



Accessing COMPASS from the Physician Office or Home Computer

First time setup The next section provides detailed instructions to configure your physician office or home computer to access the Seton Compass application.

1. Log in to the Seton network.
2. Download and install the Citrix ICA Client software.
3. Log in to COMPASS PowerChart.

Steps 1 Navigation to the Seton Network by one of the two methods listed below

Method A-

The Physician Portal for Medical Providers and their Clinical Office Staff

Doctor Link website <https://doctors.seton.net>

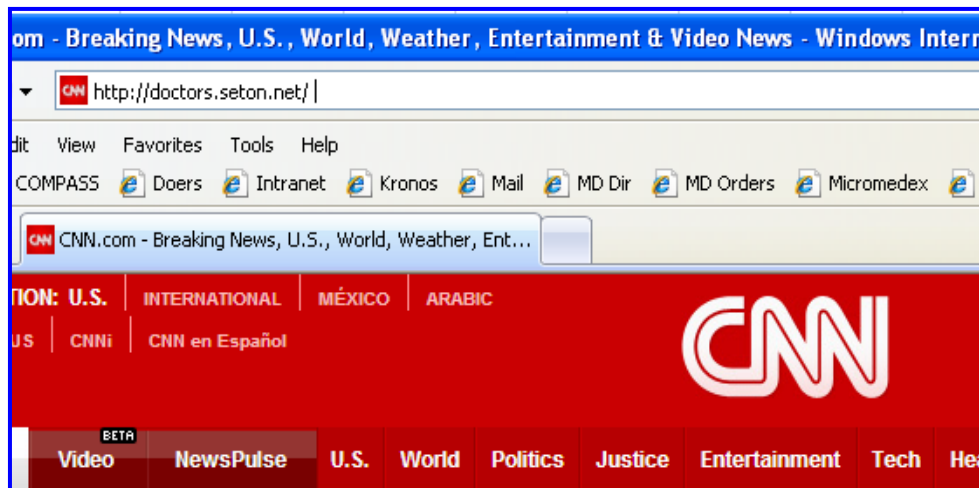
Doctor Link is a source of current information for Physicians and their office staff and includes:

- Important announcements and news items pertinent to physicians
- Access to the *COMPASS* login screen
- *COMPASS* help and IS support phone numbers
- Documents required for Physician Office staff to access the *COMPASS* system
- Citrix Download instructions

Launch your Internet Browser

Windows computers open Internet Explorer and Mac computers open Firefox click into the address line one of the following web address:

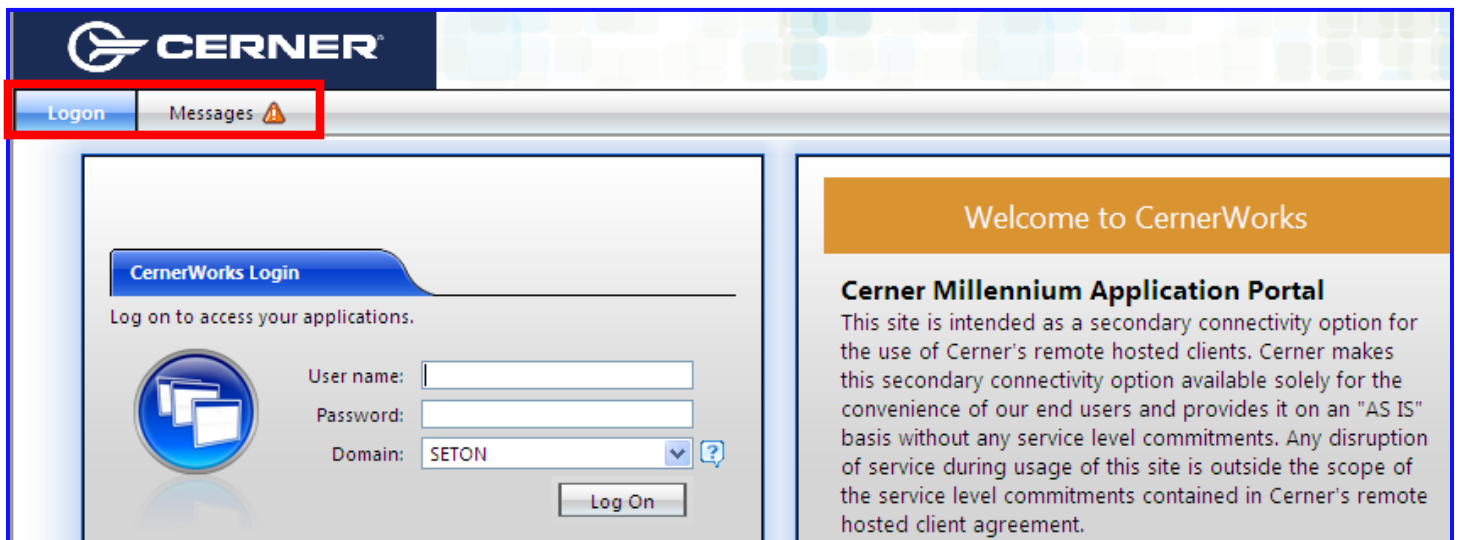
<https://doctors.seton.net>



Click in the blue box, *COMPASS Login*



Click on the messages tab to locate the Citrix download.

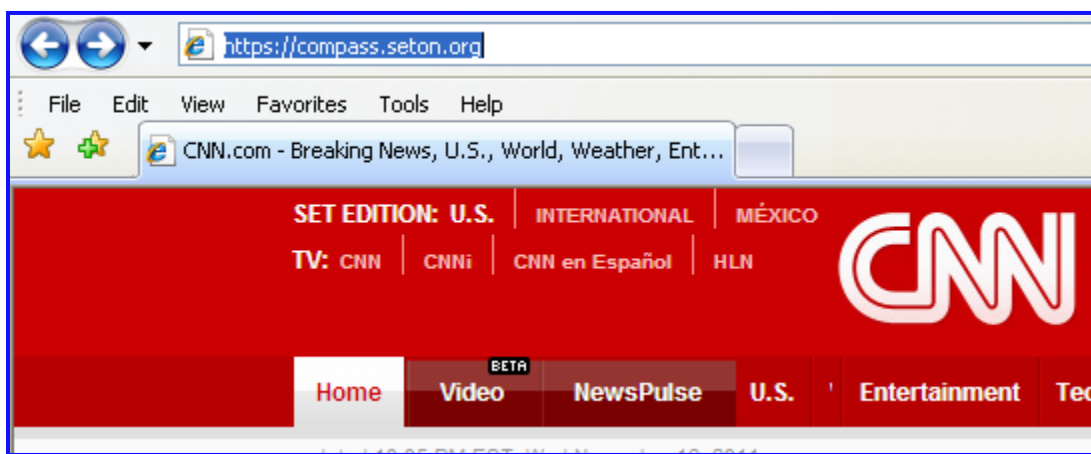


****Go to step 2****

Method B-

Launch your Internet Browser,
(for Window computers open Internet Explorer and for Mac computers open Firefox)
click into the address line, and type the following web address:

<https://compass.seton.org>



Click the Messages tab to locate the Citrix download.



Step 2 Load the Citrix client software, Windows or Mac

For Windows Computers:

- Select the XenApp Web Client v12.03.
- Select run or save
- Click install
- Close the window
- When installation is complete, click the Application Tab.



For Mac Computers:

- Open Firefox Web Browser and follow step 1.
- Select the Citrix Web Client Mac 11.1.4 download. (click the Citrix ICA if displays on page)
- Select Mac 11.1.4 download, click Save File
- Click on the download file (it may be in your download file)
- A window opens with 2 objects; 1 is a box, Click on that box
- Click Cerner install plug-in
- Click yes to the next 3 questions and then agree to the license
- Uncheck the Cerner dazzle now.
- Click finish

Then click the application tab



Step 3: Login to the Seton Network using your AD account

Enter the *Active Directory (AD)* account user name and password. The initial login will prompt a password reset. The required password characters are listed below:

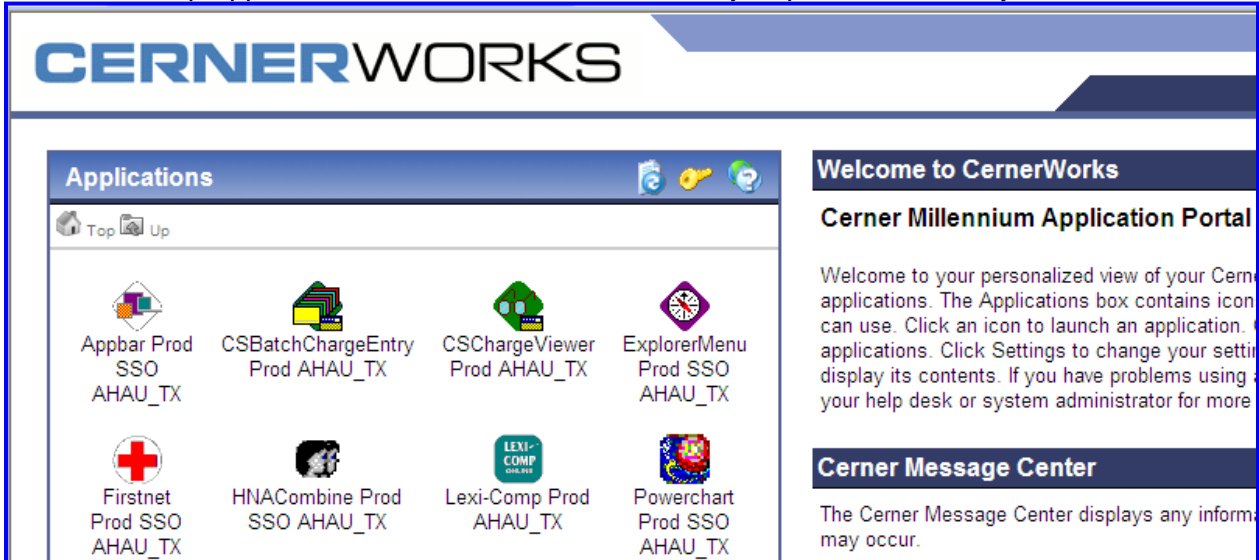
- At least 6 characters, no more than 14
- At least 1 uppercase letter
- Forced password reset every 90 days
- Required for SETON Network access both internal and external

A screenshot of the CernerWorks login page. The header features the 'CERNERWORKS' logo. On the left, there is a 'Log in' form with fields for 'User name:', 'Password:', and 'Domain:' (with 'SETON' selected in a dropdown menu). Below the form is a 'Log In' button and a link for 'Advanced Options >>>'. On the right, there is a 'Welcome to CernerWorks' section with the heading 'Please log in to the Cerner Millennium Application Portal'. Below this, there is a paragraph of text explaining the site's purpose as a secondary connectivity option and instructions to enter credentials and click 'Log In'. At the bottom of the right section, there is a link: 'If you do not know your log in information, please contact your help desk or...'. The footer of the page partially shows 'Cerner Message Center'.

****Note:** The login box does not display COMPASS icons. Their presence or absence helps you distinguish between logging into the Seton Network versus the COMPASS system.

Step 4: The next step is to identify which *COMPASS* application to open.

- The majority of physicians use PowerChart
- The Emergency physicians will most often use FirstNet.
- The Lexi-Comp application contains the Seton Pharmacy In-patient Formulary



****Note:** The Compass icons now display.

Step 5: Enter the *COMPASS* login User Name and Password.

The User Name for both AD and *COMPASS* accounts will be the same. If this is the first time to login to the *COMPASS* system, you will be prompted to change your password. The only password requirement is a six character minimal. Currently, there is not a forced password reset for *Compass* applications.



Step 6: (Optional) reset your COMPASS password voluntarily: After opening the application, click task the upper left toolbar, select Change Password, and follow the general password reset steps in the menu bar.

