



Login Lab

Logging in now ensures you have access to the system and the right tools to do your job before go live!

On your computer desktop, double-click Epic SUP to open it.



SUP = Support environment
This is a copy of the live environment (with real patients' data).
Never practice in SUP!

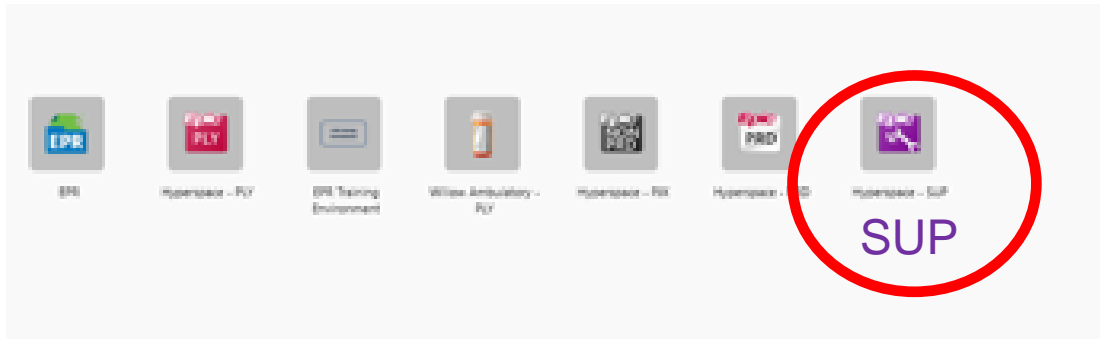
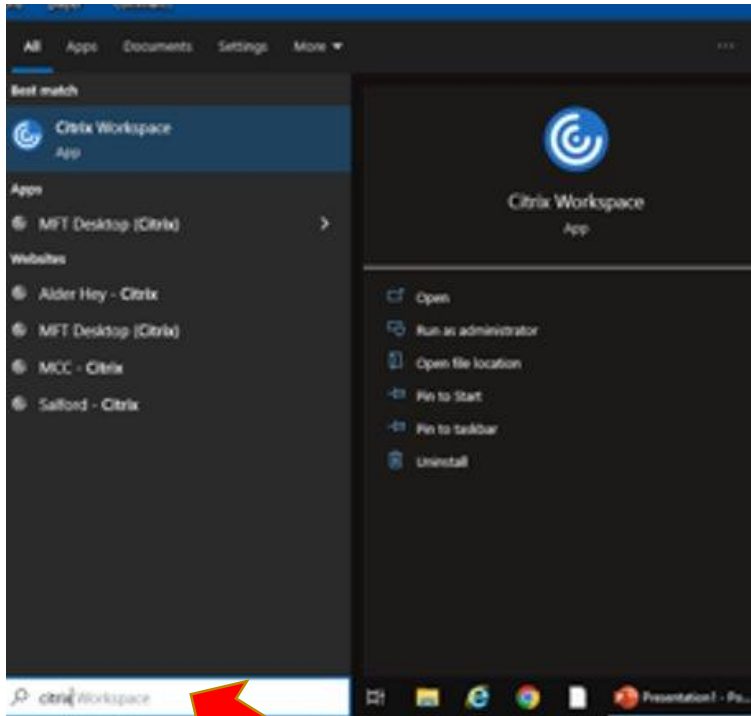
* If you cannot see this App on your desktop then please follow the next slide.





