

Connect to IT Resources at VUMC

www.vumc.org/it/welcome-new-employees

Complete the actions below BEFORE your first day of work



YOUR VUMC IDENTITY

- **Claim & manage your VUMC ID & password in AccessVUMC:** <https://www.vumc.org/it/accessvumc-new-users>
 - Use your VUMC ID & password combination for access to resources like C2HR
 - Use your UPN/Preferred email address & password combination for access to Microsoft Services
 - Update your VUMC password before it expires to avoid loss of access
 - Remember: You will never be asked for your VUMC password by anyone for any reason
- **Protect your VUMC identity with Multi-Factor Authentication (MFA):** www.vumc.org/enterprisecybersecurity/mfa-vumc
 - Use Microsoft MFA to access Microsoft Services like Outlook and Teams
 - Use MobilePASS+ MFA for secure access to certain VUMC resources like AccessVUMC and C2HR.



CONNECTIVITY & ACCESS

- **Register for Microsoft Mobile Application Management** to get email on a personal device: www.vumc.org/it/mobile-setup
- **Connect to VPN** for access to some resources or when working off-campus: www.vumc.org/enterprisecybersecurity/vpn
- **Connect to Employee Wireless** when on campus: www.vumc.org/it/employee-wireless



COMMUNICATE & COLLABORATE

- VUMC uses Microsoft products and services: www.vumc.org/it/Microsoft-365-apps
- **Use Outlook Email & Calendaring:** www.vumc.org/it/email-and-calendar
 - **Access email anytime with Outlook on the Web (OWA):** <https://outlook.office.com>
 - **Choose from Sensitivity Labels** in your Outlook menu to protect content: www.vumc.org/enterprisecybersecurity/sensitivity-labels
 - **Store and share individual business files in OneDrive for Business:** www.vumc.org/it/onedrive
 - **Forward suspicious emails** to phishing@vumc.org



SET UP A WORKSTATION

- **Set up and configure a new device:** www.vumc.org/it/set-computer
- **Virtual desktops:** www.vumc.org/it/virtual-desktop



IT RESOURCES

- **Get IT assistance by** calling the VUMC IT Help Desk at 615-343-HELP (4357) or submit a ticket: <https://pegasus.vumc.org>
- **Working remotely?** www.vumc.org/it/vumc-it-guide-working-remotely

WELCOME TO YOUR NEW VUMC IT MANAGED WORKSTATION!

This checklist will help you set up and configure your new computer on your own.

- *Scan the QR Code* to the right with your phone's camera to go to VUMC IT's device setup home page or visit www.vumc.org/it/device-setup.
- *Set up your new computer with 180 days of receiving it.* New devices that do not connect to the VUMC IT system within 180 days are removed and will need to be sent back to VUMC IT for re-imaging.
- *Notice something new?* If you have had a VUMC computer in the past, you will see some differences with set-up and sign-on in comparison to your last computer.



1 Set up your workstation

1. Connect the power cord to the computer.
2. Connect peripherals (keyboard/mouse).
3. Find instructions for connecting docking station, monitors and other peripherals on pages 2 & 3 or visit [link to page when ready]

2 Power on system

1. Select region – United States – click “Yes.”
2. Validate keyboard layout – US – click “Yes.”
3. Skip second keyboard layout – click “Skip.”

3 Connect to your network

Connect to a wireless network. The network names will be different depending on your location.

1. If at VUMC, select “VUMCEmployee” and input your credentials as follows:
 - a. Username: Your @vumc.org email (i.e. first.last@vumc.org)
 - b. Password: Your VUMC ID password
2. If setting up a home office, select your home wireless network.
3. Once complete – click “Connect,” then “Next.”

