

1. 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.

2. 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/7 compatible

- High-speed internet connection
- 1024 x 768 screen resolution
- Internet Explorer 7.0 or above

3. KEY POINTS

- Keep patient data secure and do not share log on IDs and passwords.
- The portal will time out after 10 minutes of inactivity

4. CERNER MILLENIUM APPLICATION PORTAL LOGIN INSTRUCTIONS

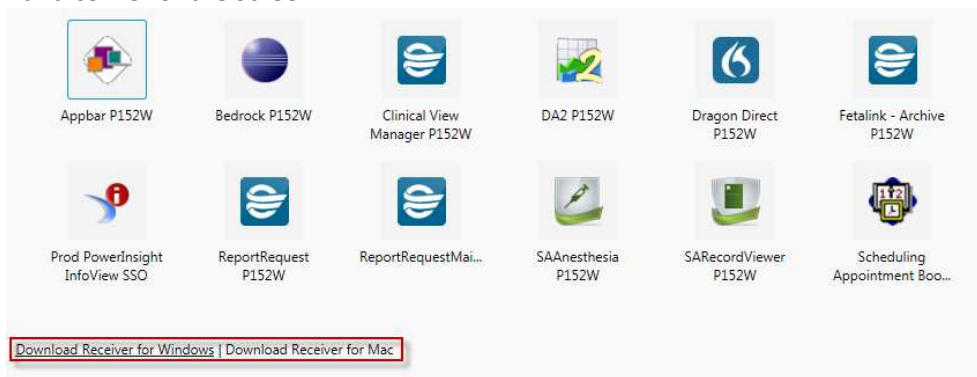
Each user must have an account to use Cerner. You will need a user ID and password in order to login to Cerner. This can be obtained from your hospital Information Technology department. Once you have the information, please follow the directions below.

5. CITRIX RECEIVER INSTALLATION

Cerner Millennium Application Portal requires the Citrix Receiver plug-in software.

***Each Computer needs to download Citrix –only once**

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



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



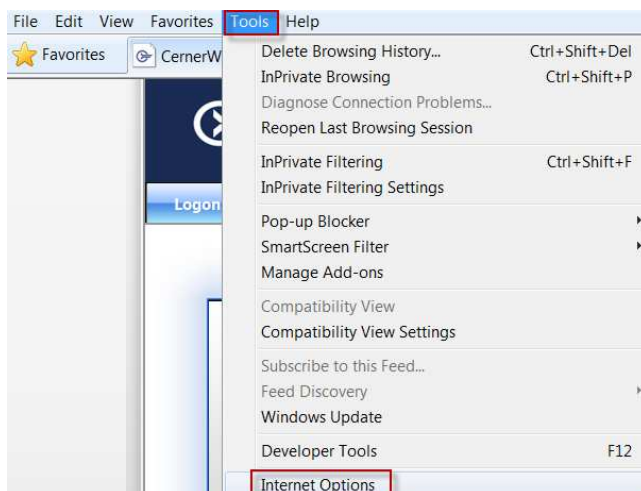
4. Once the Citrix Receiver is installed be sure to click **FINISH**
NOTE: There is no need to create an account or enter a server address



