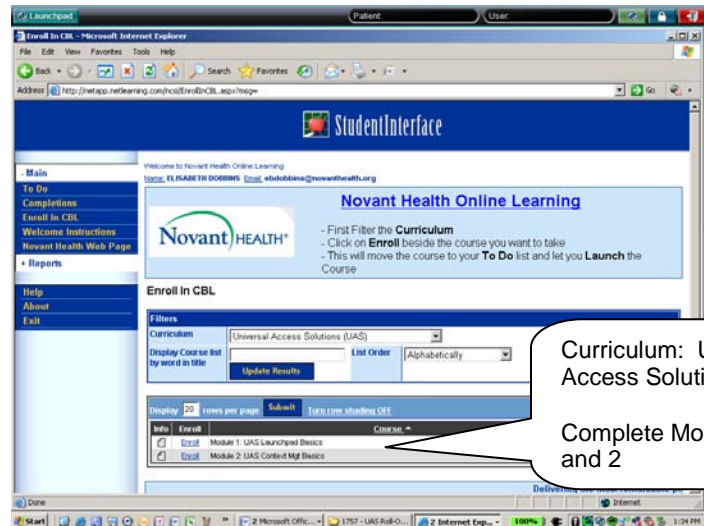


How to Use Universal Access Solution (UAS)

STEP 1: COMPUTER BASED LEARNING:

Complete the Computer Based Learning Modules on NetLearning

From I-Connect – Employee Resources (right side of screen) > Corporate Education > Online Courses > Enter your Employee ID number > Enroll in CBL > Curriculum > Universal Access Solution



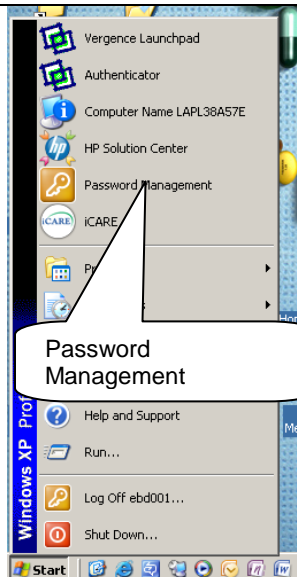
Curriculum: Universal Access Solution (UAS)

Complete Modules 1 and 2

STEP 2: PASSWORD MANAGEMENT:

From any Desktop, synchronize your NetAccess and Corporate passwords using Password Management. (You must have previously REGISTERED in Password Management.)

1. Click on **Start > Password Management**.
2. *Password Management is also found on the Intranet under **Tools and Services > Employee Services > Password Management***
3. Follow the Password Management Instructions for Synchronizing your passwords
 - a. Enter user ID
 - b. Leave password "blank".
 - c. Click **Synchronize your password**
 - d. Answer questions
 - e. Create new password (8 characters, at least one number)
 - f. Click **OK**
 - g. Wait for **Successful** notification



Password Management

Employee Services

- Active Staffer
- Amalga via Citrix
- AME & Online Courses (Net Learning)
- E-Cards - Recognize Being Remarkable
- Employee Discounts
- Employee Self Service (PeopleSoft)
- Health History Questionnaire (HHQ for COMPASS)
- Information Central - online phone directory
- Journey Employee Incident Reporting
- Krames On-Line Health Information
- Lawson-SPD
- Life Directions Portal
- My Time (for badging in/out)
- My Time ReportXpress (API timekeeping)
- Novant Health Company Store
- Outlook Web Mail
- Password Management
- Streaming Media Solutions
- Video Conference medicine

Password Management

User ID:

Password:

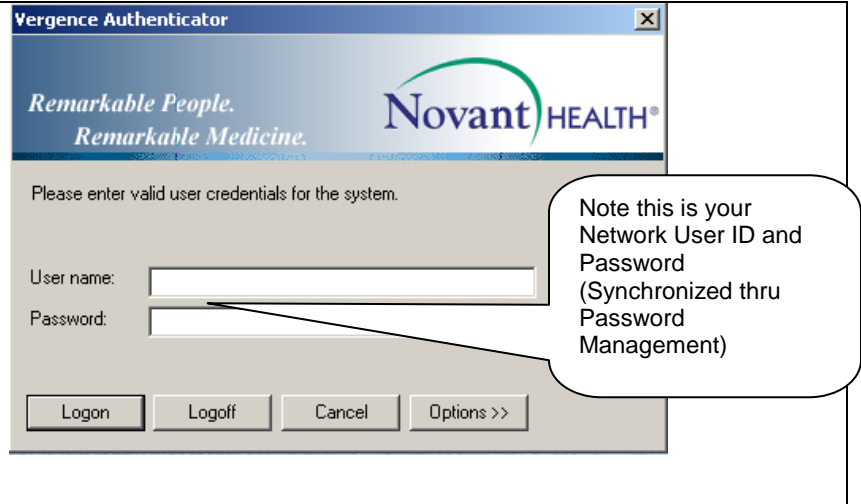
[Synchronize your password](#)

[Medium](#) [Large](#) [Larger](#)

STEP 3: USING UAS:

Go back to the **Computer WORKSTATION that has UAS Installed**

1. The desktop will have a new log-on screen – **Vergence Authenticator**
2. Enter Corporate User ID (abc123) and the newly created synchronized network password
3. Click **Log-On**



