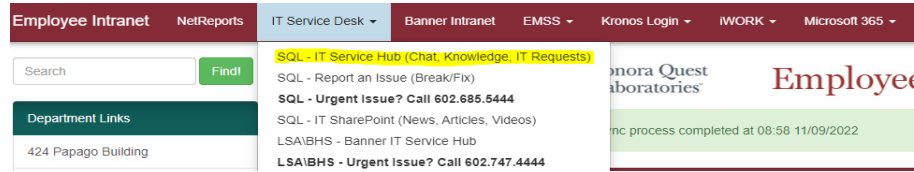


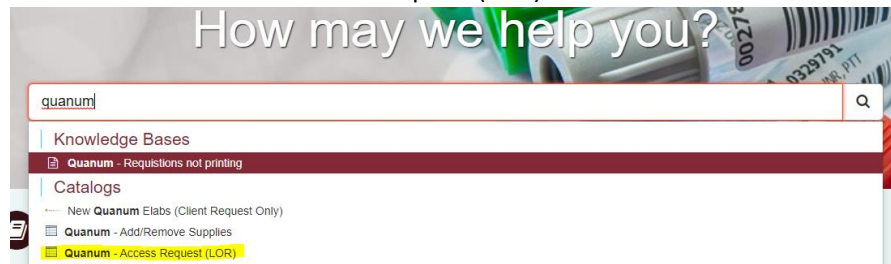
How to process New Users for TSO with Ref labs

Quantum

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



- This screen will then appear and in the search box you will type out Quantum
- And choose Quantum – 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.

A screenshot of the 'Quantum - Access Request (LOR)' form. The form title is 'Quantum - Access Request (LOR)' with a subtitle 'Request new, change or remove Quantum Labs Orders and Results (LO&R) access.' Below the title, there is a login website link: 'Login Website: https://cas2.questdiagnostics.com'. To the right of the form, there is a 'Quantity' dropdown set to '1', a 'Delivery Time: 1 Day' label, and an 'Order Now' button. Below the login website link, there is a section for 'Required information' with fields for 'Request Type', 'Employee First Name', 'Employee's Last Name', 'Lawson ID', 'Access Type', 'Site Code', 'Performing Site', and 'Accounts'. The 'Request Type' field is currently set to '-- None --'. The 'Employee First Name' and 'Employee's Last Name' fields are empty. The 'Lawson ID' field is empty. The 'Quantum Username' field is empty. The 'Order Now' button is highlighted.

How to process New Users for TSO with Ref labs

○

* Access Type

☐ IOP

☐ PSC

☐ Client Services

☐ Hospital

* Site Code

Always Print Specimen Requirements Page

* Performing Site

☐ QSO

☐ MET

☐ SJC

* Accounts

Special Instructions

○

○ Add attachments

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

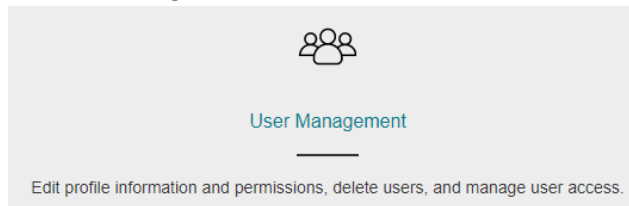
ARUP

- 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 user name does not follow system standard.

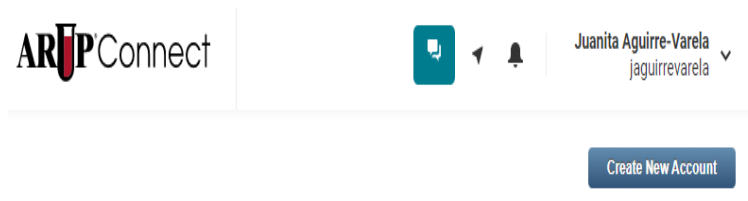
- Select “User Management” from the side bar menu



- Access the User Management



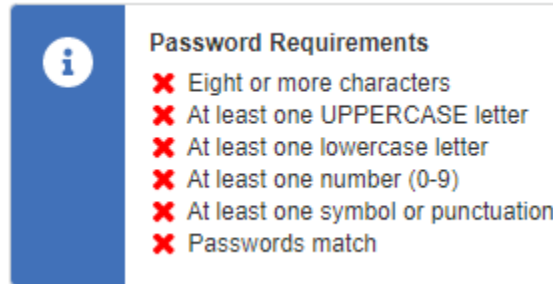
- Select the “Create New Account”




- Complete the profile with the team members information
 - First Name
 - Last Name
 - Email (this will be used to reset password if they are locked out)
 - Sign-in Method

How to process New Users for TSO with Ref labs

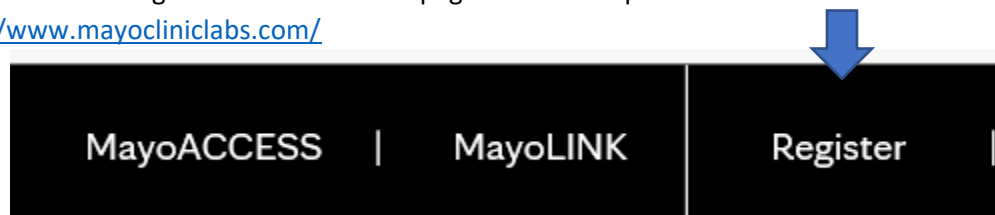
- User name
- First initial and last name of the “team member”
 - Ex. TMEMBER
- If the name was “previously used” add a number to the end of last name
 - Ex. TMEMBER3
- Password – you are setting up the temporary password and the team member will change it once they have signed in for the first time.





- - Easy to remember is using the Lawson and initials- don't forget that punctuation
 - 123456Tm@
 - Select “create User” to move to permissions
- 
- - Permissions – all users require the following as a minimum
 - eExcept
 - Order Entry
 - Order Status and Results
 - Pricing
 - Test delay notifications

MAYO

- 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
 - K:\Hospital Sendouts\Tip Sheets and How To Guides
 -  How to Access MAYO with Single Sign-On efft. Ma...
 -  How to add users to MAYO Access