|  |  |  |
| --- | --- | --- |
| **FYI-ACCESS**  | * VUNetID –created by HR when PAF is processed.
	+ Note the RACF ID cannot be requested until the VUNetID is generated.
* RACF IDs- the password expires every 240 days. If the password has expired, then users won't be able to access HED, StarPanel, etc.
	+ To reset password, tap the spacebar, uncheck the VUNetID box, enter the RACF ID and the current password.
	+ Click on change password and enter a new password. Confirm the new password which will be active for another 240 days.
* It is the security manager’s responsibility to give new employees their ID information and instructions on how to set their passwords. Nursing Education and Development no longer conducts a sign on session during new employee orientation.
 | * If a user’s VUNetID is disabled and needs to be reactivated, put in a ticket with ITS. This is found on the AccessVU website under the Administrator tab and is called “Submit a Ticket to Partner”.
 |
| **RN ACCESS:**  |  **For additional information, see the Security Manager Systems Access Guidelines spreadsheet on the Systems Support Services website** |   |
| MEDIPAC-Production | * Request Medipac access but do not enter the user into the Medipac application until training is complete.
* To copy standard access for a new User, use TRAISZW as the ID to copy.
 | * There is a training course in the LMS, called Medipac 2013.
* Managers and educators can assign it or users can self-enroll.
* There is an assessment in the module and a score of 80% or greater is required for access.
* Upon completion, the user is instructed to contact their security manager for access to the Medipac application.
 |
| VORS(Vanderbilt OR Schedule) | * Request for all units EXCEPT VPH
 | * VORS can be accessed from the VCWS clinical Desktop by clicking on the VPIMS Web icon and entering a VUNetID and e-Password.
* Select the date (click on the calendar)
* Select the Service the patient is on or All,
* Type in the e-password,\
* Select Process ViewWeb Request.
 |
| IMPAX | * Request for all units EXCEPT VPH
 | * Requested for all RNs, but usually only ICU Nurses use it.
 |
| EBEDBOARD (REQUEST + VIEW) | * Request for all units EXCEPT VPH
* Select Access Level Request + View
* Charge Nurses also need Patient Tracking Portal
 | * The Patient Tracking Portal access is requested via a Pegasus ticket
 |
| STAR PANEL | * Request for all units
* Select the default
 |   |
| WIZ/HEO AND HED | * Request for all RNs
	+ Role – Nurse
	+ Department – Other
	+ Privilege Codes – Look up, Can Change, Training Mode, Acknowledge, HED
* Request for LPNs
	+ Role – Receptionist
	+ Department – Other
	+ Privilege Codes – Look up, Can Change, Training Mode, Acknowledge, HED
 | * Training mode is only required for new employees. If an employee is transferring, uncheck training mode if it is checked.
 |
| PMM (Materials Management) | * Request access for Clinical Staffing Resource
* The role to select is Clinical Nurse Requisitioner
* Select the unit
	+ Use the Clinical Requisitioner names
* Select the service center
	+ For staff in VUH, select the following service centers
		- CLINICAL REQUSITIONER – SERV CTR VUH
		- CLINICAL REQUISITIONER – SERV CTR RW (if unit is on the Round Wing)
		- CLINICAL REQUISITIONER – SERV CTR 4 (if unit is L&D, 4E, 4S, NN, 7S, NICU, Stahlman)
	+ For staff in VCH, select the following service centers
		- CLINICAL REQUISITIONER – SERV CTR NICU
		- CLINICAL REQUISITIONER – SERV CTR PCCU (if staff works on that unit
* The following areas DO NOT USE PMM
	+ CCL/EP
	+ Peds ED
	+ Adult and VCH OR
		- PACU/Holding,
* For 7T3 and 10T3
	+ Select CLINICAL REQUISITIONER-CL STAFFING RESOURC
	+ specify in the Comments section of request form “Needs PMM and PHG” because these units are not specified as a selection
 | * Initial Password is 321vandy (this IS case sensitive)
* The new password needs to be **EXACTLY 8** characters including Upper case, lower case, and number(s) example:**Coconut1**
 |
| PHG Easy Admin (Armbands) | * For VUH and VPH
	+ request access for primary unit(s) the staff member will be working on
	+ For 7T3 and 10T3, select Global as the department
* For VCH**,** request the following to ensure they have access to all units and pods
	+ Request the primary unit(s) the staff member will be working on
	+ For units with multiple pods, request all pods on the units the staff member will be working
	+ Also request VCH Global (it currently does not contain all the units)
 |   |
| AcuDose | * Request access according to the hospital the staff member will be working on
	+ VUH Clinical (includes RW)
	+ VCH Clinical
	+ VPH Clinical
	+ If a RN job shares on units in both VUH and VCH, contact the Help Desk and ask them to notify Systems Support Services for assistance.
