Clinical IS **Job Aid**

Topic:	**Cerner Security Self Service**	**Effective Date**
		Current Functionality
Facility:	**IU Health Facilities**	**Contact**
Audience:	**IU Health Employees with Multiple Security Positions**	IU Health Help Desk
		helpdesk@iuhealth.org

Overview:	*This application is designed for users within IU Health who hold two or more job responsibilities that require different and distinct security permissions within PowerChart.* ***Once a user is approved, via a SOLAR for multiple security permissions,*** *they will be able to switch their security permissions with the use of Security Self Service (SSS).*

Cerner Security Self Service

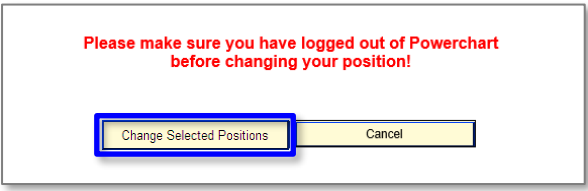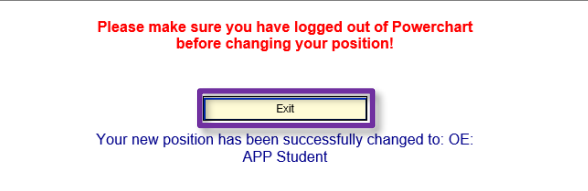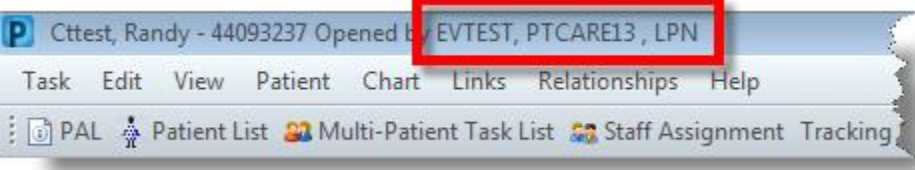| Step	Action
1	**BE SURE** to **CLOSE** PowerChart.
2	Double-click the **Cerner** icon ( ) on the desktop.
3	Click the **Security Self Service** icon ( ). *The Security Self Service login screen displays, with the Domain field already populated.*
4	Enter the user's Cerner **Username** and **Password**.
5	Click the **Login** button. *The Login Screen displays, "**Currently logged in as <User's Name>**."*
6	**Note:** The positions approved via the submitted SOLAR for multiple security permissions, are available in the **Select drop-down** list. Select the applicable **Security position** from the **Select** drop-down list (needed for current role at IU Health). *The selected position displays in the Select field and the "**Change Selected Positions**" button is activated.*

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Request 4235845	Cerner Security Self Service v4.0 11-14-19 MISC	Effective Date: Current Functionality
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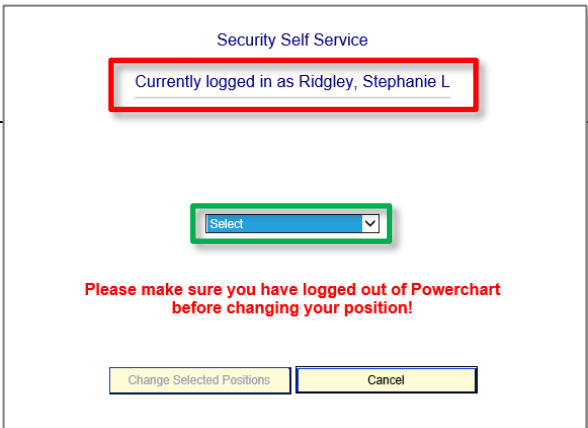
Cerner Security Self Service (continued)

Step	Action	
7	Click the **Change Selected Positions** button.	Please make sure you have logged out of Powerchart before changing your position! [Change Selected Positions] [Cancel]
	The Login Screen updates and now displays the verbiage, "Your new position has been successfully changed to: <selected position>" and an Exit button.	
8	Click the **Exit** button.	Please make sure you have logged out of Powerchart before changing your position! [Exit] Your new position has been successfully changed to: OE: APP Student
	The Security Self Service program closes.	
9	Open PowerChart. *PowerChart opens and the newly selected security position is enabled.*	

Cttest, Randy - 44093237 Opened by EVTEST, PTCARE13 , LPN

Task   Edit   View   Patient   Chart   Links   Relationships   Help

PAL   Patient List   Multi-Patient Task List   Staff Assignment   Tracking

*The **user's name** is displayed in the upper left corner.*

> ⚠ **Important Note:** A user can only be logged in under one security permission at a time. When job responsibilities change, the user must first close PowerChart and then access SSS again to enable the correct permissions.

Some users have a title associated to their name, as well (e.g., LPN, CNA, RN, MD, etc.). Regardless of the job role when using Security Self Service to change and login again to PowerChart, the user's title will always be displayed.

The title in a user's name is **not** related to the user position they have signed into and will not change.

Example, Role 1, Student Nurse Clinical Role:

	Ckrit, Deiorest, MD	Referring Physician	Active 10/06/14
Patient Information	X EVTEST, RT3 Testu...	Resp Therapist	Active 11/14/14
	X EVTEST, PTCARE13 , LPN	Student Nurse Clinical Ro	Active 02/27/15
Patient Schedule	X EVTEST, PTCARE22	Registered Nurse	Active 10/10/14

Example, Role 2, LPN:

	X EVTEST, RT3 Testu...	Resp Therapist	Active 01/31/15
Patient Information	X EVTEST, PTCARE13 , LPN	LPN	Active 02/27/15
	X EVTEST, EVPHARMPHARM...	Pharmacist	Active 01/15/15
Patient Schedule	X EVTEST, EVPHARMPHARM...	Pharmacist	Active 01/15/15

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