

Administration – Accessing WH iPM and BMM iPM



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Quick Reference Guide

This Quick Reference Guide will explain how to:

Access both Western Health (WH) iPM and Bacchus Marsh and Melton (BMM) iPM at the same time.

Definitions:

WHS iPM – Western Health instance of iPM (WH iPM).

GRD iPM – Bacchus Marsh and Melton instance of iPM (BMM iPM).

Accessing WH iPM

1. Double-click on the iPM icon on your desktop.



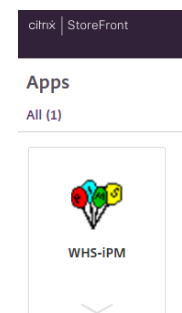
2. iPM Citrix login page is launched.
Enter your WH iPM username and password.



Handy Hint – Your WH iPM Username and Password

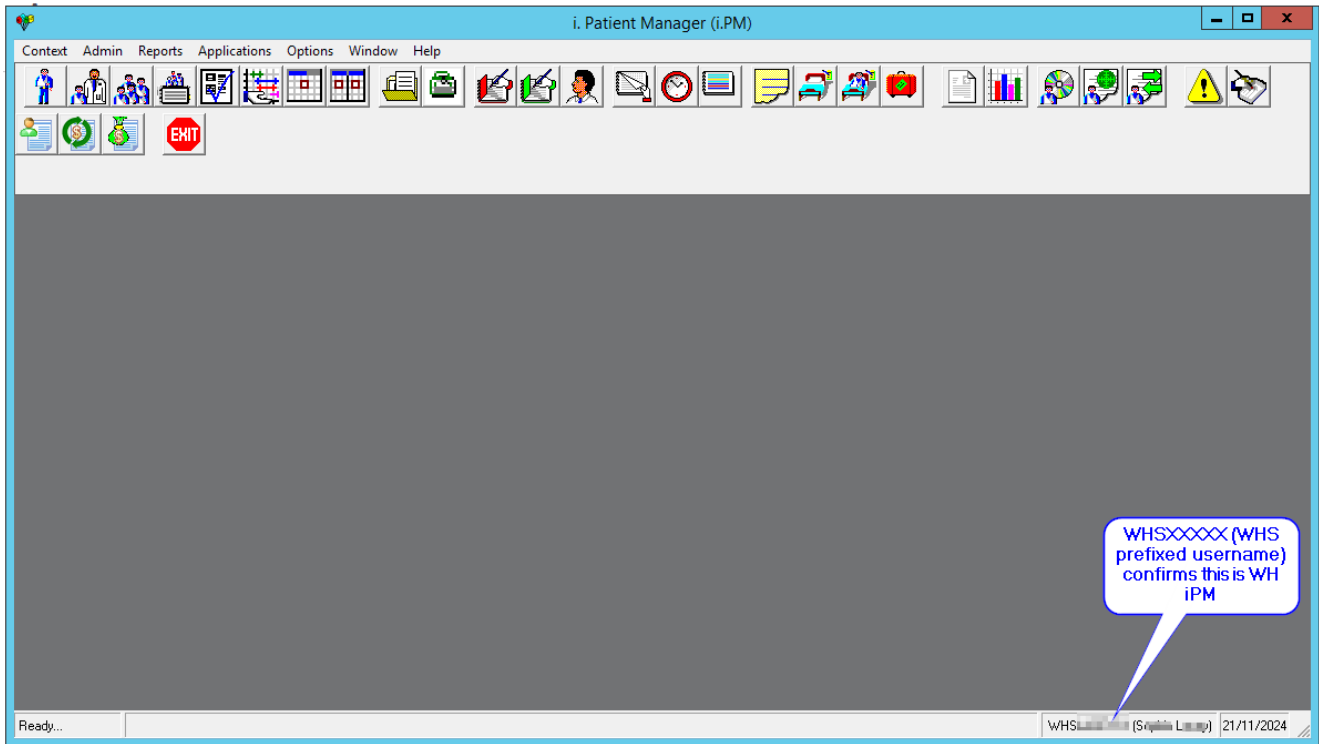
- Your WH iPM username is your WH username, prefixed with “WHS” For example, if your WH username is “XXXX”, your WH iPM username will be “WHSXXXX”
- Your Password:
 - If you already have an existing WH account, there is no change to your password.
 - For new accounts, all passwords are set to **Today123**.
You will need to change this once you log in to the system.

