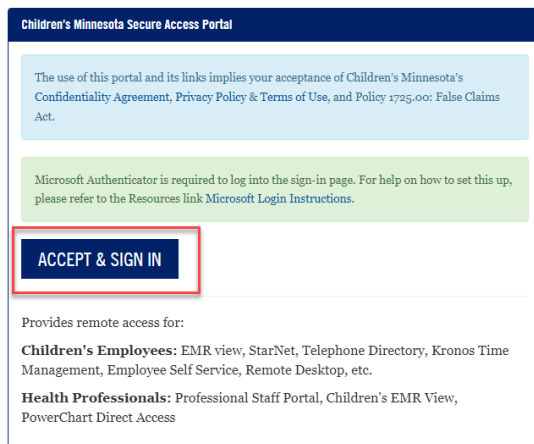1. Access the Children's MN website: https://www.childrensmn.org/
2. Click on **Employee & Physician Login** (towards top of the screen)
3. Click on **ACCEPT & SIGN IN**

Remote Employee and Physician Resources

Children's Minnesota Secure Access Portal

The use of this portal and its links implies your acceptance of Children's Minnesota's Confidentiality Agreement, Privacy Policy & Terms of Use, and Policy 1725.00: False Claims Act.

Microsoft Authenticator is required to log into the sign-in page. For help on how to set this up, please refer to the Resources link Microsoft Login Instructions.
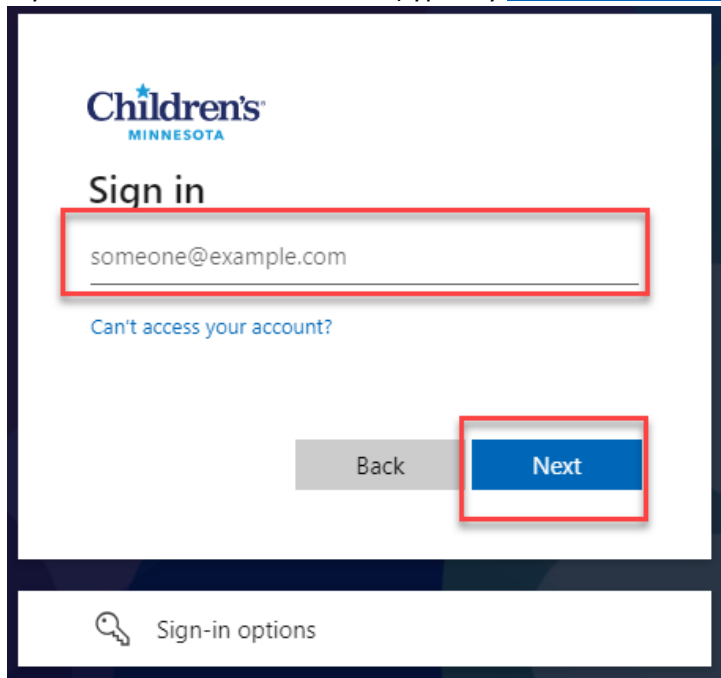
ACCEPT & SIGN IN

Provides remote access for:

Children's Employees: EMR view, StarNet, Telephone Directory, Kronos Time Management, Employee Self Service, Remote Desktop, etc.

Health Professionals: Professional Staff Portal, Children's EMR View, PowerChart Direct Access

4. Enter your remote access username (typically firstname.lastname@childrensmn.org) and click **Next**

Children's
MINNESOTA

Sign in

someone@example.com

Can't access your account?

Back   Next

🔑 Sign-in options

5. Enter the password provided in the email regarding Children's Minnesota Annual Mandatory Trainings and click **Sign in**

