

## Accessing My HR from outside the PeaceHealth network

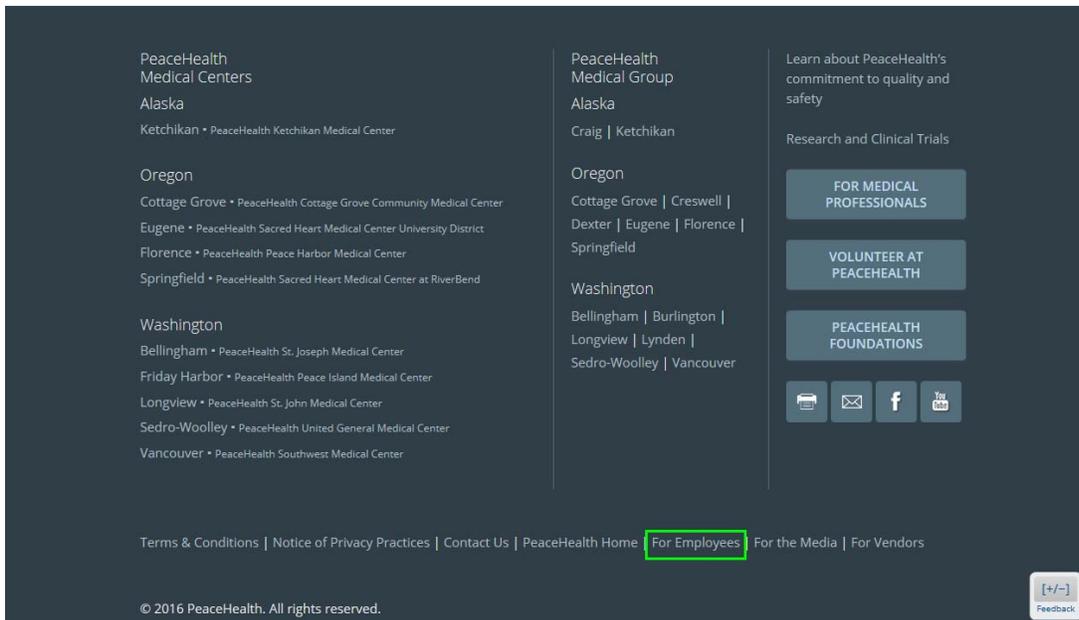
### Logging in from Home

Quick Tips for a successful access!

- You must have “**administrator**” privileges on the computer you are using to be able to install the required software.
- You will need to download the Juniper security software – say yes
- You will need to enable your pop-up blockers to allow myhr.peacehealth.org
- Caregivers using **Internet Explorer** to download and sign into My HR have had the most success. Errors are known to occur with Firefox, Google Chrome and other high security browsers.
- Access to My HR is available from your home. Due to the wide variety of hardware and software on home computers (including MAC), PeaceHealth is not able to provide technical support unless you are accessing My HR on a PeaceHealth owned computer while on the PeaceHealth intranet.

### Follow these steps:

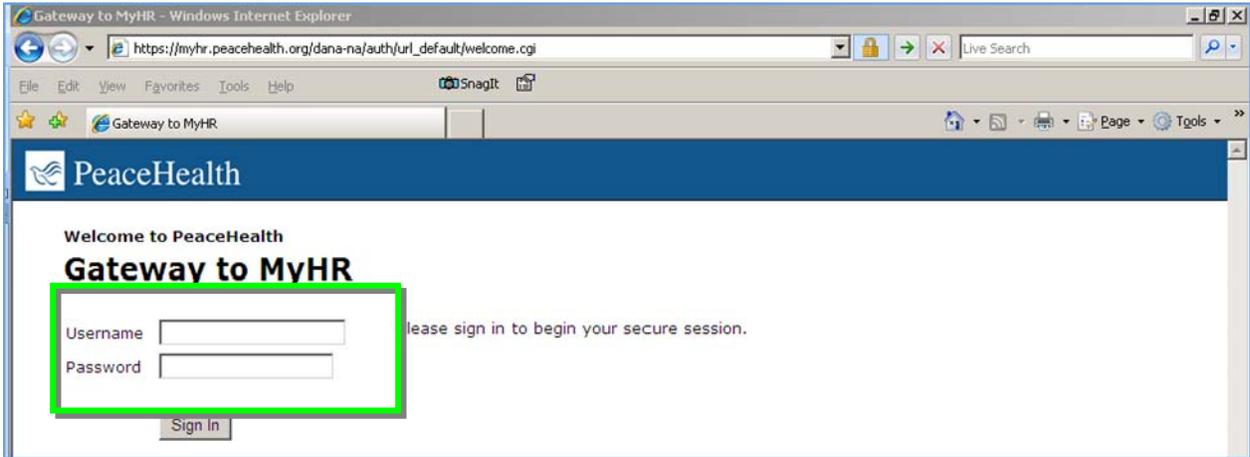
1. From the [www.peacehealth.org](http://www.peacehealth.org) home page, select the **For Employees** link in the lower-right corner.



