



Single User Workstation



HCA single sign-on

Single Sign On

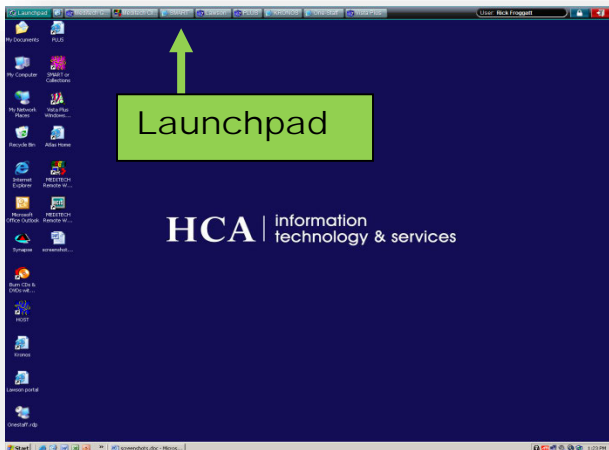
Caregivers have spoken and HCA has listened with the new **Single Sign On** solution. SSO partners with hCare Access to offer quick and easy access to vital information. SSO will remember and manage your passwords.

Features & Benefits:

- ➔ Quick log ins/outs of multiple SSO applications
- ➔ Learns and remembers passwords
- ➔ Requires very little screen real estate
- ➔ Launchpad displays & organizes SSO features and applications

Sign On to hCare Access

Enter your User Name and Password. Click the “OK” button.



The desktop will appear with the addition of the Launchpad or SSO strip at the top of the screen.

Launchpad

Let's tour the Launchpad!

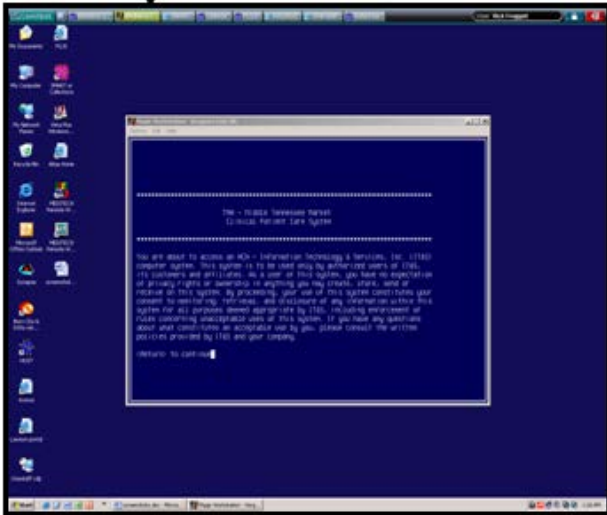
The Launchpad button on the left shows the designated applications. Each application button is referred to as an “Application tab”. Tabs include the name and shortcut icon of the software. To open an application click the desired tab.



Click on the first tab labeled “Launchpad”. A drop down menu appears with the applications listed vertically. The dropdown menu is an alternative way to open applications.



When you select an application tab on the SSO bar to the right of the Launchpad button, the application opens. The first time you open any application wait for the “Vergence” screen to request your User ID and password for the application. The next time you go to the tab, Single Sign On is ready to intervene and supply your password. The Main Console of the application appears on desktop. To easily identify an open application the tab turns green as shown in the example on the next page.



To manage multiple open windows. Click the “Green Application tab” again, this will bring the selected application to the front as the active window.

To close an SSO application, right click on the green application tab and select close

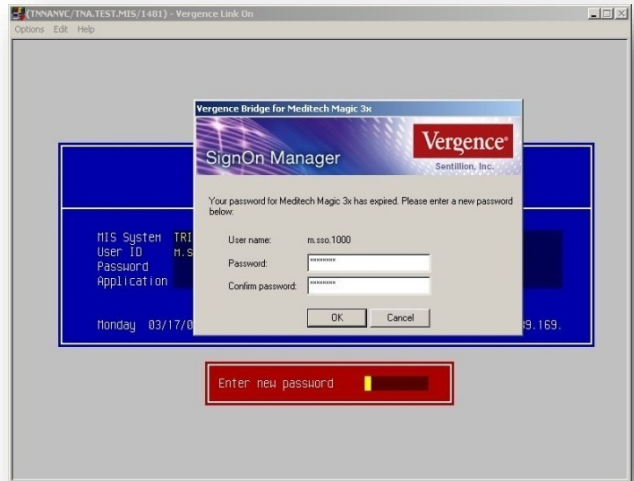
User Window



The SSO Launchpad prominently displays your name in the “User” window.

Password Expires

When your password expires, SSO intercepts the password expired dialog box and manages the process for you. SSO fills in the old password and asks you to provide a new password and confirm it. SSO “learns” the new password and will now populated it in the Password field every time you log in.



SSO treats expired passwords the same way your applications treat them now.