

- **INTRODUCTION**

Welcome to UHS FUSION Cerner Millennium Application Portal. The portal will allow physicians and medical office staff access to Cerner Millennium Applications.

This guide is designed to assist you in accessing the Cerner Millennium Application Portal and troubleshoot some of the most common issues.

- **MINIMUM SYSTEM REQUIREMENTS**

The following system requirements are the minimum standard for accessing the Cerner Millennium Application Portal. Initial access requires installation of Citrix Web Plug-in. Please note that users with restricted or limited access to download and install new software on their PCs may not be able to complete the installation of the plug-in. If necessary, please contact your office or computer administrator for assistance with this operation. Windows and MAC platforms are supported although not all newer versions of Operating Systems and/or Browsers are always compatible.

Windows XP/10 compatible
High-speed internet connection
1024 x 768 screen resolution
Internet Explorer 7.0 or above/Microsoft Edge

- **KEY POINTS**

Keep patient data secure and do not share log on IDs and passwords.
The portal will time out after 15 minutes of inactivity

- **CERNER MILLENIUM APPLICATION PORTAL LOGIN INSTRUCTIONS**

Each user must have an account to use Cerner. You will need a user ID and password in order to login to Cerner. This can be obtained from your hospital Information Technology department. Once you have the information, please follow the directions below.

- Go to the following site: <https://uhspa2.cernerworks.com/Citrix/Externalweb/>

Upon initial login, the system will inform you that the password has expired. At this point, you will need to come up with your own password as described below:

Password requirements

- Passwords must be 10 or more characters long;
- Passwords cannot be similar to or use any part of your user ID or name;
- A new password cannot be the same as any of your last 10 passwords;
- You must now meet all four requirements: new passwords must contain at least one each of the following -- Uppercase character, lowercase character, a number, and a special character (e.g., @, #, \$, %, &, *)
- You may not use common, weak, or easily guessable passwords (e.g. Password1, Cerner123, Summer2018, Monday#12, Qwerty@123)

Change Password

User name: corlinz

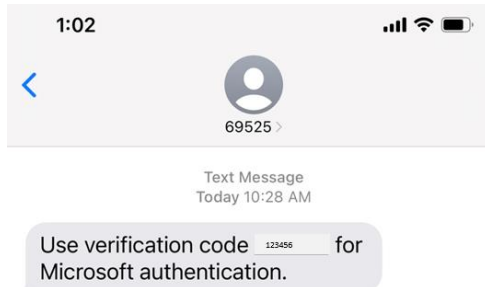
Old Password : |

New Password :

Confirm Password :

Submit

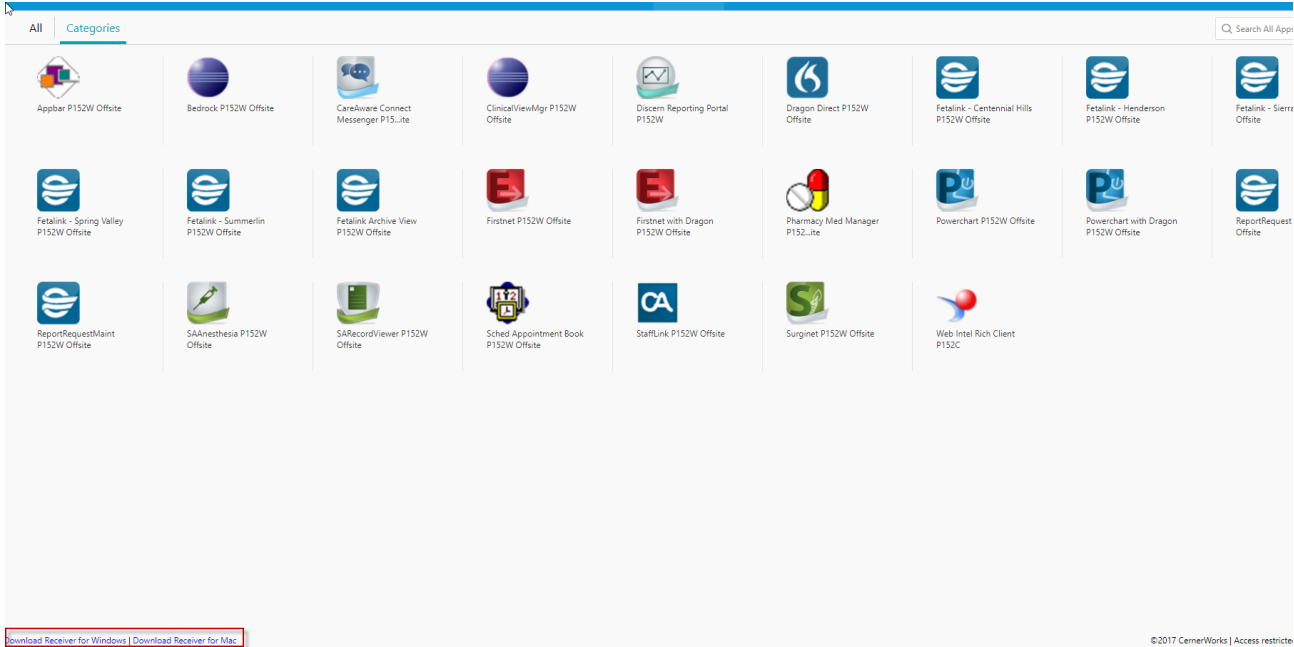
1. After your password is changed you will receive a 2FA security code text to your cellphone registered when your account was created.



