

2024-25 D1 axiUm Training

Session 1: Tuesday, April 15th, @1-2pm on [Zoom](#)

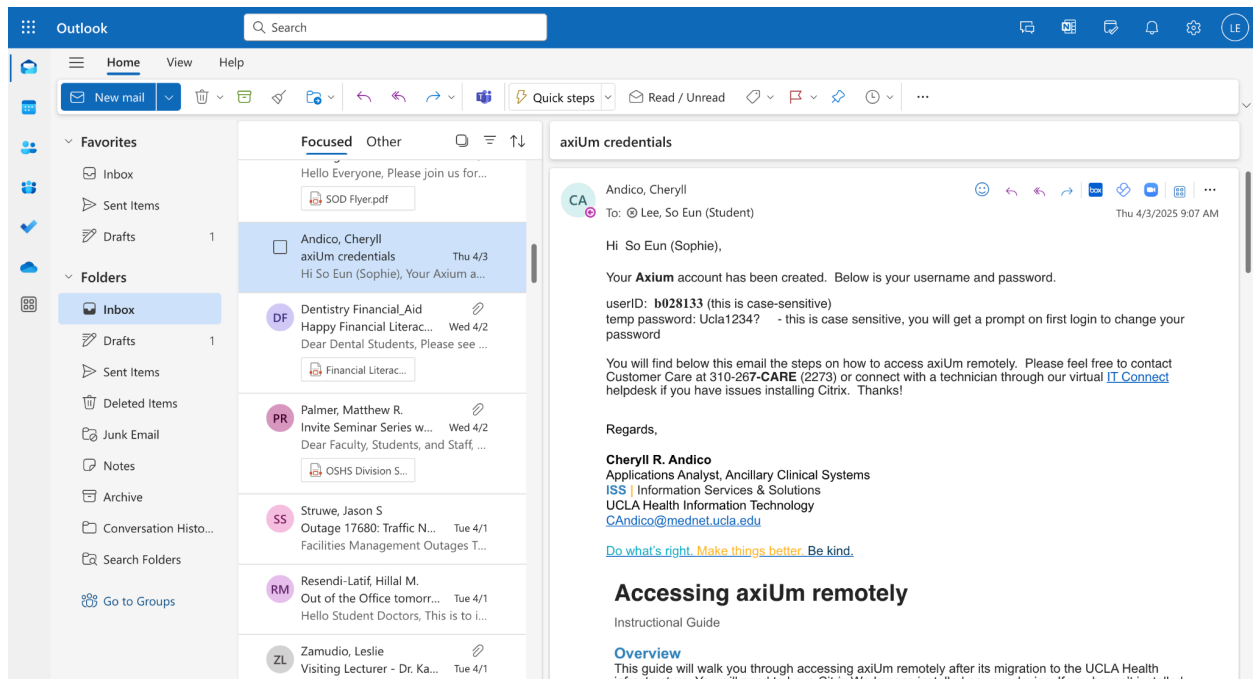
Session 2: Friday, April 18th, @1-2pm on [Zoom](#)

Session 2 Makeup: Friday, April 18th, @4-5pm on [Zoom](#)

Preparing for the Training

You should have received an email from Cheryll with your axiUm credentials and instructions on how to set up your laptop before the training (see screenshot below).

- This document follows the instructions in the email. If you're having trouble with all the different logins, hopefully this helps!
- Hold onto the axiUm credentials for now. You will first need to download all the relevant applications before being prompted to use those credentials.

