

**Contact:** Allina Technical Support Center, 612-262-1900 or 800-315-4085

**Date Created:** June 22, 2005

**Audience:** Excellian Web Users

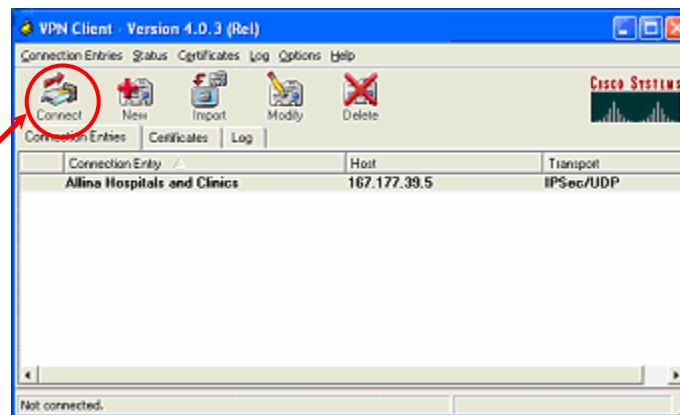
## Signing In to Excellian Web Using VPN Client

**PURPOSE:** Explain how to access and sign into Excellian Web using VPN.

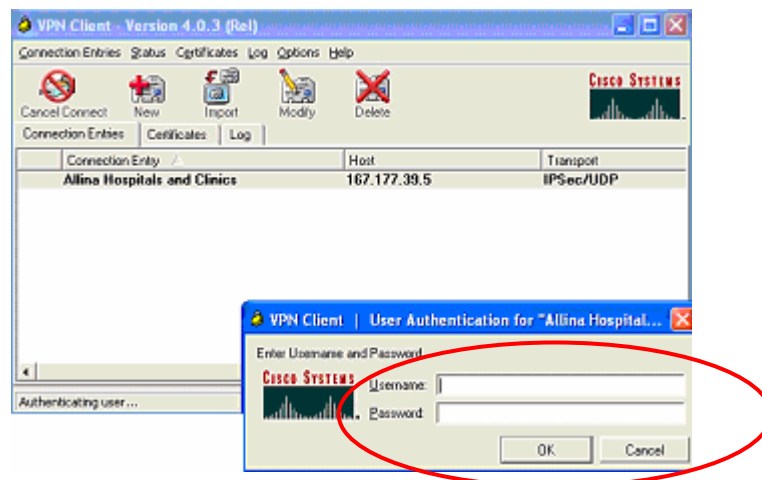
There are several different methods by which affiliated clinic staff access Excellian Web. Among these are internal Allina access, LAN to LAN, VPN Client, and RSA Token. This tip sheet covers the process for using the VPN Client.

### Steps

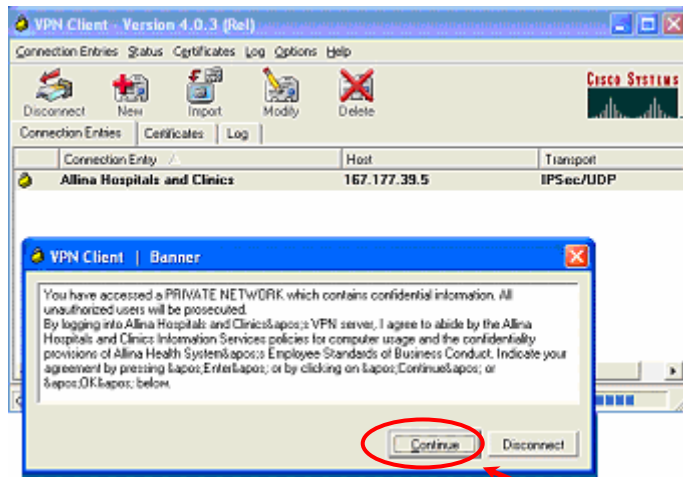
1. Open the VPN program. After opening the VPN program, a connection screen will display. Click on Connect.



2. If the Allina Login ID pulls in, confirm it is correct. If it doesn't pull in, enter your Allina Login ID. Then enter your Allina Login Password. Click OK.



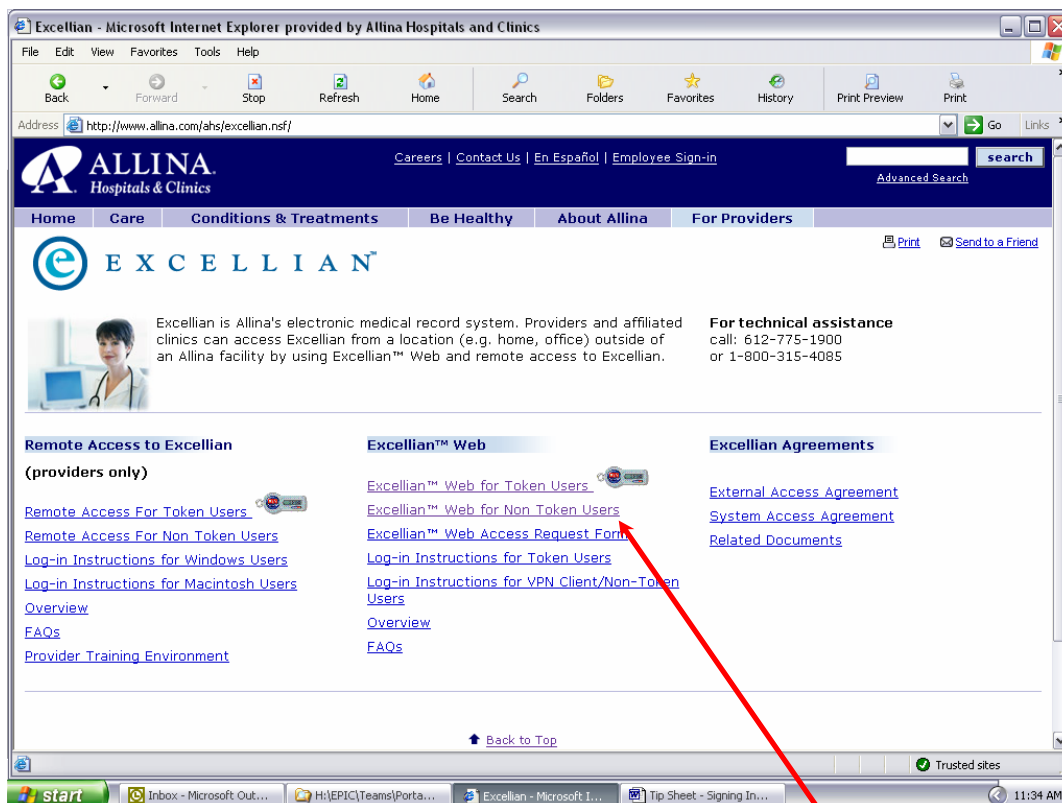
3. Click on Continue to gain access through the VPN client.



4. Now you have successfully logged into the VPN client.

### Accessing the Excellian Web site

Open the web browser on your PC (for most people this is Internet Explorer) and type in the following address: [www.allina.com/excellian](http://www.allina.com/excellian). The following screen will appear:



Click on the “Excellian Web for Non Token Users” link.

At this point, the Excellian Web Log In screen should appear.

EXCELLIAN WEB  
*One Patient. One Record.*

Allina Login ID

Allina Login Password

Log In

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For Technical Assistance call: 612-775-1900 or 1-800-315-4085

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Enter your Allina Login ID and Allina Login Password to begin using Excellian Web. Please see the “Getting Started with Excellian Web” tip sheet for more information.