

PC MHSAccess First Time Logon Instructions

- **Supported Windows Operating Systems:**

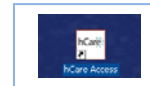
- Windows 7, Windows Vista, Windows XP Professional, 32 and 64-bit editions.
- For full functionality of the Desktop Viewer on Windows XP, .NET 2.0 SP 1 – 3.5 is required.
- **Supported Browsers:** Internet Explorer Version 6.0 - 8.0, Mozilla Firefox Version 1.0 - 3.0
- **Hardware Requirements:** VGA or SVGA video adapter with color monitor

Open an Internet Browser and navigate to <http://MhsTechHelp.com>.
Select MHSAccess From the title bar.

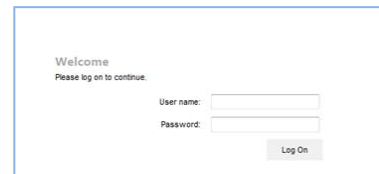
Click and then run the desired installer from the download menu. This process will place an Internet shortcut on your desktop.



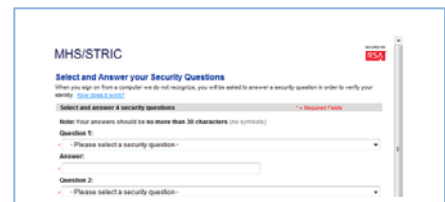
Double Click the MHSAccess desktop icon to open your Internet browser.



The MHSAccess logon page will open. Please type the User name and Password into the fields provided then click “Log On”.



A “Security Questions” page will open. Please read the message then click “Continue”.



First time users will be prompted to answer four security questions.

Select a security question by using the arrow at the right of each selection. Then type your answer into the “Answer” field below.



A confirmation page will open. Click finish to close this page.

You will be prompted to download “Citrix”. Citrix enables you to use hCare access. Select the check box then click “Download”.



Two Windows installation prompts will open. Select “Run” at each prompt. A bar will show the installation progress; the speed of the installation may vary depending on your computers’ capabilities.



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The three components of the hCare Access desktop:

1. Single SignOn (SSO) Tool Bar
2. Citrix tool bar
3. Desktop web link



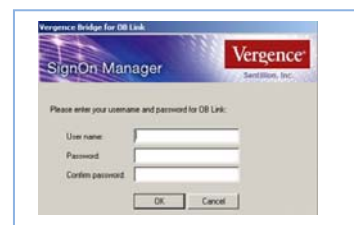
The Single SignOn [SSO] Tool Bar launches Methodist Healthcare’s clinical applications and then automatically enters your username and password.

Use the SSO toolbar to launch each clinical application by clicking the appropriate button.



First time use requires training the toolbar by entering your logon credentials. Type your “User name” & “Password” then confirm the password and click “OK”.

SSO remembers your information and automatically logs you in to each trained application from now on.



Use the Citrix tool bar “preferences” to resize hCare Access to fit your needs.

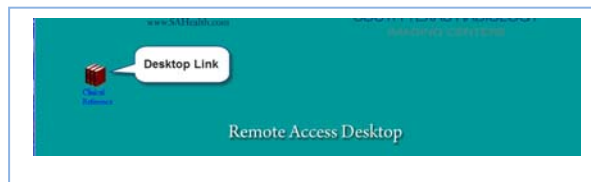
The Citrix tool bar “preferences” allows scaling or sizing of hCare Access. Click on the “Gears” to access to open the preference page.



The Citrix tool bar can be positioned where you need it by clicking the “pads” on the right or left hand side of the bar then dragging the bar to the right or left.



Physicians are provided with easy access to clinical reference material through the desktop. Just click the ‘Clinical Reference’ link for access to Clinical Pharmacology, UpToDate, Lexicomp and more.



To end your session, click on the red door at the end of the toolbar.



For assistance or questions please call the Methodist Healthcare Physician Support Line: (210) 575-0090