

Remote Access Instructions

1. Access the Children's Minnesota website: childrensMN.org	♀ Locations	🔒 Pay my bill	💄 Log in \vee	GIVE 🎔	Q
 Click on the "Log in" dropdown Select Employee & Physician Login 			Employee & phy	/sician login	
	RVICES 🗸	HEALTH PROFESSI	MyChildren's log	gin	~
4. Click on ACCEPT & SIGN IN	Children The Conf Act. Micr pleas ACC	ote Employee and Ph 's Minnesota Secure Access Portal as of this portal and its links implies your ac identiality Agreement, Privacy Policy & Terrer osoft Authenticator is required to log into the refer to the Resources link Microsoft Login CEPT & SIGN IN es remote access for: ren's Employees: EMR view, StarNi tement, Employee Self Service, Remot	ysician Resourc ceptance of Children's Minnesota's s of Use, and Policy 1725.00: False s sign-in page. For help on how to se Instructions.	et this up, os Time	
 5. Refer to the email you received regarding Annual Mandatory Training. Enter your remote access username (called UPN on the email). Typically, it is <u>firstname.lastname@childrensMN.org</u>) click Next. 		Arrotessional Start I Chart Direct Access Chart Direct Access Sign in someone@example.com Can't access your account? Ba Sign-in options	ack Next		



6. Enter the password provided in the email regarding Children's Minnesota Annual Mandatory Trainings and click Sign in.	Contentions Tenter password Forgot my password Sign in
7. At this time, you will be prompted to change your password to one of your choosing.	Children's
choosing. Click Sign in	Firstname.lastname@childrensmn.org Update your password because this is the first time you are signing in, or because your password has expired. //urrent password New password Confirm password Sign in



8. 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.	Microsoft You're all set—we just need a moment Your password was successfully updated, but our servers take a little time to catch up. Please try signing in again in a few minutes.
	Troubleshooting details × If you contact your administrator, send this info to them. Copy info to clipboard Request ld: 116c967-782c-4da5-8244-6436ccc52e00 Correlation 16: 2727b60f-51b0-4936-ba19-bfa32ee0b99f Timestamp: 2024-04-04T1847:52Z Flag sign-in errors for review: Enable flagging If you plan on getting help for this problem, enable flagging and try to reproduce the error within 20 minutes. Flagged events make diagnostics available and are raised to admin attention.
9. 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 .	Contention of the second secon
10. The screen below will appear and will prompt you to download the Microsoft Authenticator app on your cell phone. Click Next .	Keep your account secure Your organization requires you to set up one or more of the following methods to prove your identity. Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Lwant to set up a different method

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10. After you've downloaded and installed the Microsoft Authenticator app on your cell phone, click Next .	Keep your account secure Vour organization requires you to set up one or more of the following methods to prove your identity. Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next Lwant to set up a different method
11 An additional security verification screen	Monuelt onlidenth.com 1 ?
will appear. 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.	Model M
12. Open the Microsoft Authenticator app on your phone to add your work account. Select Work or school account.	3:08 중 ■ Add account
	WHAT KIND OF ACCOUNT ARE YOU ADDING?
	Work or school account
	Other (Google, Facebook, etc.) >



 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. <i>Note: If scanning the QR code does not work, close the scanner on your phone and re-scan.</i> 15. On your computer or laptop, click Next and Approve the request sent to your phone by tapping on the notification. <i>Note that you will be prompted to unlock your phone</i> 	Configure mobile app Complete the following steps to configure your mobile app. Install the Microsoft authenticator app for Windows Phone, Android or KS. 1. In the app, add an account and choose "Work or school account". 3. Scan the image below Scan the image below Microsoft account and choose "Work or school account". 3. Scan the image below Microsoft and choose "Work or school account". 3. Scan the image below Microsoft and choose "Work or school account". 3. Scan the image below Microsoft and choose "Microsoft account and choose "Microsoft account". 3. Stan the image below Microsoft and choose "Microsoft account and choose "Microsoft account". 3. Stan the image and choose "Microsoft account and choose account and account and choose "Microsoft account and choose account and choose account and choose "Microsoft account and choose account and choose account and choose account and choose account". 3. Stan the image account and choose account and choose account
16 A potification will be sent to your phone	
Select Approve . Note: You will be prompted to unlock your phone.	Image: Constraint of the system
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.	More with Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account Step 3: In case you lose access to the mobile app United States (+1) ✓ (1281)38000

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 You will open a page of options to access. Click on Employee Self Service 	Children's.			
	Welcome to Childrens MN Secure Access			
	Web Bookmarks 7			
	Admin Created Bookmarks			
	Password Management C C C C C C C C C C C			
	Employee Self Service [7]:			
ID number (CE number) and password. The CE number is provided in the email	Children's MINNESOTA			
Mandatory Trainings. The password is	Self Service			
the one you selected in step 6 and click	I Enter your username that starts with CE			
Sign in.	Password			
	Enter your new password from step 6			
	Sign In			
	Forgol your password? Change your password If you have forgotten your password, please click on the "Forgot your			
	plassword? mink adove: in you know your password? and would nee to change it, please click on the "Change your password? link above. Need technical help logging into the system? Please contact the IT Service			
	Desk at (952) 952-9000.			
20. Once you are logged into Children's Minnesota Self Service, select the	Current Enrollments			
Current Enrollments tile from your				
Employee Self Service homepage.				
	4 Classes			
21. Select Launch to begin each course	t Engloyes ket kernes Current Exrolliments ★ Q : Ø			
This list should be empty when you have	Errotels Classes			
completed all courses. Complete all	Definition Definition Action 2011 Endedine Prevention Control dt.com/op (Self Pased)			
assigned courses at least three days	2011 Workplane Violence Prevention et.caming (Set Pacent)			
prior to the start of your experience.				



Having trouble? Here are some 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 Minnesota 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.): <u>childrens.education@childrensMN.org</u>
 - Clinical experiences for *graduate-level* trainee (Medical/AAP student, Resident/Fellow, Pharmacy, MPH, and Clinical Psychology): <u>medical.education@childrensMN.org.</u>