

<u>Quanum</u>

- Requests must be processed from Service Now
 - From the SQL intranet home page click on IT Service Hub (Chat, Knowledge, IT Requests) SQL

Employee Intranet	NetReports	IT Service Desk -	Banner Intranet	EMSS -	Kronos Login 🛨	IWORK -	Microsoft 365 -		
Search	Find				onora Quest aboratories	Employee			
Department Links		SQL - IT SharePoint (News, Articles, Videos)							
424 Papago Building		LSA\BHS - Banner IT Service Hub			inc process comp	nc process completed at 08:58 11/09/2022			
424 Papago Bulluling		LSA\BHS - Urgent	Issue? Call 602.747	.4444					

- \circ This screen will then appear and in the search box you will type out Quanum
- And choose Quanum Access Request (LOR)

/	How	may	we	help	you	1200		
quanum							032 .M	Q
Knowledge Ba	ases							
Quanum - Requis	tions not printing							
Catalogs								
New Quanum Ela	ibs (Client Request Only)							
Quanum - Add/Re	move Supplies							
🔲 Quanum - Access	Request (LOR)							

• You will then fill out the information requested and once the form is complete you will click on the Order Now icon and request is complete.

Quanum - Access Request (LOR) Request new, change or remove Quanum Labs Orders and Results (LO&R) access. Login Website: https://cas2.questdiagnostics.com		Quantity: 1 v Delivery Time: 1 Day Order Now
Indicates required		Required information
* Requested By:		Request Type Employee First Name
Tamara Ferguson	x v	Employee's Last Name Lawson ID Access Type Site Code Performing Site
* Request Type		Accounts
- None -	v	
*Employee First Name		
*Employee's Last Name		
*Lawson ID		
Quanum Username		



* Access Type	
I IOP	
PSC PSC	
Client Services	
Hospital	
* Site Code	
	·
Always Print Specimen Requirements Page	
Yes	*
* Performing Site	
QSO	
MET	
SJC	
* Accounts	
Special Instructions	
	0
	Add attachments

- \circ $\;$ Be sure to include the correct account numbers for your location.
 - Interface and non-interface SQL account numbers
 - SJC account number

ARUP

- User admin for your location will log into ARUP Connect
 - Do not have new team members contact ARUP for set-up, the permissions are not accurate and the username does not follow system standard.
- Select "User Management" from the side bar menu



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• Access the User Management



- Complete the profile with the team members information
 - o First Name
 - o Last Name



- Email (this will be used to reset password if they are locked out)
- Sign-in Method
 - Username
 - First initial and last name of the "team member"
 - Ex. TMEMBER
 - If the name was "previously used" add a number to the end of last name
 - Ex. TMEMBER3
 - Password you are setting up the temporary password and the team member will change it once they have signed in for the first time.

Password Requirements
🗙 Eight or more characters
X At least one UPPERCASE letter
🗙 At least one lowercase letter
🗙 At least one number (0-9)
X At least one symbol or punctuation
× Passwords match

- Easy to remember is using the Lawson and initials- don't forget that punctuation

 123456Tm@
- Select "create User" to move to permissions

Create User

- Permissions all users require the following as a minimum
 - eExcept
 - Order Entry
 - Order Status and Results
 - Pricing
 - Test delay notifications

<u>MAYO</u>

- Team member to register on the MCL webpage to start the process.
- https://www.mayocliniclabs.com/



- The User Admin will then follow the instructions provided by MAYO
 - Sendouts Tip Sheets (LSA Test Management Teams, Sendouts Home Page)



A How to Access MAYO with Single Sign-On efft. Ma...

How to add users to MAYO Access