4 Sign in and authenticate for the first time

You are almost there! Your computer will begin automatic configurations. It is normal for the computer to reboot during this process. Once you arrive at the “Welcome to VUMC!” screen continue with sign-in:

1. Enter your VUMC email address.
2. Enter your VUMC ID and password on the VUMC log-in page.
3. Set up Windows Hello* – Click “Set up PIN.” If you forget your PIN, recovery uses Microsoft multi-factor authentication (MFA).
4. Register for Microsoft MFA. You have a choice on how to register:
Option 1 - Mobile app: Microsoft Authenticator can be downloaded onto your personal device from the iOS App Store or Google Play Store. This does not replace the existing VUMC multi-factor app.
Option 2 - SMS/Texting: Microsoft MFA can be configured to utilize text messaging (SMS).
5. Enter a desired PIN for this device. PINs are required to be a minimum of six-digits.
6. Click “OK.”

You have now set up your new VUMC device! If you need assistance, please contact the Help Desk at 343-HELP (4357) or submit a ticket in Pegasus at <https://pegasus.vumc.org>. Make sure to include your computer's ID on the ticket, which is located on your device on a yellow sticker.



Adventure Awaits - - Let's Go!

STUCK?

Feel free to call the Help Desk at 615-343-HELP (4357) at anytime during your setup for assistance.

*Window's Hello is a new sign in method that gets you into your computer faster by using a PIN, fingerprint, or even your face, depending on the type of computer you have.

Updated May 1, 2021

WORKSTATION SETUP PAGE 2



Scan the QR Code to the right with your phone's camera to go to VUMC IT's device setup home page or visit www.vumc.org/it/device-setup.

Need to install additional applications, map a printer, or a shared network drive?

For additional help with things like mapping a printer or a network shared drive, connecting to VPN, or IT guidance for working from home, please visit:

<https://www.vumc.org/it/device-setup>.

As you authenticate to applications and systems, you may be prompted to enter credentials. If you see the prompt in Figure A, please input your VUMC ID credentials as follows:

1. Click "More Choices" (FIGURE A.1)
2. Click "Use a different account" (FIGURE A.2)
3. Input your VUMC ID as: VANDERBILT\Your VUMC ID (FIGURE A.3)
4. Input your VUMC password (FIGURE A.4)
5. Click "Remember my credentials" (FIGURE A.5)

Map a Printer

1. Type into the "Type here to search" bar in the bottom left corner of your screen or bring up the Start menu and begin typing: \\print.mc.vanderbilt.edu and select "Enter"
2. When prompted to "Enter network credentials" and enter a PIN or password for a @vumc.org account select "More choices" -> "Use a different account" (FIGURE B.2 & B.3)
3. Enter your VUMC credentials as: vanderbilt\vumcid and password.
4. Make sure to select the checkbox to "Remember my credentials" (FIGURE B.1)
5. Browse the list of printers or search by name. Double click the printer or right click and select "Connect" to install the printer.

Map a network/shared drive

To map a departmental or shared network drive or your personal network drive Also visit www.vumc.org/it/map-networkshared-drive:

1. Open Windows Explorer and select "This PC" on the left hand side (FIGURE C)
2. Either select "Map network drive" from the menu at the top or right-click "This PC" and select "Map network drive"
3. Choose a drive letter and provide the folder as: \\server\share. For example: \\drives.vumc.org\Home or \\drives.vumc.org\YourDeptCode\Shared
4. Make sure both "Reconnect at sign-in" and "Connect using different credentials" are checked, and click "Finish"
5. When prompted for a PIN or password for a @vumc.org account choose "More choices" -> "Use a different account" (FIGURE B.2 & B.3)
6. Enter VUMC credentials as: vanderbilt\vumcid and password (FIGURE A.3 & A.4)
7. Make sure to select the checkbox to "Remember my credentials" (FIGURE B.1) and click "OK"

Store and share files using OneDrive

Start storing and sharing your files now using Microsoft OneDrive. Find out how to use OneDrive or how to move all of your files to OneDrive at

<https://www.vumc.org/it/onedrive>.