3. Once you are logged in, double-click on the **WHS-iPM** icon.

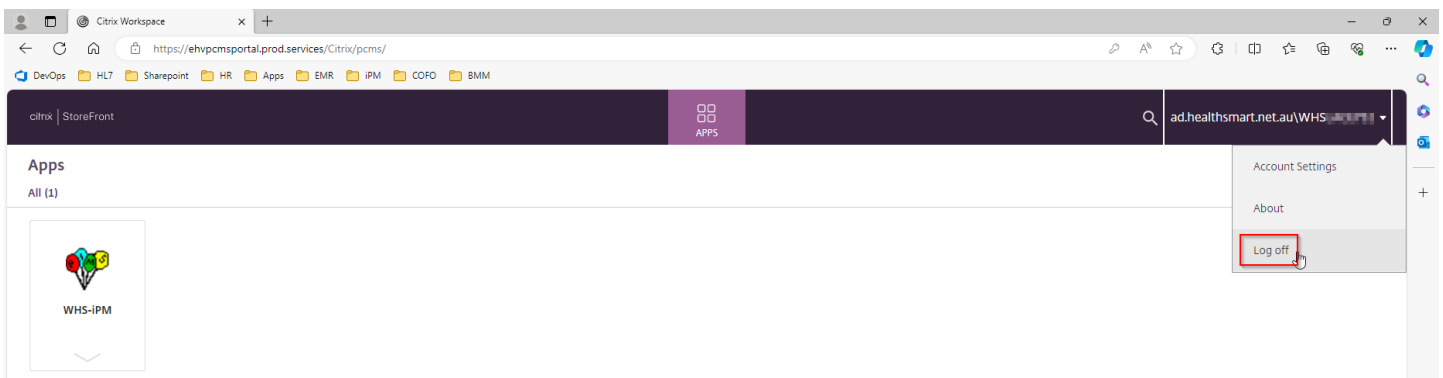




- WH iPM will launch. Your username (WHSXXX) will display at the bottom of the screen to confirm that you are on WH iPM.



- With the WH iPM session open, navigate back to iPM Citrix on your web browser.
- At the right-hand corner of the window, click on your username.
- Click **Log Off**.



- A new iPM Citrix login page is launched. Remove your WH iPM username and password from the window.





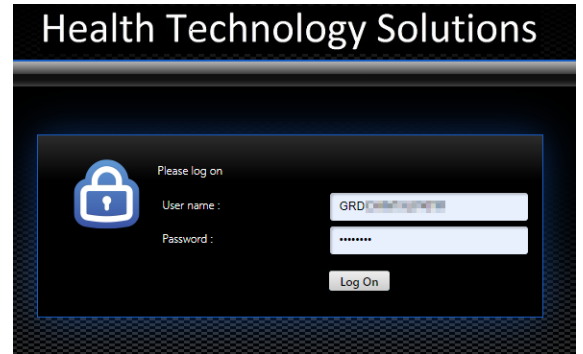
9. Enter your GRD iPM (BMM) username and password.



Your BMM iPM Username and Password

Your GRD iPM (BMM) Username is GRDXXXXXX

Your GRD iPM (BMM) Password is your existing (BMM) iPM password



10. Once you are logged in, double-click on the **GRD-iPM** icon.



GRD iPM will launch. Your username (GRDXXXX) will display at the bottom of the screen to confirm that you are on GRD iPM (BMM).

