

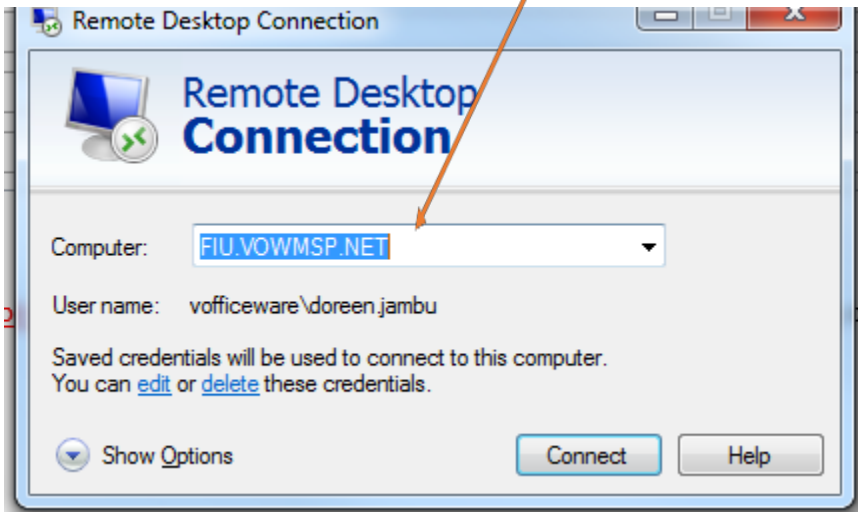
Accessing FIU's Electronic Medical Record (EMR) – Centricity Practice Solution (CPS)

See instructions below **FOR MICROSOFT USERS** (MAC users can refer to the last three pages for setup)

Please search at the bottom left corner of your computer, you should see an option for “Remote Desktop Connection” or search for “Remote Desktop Connection”



