



**Step 1 – Logging on to the HHS Network/Citrix/AccessHHS**

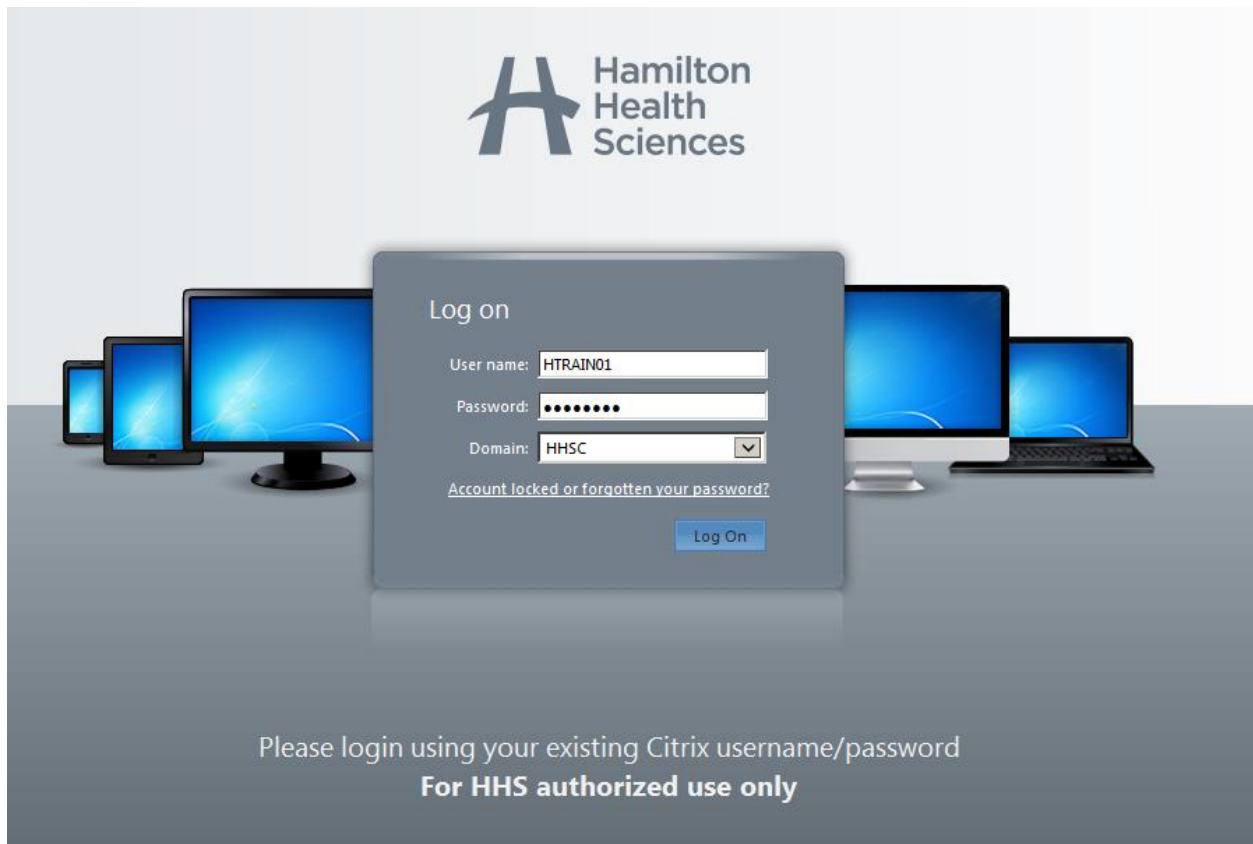
**Step 2 – Logging on to Meditech HCIS System**

**Step 3 – Logging on to AcuDose (Level 4 and PreGrad Student only)**

**Step1 - Logging on to the Network/Citrix (Access HHS)**

Type in your username and hit the tab key

Enter your password (provided by HHSC)



You will be prompted to change your password, see below,

Old password: type in the password provided by HHSC and hit the tab key

New password: type in your own unique COMPLEX password

Confirm password: type in your own unique COMPLEX password again and click OK

## Change Password

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Consult your help desk or corporate security policy to learn about your company's password guidelines.

Old password:

New password:

Confirm password:

OK

Cancel

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**You MUST create a new COMPLEX password in the following format:**

Must contain at least **8 characters**

Must contain a combination of **Letters and Numbers and can contain special characters**

Choose at least one **capital and lower case letter and at least one number.**

Your password **cannot** contain your username or proper name

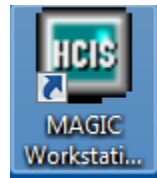
**Here are a few sample passwords:**

**Apple987\***

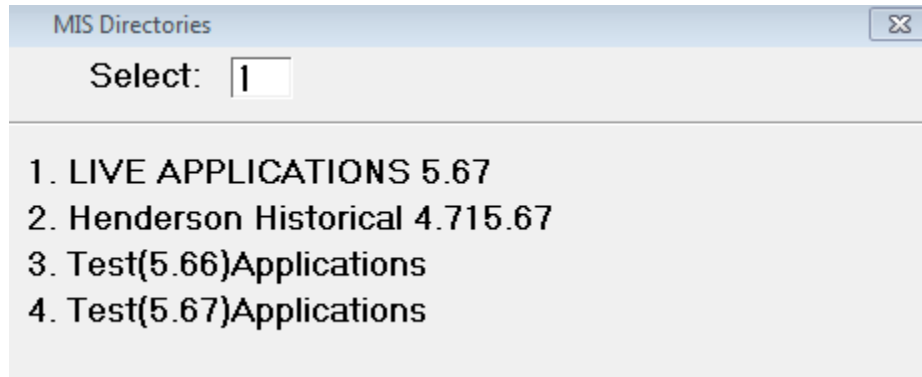
**Hilltop5#**

## Step 2- Logging on to Meditech HCIS for the first time.

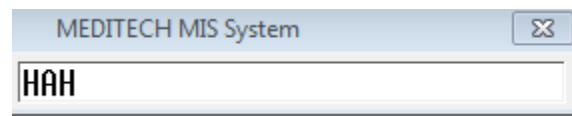
Double click on the Meditech icon to launch the application.