Manchester University
NHS Foundation Trust







November 2021

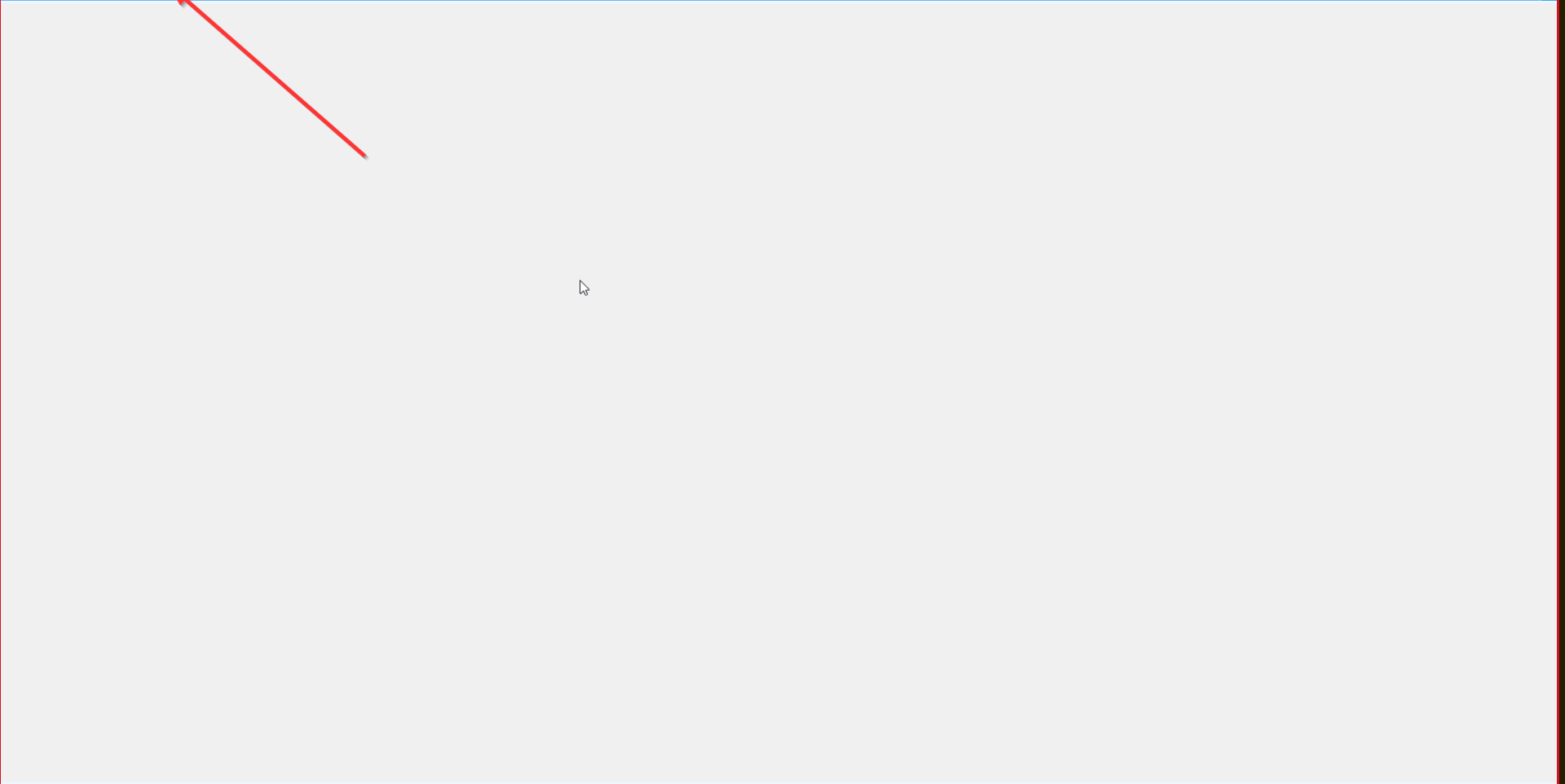
HYPERSPACE®

User ID

Password

Log In

Use your real login credentials here. You are not using any training logins.



Login Testing Report

Current as of: Mon

Explanation:
You should see your name under User Name.

For many users, the Linked Provider Name will be blank. If it is *not* blank, make sure it matches your name as well.

Welcome to
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4. Available Epic Job Roles (Security Templates)

Inpatient/ED Nurse	Description
	These users are responsible for assisting with typical patient care in an inpatient setting. Specifically, these users: - Take and document vital signs - Administer medications - Document in care plans and education - Help patients with activities - Transfer patients to other units These users do not cosign orders placed by a doctor. For Epic training, these users attend the nurse training track associated with their specialty from the EpicCare Inpatient Clin Doc application.

6. Provider/Clinician Record Details

The items in this column only apply to users who have a provider record attached. You may have a provider record if one or more of the following are true:

- Patients are scheduled to see you (or you are scheduled with patients)
- You are a doctor, nurse, or other clinician
- You provide clinical care to patients
- You are documented by name in the patient's record as a caregiver
- You work in the labs

If none of these are true, then you may ignore this column.

