

First Time Log in Instructions for Single Sign-On for Nursing Students

Students and Faculty should complete together in an empty patient room.

1. Click on the Single Sign on Icon on the bedside computer desktop.
2. A sign-in pop up will appear.

- Enter your Username:
 - 3 initials and the last 4 digits of your student number.

Example: abc1234

- Enter your one time default password:

Note: each semester passwords are reset. If you return the next semester your initial sign-on will be the default password.

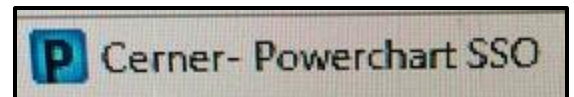
- Same as username plus the word "password"

Example: abc1234password

3. Click Login. The default password immediately expires and you must change your Password. (Must be 8 characters long and have at least 1 number.) **Example:** my2ndpassword
4. Once Login is processed you will be directed to Memorial Applications
5. Click on the Powerchart Link and wait for the username prompt to appear. If it doesn't load please call the **Help Desk at 84357**



6. Enter your Powerchart username in the box:
 - 3 initials and last 4 digits of your student number**Example:** abc1234
7. Enter your one time default password
 - 3 initials and the last 4 of your student id (**Example:** abc1234)
8. Your default password immediately expires and you must change your password
 - Must be 8 characters and have at least 1 number. (**Example:** my2ndpassword)



From this point forward, you will click on the Single Sign on Icon in the patient rooms and input your Single Sign on username and password. The password expires every 6 months. If your password isn't working, click on the Memorial Central icon and click on Citrix. It will prompt you to change your password. If this does not resolve your problem, call the Help Desk at 8-HELP (8-4357).

IMPORTANT!!

- Only one chart can be opened with your user name at any time. Close the chart and log off EVERY time you use Powerchart.
- Check to be sure you are working in the correct patient's chart!
- Remember your password!
- Close out of every application at the end of your shift.
- Call the HELP Desk (8-4357) if you have any problems with signing in, locked sessions, or other computer issues.