Wyoming Medical Center

WMC Cerner Millennium
Application Portal User guide

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1. Introduction

Welcome to the Wyoming Medical Center Cerner Millennium Application Portal. The portal will allow physicians and medical office staff access to Cerner Millennium Applications.

This guide is designed to assist you in accessing the Cerner Millennium Application Portal and troubleshoot some of the most common issues.

To access the Cerner Millennium Application Portal, please visit https://wyomwy.cernerworks.com/Citrix/ProdWeb/

This link will be activated on October 14, 2012 and will also be found at http://wyomingmedicalcenter.org/professionals/for-physicians click "Cerner Login".

2. Minimum System Requirements
The following system requirements are the minimum standard for accessing the Cerner Millennium application Portal. Initial access requires installation of the Citrix Web Plug-in. Please note that users with restricted or limited access to download and install new software on their PCs may not be able to complete the installation of the plug-in. If necessary, please contact your office or computer administrator for assistance with this operation.

- Windows XP/7 Compatible
- Internet Explorer 7 or higher

3. Key Points
- Keep patient data secure and do not share user IDs or passwords.
- The portal will time out after three minutes of inactivity.

4. Cerner Millennium application Portal Login Instructions
Each user must have an account to use Cerner Millennium. You will need a user ID and password in order to log in to Cerner Millennium. This can be obtained from WMC's Information Technology department. For more information, see the link at http://wyomingmedicalcenter.org/professionals/for-physicians click "Cerner Information". Fill out the document titled "Cerner Wyoming Medical Center Outside Access Agreement."

1. Cerner Millennium Application Portal requires Citrix web plug-in software. If your PC or MAC already has the Citrix receiver installed, please continue to step 5.
   a. Each Computer needs to download Citrix only once.
   b. Go to http://receiver.citrix.com
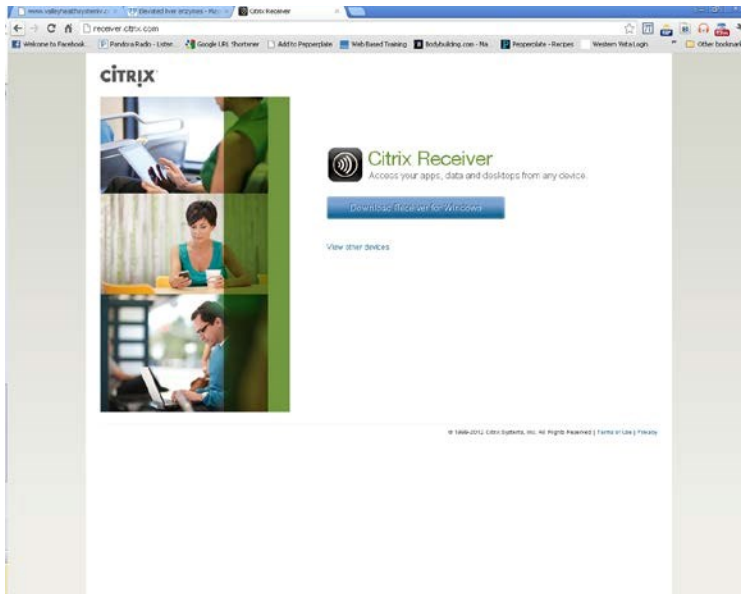
c. For Microsoft Windows, click on the "Download Receiver for Windows" button. For other operating systems (i.e. Apple) click on the "Show Other Devices"