7. Provider Details

Specialties	Provider Type Registered Nurse	Applied Blueprint INPATIENT NURSE
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8. Theatre, Surgeon and Staff Details

9. Scheduling and Admitting Privileges

Schedulable Departments	Admission Services
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NOTE: the list of schedulable departments will NOT include procedural/surgical departments.

10. Provider Primary Address

Email

2. Who Am I?

User Name WELLS, EMMA	Linked Provider Name WELLS, EMMA
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Verify that both names that appear are yours. NOTE: You may only have one name that appears; this is okay for those users who do not have a provider record.

Login Testing Report

Current as of: Mon 7/3 14:46. Click to refresh.

Explanation:

This is the role you have. Note that some roles may be grouped together (e.g., Inpatient Nurse & ED Nurse).

4. Available Epic Job Roles (Security Templates)

Inpatient/ED Nurse

Description

These users are responsible for assisting with typical patient care in an inpatient setting.

Specifically, these users:

- Take and document vital signs
- Administer medications
- Document in care plans and education
- Help patients with activities
- Transfer patients to other units

These users do not cosign orders placed by a doctor.

For Epic training, these users attend the nurse training track associated with their specialty from the EpicCare Inpatient Clin Doc application.

Provider/Clinician Record Details

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- You are a doctor, nurse, or other clinician
- You provide clinical care to patients
- You are documented by name in the patient's record as a caregiver
- You work in the labs

None of these are true, then you may ignore this column.

7. Provider Details

Specialties	Provider Type	Applied Blueprint
	Registered Nurse	INPATIENT NURSE

8. Theatre, Surgeon and Staff Details

9. Scheduling and Admitting Privileges

Schedulable Departments Admission Services

NOTE: the list of schedulable departments will NOT include procedural/surgical departments.

10. Provider Primary Address

Email

1. Survey Control Number

Record this number on your provided survey form

I PRN

2. Who Am I?

User Name

WELLS, EMMA

Linked Provider Name

WELLS, EMMA

Verify that both names that appear are yours. NOTE: You may only have one name that appears; this is okay for those users who do not have a provider record.

3. Default Login Department

Login Testing Report



Current as of: Tuesday 28 June 2022 17:39. Click to refresh.

Welcome to Login Testing!

Thanks for completing this login test with us! Your review of this page will help us make sure your user record is set up and ready for go-live.

Now that you've logged in, you might be wondering "Where's my actual workspace?" **Fear not!** This report hides most of your workspace until go-live, but rest assured, it's underneath here!

How to complete login testing: Your trainer or proctor will direct you to a survey link, with questions about the details on this page. Be sure to review each question and answer to the best of your ability -- more detail is better to make sure you're set up correctly!

What if something is wrong here? Your trainer or proctor won't be able to fix this on the fly. Be sure to clearly explain in the survey link what's wrong. Someone from our Security Team will review all issues and address them before go-live. You may be contacted to re-test your logins at a later date if we need to validate the fix.

1. Survey Control Number

Record this number on your provided survey form

EDRN

2. Who Am I?

User Name	Linked Provider Name
EMERGENCY, NURSE	FLATLEY, RACHEL

Verify that both names that appear are yours. NOTE: You may only have one name that appears; this is okay for those users who do not have a provider record.

3. Default Login Department

EMH EMERGENCY [10101100]

You have access to the login departments at your authorized facilities; this is only your default login department. If you do not have a default (for example, if nothing appears above), that is okay; you will be able to select one at login.

4. Allowed Service Areas

Access to all Service Areas?
YES

Any access granted by your role is limited to departments and areas within these service areas.