6. At this time you will be prompted to change your password to one of your choosing

7. Once you have changed your password you may see the screen below. If this happens, return to step 1 to restart the login process (complete steps 1-5). You will use your newly created password when logging in.
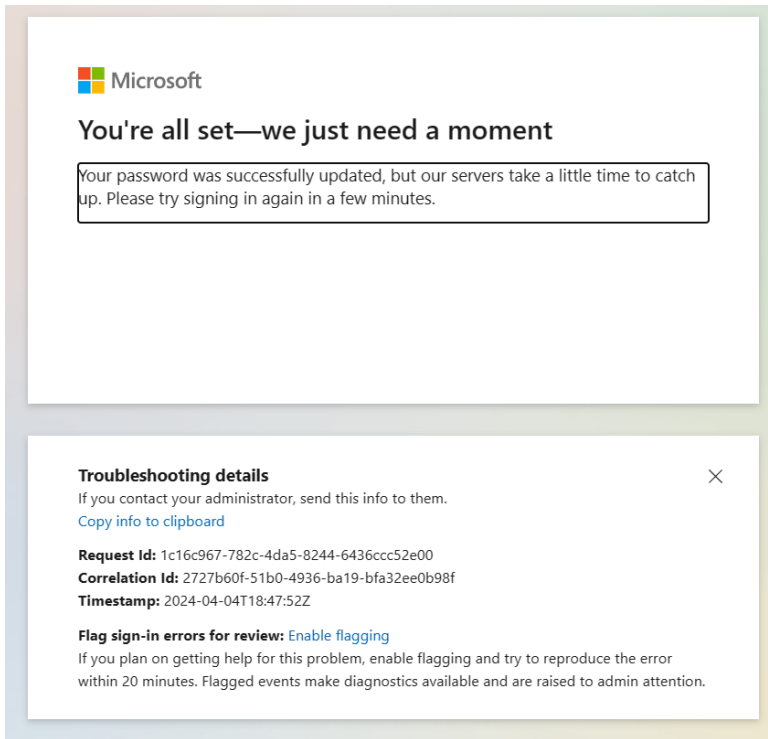

8. You will now go through the steps to download the Microsoft Authenticator app to verify access. Microsoft Authenticator is a one-time setup. The generated authenticator code will be needed on every login to this system. When the screen below appears, click **Next**
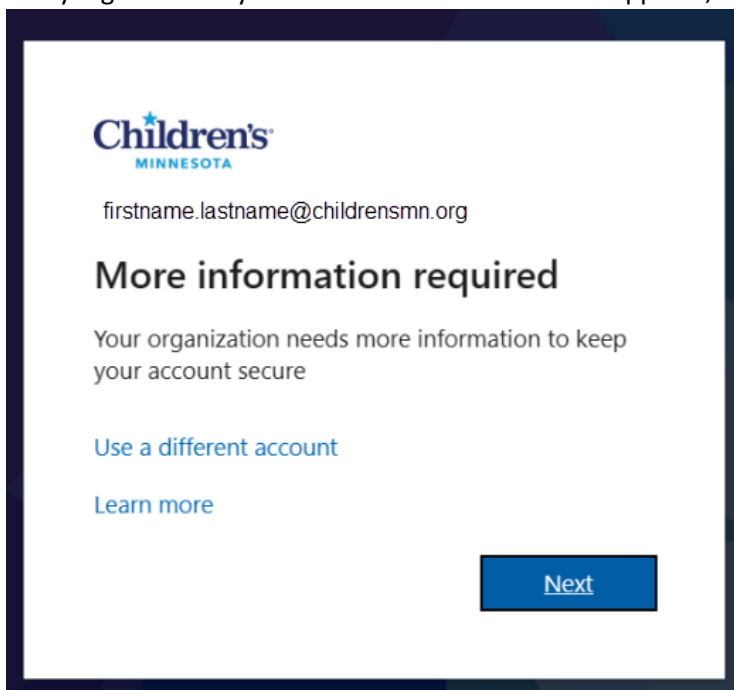
9. The screen below will appear and will prompt you to download the Microsoft Authenticator app on your cell phone. Click **Next**
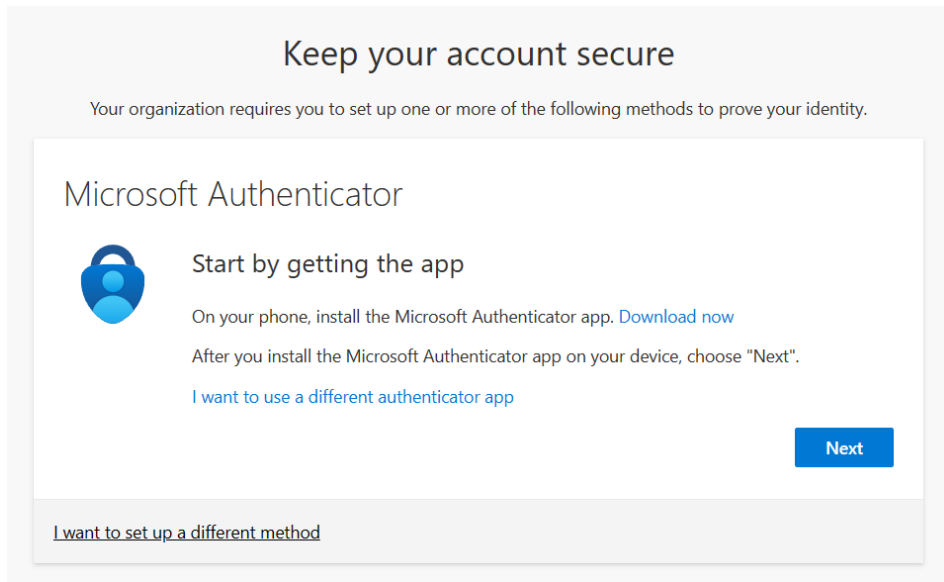

