

These are things that you need to do prior to your actual start date:

Step#1

1. Complete the DUO-MOBILE authentication process (you have the handout to show you how to do this)
2. This action will take you to the IU Health Team Portal
3. You will sign-in using the Login details that I provided to you in the IU Health Onboarding Welcome Letter
4. After you sign-in you will see that I have already added all of the “My Favorites” that I think that you will need.
5. You can also access the IU Health Team Portal by going directly to <https://team.myiuhhealth.org>
6. I have added all of your Favorites so after you log in you will see on the right that you have several applications starting with AMION this is where you will find the PHYSICIAN EDUCATION (ICON) you will open this ICON
7. You will click-on (Sign-in)
8. Then you will register as a I'M A NEW USER half way into completing the CPE Registration you will get to a point where you will be asked to hit a button to have the CPE send you an email
9. To get the email you have to go back to the TEAM PORTAL page open up your Outlook Email ICON and look for the email that has been sent to you from the Center for Physician Education Team.
10. You will click-on the URL within the email and it will take you back to the Center for Physician Education Website and you will sign-in as a “I AM A RETURNING USER
11. This will take you directly to the Center for Physician Education Portal you will click-on: Education Portal and then you will see the modules that have been assigned to you to complete

Step#2

1. You will also need to download the Works Web to your computer
2. If you have a MAC you need to download the URL for MAC by doing this you will be downloading Citrix Workspace APP so that you can get into our system called Works Web
3. If you have a Windows Computer you need to download the URL for Windows by doing this you will be downloading Citrix Workspace APP so that you can get into our system called Works Web
4. I sent you a form that contains the 3 URLs

Step#3

1. After you have downloaded Citrix Workspace App
2. When you get to the final step it will ask you for to enter your Work Email Address or URL disregard this step and just hit Continue at the bottom of your screen.
3. This will immediately take you to the IU Health Works Web Application
4. You will log in using the Login details that I provided to you in the IU Health Onboarding Welcome Letter.
5. Once you are in the Works Web Application you will see that you already have some ICONs added you can ADD other Favorites by Clicking-on (ADD) and then going to (FAVORITES)
6. The Applications that you should ADD are listed below:
 - Outlook Email
 - Team Portal

This is something that you will need to do after you start:

Step#1

1. The only other thing that you have to is to complete your New Hire Enrollment after you start. You will have 30 days to get this done after you start. I have added LAWSON as a Favorite on your Team Portal
2. I sent you the IU Health Systems and Applications Training Manual (pages 24-34) will explain the different functionalities of the LAWSON system.

ALL of the other information is just that, **information** for you to read for future use after you start. If you have any questions please do not hesitate to reach out either myself or the IU Health Helpdesk@ 317-962-2828. Thank you