d. Read and agree to the Citrix License Agreement and click "Continue"
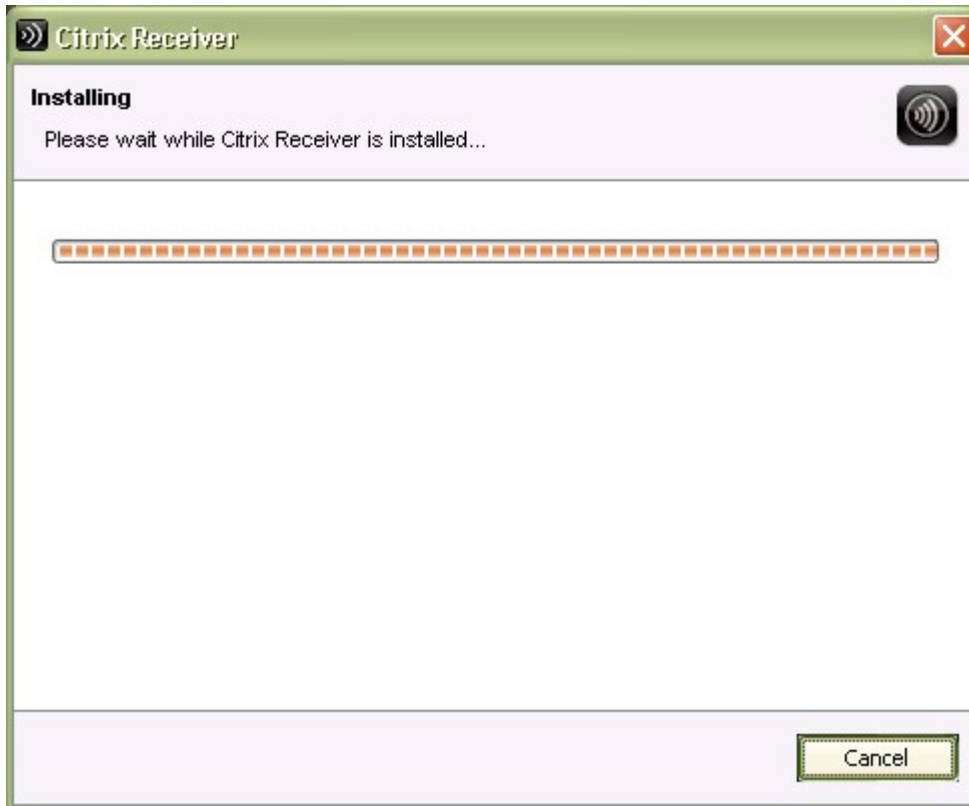

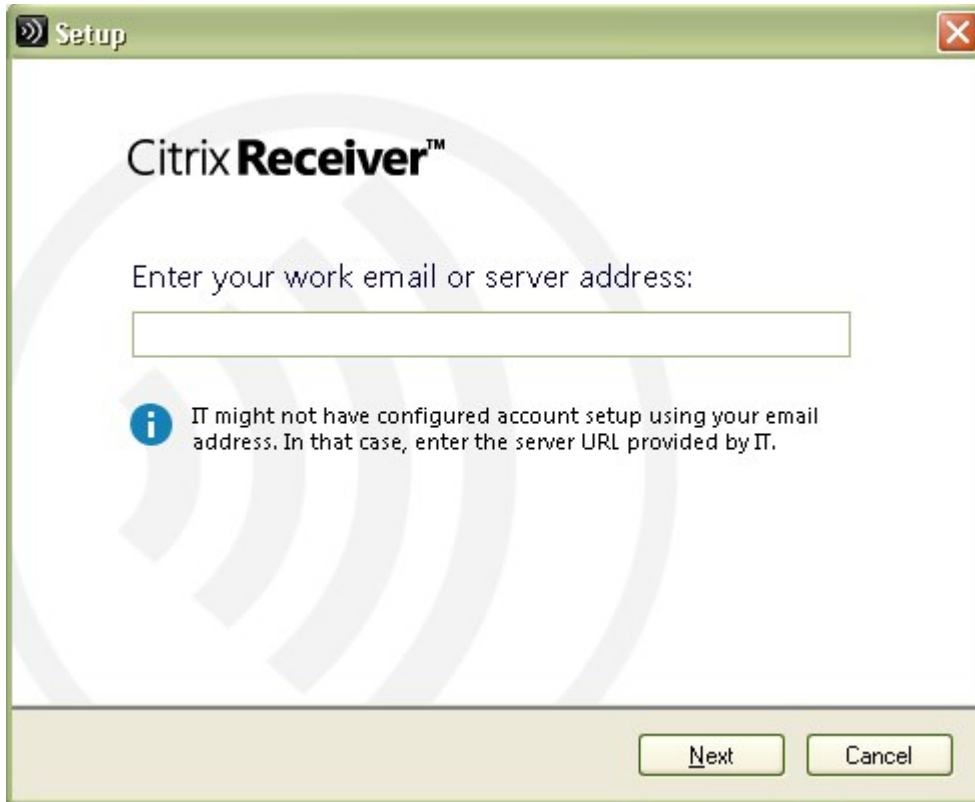e. Select a place to save the file so you can run the install.
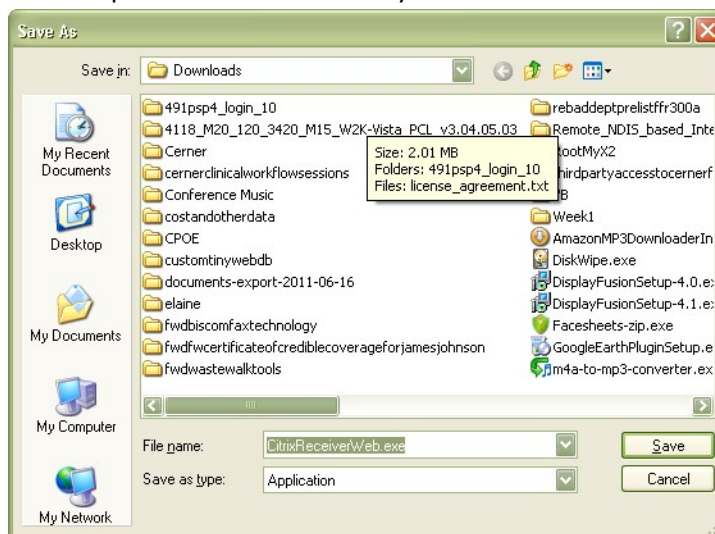
f. Select "Run" from the Security Warning box.