1) CITRIX RECEIVER INSTALLATION

Cerner Millennium Application Portal requires the **Citrix Workspace App** software.

1. Click the **Download Receiver for Windows** or **Download Receiver for Mac** link in the bottom left-hand corner of the screen



2. Click **RUN** in the dialog box below to install

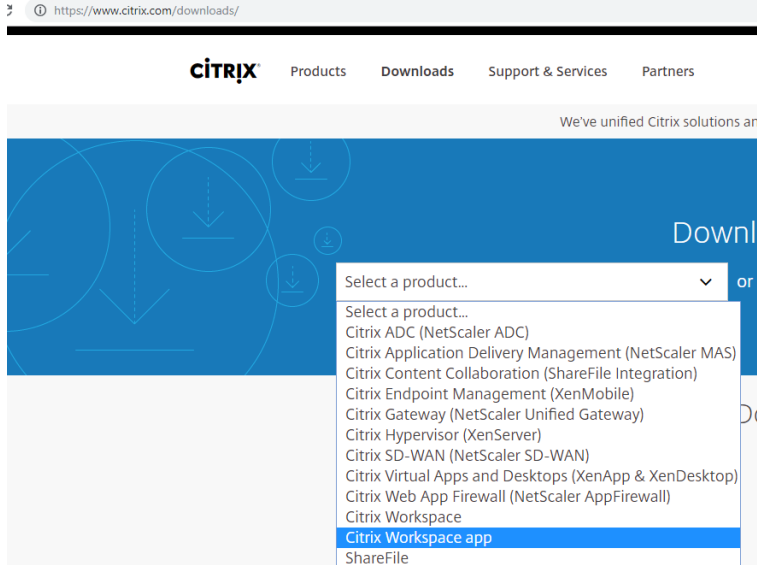


3. Once the Citrix Receiver is installed be sure to click **FINISH**

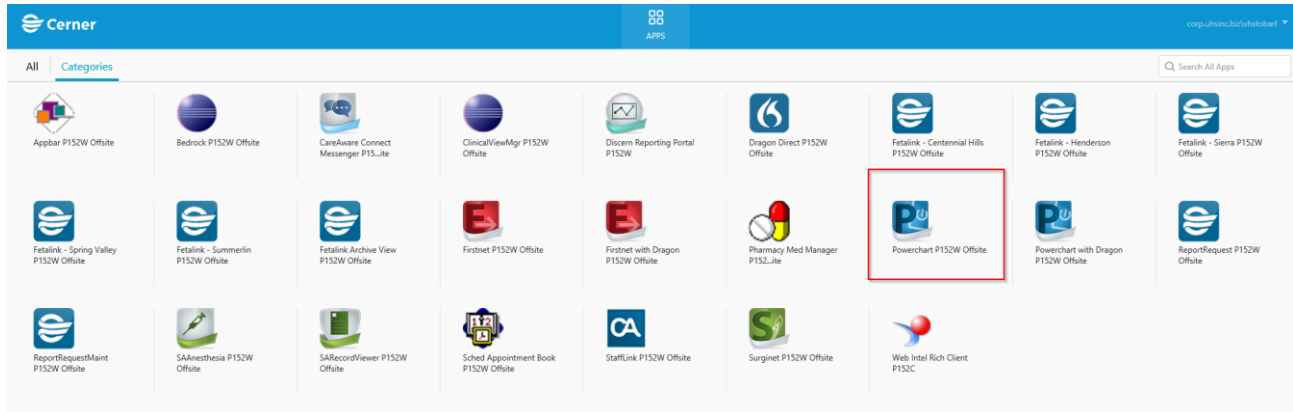
NOTE: There is no need to create an account or enter your email or server address



If the Download Receiver for Windows/MAC link on the Cerner Storefront does not work, you can try going to www.citrix.com/downloads and selecting the Citrix Workspace App. New versions of the Citrix Workspace App are available to download and may work with newer operating systems, but the link on the Cerner Storefront is the only version of the Citrix Workspace app that is approved by Cerner.



After a successful login, you will see various Cerner Millennium Applications:



1. Click on the PowerChart **P152W Offsite** icon (above)