5. Available Epic Job Roles (Security Templates)

Nurse	<p>Description These users are responsible for assisting with typical patient care in an inpatient setting.</p> <p>Specifically, these users:</p> <ul style="list-style-type: none"> - Take and document vital signs - Administer medications - Document in care plans and education - Help patients with activities
Health Care Assistant	<p>Description These users are responsible for assisting with typical patient care in an inpatient setting.</p> <p>Specifically, these users:</p> <ul style="list-style-type: none"> - Take and document vital signs - Document in care plans and education - Help patients with activities

6. Additional Security (Subtemplates)

Security Login Testing Subtemplate	<p>Description This subtemplate is used during Login Testing to give access to the Login Testing Report, but it is not a part of a user's overall security. It will be removed from user records before go-live.</p>
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8. Provider/Clinician Record Details

The items in this column only apply to users who have a provider record attached. You may have a provider record if one or more of the following are true:

- Patients are scheduled to see you (or you are scheduled with patients)
- You are a physician, nurse, or other clinician
- You provide clinical care to patients
- You are documented by name in the patient's chart as a caregiver

If none of these are true, then you may ignore this column.

9. Provider Details

Specialties	Provider Type Registered Nurse	Clinical Title RN	Applied Blueprint EMERGENCY NURSE
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10. OR Surgeon and Staff Details

Staff Type Staff	Staff Subtype Assigned Clinician
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11. Scheduling and Admitting Privileges

Schedulable Departments	Admission Services Urgent & Emergency Care
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NOTE: the list of schedulable departments will NOT include procedural/surgical departments.

12. Provider Primary Address

Address	City	State	Zip
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Primary Phone	Primary Fax	Email
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If you have multiple job roles at MFT, they should all appear in this box

Login Testing Report

Current as of: Tuesday 28 June 2022 17:51. Click to refresh.

Welcome to Login Testing!
Thanks for completing this login test with us! Your review of this page will help us make sure your user record is set up and ready for go-live.

Now that you've logged in, you might be wondering "Where's my actual workspace?" **Fear not!** This report hides most of your workspace until go-live, but rest assured, it's underneath here!

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1. Survey Control Number

Record this number on your provided survey form
SURMD

2. Who Am I?

User Name: **SURGERY, PHYSICIAN** Linked Provider Name: **CHAN, A**
Verify that both names that appear are yours. NOTE: You may only have one name that appears; this is okay for those users who do not have a provider record.

3. Default Login Department

EMC GENERAL SURGERY [10501125]
You have access to the login departments at your authorized facilities; this is only your default login department. If you do not have a default (for example, if nothing appears above), that is okay; you will be able to select one at login.

4. Allowed Service Areas

Access to all Service Areas?
YES
Any access granted by your role is limited to departments and areas within these service areas.

5. Available Epic Job Roles (Security Templates)

Doctor
Description: These users are physicians responsible for developing, making, and planning medical services for a patient.
This template is meant for physician users across the organisation. This includes outpatient, inpatient, emergency and most specialties. Specific exceptions are anesthesia, radiology, and pathology.
Specifically these users:
- Review patients' chart and notes
- Document notes, allergies, problems, and results
- Order medications and perform procedures
- Schedule appointments
- View previously administered medications and immunizations

6. Additional Security (Subtemplates)

Security Login Testing Subtemplate
Description: This subtemplate is used during Login Testing to give access to the Login Testing Report, but it is not a part of a user's overall security. It will be removed from user records before go-live.
Mft Optime Surgeon Subtemplate
In addition to the responsibilities outlined in the Physician template, these users specialise in surgery and access the tools to document accordingly.

There may be specialty specific settings included here

8. Provider/Clinician Record Details

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• You are a physician, nurse, or other clinician
• You provide clinical care to patients
• You are documented by name in the patient's chart as a caregiver

If **none** of these are true, then you may ignore this column.

9. Provider Details

Specialties General Surgery	Provider Type Doctor	Clinical Title MD
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10. OR Surgeon and Staff Details

Authorized Locations Manchester University NHS Foundation Trust Facility	Staff Type Surgeon/Performing Doctor
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11. Scheduling and Admitting Privileges