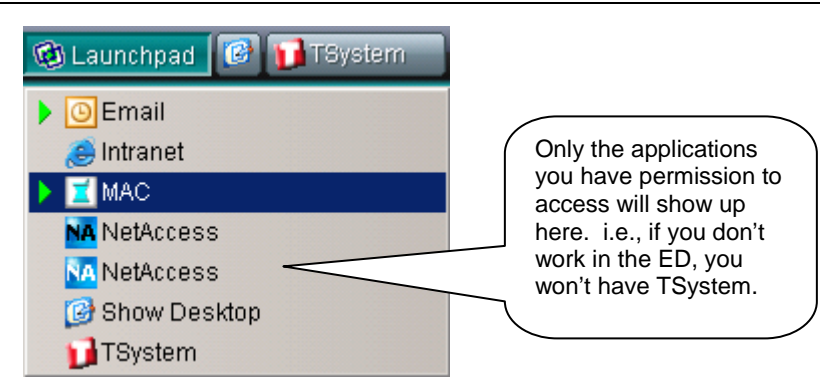
You will now see a Launchpad at the top of the Desktop



Accessing your applications:

1. Click on the **Launchpad**.
2. Select NetAccess or MAC from the drop down or from the icons across the top of the launchbar.
3. Wait . . .

YOU NO LONGER NEED TO USE THE ICONS ON THE DESKTOP FOR THESE APPLICATIONS!!



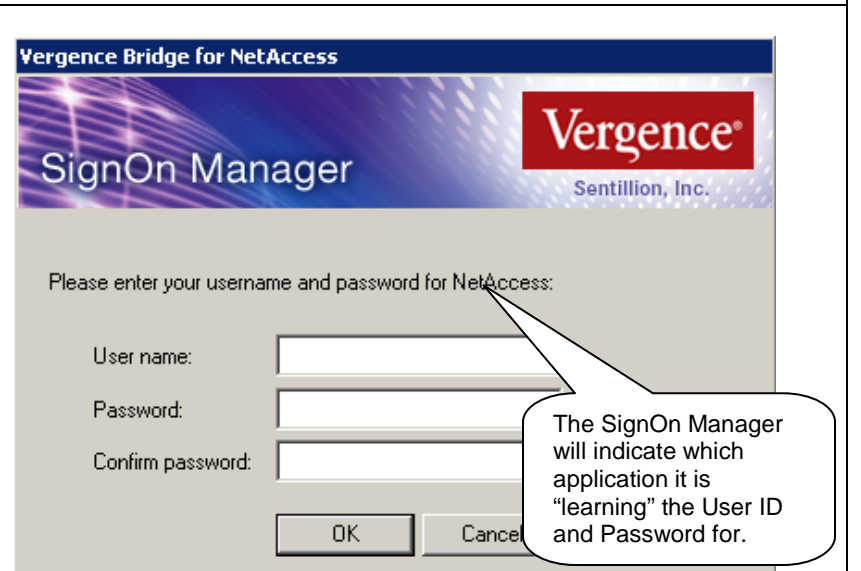
“Teaching” UAS (Vergence) your passwords

The first time you open a UAS application, you will receive a GRAY Vergence SignOn Manager prompt

1. Enter your User ID and the appropriate Application Password (Passwords may be different for each application, i.e., NetAccess and MAC)
2. Confirm the password if prompted
3. Click **OK**

You will repeat this SignOn process with each application when you log-in the first time.

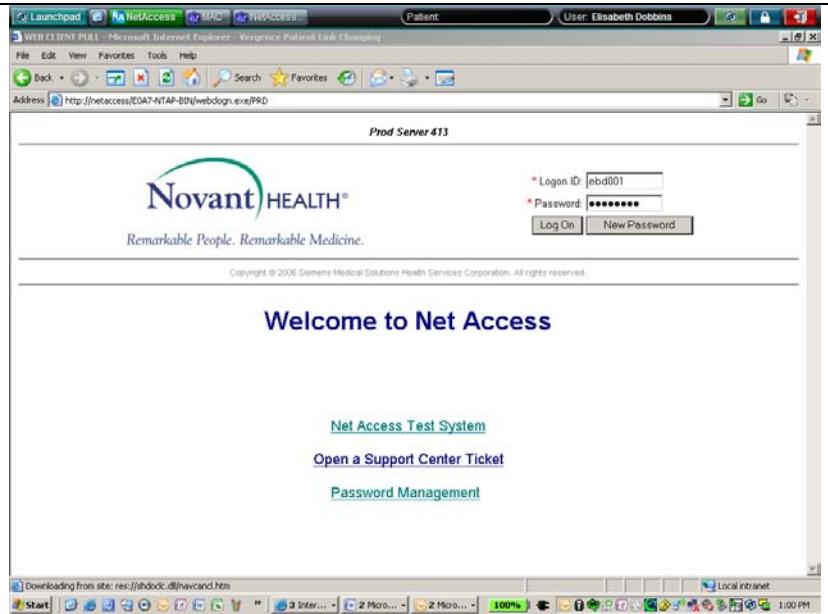
Once the SignOn Manager screen is complete, the UAS system will “remember” you user ID and password for each application.



Now Vergence / UAS has learned your password and it will automatically log in for you!!

NOTES:

- In 90 days, when you are prompted to change you NetAccess password, **be sure to change using Password Management.**
- When prompted to change your MAC or T-System passwords, **proceed as usual.** It is not necessary to use Password Management



STEP 4: Use your applications as usual.

You will be able to use NetAccess and MAC as you normally do, with the added feature of Context Management.

Be sure to click the **BLUE** lock to temporary lock the desktop

Click on the **RED** door to log-off of the all the UAS applications.

