

Becoming a Registered User

To become a registered user you will need to click on the link that states “[Become a Registered User](#) Figure 1).”



A screenshot of a 'User Log In' form. It has a blue header with a lock icon and the text 'User Log In'. Below the header are two input fields: 'User Name:' and 'Password:'. There is a checkbox labeled 'Remember me next time.' and a 'Log In' button.

[Did you forget your password?](#)

[Become a Registered User](#)

[Registration Help](#)

Need Help?

Contact the Team Help Desk

859-594-3141 (Erlanger, KY)



Figure 1

The following information will need to be completed (Figure 2):

- First Name
- Last Name
- Email Address
- User Name – which you will create

[Registration Help](#)



Enter your information and click Continue Registration.

First Name

Last Name

Email Address

User Name

Continue Registration

Cancel Registration

Figure 2

Once you've completed all information on this screen, click **Continue Registration.**

Registration

If there is a similar name in the system users will see an additional section on the screen pop-up, the screen will show similar user names that are registered in the system already. The system is verifying that the user has not already registered. If the users name is not listed because they have not registered, go ahead and click **Continue Registration** (Figure 3). If in fact the user already registered, then the user would click on the little **magnifying glass** to the left of the name. The system will then walk the user through the process to retrieve the user's password so the user can log into the system.



Your Name, Email Address and Your User Name is required.

Similar Users are registered, verify you have not already registered.
If you are one of the below users click the magnify glass to retrieve your password.


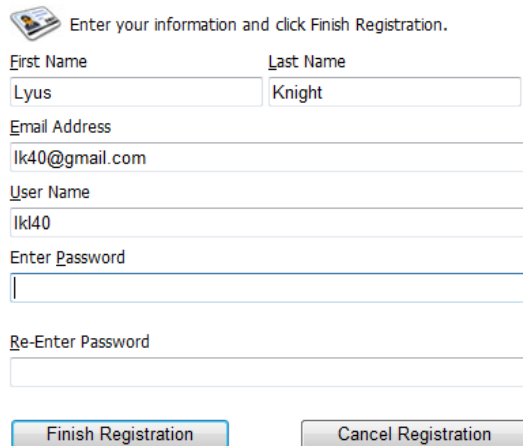

Name	User Name	Email Address
 Bobby Knight	BoB	bknight@catholichealth.net
 EllaAnn Knight	Trainer201	ea.knight@hotmail.com

Figure 3

Once you click on **Continue Registration**, you will be prompted to enter a password (Figure 4).



 Enter your information and click Finish Registration.

First Name Last Name

Email Address

User Name

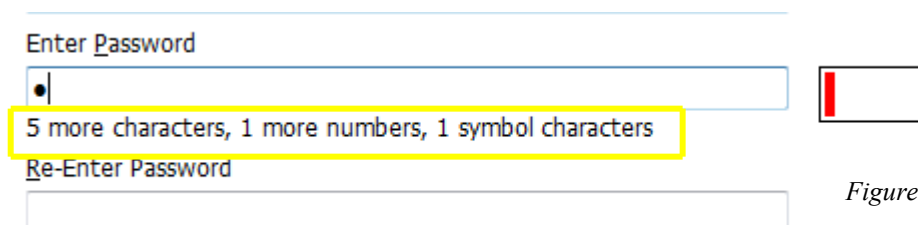
Enter Password

Re-Enter Password

Figure 4

All passwords require six characters, plus one number and one symbol.
For example: Pencil@100

The user will notice to the right of the password box an additional colored box (Figure 5). As the user enter their password and meets the criteria listed a colored box will appear red and then go to blue followed by green. Symbolizing that the user meant the criteria's needed to create the password. Users will need to re-enter the password to confirm it.



Enter Password

Re-Enter Password

Figure 5

Once the user re-entered the password the user will need to click **Finish Registration**. The system will automatically take the user into the profile screen.

