

Single Sign-On (SSO)

What is SSO?

Software that will collect and store your existing ID's and Passwords, for registered Applications. After set-up you will be able to use one ID/Password to open all registered Applications. Some of the Applications that you can register for are *OakChart*, *Invision*, *PACS* and *EKG (MuseWeb)*.

SSO Toolbar

The SSO toolbar is located at the top of the application interface. It contains several icons, including the SSO button (a green key icon), a patient selection dropdown, and a user selection dropdown showing 'User: kaushaln'. To the right of the user dropdown is a red key icon labeled 'Log Off Key'. Below the toolbar, a callout box titled 'Applications For Default Role' lists various applications such as Employee Directory, Feedback Monitor, Invision, Kronos, MD Consult, Medical Library, MUSE Web, Nurse Shift Reporting Tool, OakChart, One Staff, Outlook E-Mail, PACS - iSite Enterprise, Paging Directory, Physician Directory, RIS, and Risk Monitor. A callout box points to the SSO button with the text: 'Hover your mouse over the SSO button to display a drop down list. Any application can be launched from the list.' Another callout box points to the red key icon with the text: 'To Access OakNet'. A third callout box points to the Log Off Key icon with the text: 'Log Off Key'.

Getting Started

You will now activate Single Sign-On using your LAN/ID and Password. It's the same as your email account, or your logon used at home or office.

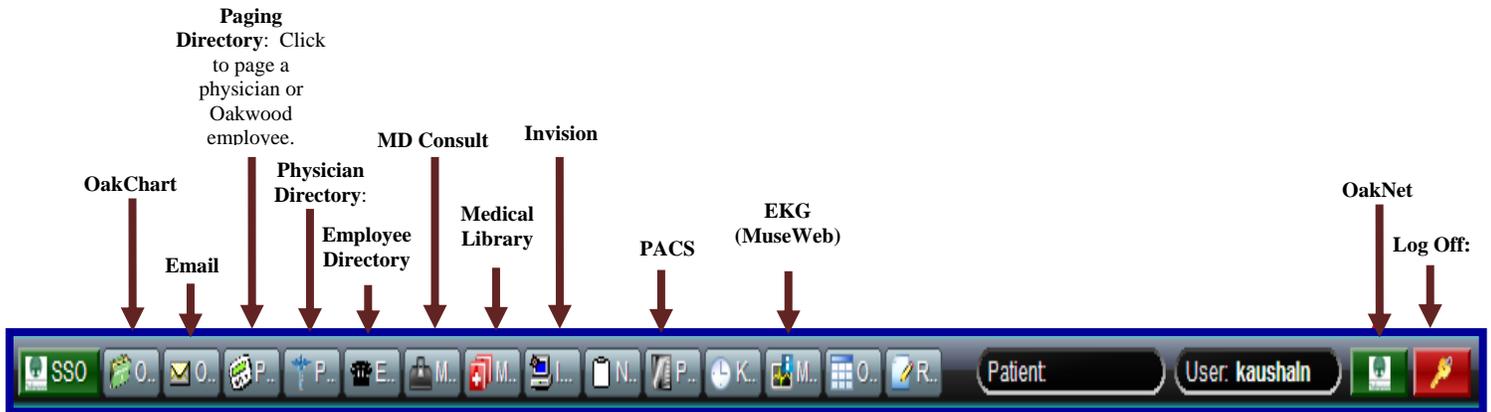
All SSO enabled PC's will now have a log on screen.

1. Type your **User Name (LAN ID)**. *It is the first 7 characters of your last name, and the first character of your first name.*
2. Type your **Password**.
3. Click the **Logon** button.
4. Click the **OK** button, if it appears.
5. Re-type your **old password**. *IT Staff gave it to you during reset.*
6. Type a **new password**. You will create your own password that will be at least 6 characters long. Include both numbers and letters
7. Re-type the new password again, to **confirm**.
8. Click the **OK** button.
9. Your password will be at **least 6 characters long**. Include both numbers and letters
10. Re-type the **new password** again, to confirm.
11. Click the **OK** button.



To Register Each Application

After logging into the PC, you will need to perform a one time registration for each Application you use. The new SSO Toolbar will have a list of tabs. Follow the steps below.



To Register OakChart

1. Click once on the **OakChart** tab. WAIT for the SignOn Manager box to appear before typing.
2. Type your **User Name**. It is your current **OakChart ID**.
3. Type Your **Password**. It is your current **OakChart Password**.
4. Type Your **Password** again to **Confirm** proper spelling.
5. Click **OK**, and then wait a few seconds. **OakChart** will *automatically log you in*. Do not type until you're ready to work.
6. Repeat steps 1-5 for **Invision**, **PACS** and the **remaining Applications** that you currently use.

You're finished.



Log Off

You can test the automation of SSO by logging off (Yellow Key), then signing back into the PC.

You can have multiple Applications open at the same time, and close them individually using the close button.

Logging off prepares SSO for the next person to log on.