Select #1 Live Applications 5.67



Type in **HAH** in the MIS screen



**User ID** Enter your assigned USERNAME and hit ENTER

**Password** Enter your first-time password provided by HHSC and hit ENTER

EXAMPLE BELOW

Sign On

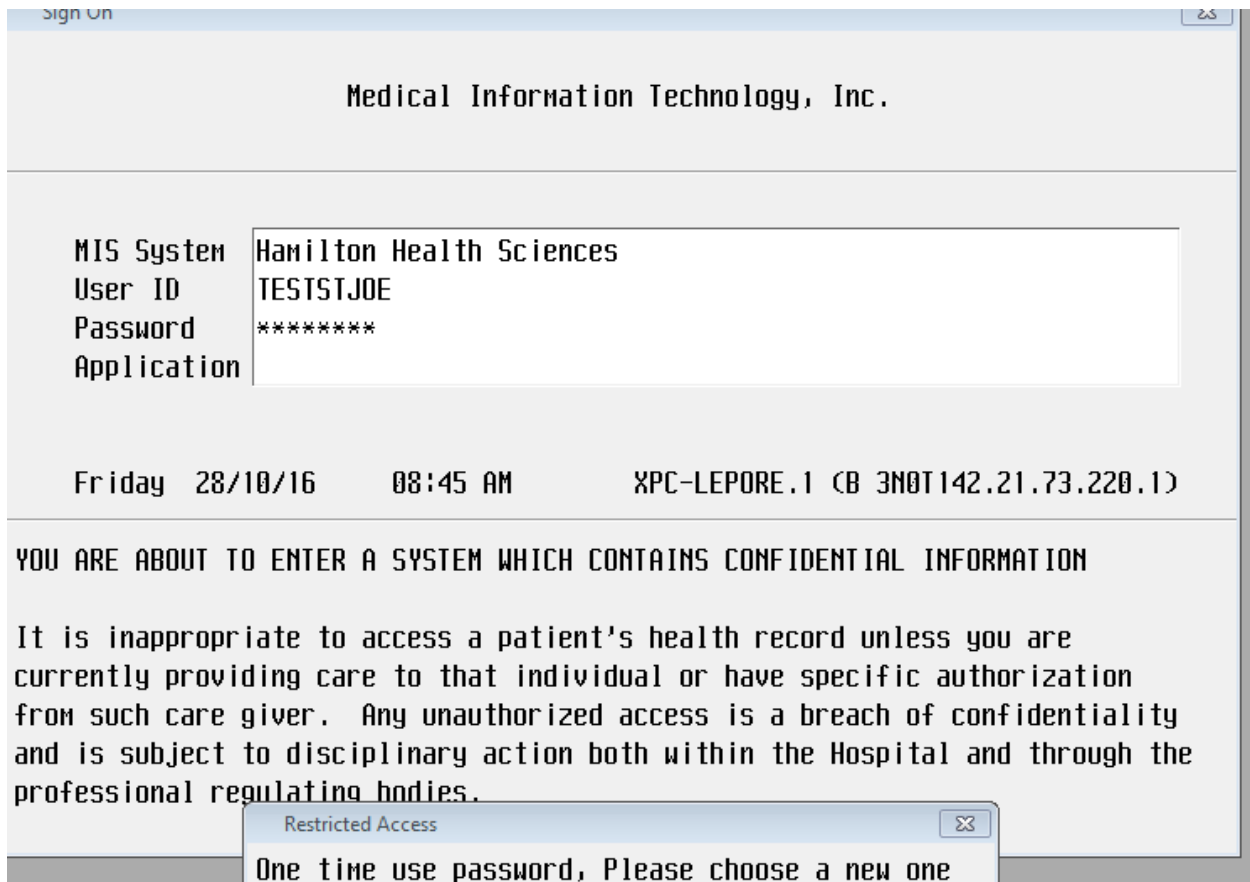
Medical Information Technology, Inc.

MIS System Hamilton Health Sciences  
User ID TESTSTJOE  
Password  
Application

Friday 28/10/16 08:53 AM XPC-LEPORE.1 (8 3N0T142.21.73.220.1)

YOU ARE ABOUT TO ENTER A SYSTEM WHICH CONTAINS CONFIDENTIAL INFORMATION

It is inappropriate to access a patient's health record unless you are currently providing care to that individual or have specific authorization from such care giver. Any unauthorized access is a breach of confidentiality and is subject to disciplinary action both within the Hospital and through the professional regulating bodies.



You will be asked to put in a new password then press ENTER after each time you type.

**NOTE:** when typing your password you will not see either the cursor or \*\*\* appear to indicate anything is being entered.

