Methodist Physician Remote Access First Time Logon Instruction

1. Open Internet Explorer and verify that the browser's pop-ups blocker has been disabled:

Open the tools menu then select:
   Pop-up Blocker menu item
      Select Turn Off Pop-up Blocker

2. Double Click the Clinician Portal Icon on the computer's desktop

3. If security warnings are presented regarding the site's redirection click "Yes".

4. Log in to the Clinician portal Using the 3-4 Username and Password.

5. First time users will be propted with a set of four questions to answer.
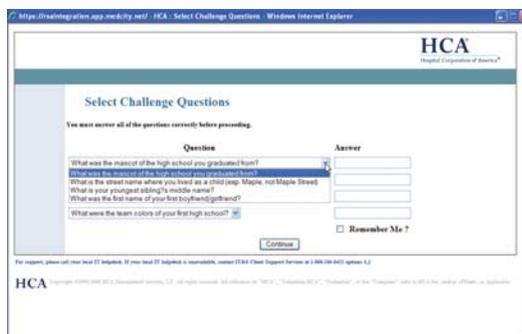
A pull down selection listing is available for each of the four questions.

•Please do not use a space within the answers.

•Do not use a space within the answers.

•Answers must be a minimum of 4 characters.

•A pull down selection is available for each question.

•To retain the logon information click the "Remember Me" box.

6. Windows Security may be prompt to allow the Secure Application Manager Proxy. Choose "Unblock".

To Exit from the Remote Access Session.
• Close all Portal web browser windows
• Find the "Gear" icon in the lower right hand corner of your desktop.
• Right click the icon then select "Sign Out"

Questions or issues?
Please call our Physician Support Help Desk at: 210-575-0090