

Folkestone, Hythe, and Rural Primary Care Network Minor Illness Hub – First Time PCN EMIS Login Instructions

This document has been produced for the sole purpose of the requirements for the PCN hub model developed by the Folkestone, Hythe and Rural PCN during the time of the pilot and will require continuous updates. It is intended to be shared only as a resource guide for this model approach and not direct application.

PCN Minor Illness Hub – First Time PCN EMIS Login Instructions

Please note that you will only need to follow these instructions the first time that you log into your PCN EMIS account. Once the steps below have been successfully completed, they will not need to be worked through again.

1. Ensure that EMIS is not already open – if it is, close it and remove your smartcard from the keyboard – do not re-insert your smartcard until prompted to in **step 11** below
2. Open EMIS Web by double clicking on the EMIS Web icon on the desktop of your PC
3. When the login screen appears click on the 'Change organisation' button:

Ver: 9.14.0.0200 (Microsoft Windows 10 Enterprise 64 bit)

emisWeb

Username

Password

Organisation ID

[Reset password](#) [Username reminder](#) [Change organisation](#)

Current connection: [Primary](#) [Having problems?](#) [View our Status Page](#)

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4. In the screen that appears type **139818** into the Organisational ID field and then click on the **Restart** button:

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emisWeb

In order to change organisation, EMIS Web will need to restart

Organisation ID

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5. The EMIS login window will reappear. Check that the organisation now shows **139818**:



6. Add your username and temporary password (this has been sent to you in a separate email) and then click on the **Sign In** button
7. EMIS will prompt you to set your own password. The password must be at least 8 characters in length and have at least one capital letter and one number included. The password can't contain any symbols
8. EMIS will start to load and then may warn you that not all protocols and resources have downloaded, click the **OK** button if this message appears
9. EMIS will request you to add some security questions/details so that you can unlock your account in the future if needs be. Enter the required information and the click **OK**
10. You will now be taken to the home page of the PCN EMIS, note that this is shown at the top of the EMIS screen:

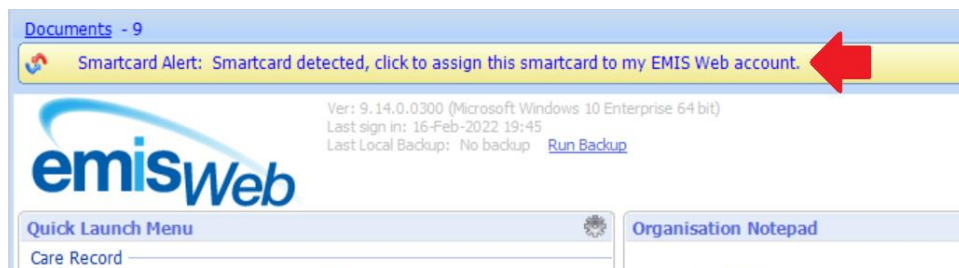


11. Insert your smartcard into the keyboard and enter your usual smartcard password when requested to
12. From the list of smart card roles that appear double click on the **Folkestone, Hythe & Rural PCN** role

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13. Return to EMIS. You will now see a smartcard alert notification has appeared at the top of the EMIS screen as shown in the screenshot below. Click on this smartcard alert.

14.



15. Once you have clicked the smartcard alert you will be prompted to add your smartcard password (the one that you usually use when you insert your smartcard into the keyboard).

Enter your usual smartcard password and then click the **Associate** button:



16. EMIS will display a message confirming that the smartcard role has been associated successfully. Click on the **OK** button.

17. EMIS will now close and then re-open (sometimes takes a while so you may have to wait a minute or so for this to happen)

Once EMIS has restarted the initial setup of your PCN EMIS account is complete. You can now close EMIS in the usual way and remove your smartcard from the keyboard.

From now on you will be able to log into PCN EMIS in the same way that you would log into practice EMIS:

- 1) Insert smart card into keyboard
- 2) Enter usual smartcard password when prompted
- 3) Double click the Folkestone, Hythe & Rural PCN role from the list of smart card roles that is shown
- 4) Finally, double click on the EMIS Web icon on the desktop

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- 5) EMIS will now open and you will be logged straight in to PCN EMIS