You will see the box below - Enter FIU.VOWMSP.NET in Computer field-

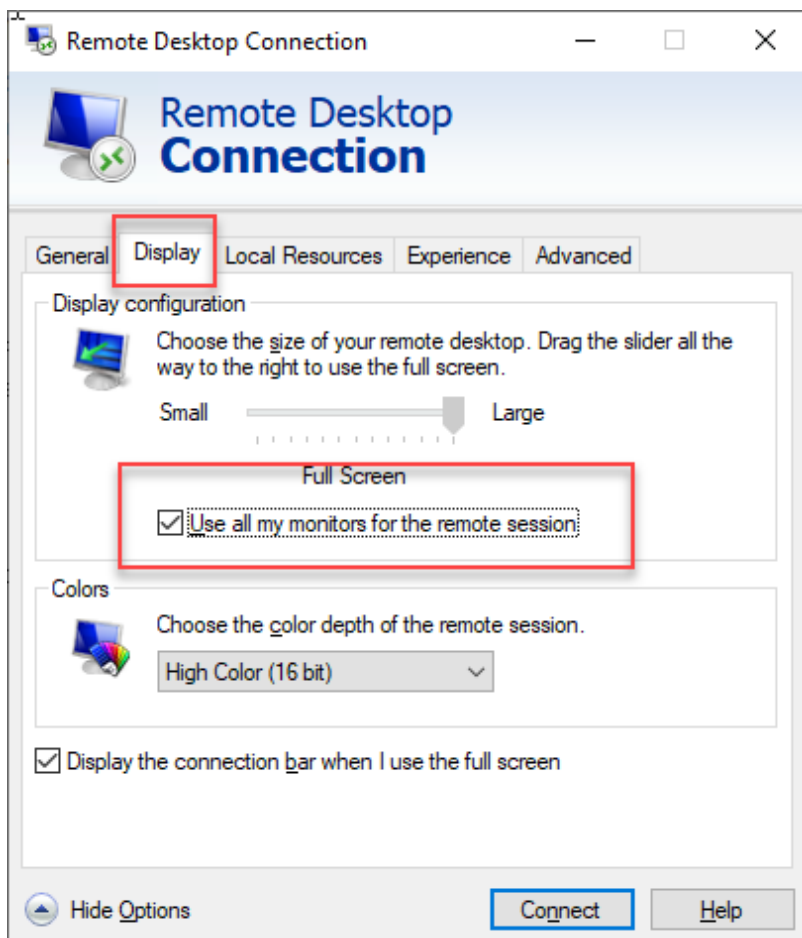


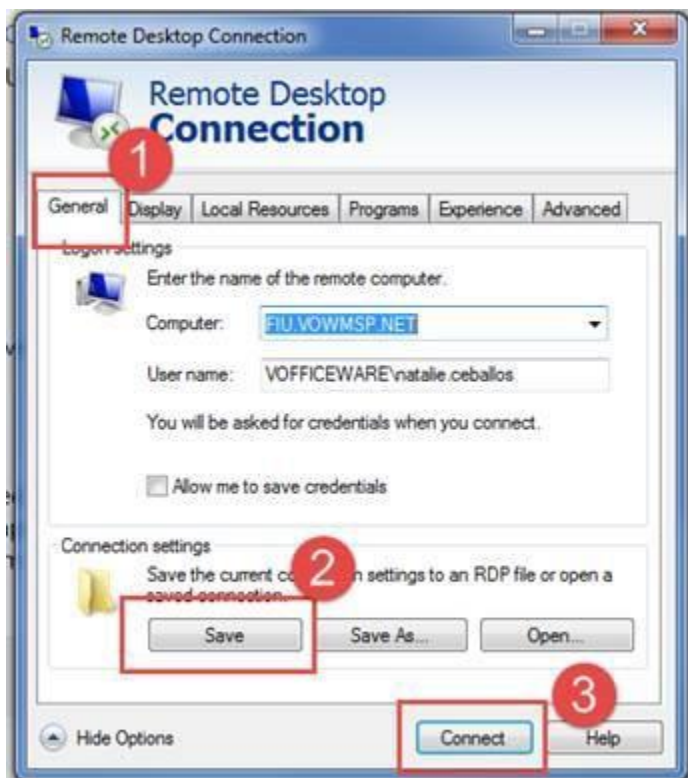
Initial setting (one time only)





