Agency Data Entry Instructions

To enter agency staff into the Allina Health system, you will need to begin by accessing the unique log in page found by clicking on the URL www.allinahealth.org/contingency.

You will need your assigned **Username**, **Password** and the code from the **RSA Token** to log into the page.

1. Select the link **'Sign in to database entry panel'**

You will be directed to the first of two login pages.
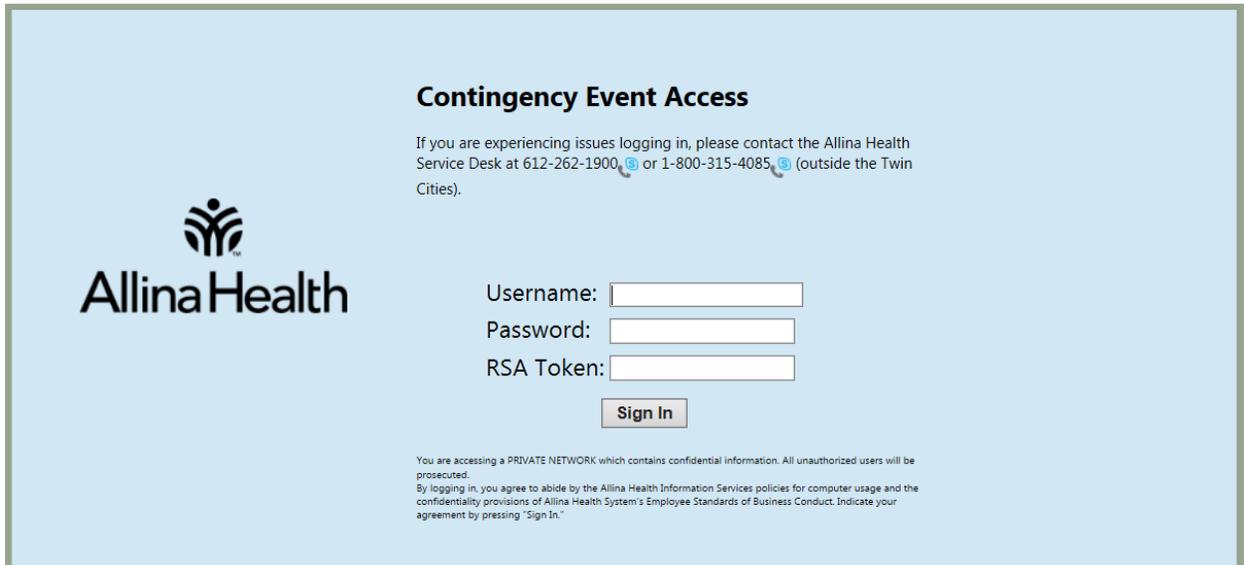
Contingency Event Access

If you are experiencing issues logging in, please contact the Allina Health
Service Desk at 612-262-1900, 📞 or 1-800-315-4085, 📞 (outside the Twin
Cities).

Username: [   ]
Password: [   ]
RSA Token: [   ]

Sign In

You are accessing a PRIVATE NETWORK which contains confidential information. All unauthorized users will be
prosecuted.
By logging in, you agree to abide by the Allina Health Information Services policies for computer usage and the
confidentiality provisions of Allina Health System's Employee Standards of Business Conduct. Indicate your
agreement by pressing "Sign In."

2. Enter your Username, Password and RSA Token code
3. Click 'Sign In'

You will be directed to the second login page.

Allina Health Login   Allina Health 🌿

Please enter your Allina Login ID and Password to Sign-In.

If you experience any issues with your login attempts - please call the Allina Health
Service Desk at 612-262-1900, 📞 press option #3.

Login ID: [   ]
Password: [   ]
Sign In

By logging into this system, I agree to abide by Allina Health
policies for computer usage.

4. Enter your Login ID (same as the Username) and Password
5. Click 'Sign In'

6. Enter the agency staff employees Social Security #, tab to move to the verification SSN field.
7. In the Verification SSN field, enter the SSN#, the press 'Enter' or 'Tab'. (The **Agency Data** section at the bottom of the page will automatically fill in)
8. In the **Agency Temp Staff Data** section, complete fields for the agency staff employee. Required fields are marked with an asterisk (*).

Enter SSN# and press Tab to move to the SSN Verification field. Pressing Enter or Tab again will activate the rest of the page.

Social Security #:
Verification SSN:

Agency Temp Staff Data

*Last Name: *First Name: Middle Name:
Cell Phone:
*Email ID:
*Job Code:

Address Line 1

Address 1:
Address 2:
City: State: Zip Code:
Agency Phone: Last Updated 04/05/2016

Cancel

9. To complete the **Job Code** field, click on the Lookup glass 🔍 next to the Job Code field to get the list of available job codes. You can sort alphabetically by clicking on the Description column

Look Up Job Code ⊠

Search by: Job Code ▾ begins with

Look Up   Cancel   Advanced Lookup

Search Results

View 100   First ◄ 1-10 of 10 ► Last

Job Code	Description
SK1001	RN Care Coord
SK1014	Medical/Surgical
SK1020	OR-Davinci/Robotics
SK1026	Peds
SK1031	Psych-Adult
SK1040	Wound
SK1094	CV Tech
SK2717	Clinical Dietitian
SK2753	Instrument Specialist
SK2789	Pharmacist

10. Click the job code that corresponds to the Description of the role that the agency staff will be assigned. _Before saving this page_ validate you have the correct job code selected. Training requirements will be based on this selection.

Enter SSN# and press Tab to move to the SSN Verification field. Pressing Enter or Tab again will activate the rest of the page.

Social Security #: [   ]

Verification SSN: [   ]

Agency Temp Staff Data

*Last Name: [   ]   *First Name: [   ]   Middle Name: [   ]

Cell Phone: [   ]

Email ID: [   ]

*Job Code: [   ]

Agency Data

Address 1: [   ]

Address 2: [   ]

City: [   ]   State: [   ]   Zip Code: [   ]

Agency Phone: [   ]

[💾 Save]

11. Click '**Save**' after completing all necessary fields. Once you click 'Save', the screen will be blank and you can now enter the next person into the system.
12. When done entering information, click '**Sign out**' in the upper right corner of the page to log out of the system.

If you start to enter information, but need to clear the screen to start over, you can click 'Cancel' and this will clear all data. Once a new Social Security # has been entered and verified, the 'Save' button will be visible.