

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 with an RSA Token

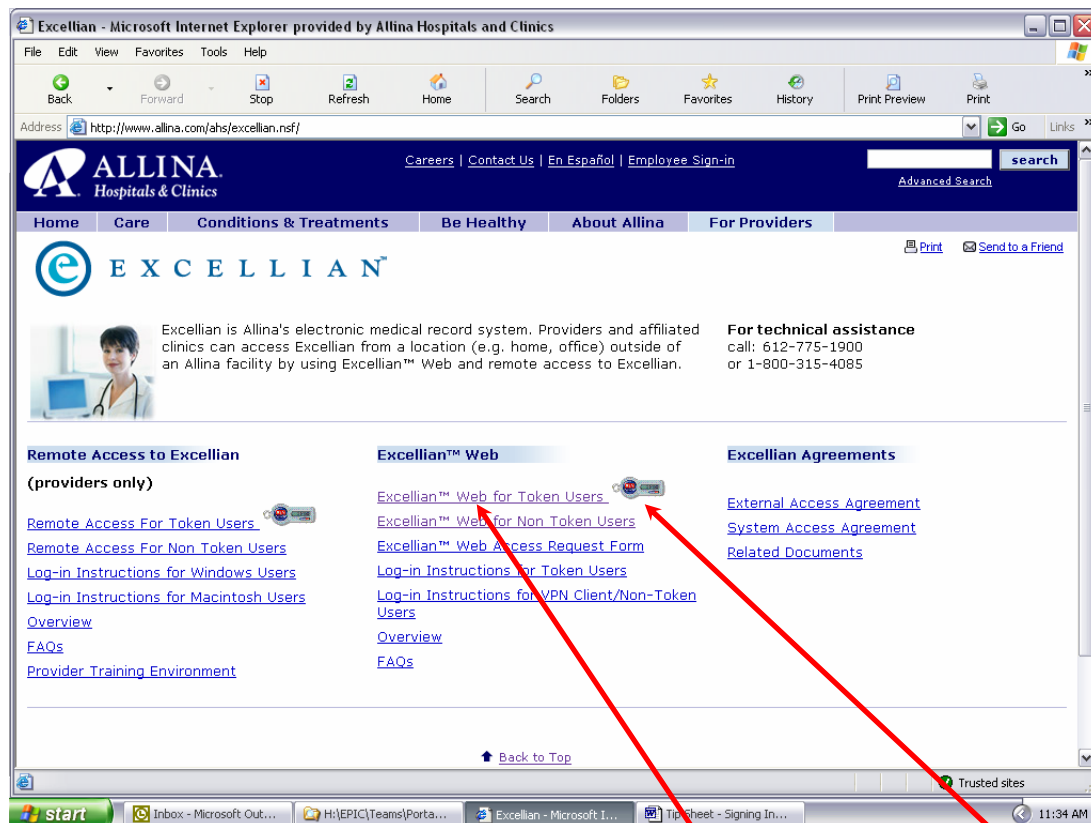
PURPOSE: Explain how to access and sign into Excellian Web using an RSA Token.

There are several different methods by which affiliated clinic staff access Excellian Web. All methods are designed to ensure that only authorized users gain access to patient information. These methods include internal Allina access, LAN to LAN, VPN Client, and RSA Token. This tip sheet covers the process for tokens, which look like this:



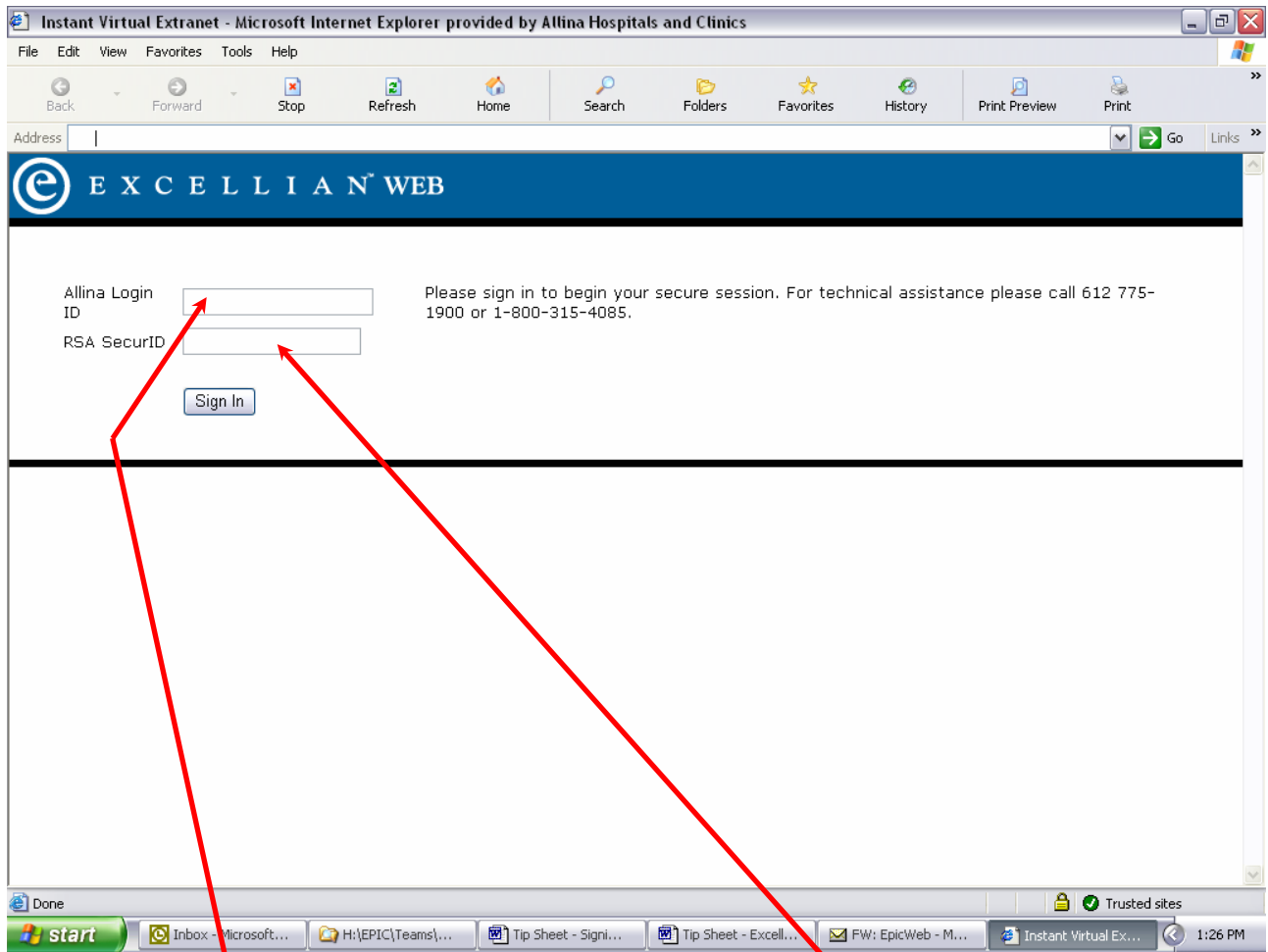
Accessing the Excellian Web website


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



Click on either the “Excellian Web for Token users” link or the picture of the token.

The following screen will appear:



Enter your Allina ID, the number displayed on your token  and click the “Sign In” button.

Please note that the number displayed on your token changes every 60 seconds. The time remaining is denoted by 6 bars to the left of the number. Every 10 seconds a bar disappears. If you're down to one or no bars, it's best to wait for the number to refresh before entering it.

Accessing Excellian Web

At this point, the Excellian Web Log In screen will 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 User ID and Password and click the Log In button to begin using Excellian Web. Please see the “Getting Started with Excellian Web” tip sheet for more information.