choose this
option from the
drop-down
selections

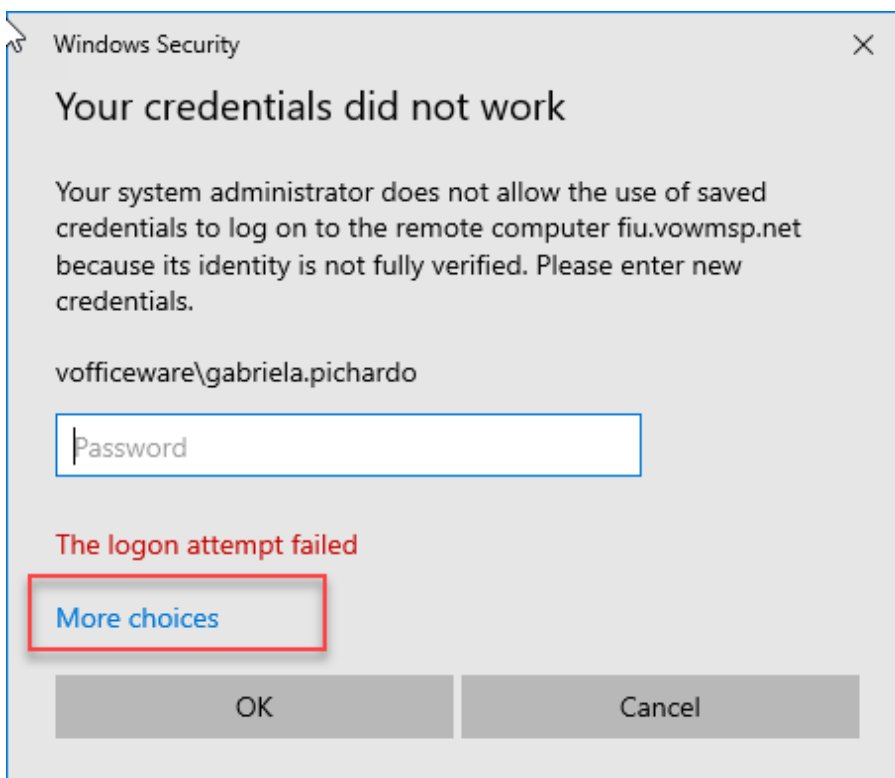


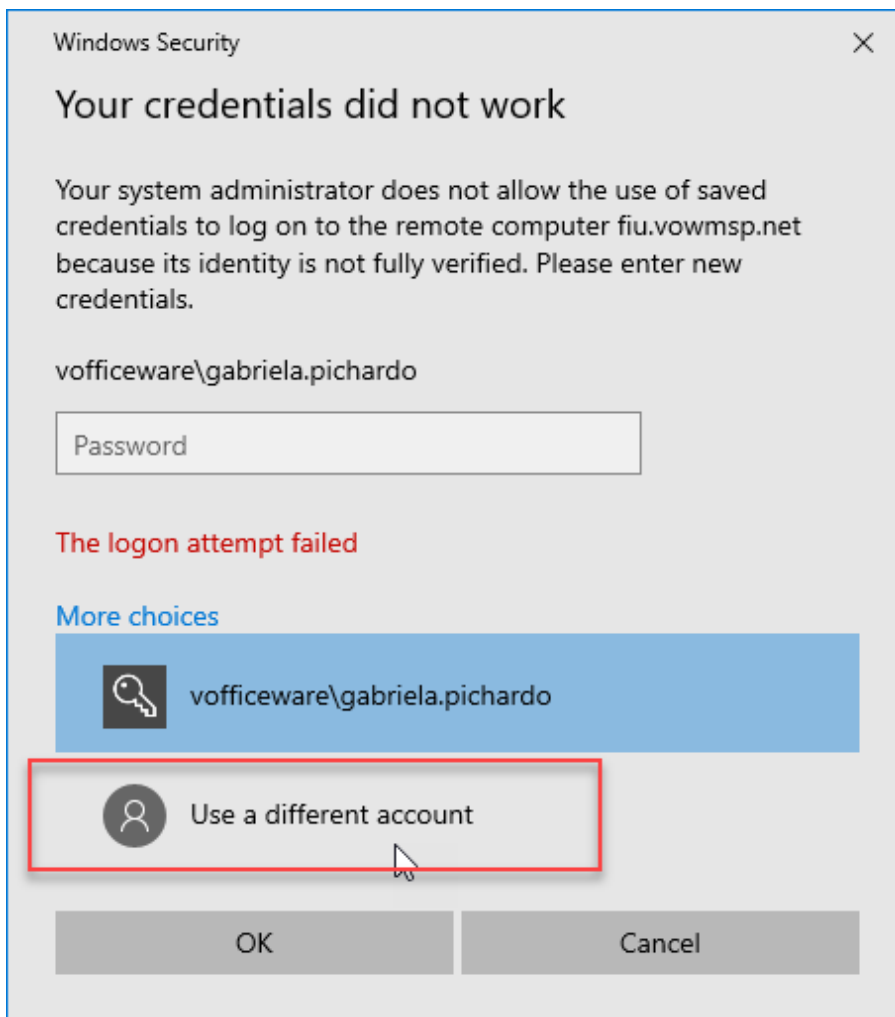


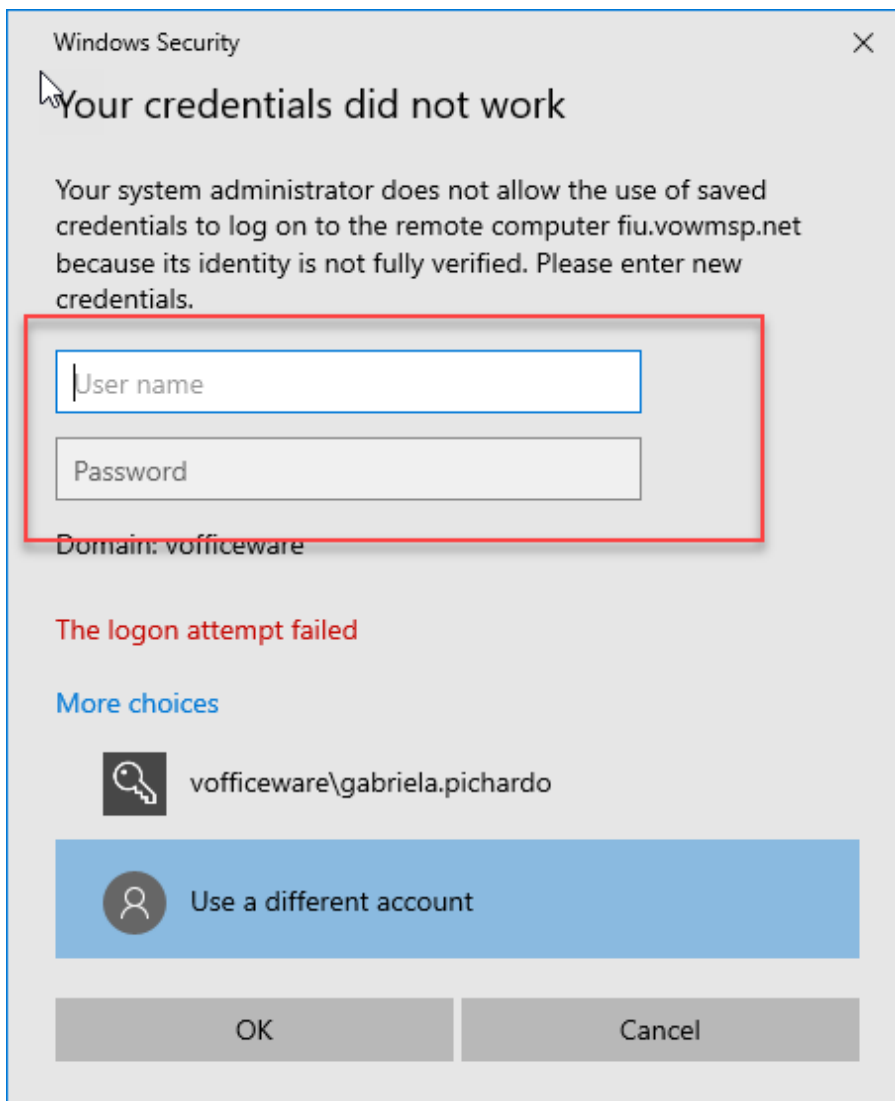
Under user name, enter **Vofficeware\firstname.lastname** (this should be the user name you currently use to access CPS), your temporary password is Password1