The screenshot shows the footer of the PeaceHealth website. It is organized into three columns. The first column lists various medical centers by state: Alaska (Ketchikan), Oregon (Cottage Grove, Eugene, Florence, Springfield), and Washington (Bellingham, Friday Harbor, Longview, Sedro-Woolley, Vancouver). The second column lists medical groups by state: Alaska (Craig | Ketchikan), Oregon (Cottage Grove | Creswell | Dexter | Eugene | Florence | Springfield), and Washington (Bellingham | Burlington | Longview | Lynden | Sedro-Woolley | Vancouver). The third column contains informational links: 'Learn about PeaceHealth's commitment to quality and safety', 'Research and Clinical Trials', and three buttons: 'FOR MEDICAL PROFESSIONALS', 'VOLUNTEER AT PEACEHEALTH', and 'PEACEHEALTH FOUNDATIONS'. Below these are social media icons for print, email, Facebook, and YouTube. At the bottom, there is a navigation bar with links for 'Terms & Conditions', 'Notice of Privacy Practices', 'Contact Us', 'PeaceHealth Home', 'For Employees' (highlighted with a green box), 'For the Media', and 'For Vendors'. A copyright notice '© 2016 PeaceHealth. All rights reserved.' is on the left, and a 'Feedback' button is on the right.

# OR

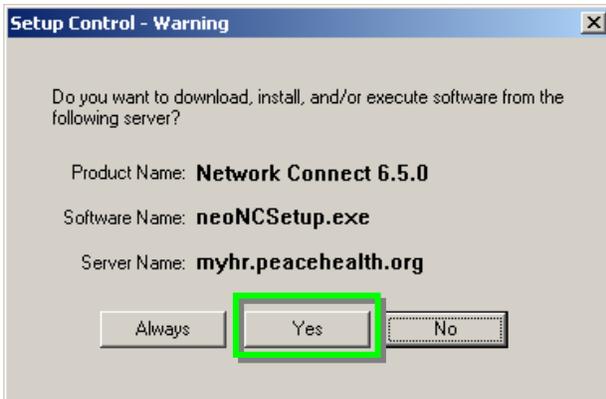
2. In your browser window, enter the URL: **https://myhr.peacehealth.org**  
**Note:** [https](https://myhr.peacehealth.org) and not [http](http://myhr.peacehealth.org). The 's' indicates a secure URL.



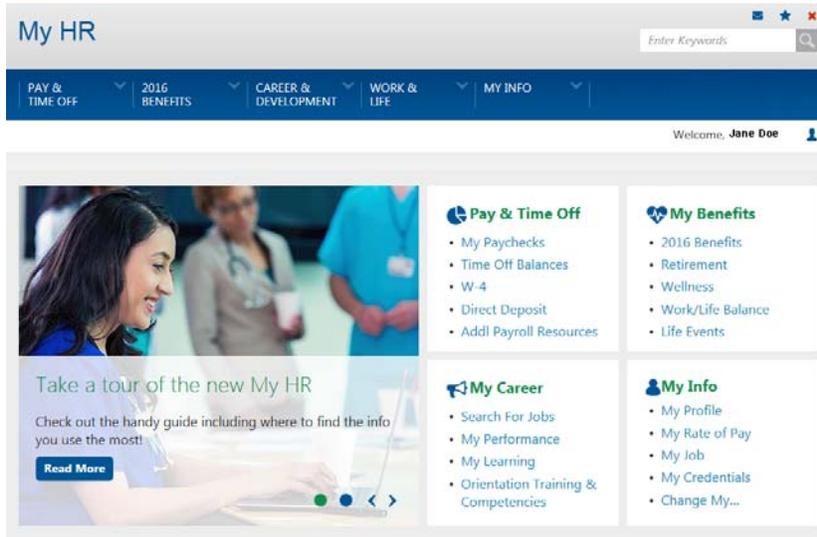
3. Log in using your usual network 3x3 and password. (not your Centricity password)
4. First time access, from any device, will require an install of Juniper software on the device. You need to be an administrator on the device with the ability to install new software to proceed. You may not be able to access My HR from public computers that do not allow software installs such as some internet cafes or public libraries.



