**SYSTEMS ACCESS CHECKLIST**

1. Find out who your security manager is (it is the AA on most units).
2. They will give you your User/RACF ID Security letter which contains your ID and initial temporary password.
3. Activate your RACF ID and create your password.
	1. To activate your RACF ID, log onto a clinical workstation but be sure to uncheck both the “Logon to VCWS” and “Use VUNetID and ePassword boxes.
	2. Type in your RACF ID from your security letter and the temporary password provided. Or type in abc123 if the Help Desk has reset your password for you.



* 1. If you want to have the same ID for both your VUNetID ePassword and your RACF ID, follow these guidelines:
		1. The password must contain exactly 8 characters
		2. It must have at least one capital letter
		3. It must have at least one number
		4. It **cannot** have any special characters or be a part of your name, SSN, user ID, or date of birth.
		5. Example: Coconut1
1. Set up your VCWS using the instructions provided. This can also be accessed from the Systems Support Services website, <http://www.mc.vanderbilt.edu/documents/sss2/files/Setting_up_VCWS_8_14.docx>
2. Set up your frames display in StarPanel/StarBrowser.
	1. Click on Customize from the black menu bar
	2. Click on Preferences
	3. Scroll down until you find Show numeric frame sub tabs… and click on no and it will change to yes.



1. Configure Care Organizer – instructions are provided under Links in Care Organizer and HED



1. Have your preceptor sign off you have completed these steps.

Preceptor and Date