If the user name is your FIU AD account, please click more choices, select use a different account and enter **Vofficeware\firstname.lastname**

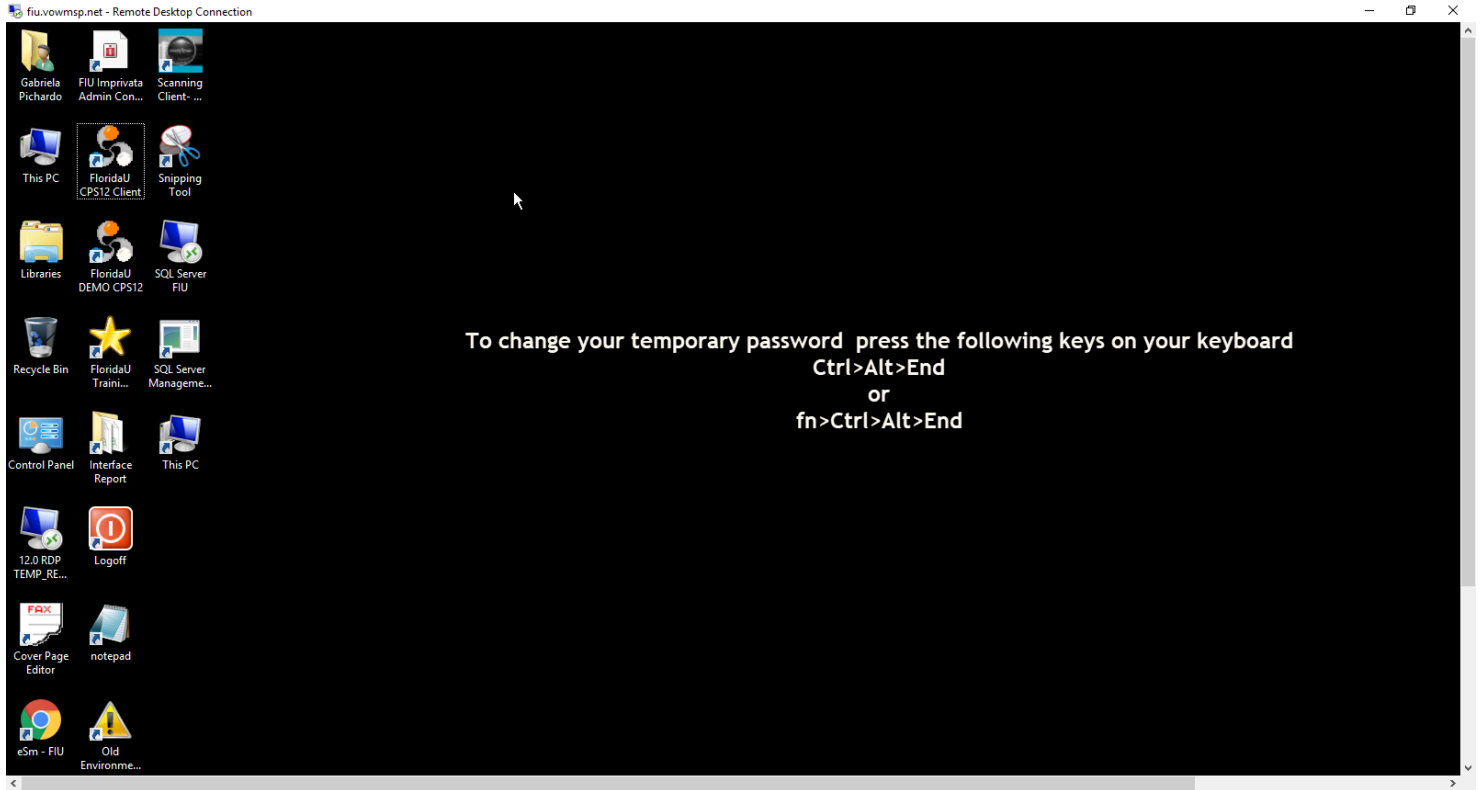




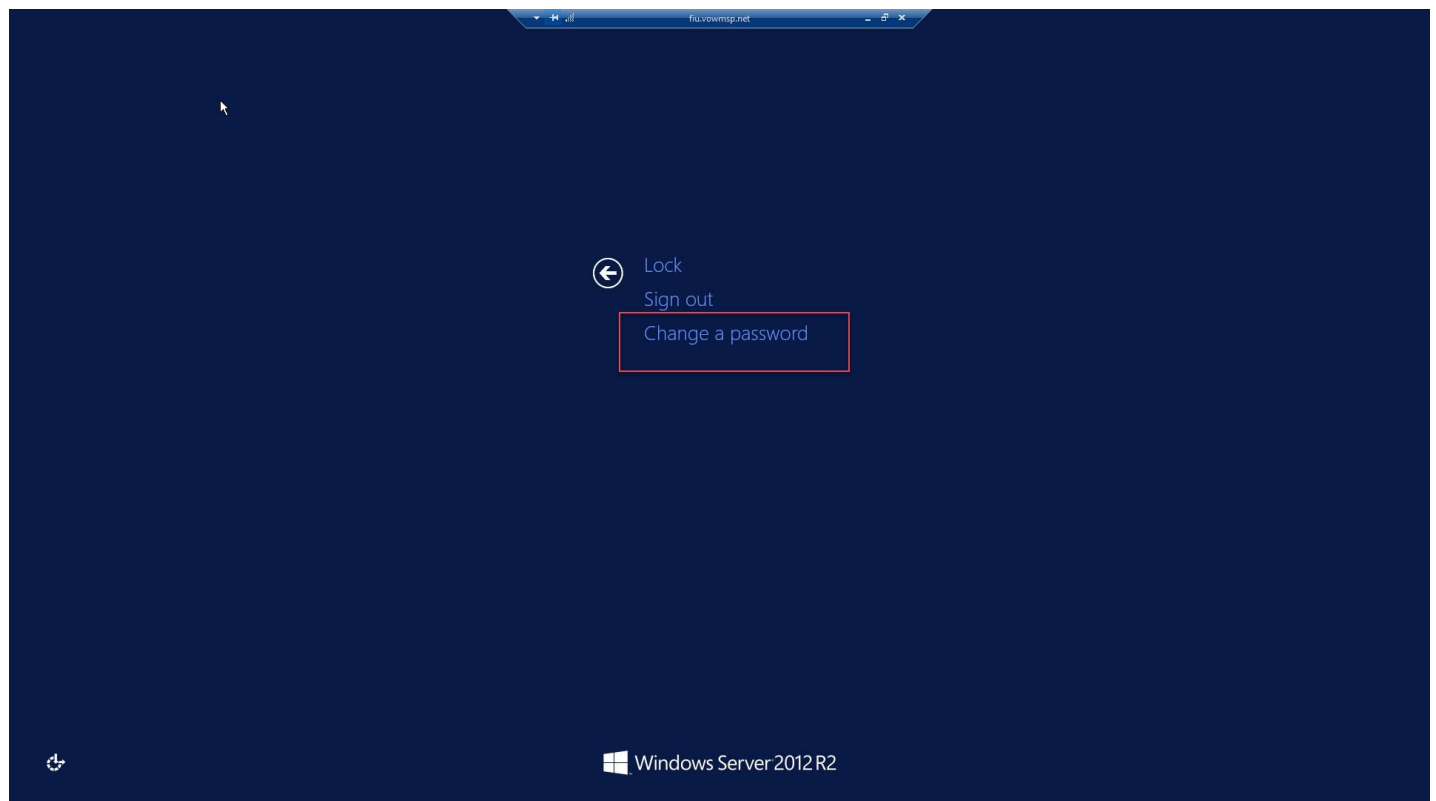


Once in the remote desktop you will need to change your temporary password, hit the following keys on your keyboard Ctrl/Alt/End. If you need to get out without changing the password, hit the Esc key on your keyboard.

If you are a **Mac user** you need to press and hold the following keys on your keyboard fn/control/option(alt)/Delete