g. Wait as the Citrix Receiver is installed.

h. Click "Cancel" on the window shown below.

i. Click "Yes"

This will complete the install of the Citrix Receiver.

The following instructions apply to Windows 10.

1. Go to https://www.citrix.com/downloads/citrix-receiver/windows/receiver-for-windows-latest.html
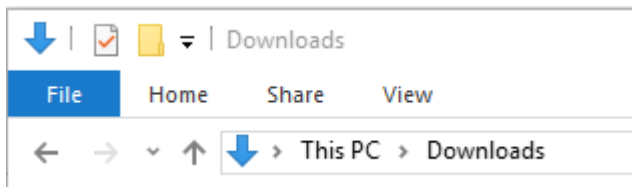
2. You will get a page that looks like this

3. Click "Download Receiver for Windows"

4. Depending on Browser (Internet Explorer or Google Chrome or Firefox etc.) You will get a download dialog box.

   Let it finish downloading. It is 46.2MB in size and should only take a few moments.

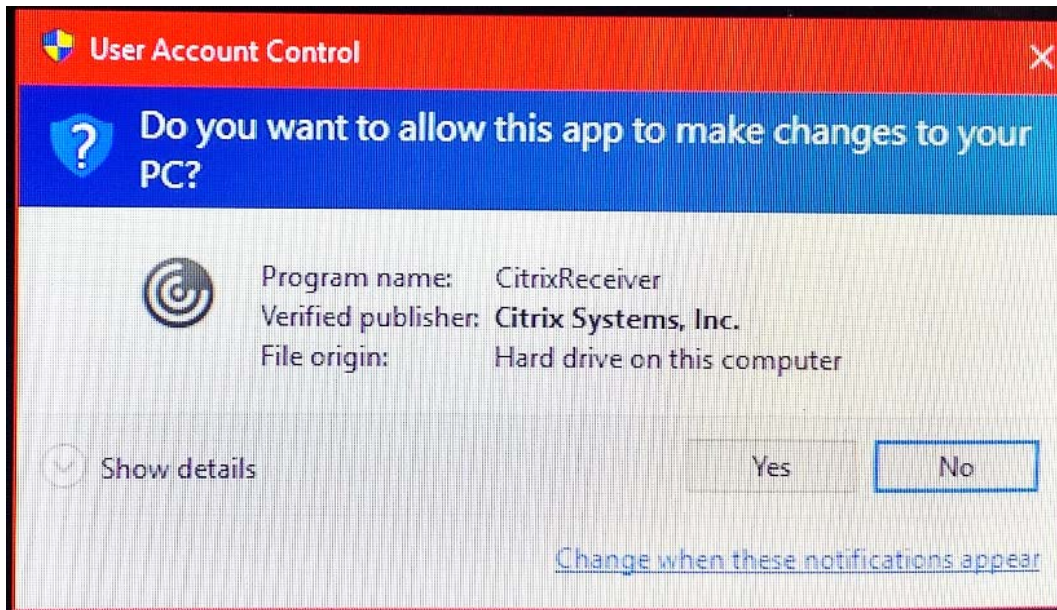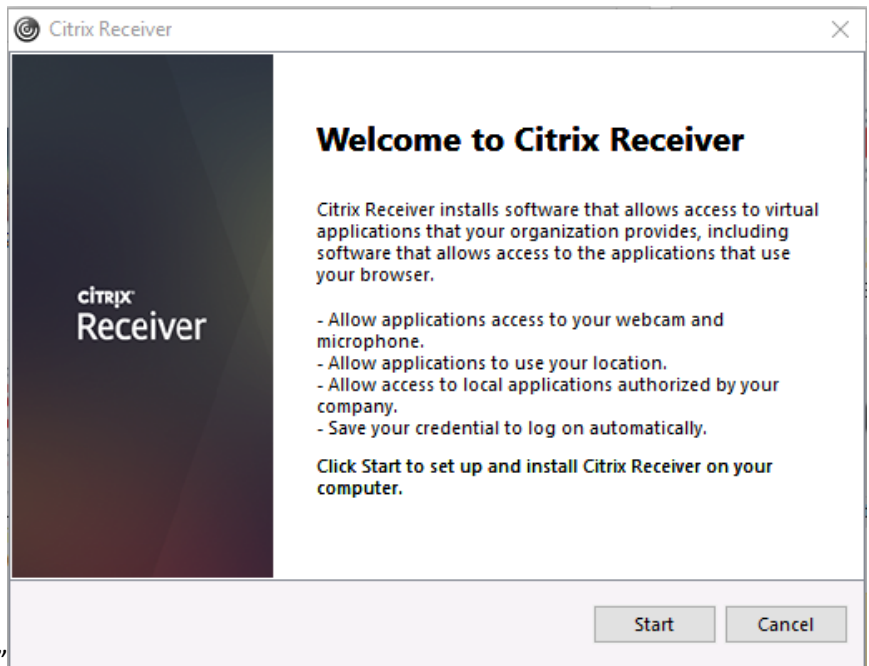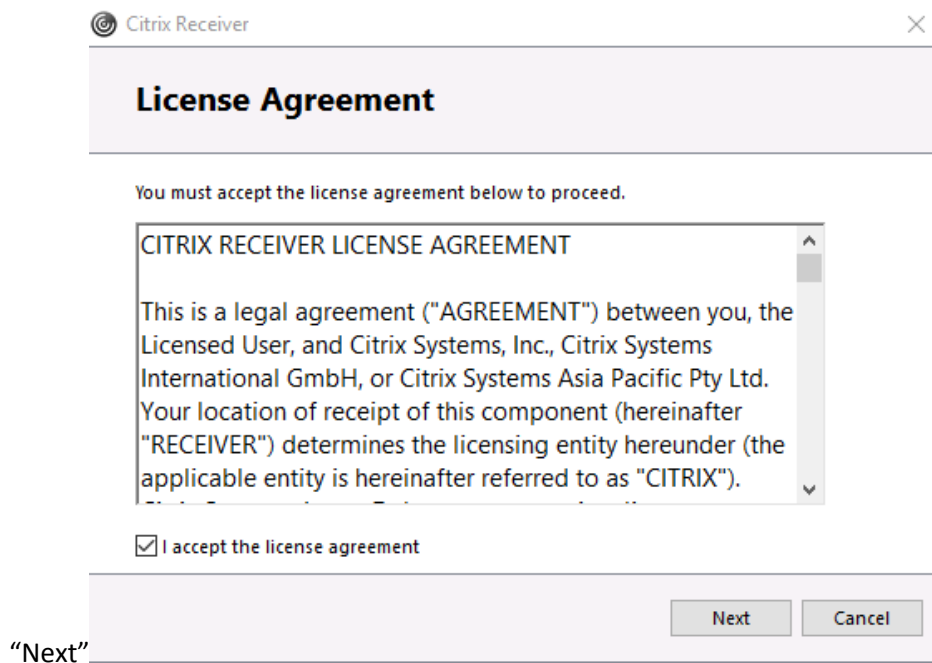5. Open your Downloads Folder

6. Double click this Icon

7. A permissions textbox will open asking if you'd like to allow Citrix to make changes to your pc, select "Yes"

8. The installer will pop up, select "Start"

9. The license agreement will pop up, select the checkbox that says "I accept the license agreement" then hit

"Next"

10. In the single sign-on screen don't enable, just hit "Next"
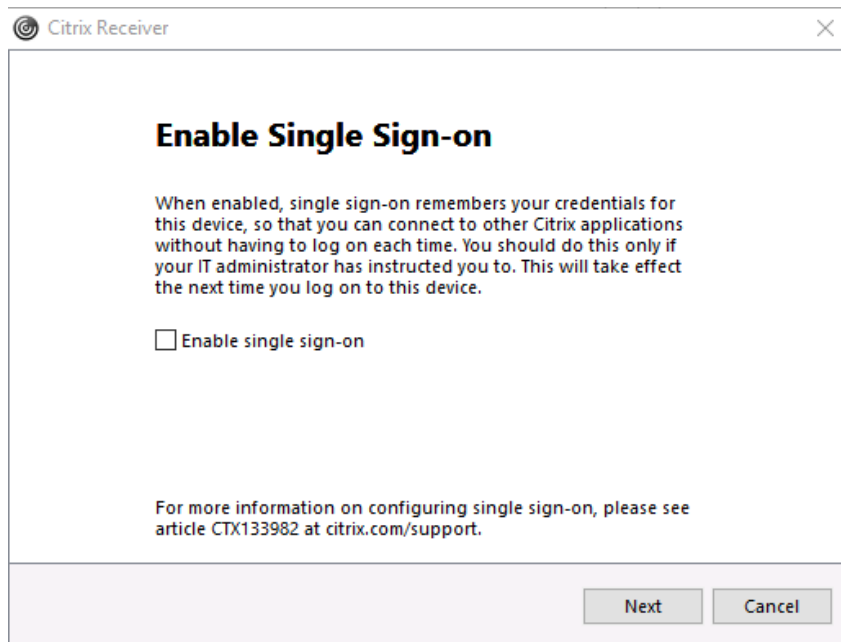
11. When it says "Help Make our products better by joining the Citrix Customer Experience Improvement Program"

