MyProMedica

To keep you informed of and connected with the many tools, activities/events, and resources available to you, ProMedica has its own intranet, myProMedica. To access myProMedica, launch Internet Explorer or Google Chrome by clicking on the icon on your desktop. This will open up the myProMedica home page, pictured below.
ID and Password

- You will be asked to enter your username and password
- Your username is your ProMedica Instructor/Student ID number (found on the back of your name badge).
- Your password is “phs” with the last 4 digits of your Instructor/Student ID number and an ! (Example phs1234!)
- You will now be prompted to make a new password. Click “change password”
- Consider the following when creating a password
  - You must remember your password so that you can use it each time you log into the computer. Therefore, make your password something easy for you to remember but not easy for others to figure out.
  - Never share your password with anyone else.
  - Your password must be at least 8 characters long and contain at least three of the following: lower case, upper case, numbers, or a special character.
  - Your password will be case sensitive.
  - Your password will expire in 90 days for security reasons. The computer will prompt you to change it a few days before it is actually due to be changed. Your previous 6 passwords are remembered and cannot be reused.
  - If you forget your password or have trouble logging into the computer, you can call the HELP desk at 85-HELP (854357).
- You will be asked to type your new password a second time to verify it. Finally click the Submit button.
Resetting Passwords

MyPromedica Password
- MyProMedica reset password link
- Call service desk

For EPIC
- Call service desk

*Service desk = 85-HELP (85-4357)*
Now that you are logged onto the MyProMedica web site, you will see your name in the upper right hand corner. Your screen may look slightly different than the picture below.
The “My Work” tab is where you will find system and business unit policies.
Corporate and Facility Policies

Type the specific policy you are looking for in the search box. This will open a list of Corporate and Facility Policies including the Infection Prevention Manual.
You will also have access to the “ProMedica Apps” tool. Your applications will look different and should match the applications you need for your clinical experience. Please click on the various hyperlinks to explore those applications to which you have access. Some frequently used links are Lexi comp (medication reference), Lippincott (procedure reference), SDS (spill management), and the lab test directory (specimen collection). See an example of My Apps page below.

- Catertrax
- CINAHL
- Clinical Key (Formerly MDConsult)
- CloudCME
- Cypress
- ED PulseCheck
- Epic 2017 Playground
- Epic 2018 Playaround
- iPrivileges (Toledo)
- IT Services Department Page
- Lab Test Directory
- Lawson Portal
- Lawson Portal (Launch in IE)
- Lexicomp (Pharmacy & Medication Reference)
- Lippincott (Pt Ed, Procedures and Evidence-based reference)
- RL6 Safety Event and Risk Management Reporting
- SDS Online (Bay Park)
- SDS Online (Bendy & Herrick)
- SDS Online (Corporate)
- SDS Online (Defiance)
- SDS Online (Flower)
- SDS Online (Portoria)
The “Our System” tab will give you access to specific departments and hospitals within ProMedica. Click on this to get information about the various ProMedica business units.
You can access the ProMedica online directory by clicking on the phone icon. This will give you the phone number and location of the department you wish to contact. For example if you wanted to contact the CT/radiology department at Toledo Hospital, you would type in CT, select the department category, select Toledo Hospital for the facility, radiology for department and click search.
Troubleshooting

- If you forget your password or have trouble logging into the computer you can call the HELP desk at 85-HELP (85-4357) from any ProMedica facility.
- If you are having difficulties with MyProMedica you can access the “Site Help” link at the bottom of the home page as shown below.