Employee Self Service Access via Children's Secure Access

Below are the steps to access Children's Employee Self Service via Children's Secure Access, in order to complete online training:

- 1) Using Chrome or Firefox (Internet Explorer will not play sound), click on the link: https://www.childrensmn.org/signin
- 2) Enter your User Name and Default Password. Your default password will be in the email you received from Children's. If you do not have it, please ask your instructor to re-send that email.

HOME / SIGN IN							
Children's Secure Access							
Username Password	Enter your Children's Username and Password.						
Use of this portal by clicking on the "Sign In" button implies your acceptance of <u>Children's remote access policy</u> .							
Sign In							

3) A screen will display informing you of the number of grace logins you have left with your current password, click Continue, and then you will be brought to the screen listing the sites that you can access:



4) In order to access Employee Self Service the first time, <u>you must reset your password to be</u> <u>something only you know</u>. Employee Self Service will not allow you into the application until you have reset your password. To reset your password, click on Preferences in the upper right corner of the screen:

Children's. Hospitals and Clinics of Minnesota	Home	Meetings	Preferences	Sign Out
Welcome to Children's Secure Access.			40	
Web Bookmarks				
Children's Star Net		Ð		
Children's Telephone Directory		Ð		
Children's Online Safety Learning Reporting		ţ.		
GroupWise WebAccess		Ð		
Kronos Workforce Central		Ð		
Employee Self Service		Ð		

5) Once in Preferences, click on the General tab:

C] Hos	bildren's. spitals and Clinics of Minnesota	Home	Meetings	Preferences	Sign Out
۶	Preferences				
	User Home General Advanced				
	Change Password				
	Old Password:				
	New Password: Confirm Password				
	Daylight Saving Time				
	By default, Secure Meeting uses the daylight saving time schedules set on the server by your administrator. Howev setting by specifying the country whose daylight saving time schedules your local client should observe instead. Se meeting times as necessary based the specified DST option and your browser settings.	er, you cure Me	can overri eting adju	de the serve sts your indiv	r vidual
	Observe DST schedules of this country: United States				
	Secure Meetings				
	Indicate where you would like to receive Secure Meeting email invitations.				
	Default email address:				
	Save Changes				

6) Enter your old password, and then enter the new password that you would like to switch your password to. Enter the new password again in the Confirm Password field and hit 'Change Password'.

Your password must be at least 8 characters long It must contain at least one each of the following:

Lower case letter

- Upper case letter
- One number

A non-alphanumeric character may be used, but is not required.

7) Once your password is changed, hit Home in the upper right corner, and click on Employee Self Service to launch Self Service:

itals and Clinic f Minnesota		f Home		Preferences	Sign Ou
	Welcome to Children's Secure Access.				
	Web Bookmarks		-		
	Children's Star Net				
	Children's Telephone Directory				
	Children's Online Safety Learning Reporting		Ð		
	GroupWise WebAccess		Ð		
	Kronos Workforce Central				
	Employee Self Service		Ð		

8) Employee Self Service should open up and display the necessary training that needs to be completed within the All Learning section:

Home Add to My Links Sign out	elf Servi	ce 🔸	* \ 	*	4 + +	Ĺ			\$ 举	
								<u>My Links</u>	Select One:	*
My Information 🛛 🖾 🗖	All Learning						5	2 🗖		
Pending Evaluation Requests Accept or decline requests to provide performance evaluations for others. Uurrent Evaluations Update or view your performance evaluations for others.	All Learning is a you are register name of the act *Filter Name:	All Learning When on the Home page, dick arrows in corner to refresh. All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program. *Filter Name: Courses currently enrolled or in progress								
	My Learning	My Learning Customize Find View All 🗮 First 🚺 1-10 of 10 🗅 Last								
	Title		Туре	Status	<u>Status</u>	Date	Launch			
	2011 Wave II R Training Grp 8 Control 3	equired nfection	Curriculum	¢	In-Progress	10/07/2011			\mathbb{Q}	
	HIPAA/Corpora Compliance 20	<u>te</u> 11 v1.0	Self-Paced Learning Activities	€	Enrolled	10/07/2011	Launch			
	Patient Rights, Professional Relationships :	Ethics and 2011 v1.0	Self-Paced Learning Activities	Ð	Enrolled	10/07/2011	Launch			
	Conflict of Inter	est 2011	Self-Paced Learning Activities	Ð	Enrolled	10/07/2011	Launch			

- 9) You must have pop up blockers disabled in order to launch your training.
- 10) Your password and access will now be set up, you will need to change your password again in 180 days.