10. After you've downloaded and installed the Microsoft Authenticator app on your cell phone, click **Next**
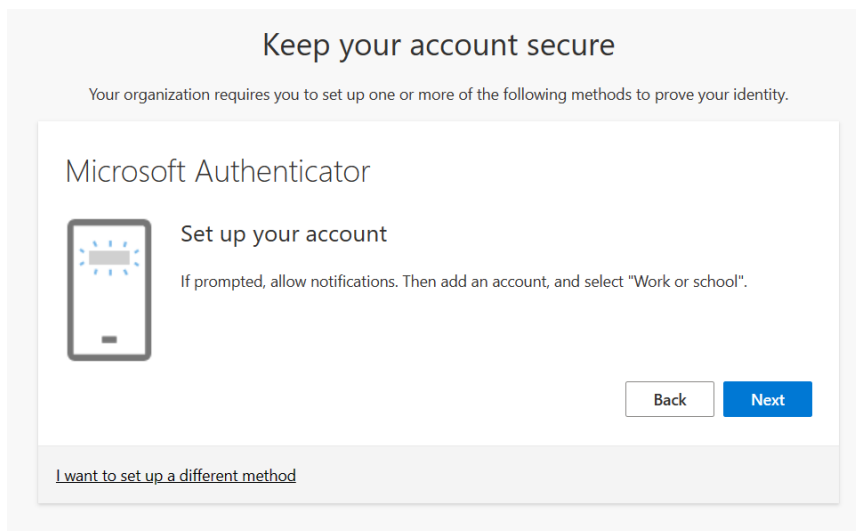
11. An **Additional security verification** screen displays. In the **how would you like to respond** section, enter how you would like to receive your verification messages i.e. notified through the app, via text message, etc. This is used in the event you need to verify your identity if your phone is lost or you are unable to access the Authenticator app. In addition, select the **Authenticator App or Token** box. Click **Set up Authenticator app**. Note: Both Authentication phone and Authenticator app or Token boxes will be selected.
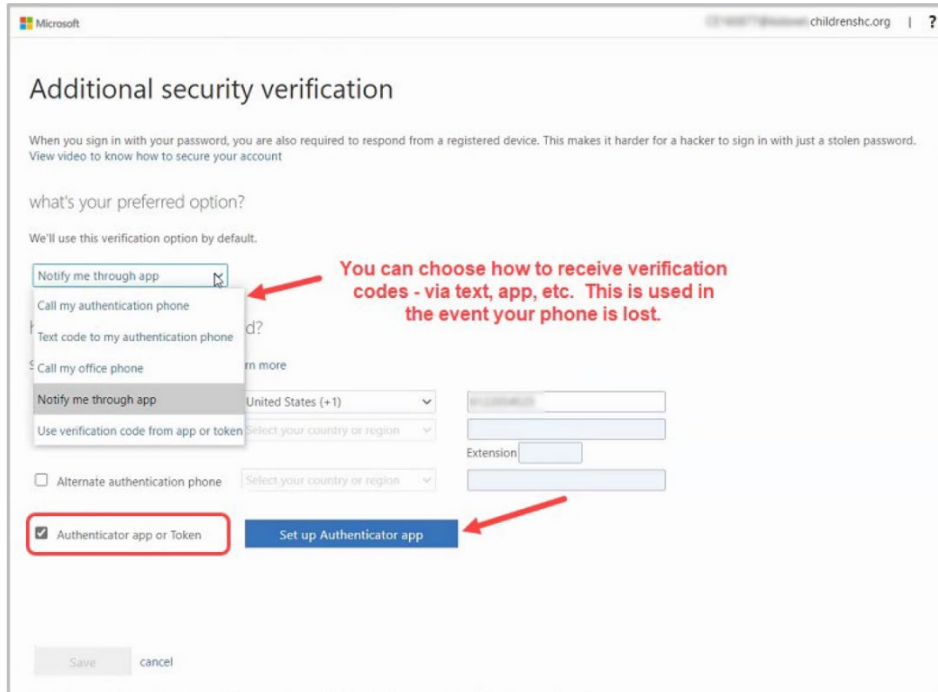

