

Changing User on Cerner

The initial user to access the patient will use their explicit log on. If an additional user is required to add details into a patient record whilst it is already open, they can use the Change User icon. For any transactions requiring access to the spine, i.e. NN4b, use your smartcards. Task & exit as normal.

Initial Log On – Explicit

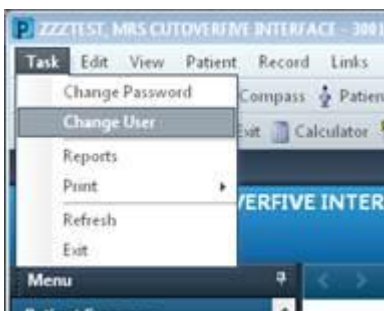
- Do not enter your smart card
- From the “Start” icon on your desktop, select All Programs, Imperial NHS Applications and select **Cerner Switch User**.
- You can click and drag this link to your desktop, if preferred for future use.
- Enter your Username: use your smartcard number – the 12 digit number under the photograph on the front of your smartcard.
- Enter the explicit password sent to you via email from Kate Harrad on 14/6.

Change User

For subsequent users to add information to the same patient record, select the “Change” icon from the top navigation



Or



Subsequent users will then be required to enter their username (smartcard number) and explicit password.

To return to original user, select Change User. If documentation is complete **Task & Exit** to end your session, as normal.