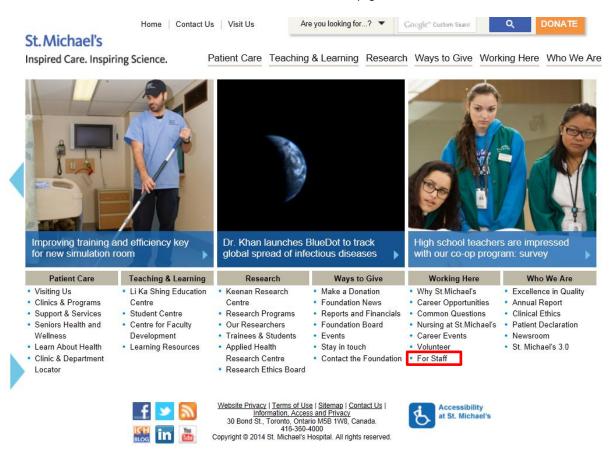
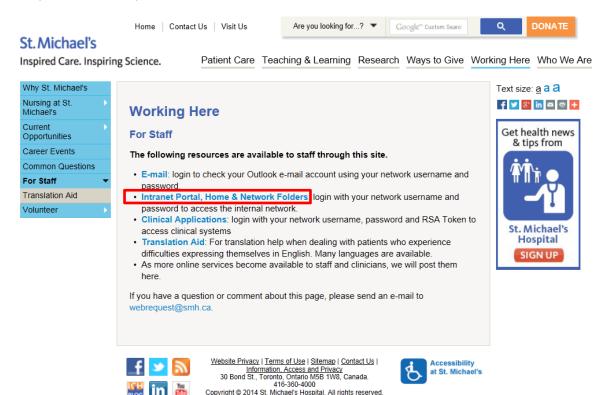
How to access reports from home/reportedly

- 1) Access the St. Michael's external internet page: http://www.stmichaelshospital.com/ Note: It is recommended to use Internet Explorer only as other browsers (e.g.: Firefox) may not support the Reporting Dashboard.
 - a. Click on the For Staff link. You will be directed to a new page.



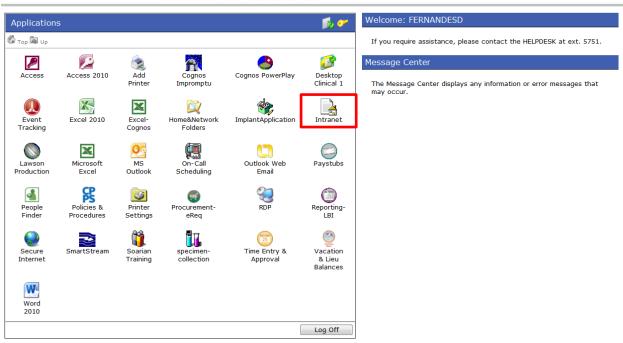
2) Click on the **Internet Portal, Home & Network Folders** link. You will be directed to a new page requesting to enter in your username and password.



- 3) Once you've successfully entered your username/password, you will be directed to a new window (Clinical Access Station) which allows you to access various programs and applications within St. Michael's network. The number of applications available to you will depend on your role and security access.
 - a. Click the Intranet icon

St. Michael's Clinical Access Station

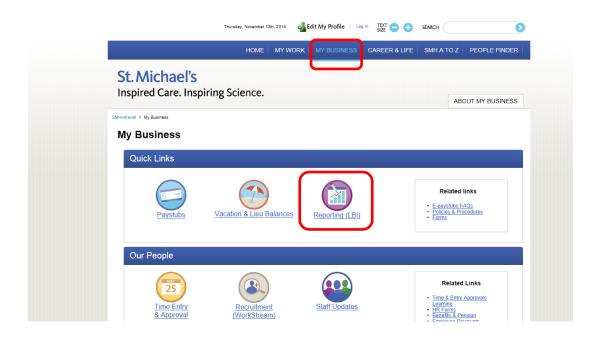
Thursday, December 04, 2014



4) Once the SMH Intranet Home page is loaded, click **My Business** tab.

This will direct you to the My Business portal, which includes Quick Links to Reporting (LBI).

5) Click the Reporting (LBI) icon A security window may appear. If so, enter your login credentials (your SMH network ID & password). Be sure to add "smh\" before your user name. e.g.: "smh\LastnameA"



6) You will then be directed to your Dashboards. The reports related to your Activities are available on the **My Manager Space** dashboard – within the **My Financials** section – under the **Activity Reports** grouping.