Schedulable Departments	Admission Services
	Acute Medicine, Adult Cystic Fibrosis, Allergy, Anaesthetics, Breast Surgery, Cardiology, Cardiothoracic Surgery, Clinical Genetics, Clinical Immunology, Clinical Neurophysiology, Clinical Oncology, Colorectal Surgery, Critical Care Medicine, Dental - Oral Surgery, Dermatology, Diabetic Medicine, ENT, Elderly Medicine, Gastroenterology, General Medicine, General Nursing, General Surgery, Genitourinary Medicine, Gynaecology, Haematology, Hepatobiliary Surgery, Hepatology, Infectious Diseases, Medical Oncology, Medical Ophthalmology, Midwifery, Nephrology, Neurology, Neurosurgery, Nuclear Medicine, Obstetrics, Occupational Medicine, Occupational Therapy, Ophthalmology, Ophthalmology - Paediatrics, Oral & Maxillo-Facial Surgery, Orthodontics, Paediatric Allergy, Paediatric Cardiology, Paediatric Cystic Fibrosis, Paediatric Dentistry, Paediatric ENT, Paediatric Gastroenterology, Paediatric General Surgery, Paediatric Nephrology, Paediatric Neurology, Paediatric Pain Medicine, Paediatric Respiratory

Login Testing Report

Current as of: Mon 7/3 14:46. Click to refresh.

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1. Survey Control Number

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I PRN

2. Who Am I?

User Name: **WELLS, EMMA** Linked Provider Name: **WELLS, EMMA**

Verify that both names that appear are yours. NOTE: You may only have one name that appears; this is okay for those users who do not have a provider record.

3. Default Login Department

4. Available Epic Job Roles (Security Templates)

Inpatient/ED Nurse

Description

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Specifically, these users:

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- Administer medications
- Document in care plans and education
- Help patients with activities
- Transfer patients to other units

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For Epic training, these users attend the nurse training track associated with their specialty from the EpicCare Inpatient Clin Doc application.

6. Provider Details

Specialties

- Pa...
- Pe...
- Yo...
- Yo...
- Yo...
- Yo...
- Yo...
- You work in the labs

If none of these are true, then you may ignore this column.

7. Provider Details

Specialties	Provider Type	Applied Blueprint
	Registered Nurse	INPATIENT NURSE

Staff Details

9. Scheduling and Admitting Privileges

Schedulable Departments Admission Services

NOTE: the list of schedulable departments will NOT include procedural/surgical departments.

10. Provider Primary Address

Email

Explanation:

The specialty in which you practice. Note: All doctors (except F1/F2) will have this; most other roles will be blank.

Login Testing Report

← ↻ 🧑 🖨 📄 📧

Current as of: Mon 7/3 14:46. Click to refresh.

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✓ 1. Survey Control Number

Record this number on your provided survey form

I PRN

👤 2. Who Am I?

User Name
WELLS, EMMA

Linked Provider Name
WELLS, EMMA

Verify that both names that appear are yours. NOTE: You may only have one name that appears; this is okay for those users who do not have a provider record.

🏢 3. Default Login Department

👤 4. Available Epic Job Roles (Security Templates)

Inpatient/ED Nurse

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These users are responsible for assisting with typical patient care in an inpatient setting.

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If none of these... more this column.

👤 7. Provider Details

Specialties

Provider Type
Registered Nurse

Applied Blueprint
INPATIENT NURSE

🏛 8. Theatre, S

👤 9. Scheduling and Admitting Privileges

Schedulable Departments

Admission Services

NOTE: the list of schedulable departments will NOT include procedural/surgical departments.