    it is your decision to join, usually it is safer to select "No, Thanks." and hit "Install"
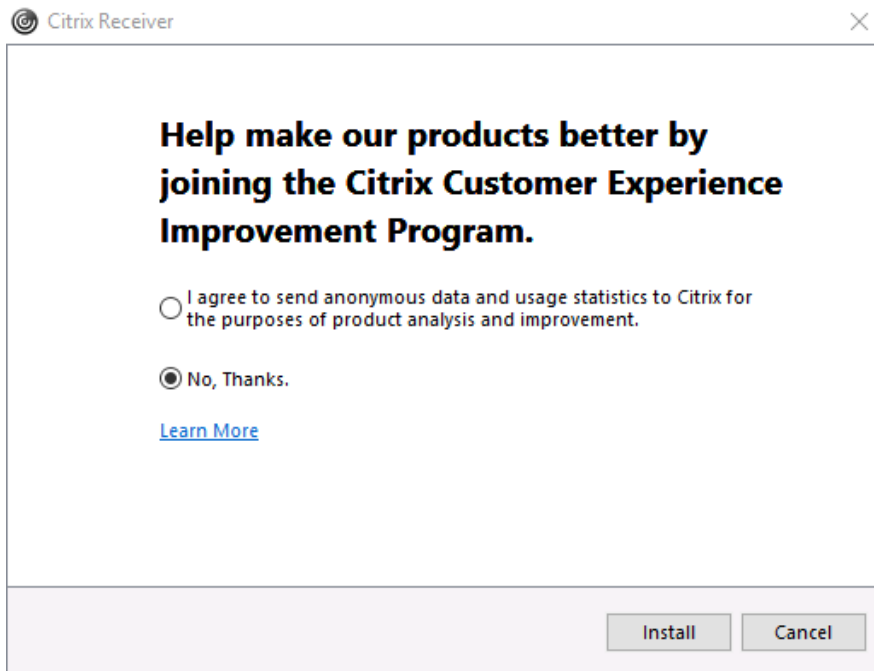
12. Once the green bar finishes moving across the page you will see this
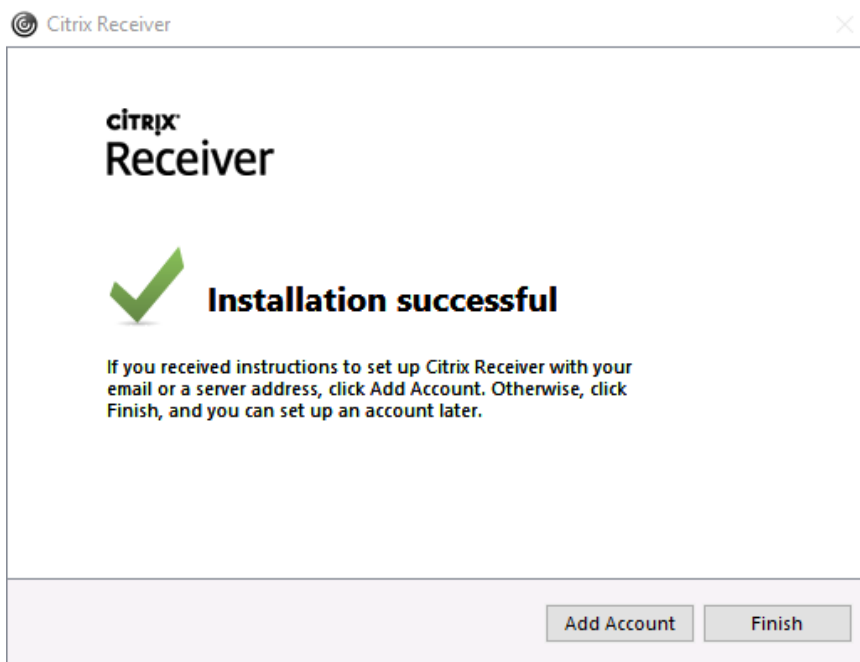
   which means that your

    Citrix receiver has finished installing and you are now ready to use Cerner on Windows 10. Just click "Finish" to

    close the dialog box.

