

Quick Reference Guide

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2 PAGES

Accessing MEDITECH – Within a SJH Facility




OVERVIEW


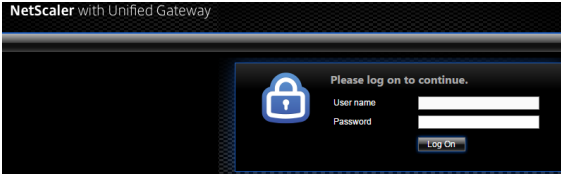


When you are in a St. Joseph Health (SJH) facility, how you access MEDITECH will depend on the computer you use.


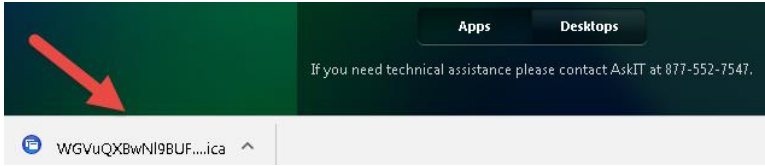
There are 2 types of computers in SJH facilities: Easy Pass and Non-EasyPass.

- Easy Pass computers support single sign-on functionality. You will either “tap” into the computer using your badge or log in using your SJH Username and Password.
- Non-EasyPass computers do not support single-on. You will log in using your SJH Username and Password.

This guide reviews how to log into MEDITECH from an EasyPass & a Non-EasyPass computer.

Accessing MEDITECH on an EasyPass Computer	
1	Tap your Easy Pass card or enter your SJH Username and Password. 
2	Click the MEDITECH icon on the screen. 
3	When the MEDITECH screen appears, press ENTER on your keyboard. You should NOT need to log into MEDITECH. If you receive a log-in screen, stop and call the IS Service Desk. <u>Note:</u> The system may take a few seconds to open (especially the first time). 

Accessing MEDITECH on a NON-EasyPass (from the SJH Cloud)	
1	Log into the computer using your SJH Username and Password.
2	Click on the SJH Cloud “shortcut” icon on the computer screen. OR  Access <i>Chrome</i> or <i>Internet Explorer</i> & type storefront.stjoe.org in the address field. (DO NOT USE “www”). <u>https://storefront.stjoe.org/vpn/index.html</u>
3	Enter your SJH Username & Password in the Citrix log-in screen & click Log On . 
4	Click the Apps button at the bottom of the screen. 
5	Find and click the MEDITECH Standards icon for your region. 

<p>6</p>	<p>When the MEDITECH screen appears, press ENTER on your keyboard.</p> <p>You should NOT need to log into MEDITECH. If you receive a log-in screen, stop and call the IS Service Desk.</p> <p><u>Note:</u> The system may take a few seconds to open (especially the first time).</p>	
<p>7</p>	<p>On some devices, you may need to click the file type which appears at the bottom of the screen.</p> 	<div style="border: 1px solid black; padding: 5px;"> <p>Please be patient, the system may take a few seconds to open (especially the first time).</p> </div>
<p>8</p>	<p>Once in MEDITECH, you will:</p> <ul style="list-style-type: none"> • Click the Applications menu item, then choose the appropriate Facility. 	

For Questions: Contact the IS Service Desk or your local Clinical Informatics Department.