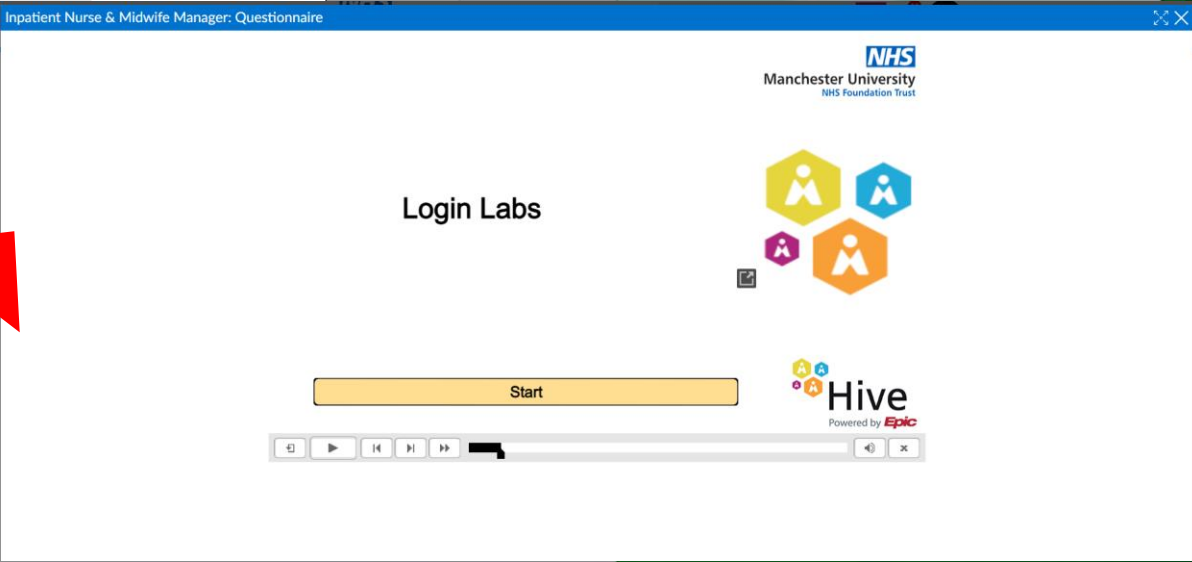
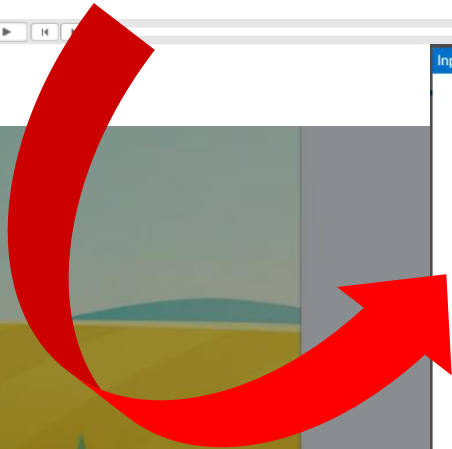
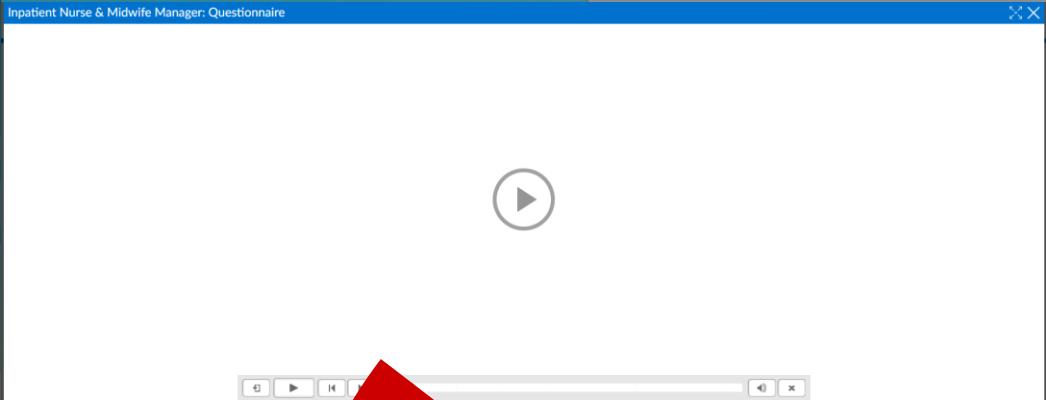
📧 10. Provider Primary Address

Email

Explanation:

The Provider Type is simply the clinical role that authorise you to work (e.g., Registered Nurse, Consultant, Doctor)

In the Learning Hub, open the login lab module



ger: Questionnaire

Did you complete the login testing process, during which you logged into Hive to confirm your access, credentials, and configuration?



Yes

No

Click to add text



Epic

Questionnaire

NHSManchester University
NHS Foundation Trust

If there were issues with your login testing (e.g. you could not log in or did not have correct access) fill out [this form](#). (The link will redirect you to the MFT IT Support Portal).

Please note, if you are asked to login to the Support Portal, you may need to click the link above to be redirected to the form correctly.


Hive
Powered by **Epic**

If anything looked wrong, use the link to open a manage engine ticket.

