Setting Up a Connection to UMHS VPN (Virtual Private Network)

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UMHS Clinical System Remote Access: Getting Started

Should you encounter any problems during the login process, please contact the MCIT Customer Service Help Desk at 734-936-8000.

1. Open Internet Explorer (I.E.) browser. **Note:** I.E. 10 is not currently supported.
2. Enter the website address:
   
   **https://vpn.med.umich.edu/level1**

**NOTE:** There is a several-second time delay for some steps in the following process. WAIT before clicking again.
3. If you receive this message, just click OK.

4. Type in your uniqname (ID) into the USERNAME box and your Level-1 (campus) password in the PASSWORD BOX and click the Logon button
Establish Trusted Sites

1. Locate the Tools menu on the browser toolbar. It may occur in different places, using text and/or an icon.

2. Select Tools from IE toolbar

3. From the Tools menu, Select Internet Options
4. From the Internet Options pop-up window, select the Security tab.

5. From the Security tab, select Trusted Sites, then click the Sites button.

6. The Trusted sites window will pop up.

7. Type https://vpn.med.umich.edu into the Add box.

8. Click the Add button.
9. The VPN address has been added to your trusted websites.

10. Type [https://vplaces.med.umich.edu](https://vplaces.med.umich.edu) into the Add box.

11. Click the Add button.

12. The VPLACES address has been added to your trusted websites.

13. Click the Close button.

14. You are now back on the Internet Options Security tab. Click OK.
Install Citrix VPN

1. You are back on the Level-2 VPN Portal screen. To start the Citrix install, click the Virtual Places link.

1. The Install page will open up. Click the “I agree…” box.
2. Then click the INSTALL button.
3. When the File Download pop-up window appears, click the Run button. The Citrix on-line plug-in will begin to download.

4. After the software has completed downloading, another pop-up window will appear. Click the Run button. The Citrix plugin will begin the installation.

NOTE: The appearance of the pop-up windows may vary based on the type of computer you are using.

5. An installation progress bar will display.

6. A pop-up box will display when installation has completed. Click the OK button.
Access UMHS Clinical Systems

1. Login using your uniqname (ID) and Level-2 password.
2. Click the Log On button.
Access MiChart

1. If you are in the Virtual Places Folder, click the Main link to return to the main menu.

NOTE: Allow time for the application to open.

2. Click the MiChart icon.

NOTE: Allow time for the application to open.
3. The MiChart login screen will pop up in a new window. Enter your uniqname (User ID) and level-2 password.
4. Click the login button.
5. Navigate the application as usual. Log out when done.

NOTE: Only authorized users can login to MiChart.

When your activity in the clinical application is finished, close the browser window.

The next time you enter the URL https://vpn.med.umich.edu/level1
you will be taken to the VPN Portal screen.