 | * Initial Password is: abc123
* Click on Admin Tab
* Click on Change Password. The password must be changed before user is added to Finger Swipe
* For Finger Swipe, user logs off and gets someone else on the unit who has AcuDose access to sign on and add user under the Admin Tab.
 |
| TELETRACKING(PATIENT TRANSPORT) | * Request Transport Tracking
 |  |
| POU | * Request POU Access
 | * The POU Bar Code is created by the Manager, Asst Mgr, CSL, RSL or Educator
* These bar codes can also be used with the New Glucometers.
 |
| **CARE PARTNER/MEDICAL RECEPTIONIST ACCESS:** |  |  |
| MEDIPAC-Train | * Requested for all CP/MRs
 | * Instructor led CP/MR Class on Wed of New Employee Orientation 12:45 p.m.-4:45 p.m.
 |
| MEDIPAC-Live | * Requested for all CP/MRs
 | * Security Manager will be notified if staff attends class and is ready to be entered in Medipac
 |

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| VORS(Vanderbilt OR Schedule) | * Request OR Schedule in VORS
 | * VORS can be accessed from the VCWS clinical Desktop by clicking on the VPIMS Web icon and entering a VUNetID and e-Password.
* Select the date (click on the calendar)
* Select the Service the patient is on or All,
* Type in the e-password,\
* Select Process ViewWeb Request.
 |
| EBEDBOARD | * Select Request + View for the access level
* For NICU, select Full Access for the access level
 |   |
| STAR PANEL | * Select the default
 |   |
| WIZ/HEO AND HED | * Request for all CPs and MRs
	+ Role – Receptionist
	+ Department – Other
	+ Privileges – Look up, HED
 |   |
| PMM (Materials Management) | * Request access for Clinical Staffing Resource
* The role to select is Clinical Nurse Requisitioner
* Select the unit
	+ Use the Clinical Requisitioner names
* Select the service center
	+ For staff in VUH, select the following service centers
		- Clinical Requisitioner – SERV CTR VUH
		- Clinical Requisitioner – SERV CTR RW (if unit is on the Round Wing)
		- Clinical Requisitioner – SERV CTR 4 (if unit is L&D, 4E, 4S, NN, 7S, NICU, Stahlman)
	+ For staff in VCH, select the following service centers
		- Clinical Requistioner – SERV CTR NICU
		- Clinical Requisitioner – SERV CTR PCCU (if staff works on that unit
* The following areas DO NOT USE PMM
	+ CCL/EP
	+ Peds ED
	+ Adult and VCH OR
		- PACU/Holding,
	+ For 7T3 and 10T3, specify in the Comments section of request form “Needs PMM and PHG” because these units are not specified as a selection
 | * Initial Password is 321vandy (this IS case sensitive)
* The new password needs to be **EXACTLY 8** characters including Upper case, lower case, and number(s) example:**Coconut1**
 |
| PHG Easy Admin (Armbands) | * For VUH and VPH
	+ request access for primary unit(s) the staff member will be working on
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* For VCH**,** request the following to ensure they have access to all units and pods
	+ Request the primary unit(s) the staff member will be working on
	+ For units with multiple pods, request all pods on the units the staff member will be working
	+ Also request VCH Global (it currently does not contain all the units)
 |   |
| TELETRACKING(PATIENT TRANSPORT) | * Request Transport Tracking
 |   |
| POU | * Request POU Access
 | * The POU Bar Code is created by the Manager, Asst Mgr, CSL, RSL or Educator using same process used to create bar code for glucometer
 |
| **OTHER RESOURCES:** |  |  |
| Business Objects: | * Go to <https://finance.vanderbilt.edu/fis/bo/> for information and to get the Business Objects Access Request Form
* HORIZON Clinical Query (the most common request for Charge Nurses)
	+ Allows users to generate reports based on charting from Horizon Expert Documentation (HED) and order information from HEO. At this time, reports are generated and sent out to users. For additional information on this universe, please e-mail hci.ops@vanderbilt.edu
 |  |
| VandyWorks | * The email contact is VandyWorks@vanderilt.edu. That email box is monitored Monday-Friday, 8a-5p. If more immediate assistance is needed, call the Help Desk and they will page the VandyWorks Support person on call
* All employees have ‘employee’ access to VandyWorks based on their cost center. Employees are activated and have access to VandyWorks when they are activated in PeopleSoft if their area uses VandyWorks. It is PeopleSoft driven, based on cost center.
 | * Employees log in to VandyWorks using their VUNetID and e-Password.  The VandyWorks team can give units, other than the home team, access to employees when needed and higher access than just employee
 |

