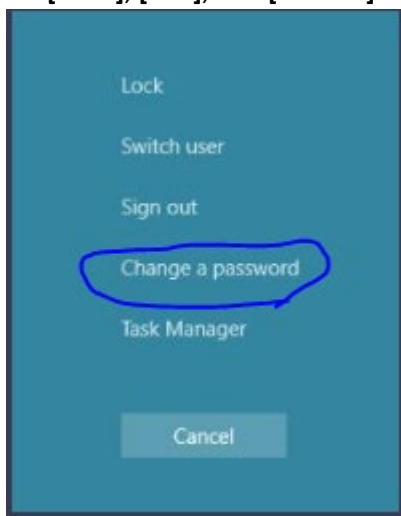


Accessing the EHR From Outside The Facility

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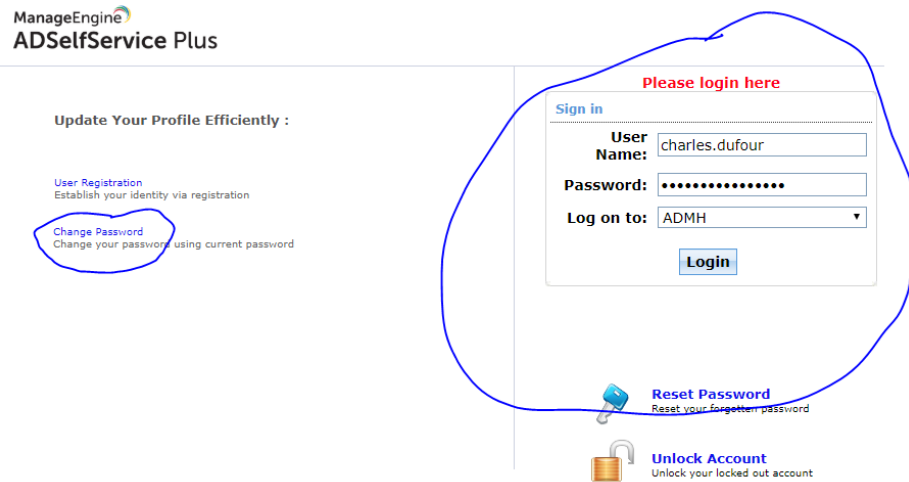
1. BEFORE trying to work on the EHR from outside the office, it will be a good idea to set a new Network/Computer password while in the office. *(The EHR now authenticates your Network/Computer password from the ADMH servers. You will not be able to change it away from work, so it may be a good idea to set a new Network/Computer password BEFORE needing to do remote work on the EHR.)*
 - a. If you are confident you set a new password recently enough, you can skip to step 2. However, REMEMBER THAT WE ARE REQUIRED TO PERIODICALLY SET NEW PASSWORDS. So be VERY SURE that you recently set a new password before trying to work from home.
 - b. To set a new password **BEFORE** TRYING TO WORK FROM HOME, the easiest way is to hit the **[CTRL], [ALT], and [DELETE]** keys at the same time. This will bring up this dialog:



- c. As indicated by the circle in the screen snip, click **“Change a Password”**. This dialog will come up:

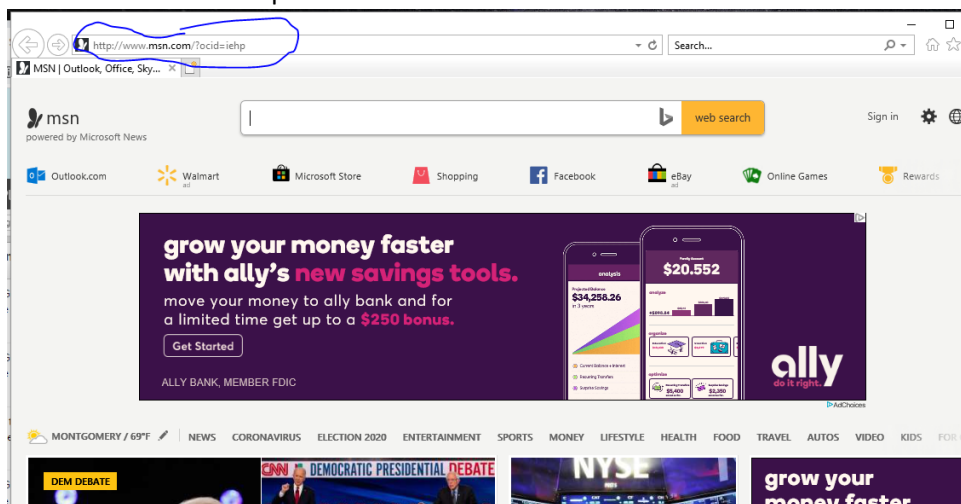


- d. The username will already be populated. *(Note: The username will be in the same format you will use to logon to the EHR. So you may want to make note of it if you sometimes have trouble remembering your user name on the EHR.)*
 - i. For “Old Password”, enter the password you used to logon to your computer this morning. In other words, it is the “old” one you are about to stop using.
 - ii. Come up with a new password and type it in “New Password.”
 1. *The password needs to be at least 8 characters long, and have a combination of 3 types of characters. (Character types include: Upper case letters, Lower Case Letters, Numbers, and Special Symbols, such as #,\$@). You cannot reuse passwords, so it needs to be a new password.*
 - iii. Type this password you created again in “Confirm Password” to confirm it.
- e. Your computer will tell you if the new password has been accepted or not.
- f. **An alternate way to set a new password** is to go to the <http://reset.admh.local> password management site. (You can only get to this while at work.) You can click on “Change Password”:

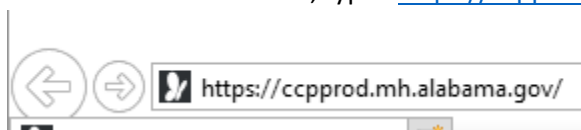


- g. A password change dialog similar to step “c” of the other method comes up. Either method will be fine to set a new password. The important thing is to make sure your ADMH Network/Computer password does not expire while you are trying to work from home.
2. If you brought your work laptop home, you should be able to use your usual desktop shortcut to open the EHR (once you connect to a safe, reliable internet connection). However, if you are having to use a different computer:
 - a. Open an appropriate web browser. We do NOT recommend Microsoft Edge. If Microsoft Internet Explorer is available on your PC, that will be the first-choice browser to use. However, Google’s Chrome browser may work as an alternate.
 - b. While connected to a safe, reliable internet connection, open the web browser you have chosen.
 - c. These days, we are often routed to some sort of websearch text box. When you open your browser, make sure you click into the actual address bar (rather than a search box).

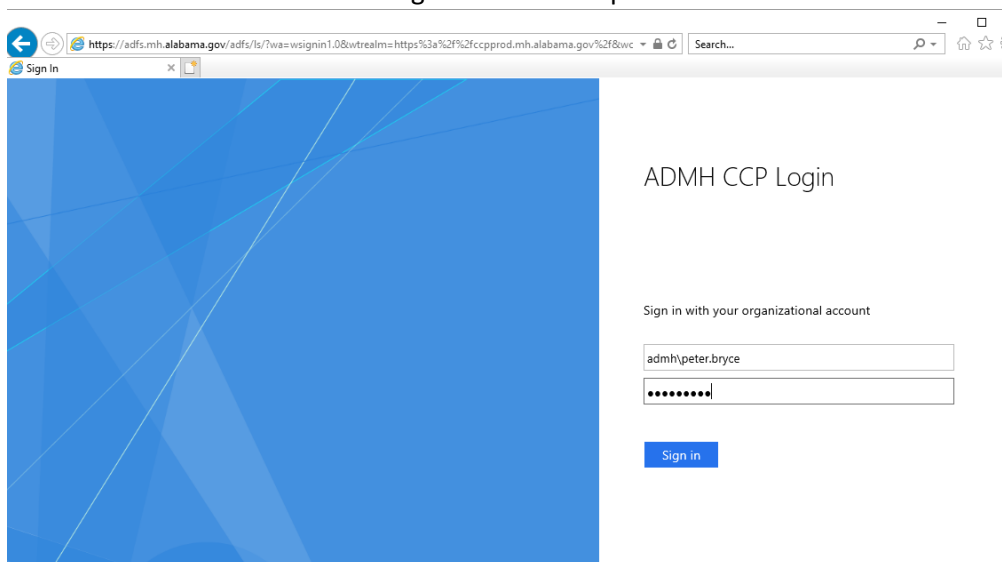
I have circled an example of an actual address bar here:



- d. In that actual address bar, type: <https://ccpprod.mh.alabama.gov>



- e. Then hit **[ENTER]**
- f. You will see the “ADMH CCP Login” dialog. On the username text box, enter: **ADMH\{first name}.\{last name}**
- g. In the password text box, type your current ADMH Network/Computer password. (*If you set a new password in step 1, that will be that password you will use.*)
- h. Your screen should look something like this at this point:



- i. At this point, you can either hit “Enter” or click “Sign in”.
- j. You will now be in the EHR!