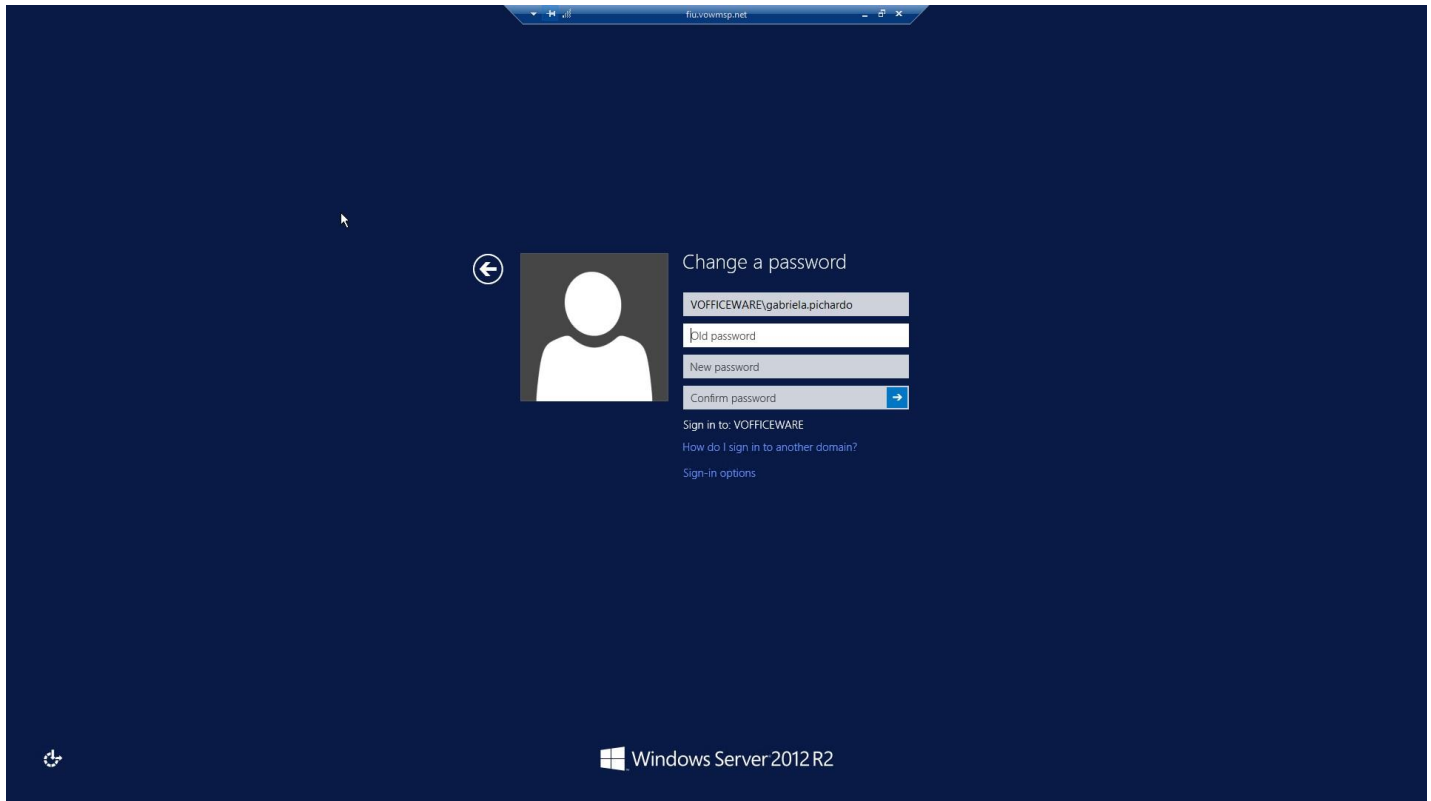


Select Change a password

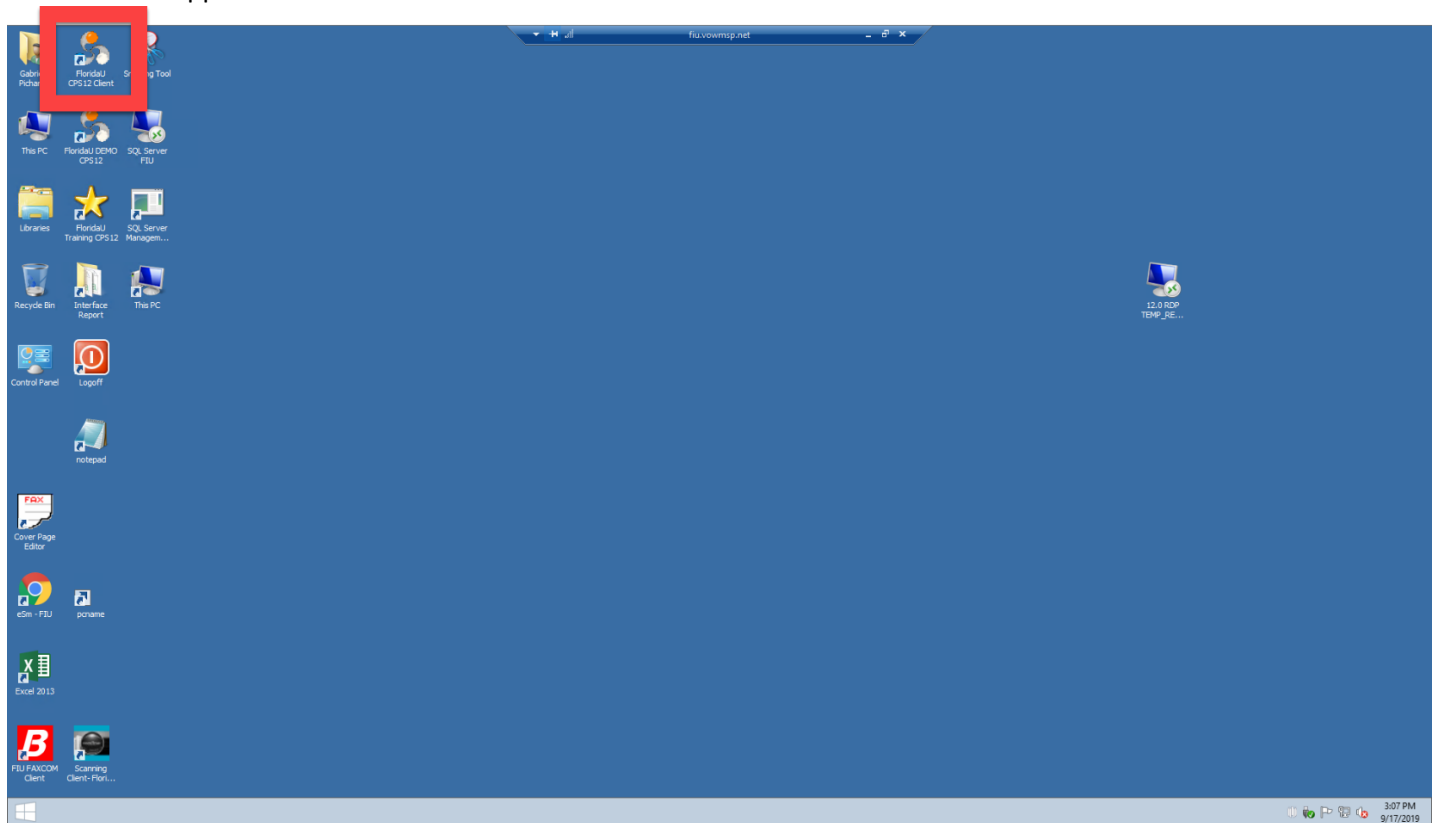


The old password is usually the temporary password or last password in use.

