Access to CDHB Information Systems for Ara Nursing Students

Log on to a CDHB computer using your User Account

A username and password will be provided to you during one of the CDHB presentations delivered at Ara. This will allow you to access the CDHB Network and clinical applications.

1. **Log on to a computer with the given login and password**

   Depending on who has used the computer previously, you may see a User Name and Password field or you may need to select Switch User, press Ctrl Alt Delete and click Other Users before being able to enter your details.

   Please note that if a wrong login or password is entered more than 5 times, the system will lock the User's login account and you will need to contact the CDHB Service Desk to get the access reset.

   Some CDHB staff use their ID card to log on to some computers. Unfortunately this feature is not currently available to you, however you will still be able to use these computers by typing in your login and password manually.

2. **Change your password**

   You must change your password the first time you log on to a CDHB computer. Your new password needs to contain at least 8 characters in length, with some alpha and numeric characters.

   Every 90 days, you will be required to change your password to enable your continuous access to the CDHB computers and applications.

   If you have forgotten your password, you will need to contact the CDHB Service Desk to ask for a reset. This is common after people come back from a long break.

   Every Student's account will have an expiry date set against it. The CDHB Service Desk will be able to view the expiry date and extend it once the appropriate authority has been checked.

Access the Intranet

Most clinical applications and useful information can be accessed on the CDHB Intranet. The Intranet icon will take you directly to the website.

Troubleshooting: If an issue arises when opening the CDHB Intranet page for the first time and a MSN website appears instead of the Intranet, please use the following instructions:

1. In the address bar at the top of the page, type ***//intranet***
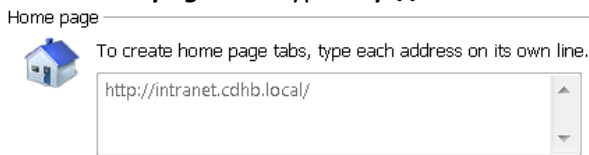
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2. This will load the DHB's intranet page.
   You must now set this page as your home page.

3. In the upper right of the screen press the **Tools** icon , or alternatively, press the **ALT + X** keys

4. From the menu that appears, select **Internet options**

   Report website problems
   Internet options
   About Internet Explorer
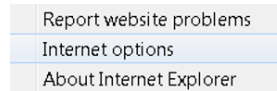
5. In the **Home page** field type **http://intranet.cdhb.local/**

   Home page
   To create home page tabs, type each address on its own line.

   http://intranet.cdhb.local/

6. Click **OK**

   This will set your intranet home page to the DHB's intranet.

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Access the applications

1. Health Connect South (HCS)

HCS can be accessed from the Clinical Quick Links on the Intranet. The application uses the same login and password as the CDHB computer Network login.
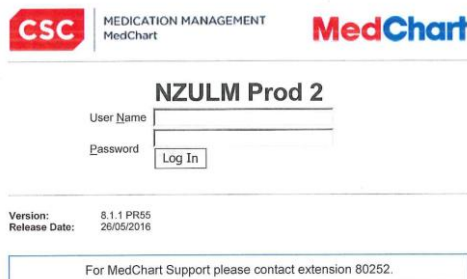On the logging page, please select Canterbury DHB from the Organisation drop down options.

2. MedChart (eMeds)

MedChart can be accessed from the CDHB Intranet under Clinical Applications or from a ward iPad or laptop.

It doesn't use the same credentials as the CDHB computer Network so it is important that you check your MedChart login and password carefully before logging into the application. We recommend that you change your password to be the same as your computer Network password the first time you log into the system.
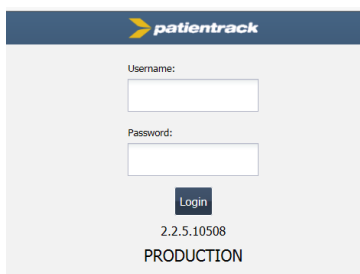
3. eObs (Patientrack)

Patientrack can be accessed from the CDHB Intranet under Clinical Applications or from a ward iPad.

The application doesn't use the same credentials as the CDHB computer Network. You will receive your user name and password during the presentation you attend at Ara. We recommend that you change your password to be the same as your computer Network one the first time you log into the system.

Important Statement Regarding Access

You may only access a patients clinical records if you are actively involved in their clinical care or as part of a quality improvement process which requires identified patient information. **Access for any other reason is unethical and will be considered professional misconduct.**

The use of your password will serve as your electronic signature and all action undertaken against your username/password will carry the same responsibility as your written signature.