Profile

Users will need to complete the following information (Figure 6):

- Title
- SMS Address (optional) – if users would like to receive notifications via text messages (contact the provider to retrieve your SMS address)
- Phone number and extension (if user has one)

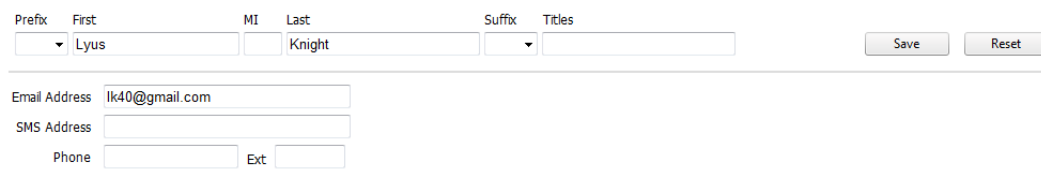


Figure 6 shows a profile form with the following fields: Prefix (dropdown menu), First (text input), MI (text input), Last (text input), Suffix (dropdown menu), and Titles (text input). Below these are buttons for 'Save' and 'Reset'. Further down are fields for Email Address (text input), SMS Address (text input), and Phone (text input) with an Ext (text input) field.

Figure 6

There are some additional notifications users can set up if interested (Figure 7), such as:

- Out of office notifications
- Notify of request status change
- Notify of a request completed

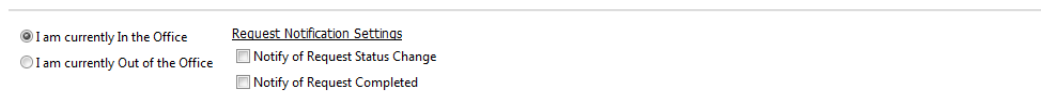


Figure 7 shows notification settings. On the left, there are radio buttons for 'I am currently In the Office' (selected) and 'I am currently Out of the Office'. On the right, under the heading 'Request Notification Settings', there are checkboxes for 'Notify of Request Status Change' and 'Notify of Request Completed'.

Figure 7

Users also have the ability to change their password within the profile tab (Figure 8).



Figure 8 shows a 'Change Password' section with two text input fields: 'New Password' and 'Confirm Password'.

Figure 8

Once all fields have been completed users will need to click on **Save** (Figure 9).

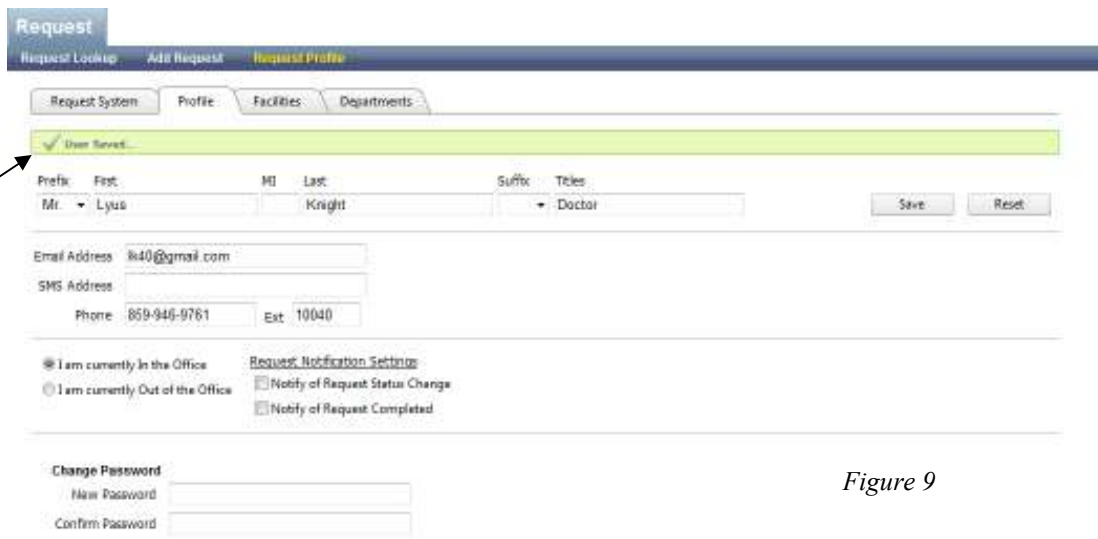


Figure 9

Please notice at the top of the screen users will receive a conformation that their information was saved.