12. Open the Microsoft Authenticator app on your phone to add your work account. Select **Work or school account**
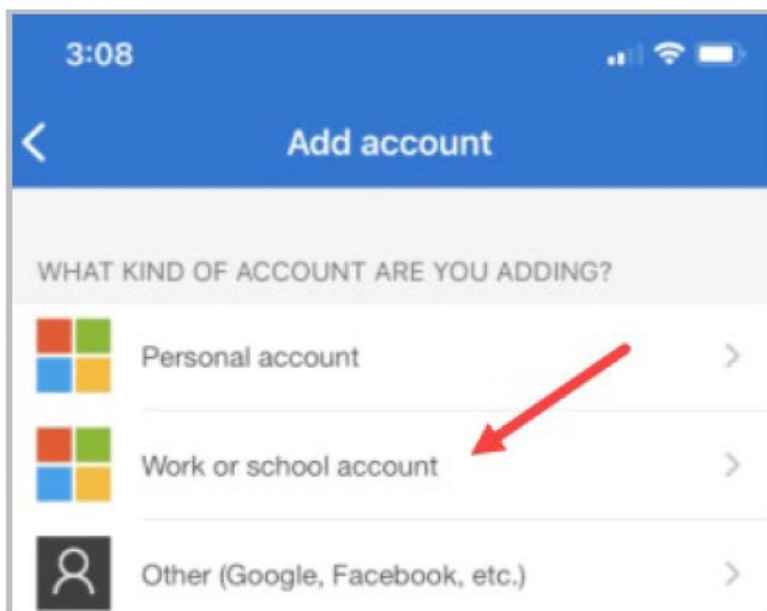
13. Select **Scan a QR Code** and **Agree** to let the app use your camera
14. Scan the QR code on your computer with your phone's camera and follow the prompts. Note: If scanning the QR code does not work, close the scanner on your phone and re-scan.
15. On your computer or laptop, click **Next** and **Approve** the request sent to your phone by tapping on the notification. Note that you will be prompted to unlock your phone.
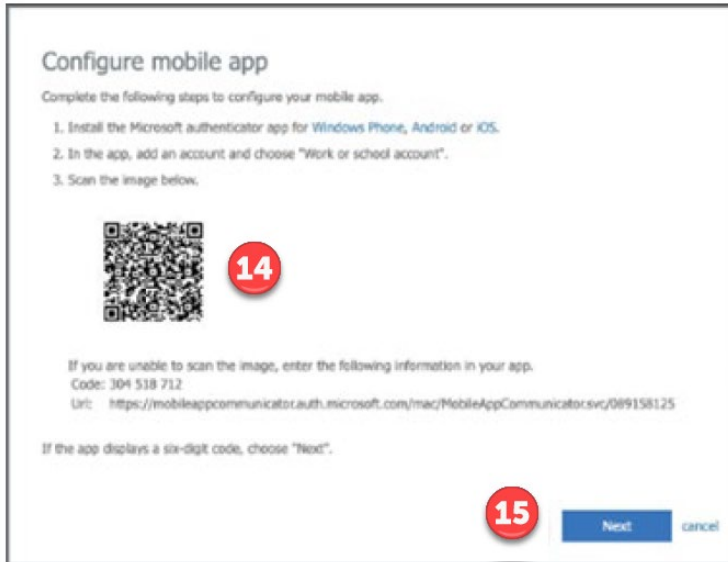