5. Download the **Setup Control** connection product. *Click Yes.*



6. My HR will then open.

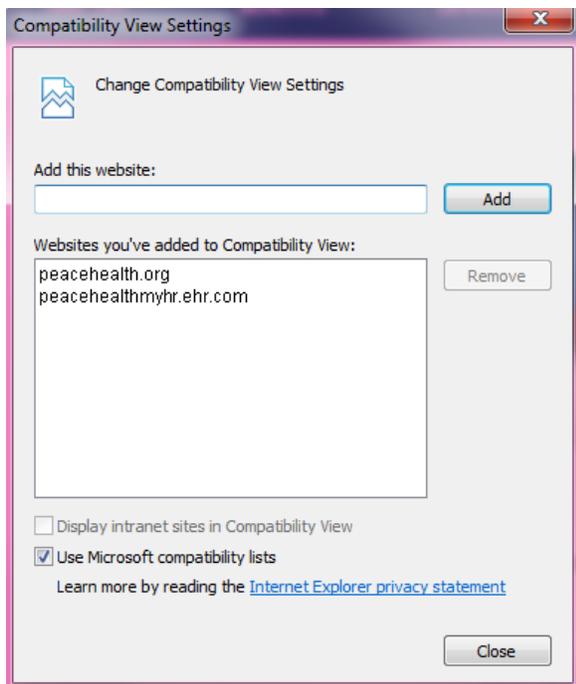


## Internet Explorer Browser Setup - Cross Domain Error and Pop-Up Blocker

When accessing myhr.peacehealth.org, you may receive a “cross domain” error dialog box. You can click ok through these errors. Follow these steps to remove the errors from appearing and allow site pop-ups. Please note that steps may vary based on the version of Internet Explorer you are using; this is meant for IE10 and the compatibility view setup is for IE11.

**Please note** – these instructions are only for use on a personal computer and should not be used on any PeaceHealth owned computer as browser settings are managed by IST.

1. Open Internet Explorer
2. Click **TOOLS > Compatibility View Settings** > Type ‘peacehealth.org’ > Click **Add**. Type ‘peacehealthmyhr.ehr.com’ > Click **Add**. Ensure **Display intranet sites in Compatibility View** is either checked or greyed out. Click **Close**.



3. Click **TOOLS > INTERNET OPTIONS**, then click the **SECURITY** tab.
4. Click **LOCAL INTRANET** tab and then click the **SITES** button. Click **ADVANCED**.

- a. Uncheck the 'Require server verification' checkbox.
  - b. Type in the following URL: '\*.peacehealth.org' click **Add**.
  - c. Type in the following URL: '\*.ehr.com' click **Add**, then click **Close**, then click **OK**.
5. Click the **CUSTOM LEVEL** button.
  6. Scroll down to **Downloads**. File **Download** > Select **Enable**.
  7. Scroll down to **Scripting** (near the bottom). **Allow status bar updates via script** > select **Enable**. Click **OK**.
  8. Click the **PRIVACY** tab and then click the **SETTINGS** button in the **Pop-up Blocker** section.
    - a. Type in the following URL: '\*.peacehealth.org'
    - b. Click **ADD**, and then click **CLOSE**.
  9. Click **OK** until you return to Internet Explorer.

## Accessing the Careers Site

1. From the My HR home page, select the '**Search For Jobs**' in the right sidebar.
2. You will then get a pop-up dialog box and you will need to enter your full domain name and password as follows:
  - a. User name: 'PEACEHEALTH\network3x3'
  - b. Password: network password



3. Select '**OK**' and you will be automatically logged into the Careers Site.

## Logging out from Home

1. Logout of your home page as usual, by clicking on **logout**.



2. Close your browser window by the usual method.
3. Disconnect from the remote access portal session by following these steps:

- a. Locate the **tunnel icon** on the right side of your computer's taskbar, usually at the bottom of the screen.
- b. *Right click* on the tunnel icon and select **Sign Out**
- c. The tunnel lock icon should disappear, indicating the connected session ended successfully