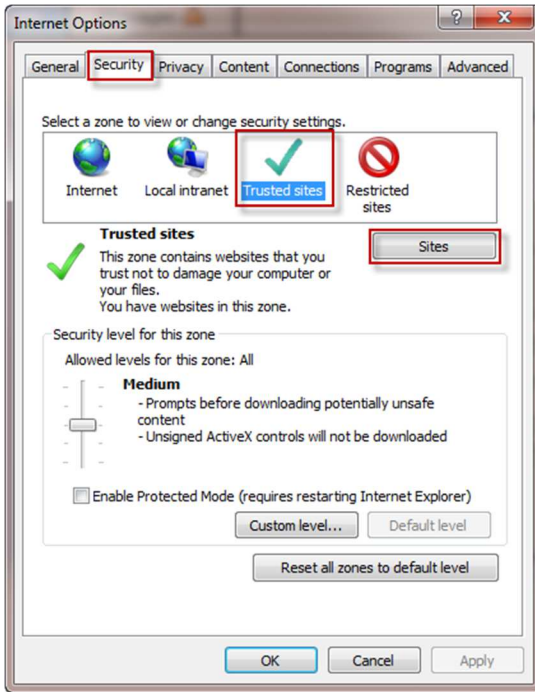
6. ADDING CERNER AS A TRUSTED SITE

Adding Cerner as a Trusted site will help alleviate issues accessing the system remotely.

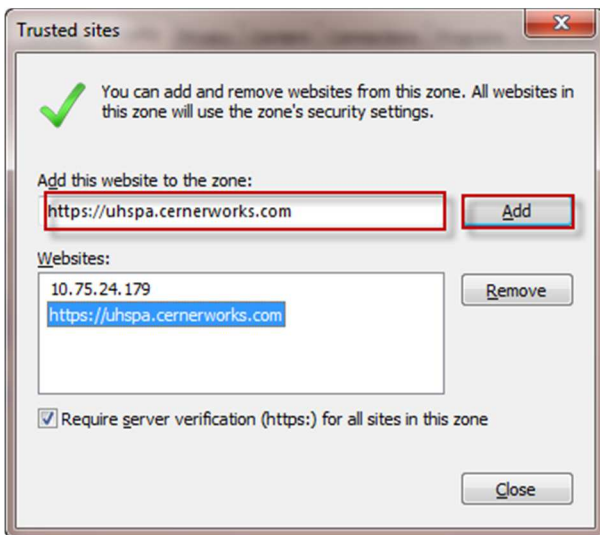
1. To access the Cerner Millennium Application Portal, please click or enter the URL below:
<https://uhspa.cernerworks.com/p152wssso/auth/login.aspx>
2. To add the web address as a trusted site, click on **Tools** and select **Internet Options**



3. Click on **Security** tab, select **Trusted Sites** and click on **Sites**



4. A trusted site window will pop up. Enter **https://uhspa.cernerworks.com** in the **Add this website to the zone** text field and click **Add**. Then click **Close** on trusted sites window and click **OK** on Internet Options.

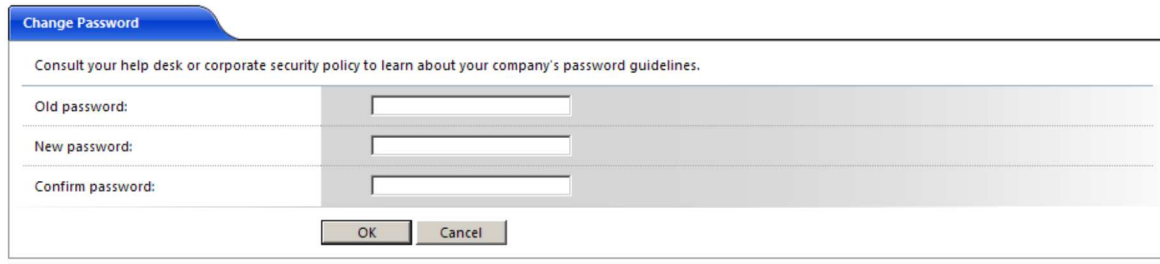


5. Enter your User Name & Password and Click **Log On**



7. PASSWORDS

The first time you log in you will need to create a new password and after 90 days. The password will expire every 90 days and you will be prompted to reset your password. Enter your old password and create a new password. The pop up will look like the figure below:

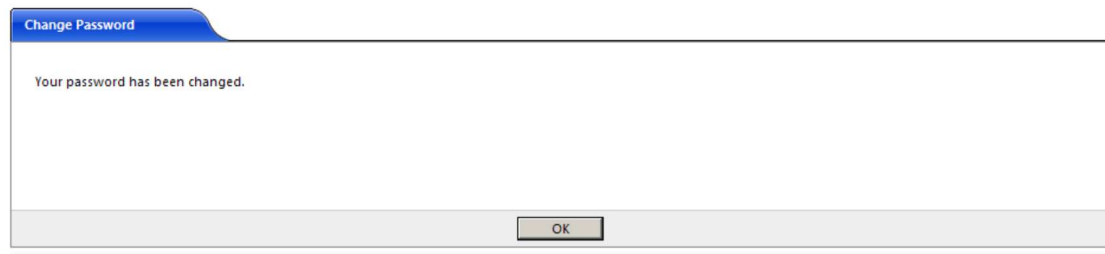


Password Complexity Requirements

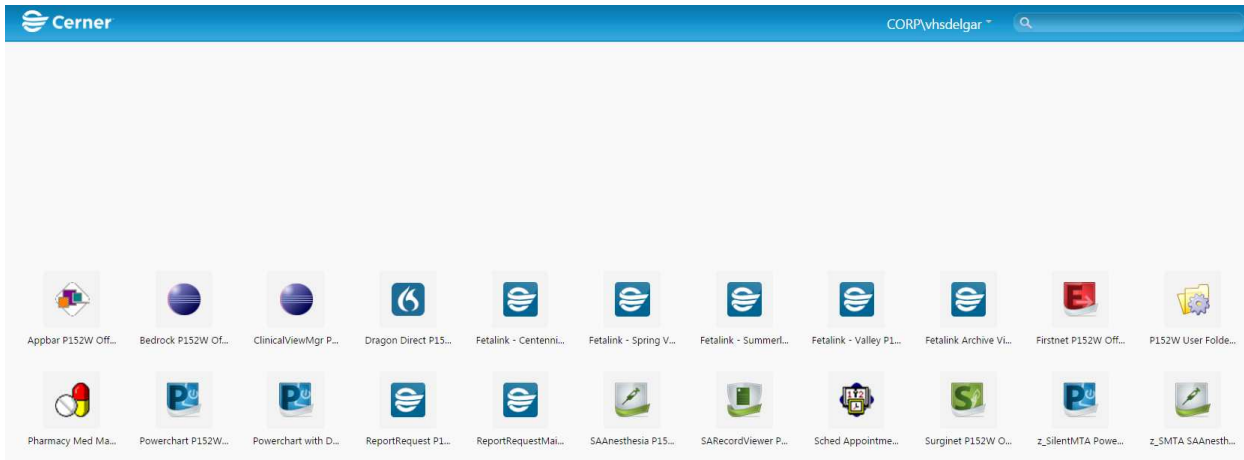
Passwords must meet the following minimum requirements when they are changed or created:

- Must be a minimum of 8 characters in length
- One character must be a uppercase characters(A through Z)
- One character must have a digit (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)
- New password cannot be similar to previous three passwords

Once the new password has been successfully set, you will see the following window. Click **OK**.



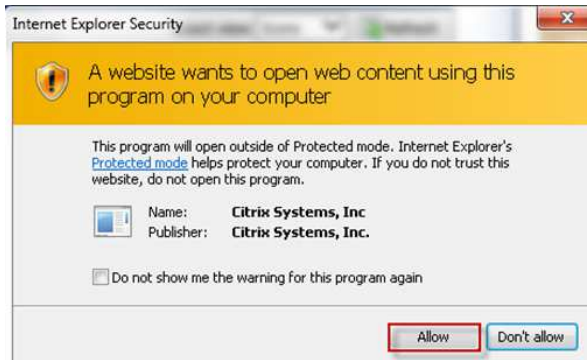
After a successful login, you will see various Cerner Millennium Applications:



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

*Internet Explorer 11 Note: You will receive a **CISCO ALLOW** dialog box as well as a **LAUNCH ICA OPEN** banner located at the bottom of the browser window*

- Click the **ALLOW** button



- Click the black arrow drop down and select **SAVE & OPEN**