16. A notification will be sent to your phone. Select **Approve**. Note: You will be prompted to unlock your phone.
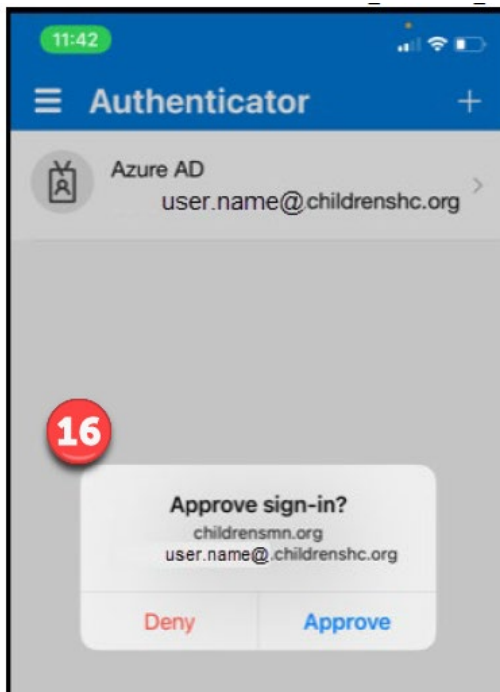
17. On the computer, set up your additional security information (i.e. cell phone number) and click **Done**. A **Profile** page will display your information.
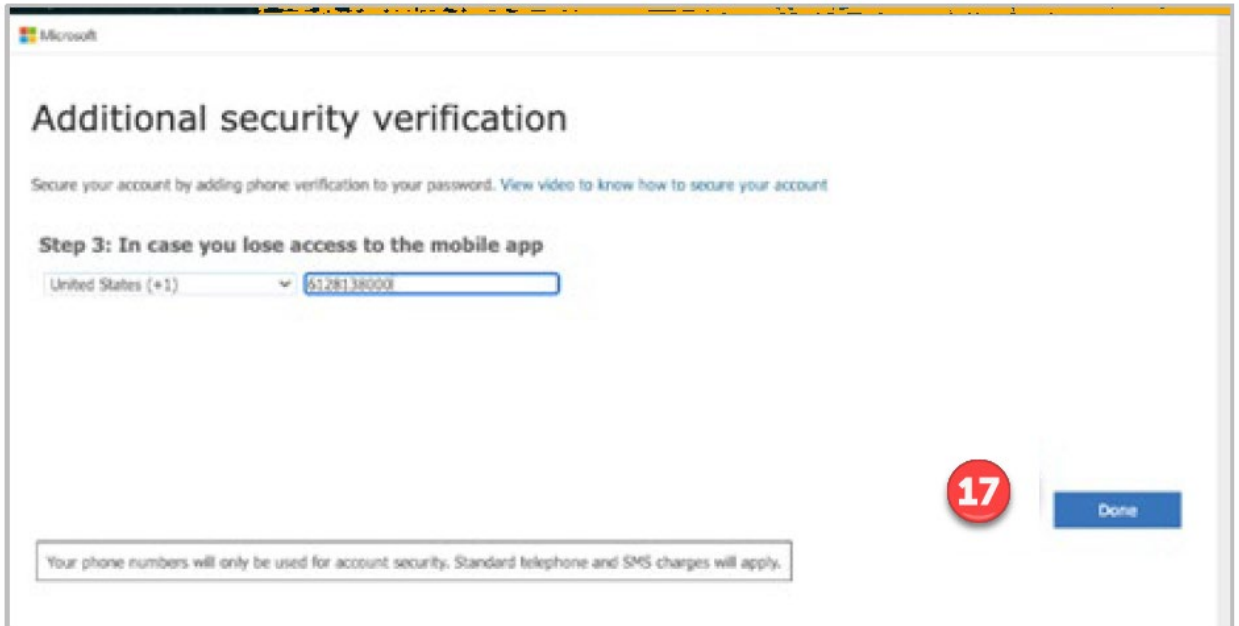
18. You will be directed to the screen below that grants access to various systems and programs at Children's. Click on **Employee Self Service**
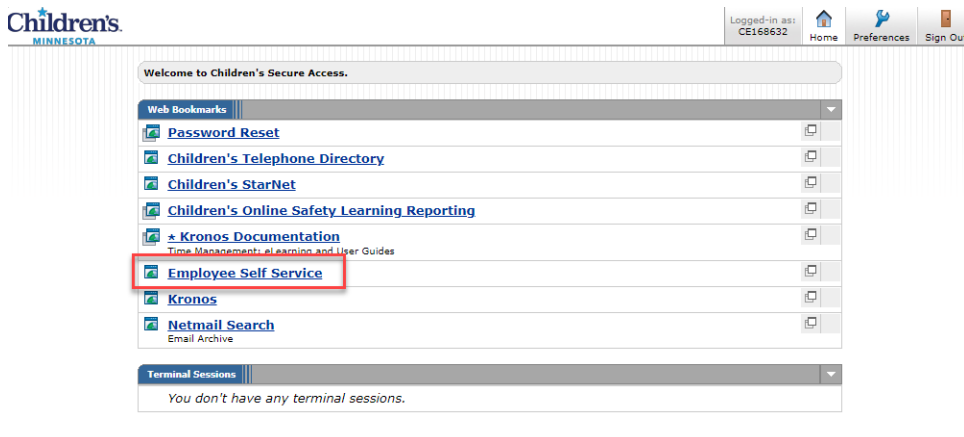
19. You will be prompted to login with your ID number (CE number) and password. The CE number is provided in the email regarding Children's Minnesota Annual Mandatory Trainings. The password is the one you selected in step 6 and click Sign in