Facilities

Users will now need to identify which facilities the user works in through the facilities tab. Be sure to note all facilities that may apply.

There are three options when noting facilities (Figure 10):

1. “E” for Exclude – the system will automatically default to this options for all facilities listed
2. “I” for Include – users will use “I” for any facilities that apply (include facilities that users may travel to on a periodic basis)
3. “D” for Default – users can only note one facility as their default, which will be your primary facility



Figure 10

Once users select the facilities, click **Save**. Users will receive a confirmation the information was saved (Figure 11).



Figure 11

- If the users facility is not listed, contact the TeamNet helpdesk:
- Phone: 859.594.3141
- Email: teamhd@catholichealth.net

Departments

The final step in “Becoming a Registered User” will be to note which departments the user work with. Once users click on the Departments tab users will select all departments within your facility.

There are two ways to select your departments:

1. If the user work with all the departments the user can select “all” by clicking on “<<” button.
2. Users can select each department individually by highlighting the department and clicking on the “<” button.

To de-select an individual department highlight the department and click on “>” button
Or to de-select all departments selected click on the “>>” button

If the user works in multiple facilities and the user identified this information under the facilities tab, the user will need to select their departments for each facility selected (Figure 12): Click on the drop down arrow next to the facility. Select the appropriate location.

Request System Profile Facilities **Departments**

ST FRANCIS HEALTHCARE CAMPUS - MN
 MEMORIAL HEALTH CARE SYSTEM
 ST FRANCIS HEALTHCARE CAMPUS - MN
 Selected Departments

Save Reset

Available Departments

> >> < <<

ACCOUNTING
 ACUTE CARE
 ACUTE CARE - ICU
 ACUTE CARE - ICU
 ADMINISTRATION
 ANESTHESIA
 BIRTHING CENTER
 BUSINESS OFFICE
 C-LAB
 CARDIAC REHAB
 CENTRAL SERVICES
 CHEMICAL DEPENDENCY
 CHI CLINICAL ENGINEERING
 COMMUNICATIONS
 CT SCAN
 DENTAL SURGERY
 DEXASCAN
 DIETARY
 EDUCATIONAL SERVICES
 EEG
 EKG
 EMERGENCY ROOM
 FAMILY BIRTH PLACE

Figure 12

Once the user added all departments to the different facilities, click **Save**.

Request System Profile Facilities **Departments**

✓ Departments Saved

MEMORIAL HEALTH CARE SYSTEM

Save Reset

Selected Departments

MH ADMINISTRATION
 MH ATRIUM IMAGING CTR
 MH CARDIAC SHORT STAY

Available Departments

> >> < <<

MEMORIAL MISSION SURG
 MH 100 CENTRAL
 MH 100 NORTH
 MH 100 SOUTH
 MH 200 CENTRAL
 MH 200 SOUTH
 MH 300 SOUTH
 MH 400 EAST
 MH 400 SOUTH
 MH 500 SOUTH
 MH A & D / PSYCH
 MH ADULT DAY CARE CTR
 MH ANESTHESIOLOGY
 MH ATRIUM LAB
 MH ATRIUM SURGICAL CENT
 MH AUDIO VISUAL
 MH BREAST SERVICES
 MH CANCER RESOURCE
 MH CARDIAC ADMIN
 MH CARDIAC CATH LAB
 MH CARDIAC REHAB
 MH CCU
 MH CENTER FOR REHAB

Figure 13