FIGURE A

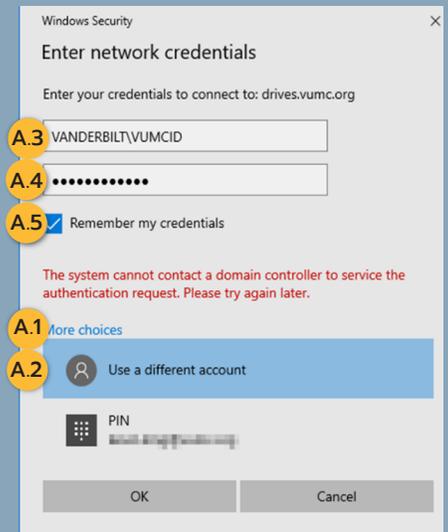


FIGURE B

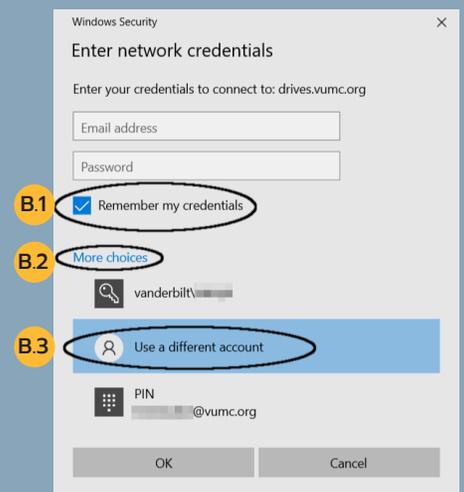
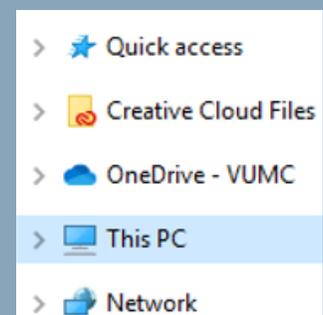


FIGURE C



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WORKSTATION SETUP PAGE 3



Scan the QR Code to the right with your phone's camera to go to VUMC IT's device setup home page or visit www.vumc.org/it/device-setup.

Set up Docking Station, Monitors, & other equipment

Docking Station

The back of your docking station will look like or similar to **FIGURE A** below.

- The docking station has a power cable with two parts (**FIGURE D**).
 - Connect the 3-Pin Dock Power Cable (**FIGURE C**) to the AC Adapter (**FIGURE D**) and plug the other end into a power outlet.
 - Connect the round barrel end of the AC Power Adapter (**FIGURE D**) to the input port (**FIGURE A.3**) on the rear of your dock.



FIGURE A
DOCKING STATION REAR

Monitors

- Each monitor has a 3-pin power cable (**FIGURE C**).
 - Plug into a power outlet and connect to the input on the rear/underside of your monitor(s) (**FIGURE B.1**).
- Each monitor has a DisplayPort Video Cable (**FIGURE E**) running to the Docking Station.
 - Connect the port to the rear of your dock (**FIGURE A.1**) and into the rear/underside of your monitor (**FIGURE B.3**).
- Some monitors also have an HDMI Video cable (**FIGURE F**).
 - Connect it into the rear/underside of the monitor (**FIGURE B.2**) and continue with laptop setup below.



FIGURE B
MONITOR UNDERSIDE

Laptop

There are two outputs you'll need to locate:

- Connect the Mini DisplayPort Video Cable (**FIGURE G**) to the USB-C connection usually located on the left side of the laptop (**FIGURE H**)
- If your monitor(s) has an HDMI cable (**FIGURE F**) plug it into the HDMI OUT port (usually on the rear of the laptop) (**FIGURE I**)

Tell us how it went

Visit the VUMC IT Relationship Management Microsoft Bookings page at <https://outlook.office365.com/owa/calendar/VUMCITConnect@vumc365.onmicrosoft.com/bookings/> and schedule some time to give us your thoughts about your experience.



FIGURE C
3-PIN POWER CABLE



FIGURE D
AC ADAPTER
W/POWER CABLE



FIGURE E
DISPLAY PORT CABLE



FIGURE F
HDMI CABLE



FIGURE G
MINI DISPLAYPORT VIDEO CABLE



FIGURE H
USB-C CONNECTION W/MINI
DISPLAYPORT CABLE



FIGURE I
HDMI PORT
(USUALLY ON
REAR OF LAPTOP)

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