5. To Log in to the Wyoming Medical Center Cerner Millennium Application Portal

Open a web browser to the WMC Cerner Millennium Portal using this web address:

https://wyomwy.cernerworks.com/Citrix/ProdWeb/ (this link will be activated on October 14, 2012)

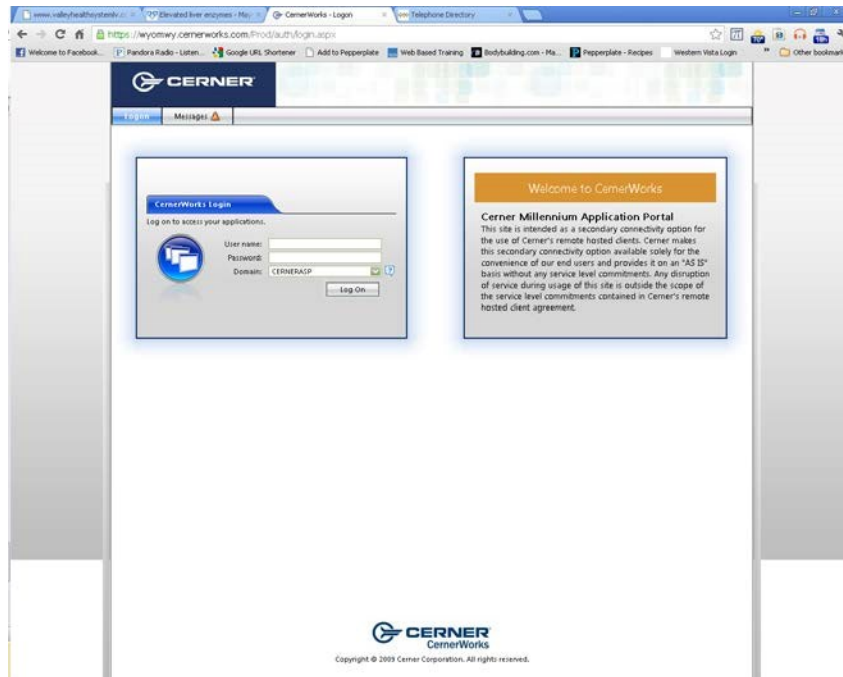This page is commonly referred to as Cernerworks which is Cerner's front page to access the Cerner Millennium solutions.

Enter your user name and password and click **Log on**

Cernerworks Password

The Information Services team at WMC will provide you with your password to log in to the Cernerworks site. Please see the instructions by going to http://www.wyomingmedicalcenter.com, clicking on the "For Physicians" heading, and then clicking on the "Cerner Information" link for information on requesting access to Cerner Millennium.

After a successful login to the Cernerworks site, you will see various Cerner Millennium Application icons
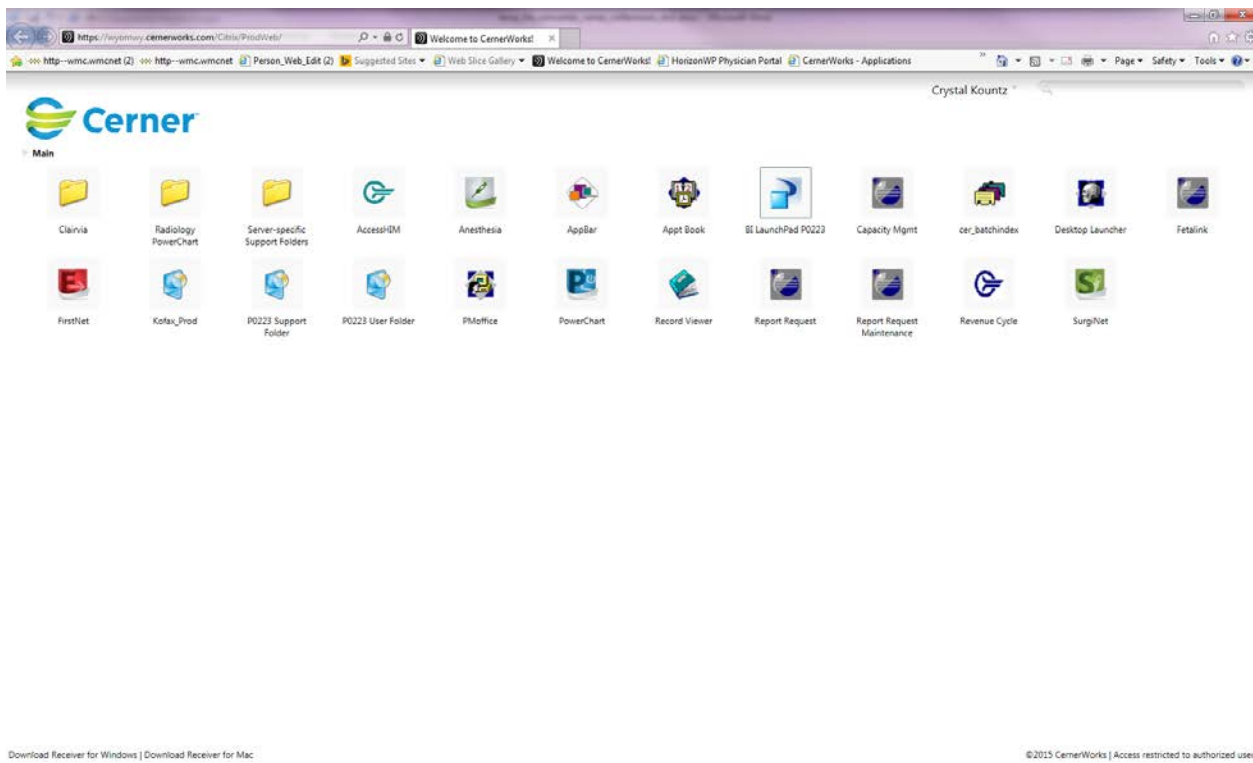
Click on a Cerner Millennium Application (e.g. Powerchart)

The first time you click on an application you will get the following Citrix Client File Security pop up window.

Internet Explorer 8

Select the checkbox **"Do not ask me again for this site"** and click "**Yes**".
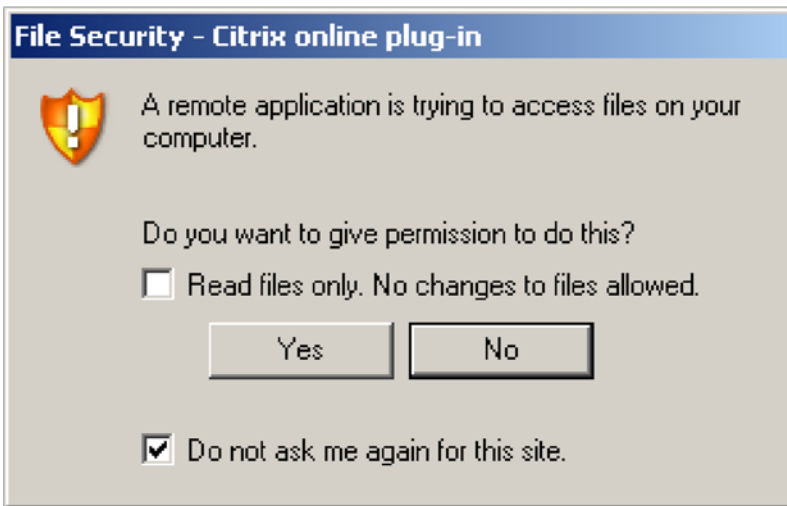
Internet Explorer 7

Please select "Full Access" and "Never Ask Me Again"

The Cerner Millennium login screen will open. This user name will be the number assigned to you by WMC. For the first login your password will be the same as your user name.
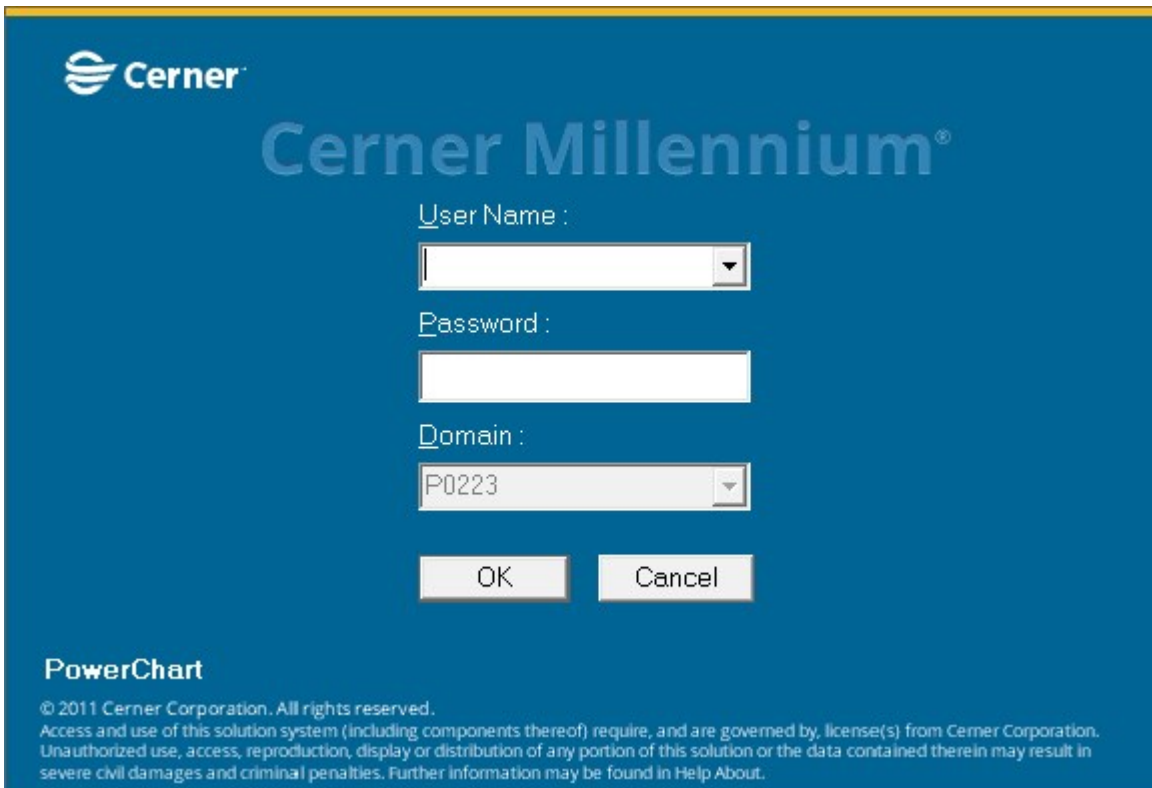
You will be prompted to change your password. The old password is the number assigned to you by WMC. Your new password must be at least 6 characters long. There are no other requirements (e.g. uppercase letter).
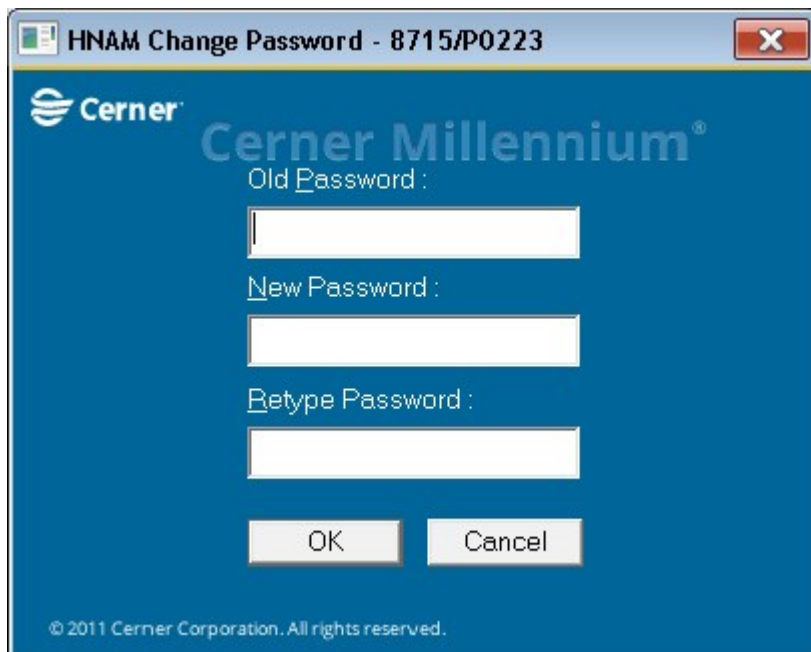
The Cerner Millennium Application will open.

Task Edit View Patient Chart Links Notifications Schedule Help

Home Message Center Schedule Lexi Comp Google Tear Off Attach Change Charges Exit Calculator Message Sender AdHoc Medication Administration Depart

Quits application

Recent ▾ Name

Home

Print 1 minutes ago

Inbox | Proxies | Pools

Display: Last 30 Days

Date: 09/19/2012   Recent ▾ Resource:

☐ **Inbox Items (0)**
Orders
Documents
Results FYI
Results
Messages

☐ **Work Items (0)**
Saved Documents
Documents to Dictate
Reminders

☐ **Notifications**
Sent Items
Trash
Notify Receipts

Time	Name	Dural	Description
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