20. Once you are logged into Children's Self Service, select the **Current Enrollments** tile from your Employee Self Service homepage
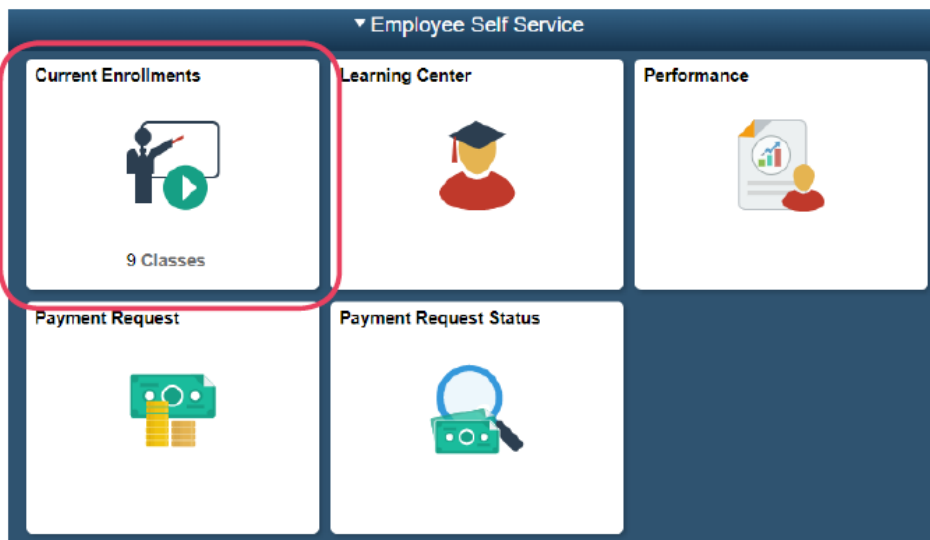
21. Select **Launch** to begin each course. Complete all assigned courses at least 3 days prior to the start of your experience.

Having trouble? Here are helpful tips:
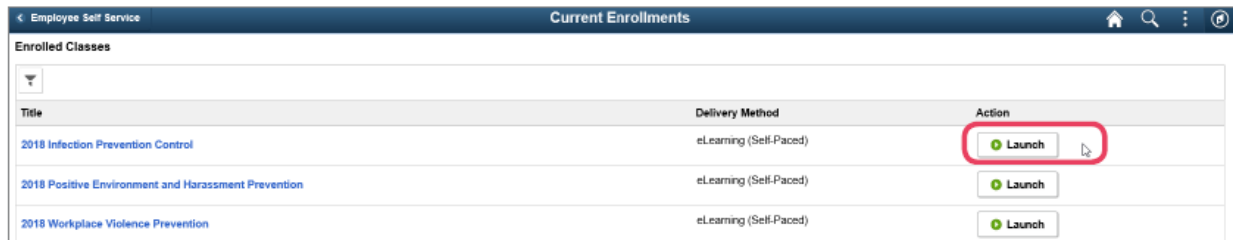
- Delete your temporary files and cookies
- Enable pop-up blockers
- Launch a course when you have enough time to complete it. Launching a course and then leaving it inactive for several minutes will cause the course to time out. This may result in your course completion score not recording properly.
- When exiting a course that you have completed- be patient- the system is recording your completion, and you will experience a white screen until the process is complete. The amount of time this takes varies.
- Print or save a copy of the course completion page for your records.
- If you get a warning box while taking a course, click **Cancel** and restart the course. You may be able to resume where you left off.
- The quality of your internet and network connection affects the playback quality of the videos, audio and special effects.
- If you are experiencing issues with any of the steps above, contact the **Children's IT Service Desk at 952-992-5000**. Be sure to tell them you are a student attempting to complete the Annual Mandatory Trainings remotely.
- Email us with any other questions. Choose the correct email address based on your student experience type:
  - Clinical experiences for undergraduate nursing, MSN (non-APRN), and allied health degrees (e.g., Medical Assistant, Radiology, Laboratory, PT/OT, etc.): childrens.education@childrensmn.org
  - Clinical experiences for graduate level trainee (Medical/AAP student, Resident/Fellow, Pharmacy, MPH, and Clinical Psychology): medical.education@childrensmn.org