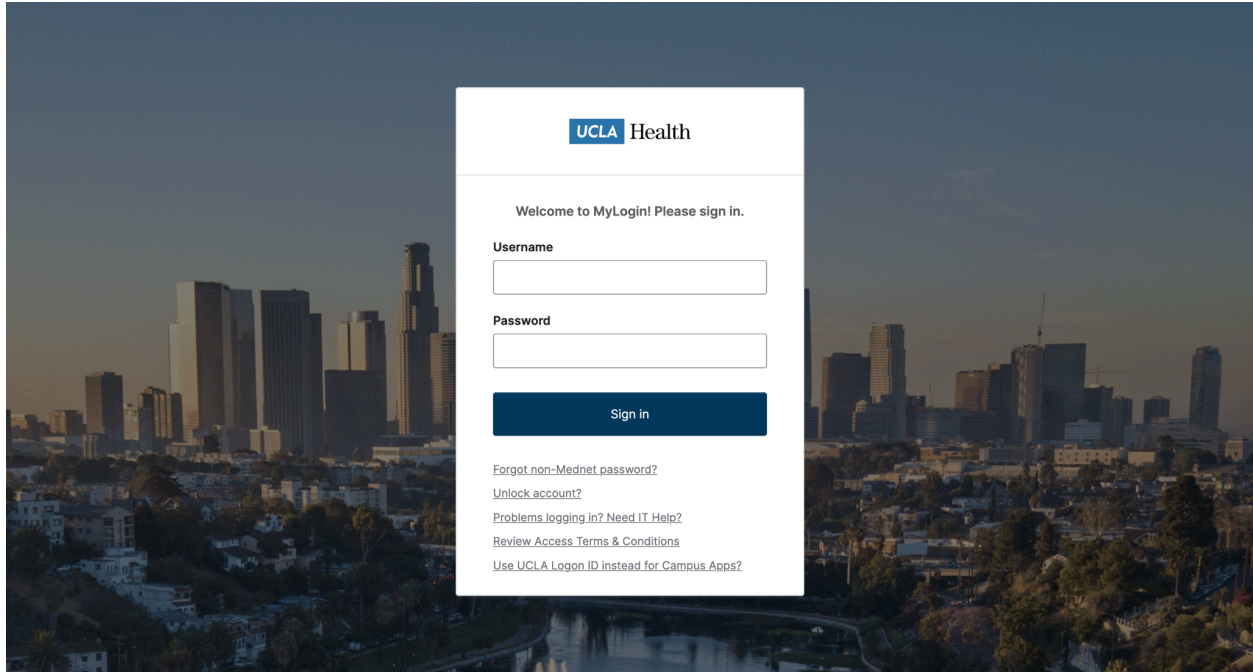


Step 1: Install Citrix (the program that runs axiUm remotely)

Mac: <https://mednet.uclahealth.org/it-files/citrix-receiver-installation-guide-mac.pdf>

Windows: <https://mednet.uclahealth.org/it-files/citrix-receiver-installation-guide-windows.pdf>