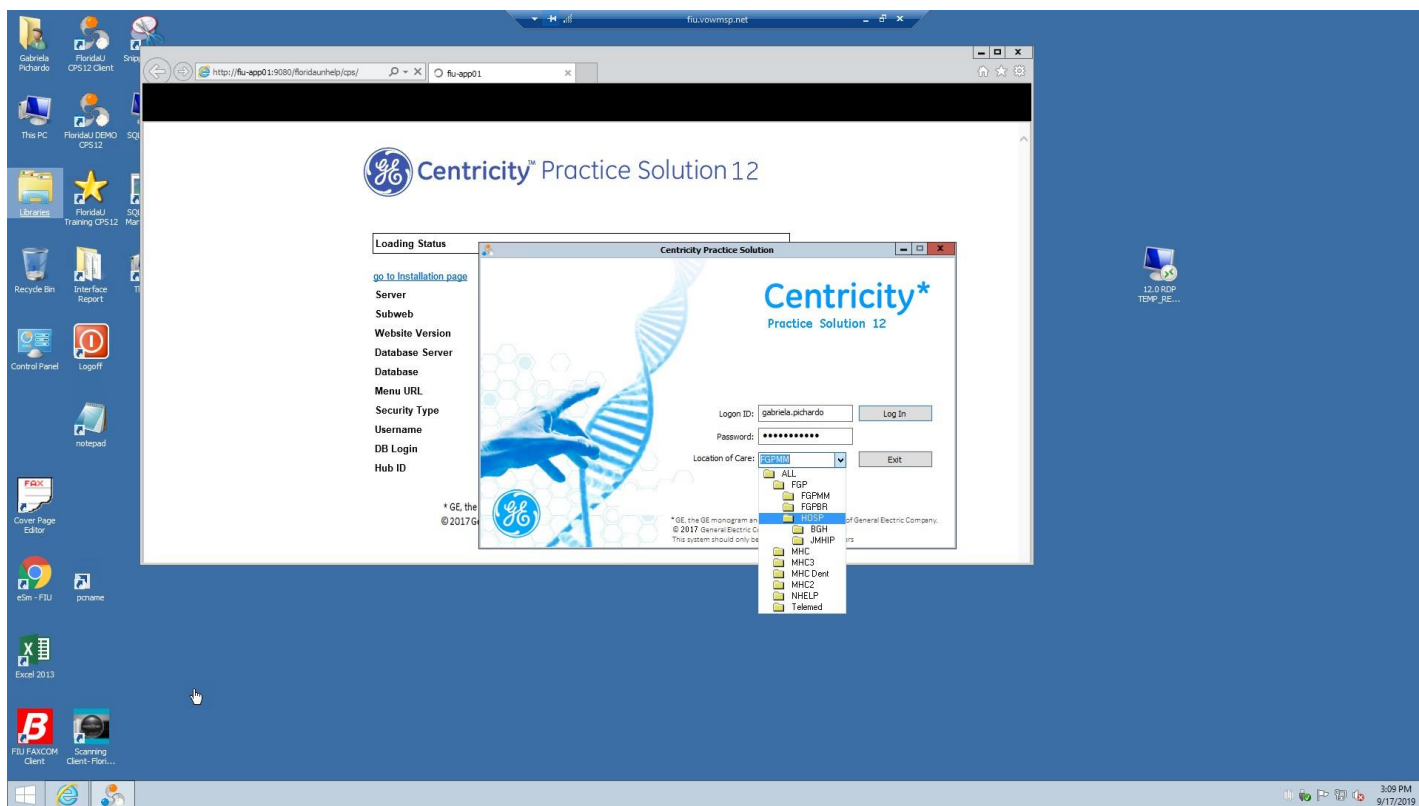
- For the new password, it will need to be at least 8 characters, letters, it should NOT include any special characters (i.e. ! @ # - , etc.). The system will remember the last 10 passwords.



To access the application click on the icon labeled FloridaU CPS12 Client



You are about to open the application, enter your user name firstname.lastname, the newly changed password and **Tab** to select the location of care, then click Log In.



FOR MAC USERS

To access the Centricity remote desktop using a MAC you will need to download the app below, and follow steps provided

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Microsoft Remote Desktop 10 4+

Work from anywhere

[Microsoft Corporation](#)

★★★★★ 2.9, 817 Ratings

Free

 **Edit PC**

PC name:

User account:

General | Display | Devices & Audio | Folders

Friendly name:

Group:

Gateway:

☒ Bypass for local addresses

☒ Reconnect if the connection is dropped

☐ Connect to an admin session

☐ Swap mouse buttons

Changing temporary password on a mac