All access to patient data is audited by the CDHB Information Services Group and inappropriate use of this information will be managed by the Dept of Nursing, Midwifery and Allied Health at Ara in conjunction with senior CDHB nursing staff.

Who to contact for assistance with logging into your user account, HCS, eMeds and eObs:
Service Desk:
03 3640999 - Extension 80999 – Email address service.desk@cdhb.health.nz

Access to CDHB Glucose Testing Meters for Nursing Students

Glucose Testing (AccuChek) (Note this IS NOT an ISG application)
You will attend an education session in relation to using the AccuChek glucose testing device at Ara. To enable you to use this device you need to complete an online exam (on the CDHB intranet via Cobas Academy) to complete the certification process. (Note this doesn't use the same credentials as the CDHB computer Network).

To complete the online exam follow the steps below:

1. Go to Biz Apps

2. Select Cobas Academy

3. If your student ID number is '12345678' **omit** the first number and enter '2345678' for both login **and** password
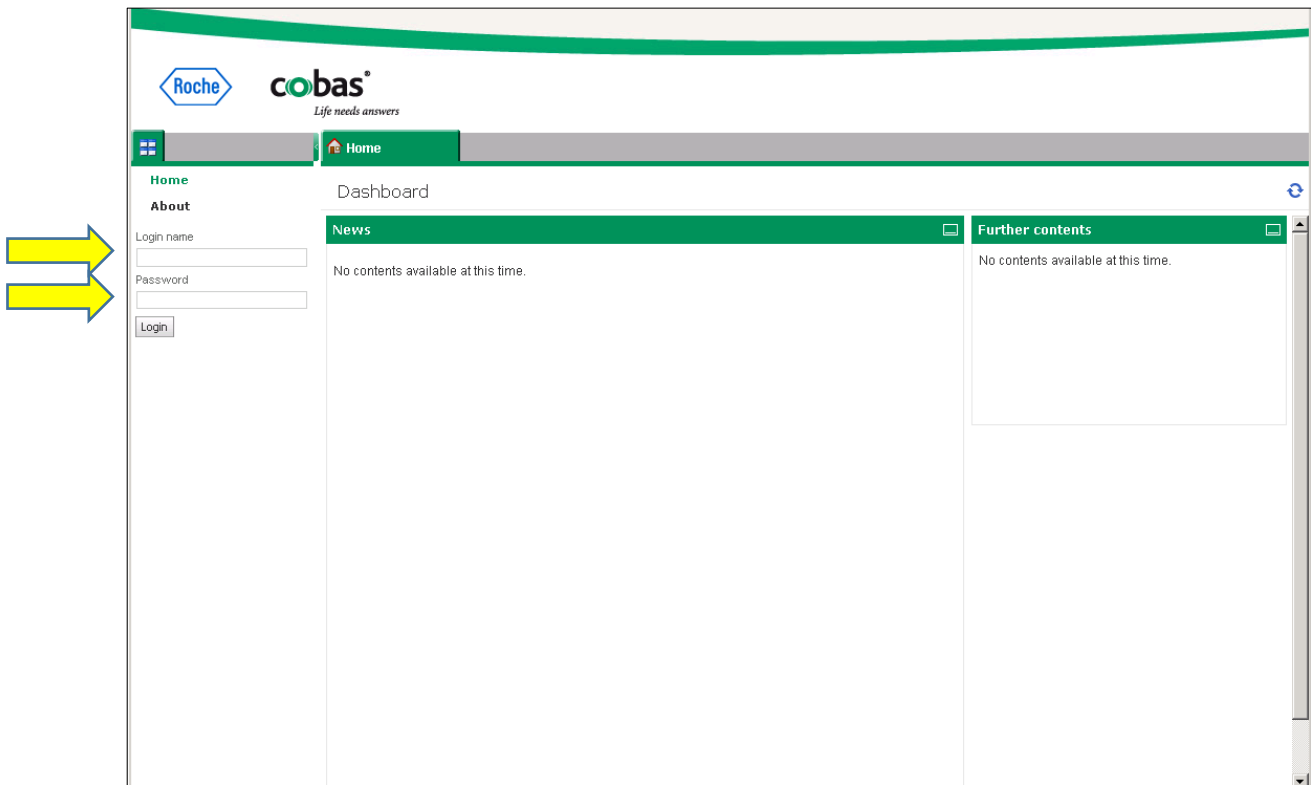
4. The home page will show your "my to do list" which will have the pending exam click on this to complete (this will take less than 5 minutes).
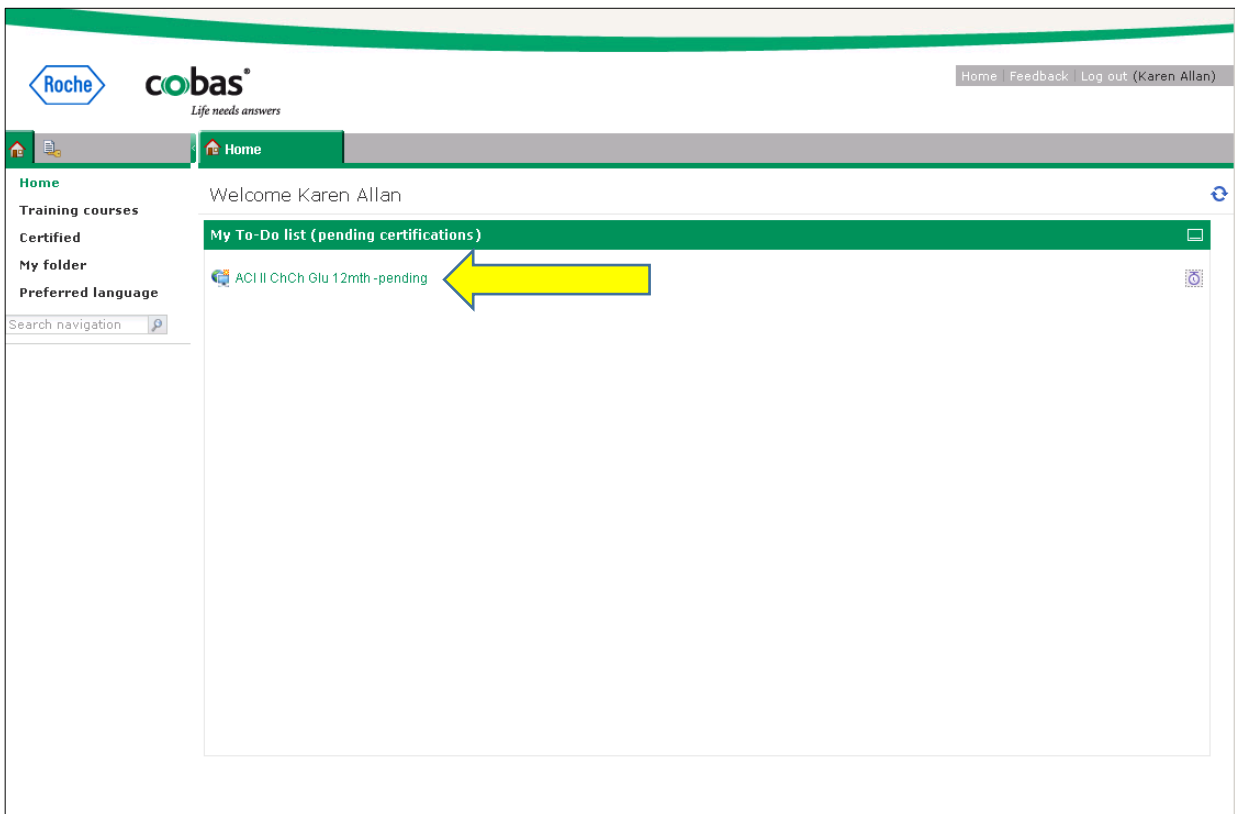
5. Once you have passed the exam you will be able to log in to the Accu-Chek meter using either the barcode from your student ID or by manually entering this number omitting the first digit.

Who to contact for assistance with AccuChek
Point of Care Testing Team
Email address poct@cdhb.health.nz

For any ongoing complications that are <u>unable</u> to be resolved by contacting either the ISG Service Desk or the Point of Care Testing Team please contact either:

CDHB

Jacinda.King@cdhb.health.nz   DEU Nurse Educator

Sarah.Gibbon@cdhb.health.nz   DEU Nurse Educator

Ara

Rose.Whittle@ara.ac.nz   Ara Clinical Manager

Kerry.Chisholm@ara.ac.nz   Ara Team Leader – Nursing Dept Support

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