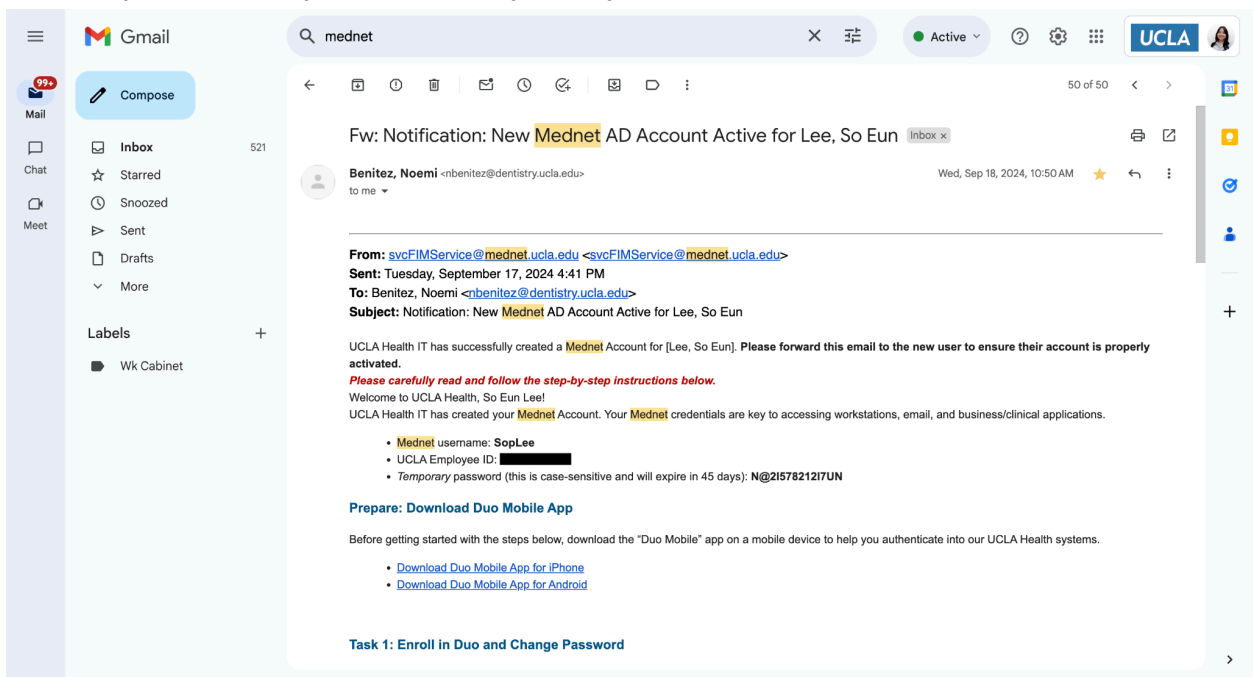
- In order to access the above links, you will need to log in to **Mednet** (see screenshot below) with the username and password you set up at the beginning of Fall Quarter, NOT your usual UCLA logon or your new axiUm credentials.



- You will be prompted to verify your identity with Duo (not pictured).
- Once you log in, you will see a pdf on your browser with instructions to install Citrix. Follow the instructions according to your computer type (Mac or Windows).

***If you are having trouble logging into Mednet (aka. you don't know your username/ password), refer back to Noemi's email in the Fall Quarter to locate your username (see screenshot below).

- If you have lost your password, you may need to contact IT to reset it.



Step 2: Access CareConnect

From your browser, go to <https://mednet.uclahealth.org/>

- You may be prompted to log into Mednet and verify with Duo again.

The screenshot shows the homepage of the mednet.uclahealth.org website. At the top, there is a navigation bar with the text "mednet | keeping U connected" and a search box. Below the navigation bar, there is a main banner area with a large image of a scale of justice and the text "UCLA Health Step by Step". To the right of the banner, there is a "Learn more" button. Below the banner, there are several sections: "Latest news", "Cheers to Peers", "Upcoming Events", and "Contact Us". There are also three columns of "Quick Links", "I Want To ...", and "Frequently Used" links. The "Frequently Used" section includes links for "CareConnect", "Access instructions | remote | local", "Search tip sheets & eLearnings", "Review updates", "Register for training", and "Request optimization".

Scroll down a little to access CareConnect remote:

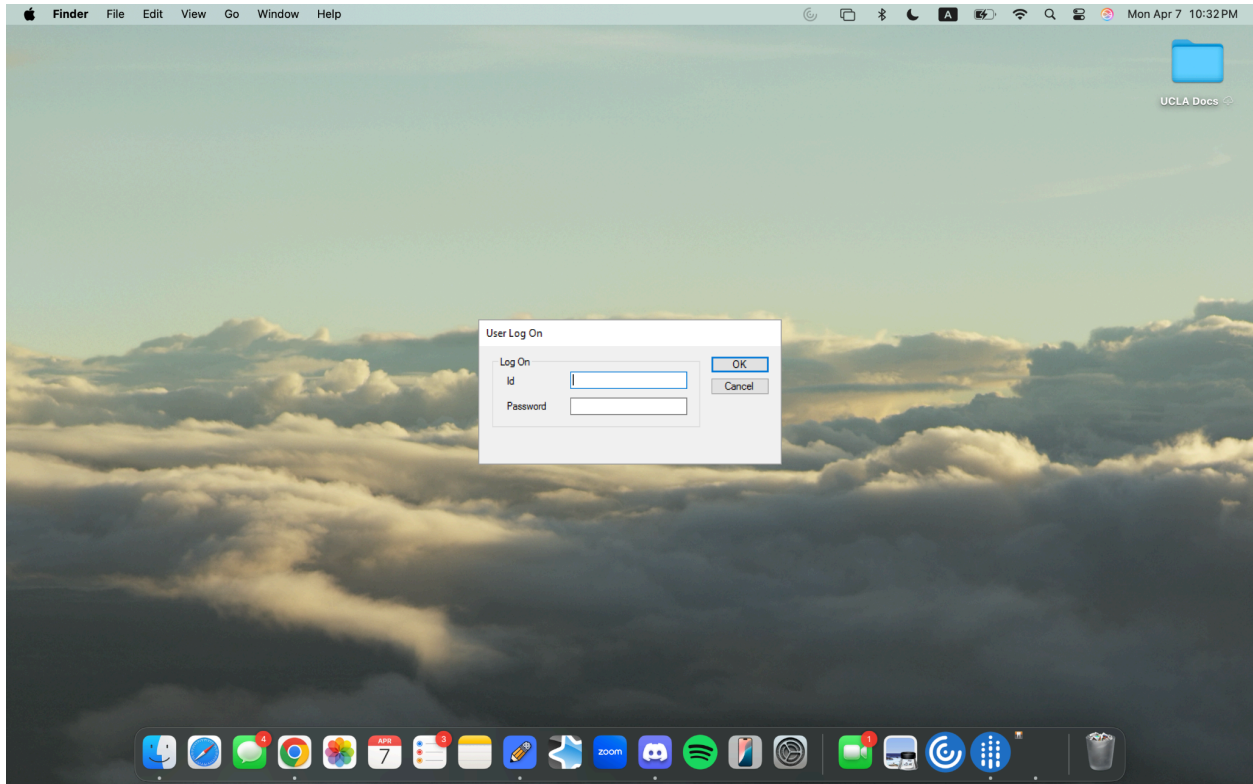
This is a close-up of the "Frequently Used" section from the previous screenshot. It shows a list of links: "CareConnect", "Access instructions | remote | local", "Search tip sheets & eLearnings", "Review updates", "Register for training", and "Request optimization". The "remote" link in the "Access instructions" text is circled in red.

You will be led to the Citrix Workspace page, where you will find the axiUm program. Click to download (do not select TRN)

The screenshot shows the Citrix Workspace page. At the top, there is a navigation bar with the text "UCLA Health" and a search box. Below the navigation bar, there is a yellow bar with the text "Apps" and "All (7)". Below the yellow bar, there are seven application tiles: "CareConnect", "CC Read Only", "Citrix - AxiUm", "Citrix - AxiUm TRN", "Hyperdrive TPLY", "Hyperspace TPLY2", and "UCLA Health System". The "Citrix - AxiUm" tile is circled in red.

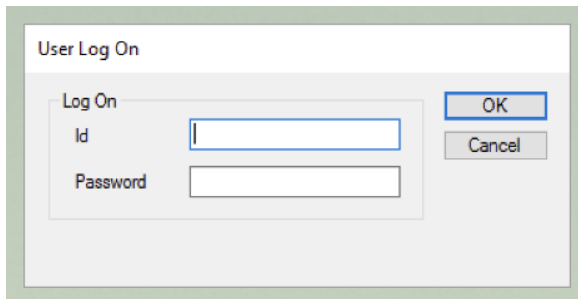
Step 3: Run axiUm

Open the program you downloaded. The tiniest logon window will open:



Input your axiUm credentials (from Step 1).

- You will be prompted to change your password, because the one that is provided in the email is temporary. Save your new password so you don't lose it!



Once you log in, click OK for all default settings. When you see the following screen, you will know that you have successfully set up your computer for the training:

