

# ONE UH Soarian Train Practice Exercises

Congratulations on completing the Soarian Financials or Soarian Scheduling class! You have successfully completed the course and now have access to additional functionality in the ONE UH Soarian Train Environment.

To access the ONE UH Soarian Train environment, please follow the steps attached to this email. Log on with the username and password provided in the lower portion of this communication.

**Please Note:** The departments and resources you can access in the ONE UH Soarian Train environment are not necessarily the same as the access you will be granted in the Production environment at go live. Additionally, the requirements regarding PHI in Production also apply in the ONE UH Soarian Train Environment. Information should be accessed only in the course of prescribed practice activities. All actions in the Train environment are auditable.

**IMPORTANT:** You will also see the Soarian Production icon on your computer's desktop.

**DO NOT access the Production Environment until April 6<sup>th</sup>**



Additionally, please be extra cautious when accessing the ONE UH Soarian Train Environment ensuring that you are in the correct environment.



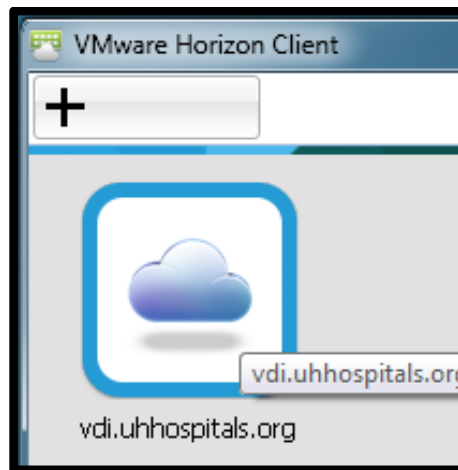
Make sure to practice in the training environment. Practice encounters and appointments **should not** be entered into the PRODUCTION environment.

**Logging into VDI: (Any issues logging into VDI – Contact the Help Desk)**

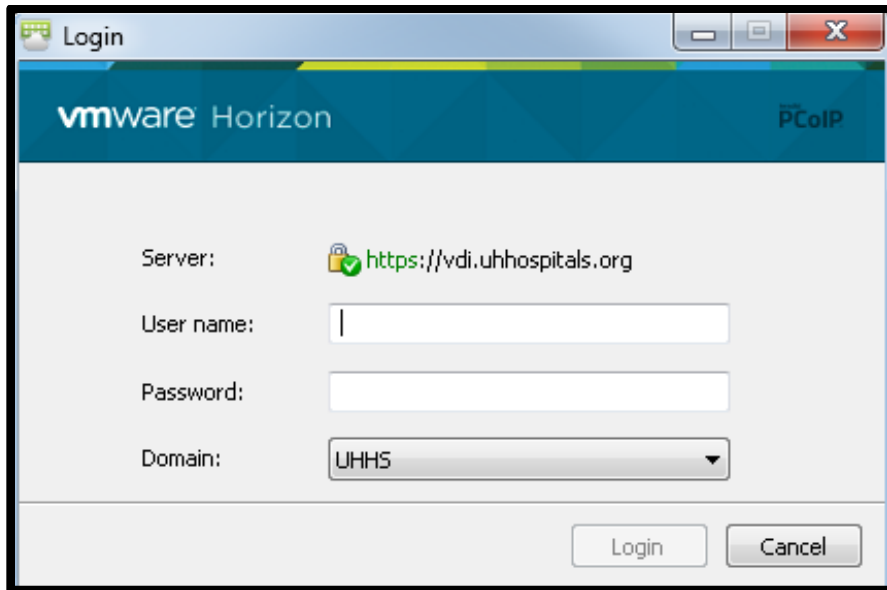
1. Double click the 'VMware Horizon client' icon on your desktop. If you do not have it, contact the Help Desk to have it installed.



