlight the token serial number and the click on the button titled "Transfer Selected Tokens to Hard Drive"

Loading the Software Token/Logging onto the System [cont'd.]



9. Click the Clinician Portal shortcut on your PC desktop

10. Click in the “Enter User Name” field and type in your ID [3–letters,4–numbers]; it is not case–sensitive. Then enter your 4–digit PIN in the “Enter PIN” field and click “OK”. You will be logged into the system as usual.

