

How to log in to the internal Children's Minnesota network & navigate to the COVID-19 vaccine scheduling form

PLEASE NOTE:

If you have received the email from the HICS COVID-19 VaxOps Committee that you have been randomly selected to schedule the COVID-19 vaccine, follow the instructions below to log in to the Children's Minnesota network and navigate to the COVID-19 scheduling form to schedule your vaccine.

If you have not received an email from the HICS COVID-19 VaxOps Committee saying you have been randomly selected to be vaccinated, you will not have access to the scheduling form. Check your email and the COVID-19 Star Net page often for the most current vaccine supply updates. The vaccine is being distributed in phases as we get more vaccine. Eventually everyone will have the opportunity to be vaccinated.

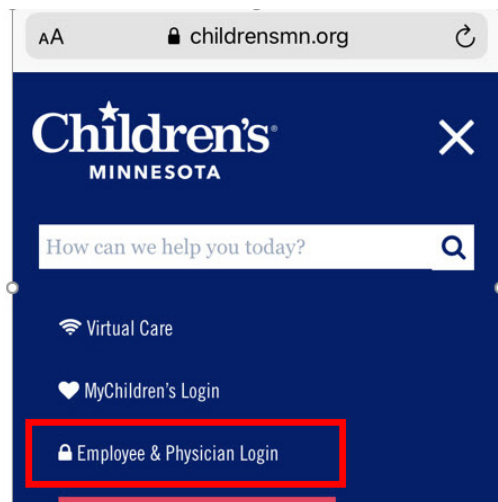
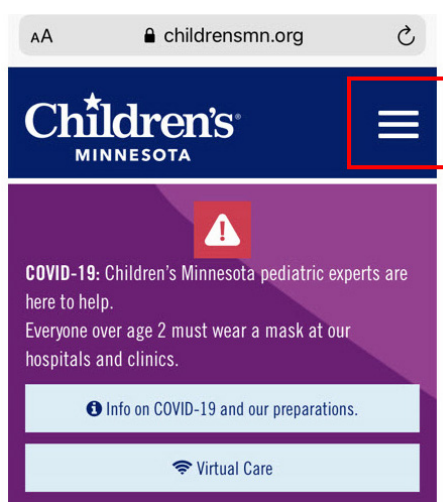
1. Open a web browser (e.g. Chrome, Internet Explorer, Safari) from a computer, laptop or mobile device and go to the Children's Minnesota web site (<https://www.childrensmn.org>)

2. Once you are on the website, click on the "Employee & Physician Login" link at the top of the page (see screen shots below)

Desktop view:



Mobile view: Open menu, then click "Employee & Physician Login" link



3. Enter your Username (Employee Number) and Password. Click on the “SIGN IN” button.

Children's Secure Access

Username

Password

Enter your Children's **Username** and **Password**

SIGN IN

4. Once signed in, click on the “Children’s Star Net” link in the list of options.

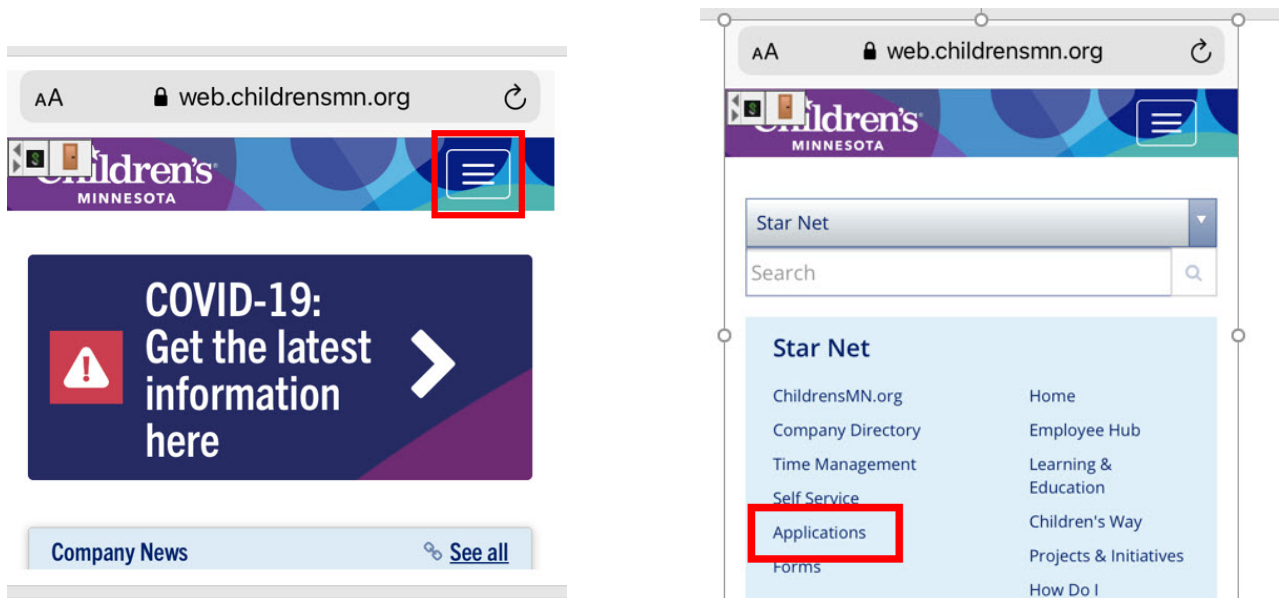


5. On Star Net, click on the “Applications” section (see screen shots below)

Desktop view:



Mobile view: Open menu (in top right), then click “Applications” link



6. On the Applications page, scroll down to “COVID Vaccine Scheduler”. Click to open.

COVID Vaccine Scheduler	COVID-19 vaccine scheduling tool.
COVIDVaxTrax	COVID-19 vaccine opt in/opt out form.

7. To schedule your vaccine, you will be asked to log in with your CE number and password to verify your identity. Then follow the prompts to complete the scheduling process.