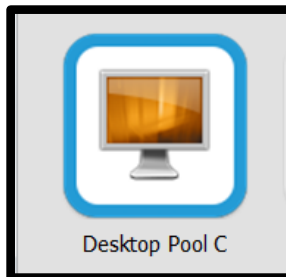
2. Double click the VDI server 'vdi.uhhospitals.org'



3. Enter your Username and Password.
4. Select Login.



5. Double click the VDI icon 'Desktop Pool'.
  - Note: Your Desktop Pool icon may indicate Desktop Pool A, or B, or C.
  - After logging in with your Username and Password, you may not see the Desktop Pool icon.
  - **If you do not see the Desktop Pool icon, go to Step #6**

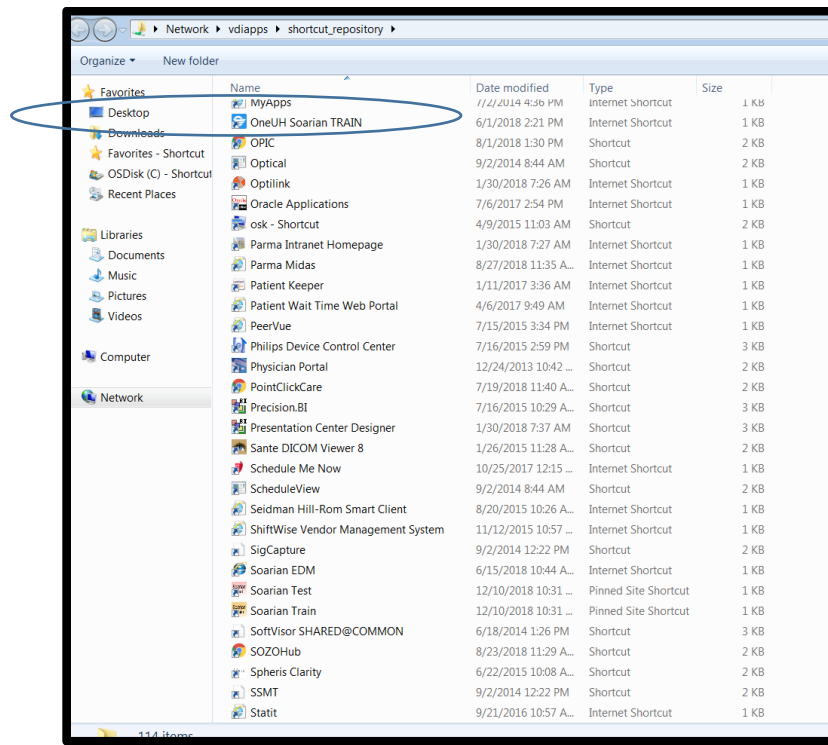


6. The VDI environment will load a virtual desktop
7. Select **OneUH Soarian TRAIN** icon from your desktop.



**If the OneUH Soarian TRAIN is not on your desktop**

- From your desktop, double-click the **Shortcuts Repository** folder
- Scroll down to **OneUH Soarian TRAIN** and double-click



8. Login to the training environment using the training login i.e., username cyellow1, and password for the week.

Username: **cyellow1**

Password: The password will change weekly:

Week of:	New Password
1/7/2019	Spring07
1/14/2019	Spring08
1/21/2019	Spring09
1/28/2019	Spring01
2/4/2019	Spring02
2/11/2019	Spring03
2/18/2019	Spring04
2/25/2019	Spring05
3/4/2019	Spring06
3/11/2019	Spring07
3/18/2019	Spring08
3/25/2019	Spring09
4/1/2019	Spring01

4/8/2019	Spring02
4/15/2019	Spring03
4/22/2019	Spring04
4/29/2019	Spring05
5/6/2019	Spring06
5/13/2019	Spring07
5/20/2019	Spring08
5/27/2019	Spring09
6/3/2019	Spring01
6/10/2019	Spring02
6/17/2019	Spring03
6/24/2019	Spring04
7/1/2019	Spring05
7/8/2019	Spring06
7/15/2019	Spring07
7/22/2019	Spring08
7/29/2019	Spring09
8/5/2019	Spring01
8/12/2019	Spring02
8/19/2019	Spring03
8/26/2019	Spring04
9/2/2019	Spring05
9/9/2019	Spring06
9/16/2019	Spring07
9/23/2019	Spring08
9/30/2019	Spring09
10/7/2019	Spring01
10/14/2019	Spring02
10/21/2019	Spring03
10/28/2019	Spring04
11/4/2019	Spring05
11/11/2019	Spring06
11/18/2019	Spring07
11/25/2019	Spring08
12/2/2019	Spring09
12/9/2019	Spring01
12/16/2019	Spring02
12/23/2019	Spring03
12/30/2019	Spring04
1/6/2020	Spring05
1/13/2020	Spring06
1/20/2020	Spring07
1/27/2020	Spring08

2/3/2020

Spring09

Please submit any questions or concerns to [OneUHTraining@UHhospitals.org](mailto:OneUHTraining@UHhospitals.org)