Explanation:
At this stage login
with your computer
username and
password, this may
be done
automatically

ManageEngine
ServiceDesk Plus

Stephen.Oldfield

.....

CMMC

Keep me signed in

Log in

ManageEngine
ServiceDesk Plus

Soldfield

.....

UHSM

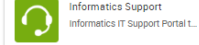
Keep me signed in

Log in



Welcome to MFT's Corporate Services Support Portal's

**Choose
Informatics
Support
here**



Informatics Support
Informatics IT Support Portal L...



Procurement Support
Portal to request support from...

Informatics Support Home Requests Solutions

How can we help you?

Search templates ...



I am facing an
Issue

Report an Issue



I need a new
Service

Request a Service



**And
request a
service
here**



Click IT systems access





IT systems access


Services related to creating new accounts and emails, shared drive access requests.


Choose the login lab questionnaire





- 


EmergencyList Access
Please use this request to gain access to EmergencyList.
- 


NHSMail Email Address
Please use this to request for a new nhs.net email account
- 


Shared Calendar Access
Please use this to request for a user to have access to an additional calendar.
- 


Shared Drive Access
Please use this to request for a user to have access to a network shared drive
- 

Shared Mailbox Access
Please use this to request for a user to have access to an additional mailbox.
- 

Synopsis iQ Access
Please use this request to gain access to Synopsis iQ.
- 

MCAP Account
Please use this request to gain access to MCAP.
- 

Access to MS Teams and Office 2016
Request access to MS Teams and Office 2016
- 

Test - DO NOT USE
- 

Onboarding - Login Lab Questionnaire
This form is to be completed in the case of any possible issues



Epic Training and access	Provider Section
Which Epic training course did you attend? (Ask your trainer if you are not sure) <input type="text" value="EDDoctor100"/>	Does your 'Provider type' seem appropriate? <input type="text" value="No"/>
Were you able to login to Epic successfully? <input type="text" value="Yes"/>	What should be your provider type or do you know someone else with the correct provider type (please give email)? <input type="text" value="Doctor like John.Smith4@mft.nhs.uk"/>
What is your login that you use while logging into the computer? (e.g. - Jane.Doe, JDoe) <input type="text" value="Jane.doe"/>	Does your specialty seem appropriate (only applicable for doctors)? <input type="text" value="Yes"/>
Does your name get displayed appropriately for your user name & provider name if applicable? <input type="text" value="Yes"/>	What should be your specialty? <input type="text" value="N/A"/>
Do you have the correct job role? <input type="text" value="Yes"/>	
What should be your job role or do you know someone else with the correct job role (please give name)? <input type="text" value="n/a"/>	
Who is your Manager / Supervisor? (Please provide email) <input type="text" value="n/a"/>	
<input type="button" value="Add request"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Explanation: Please fill out this form based on the results of your login lab. As a reminder you should only be doing this step if your login lab was not successful

Make sure to click add request at the end



Please ensure once you have completed your login lab you record this as below

In Kallidus

The screenshot shows a course page in Kallidus. At the top, the course title is 'Inpatient Nurse & Midwife Manager' with a duration of 'About 3 hrs 50 mins' and a 4.5-star rating. Below this, there are bullet points for 'Manage Patient Assignments' and 'Manage the Ward', and a 'Read more...' link. A section titled 'Lessons' contains three items, each with a green checkmark icon in a circle. A red curved arrow points from the 'Login Lab' item to the right. The 'Login Lab' item has a duration of 'About 5 mins', an 'eLearning' icon, and a 'Restart' button. The 'eLearning Disclaimer' item has a duration of 'About 2 mins', a 'Document' icon, and an 'Open document' button. The 'Epic Modules - Hive Overview' item has a duration of 'About 1 minute', a 'Document' icon, and an 'Open document' button.

Hive
In progress

Inpatient Nurse & Midwife Manager

About 3 hrs 50 mins ★★★★★

- Manage Patient Assignments
- Manage the Ward

[Read more...](#)

This course has 3 lesson types

Lessons

Lesson	Duration	Type	Action
Hive Login Lab	About 5 mins	eLearning	Restart
Hive eLearning Disclaimer	About 2 mins	Document	Open document
Hive Epic Modules - Hive Overview	About 1 minute	Document	Open document

