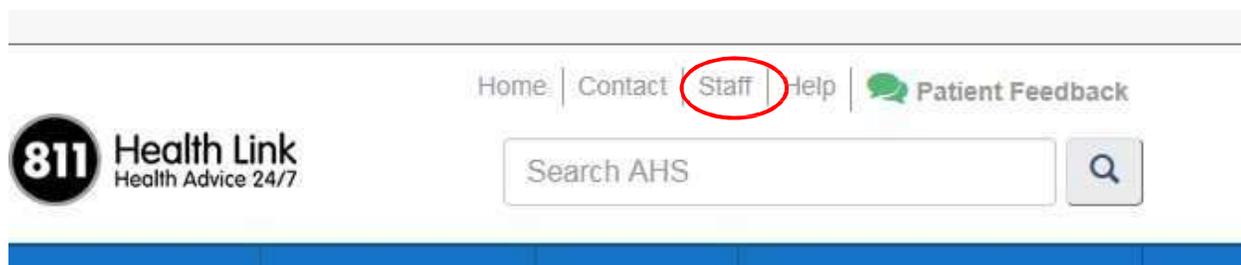# HOW TO: Log In access from a NON- AHS computer

The following instructions will guide a user to reset their AHS Windows password from the temporary one provided. Please note this will work for users with or without an AHS email address. Also, the account must be active.
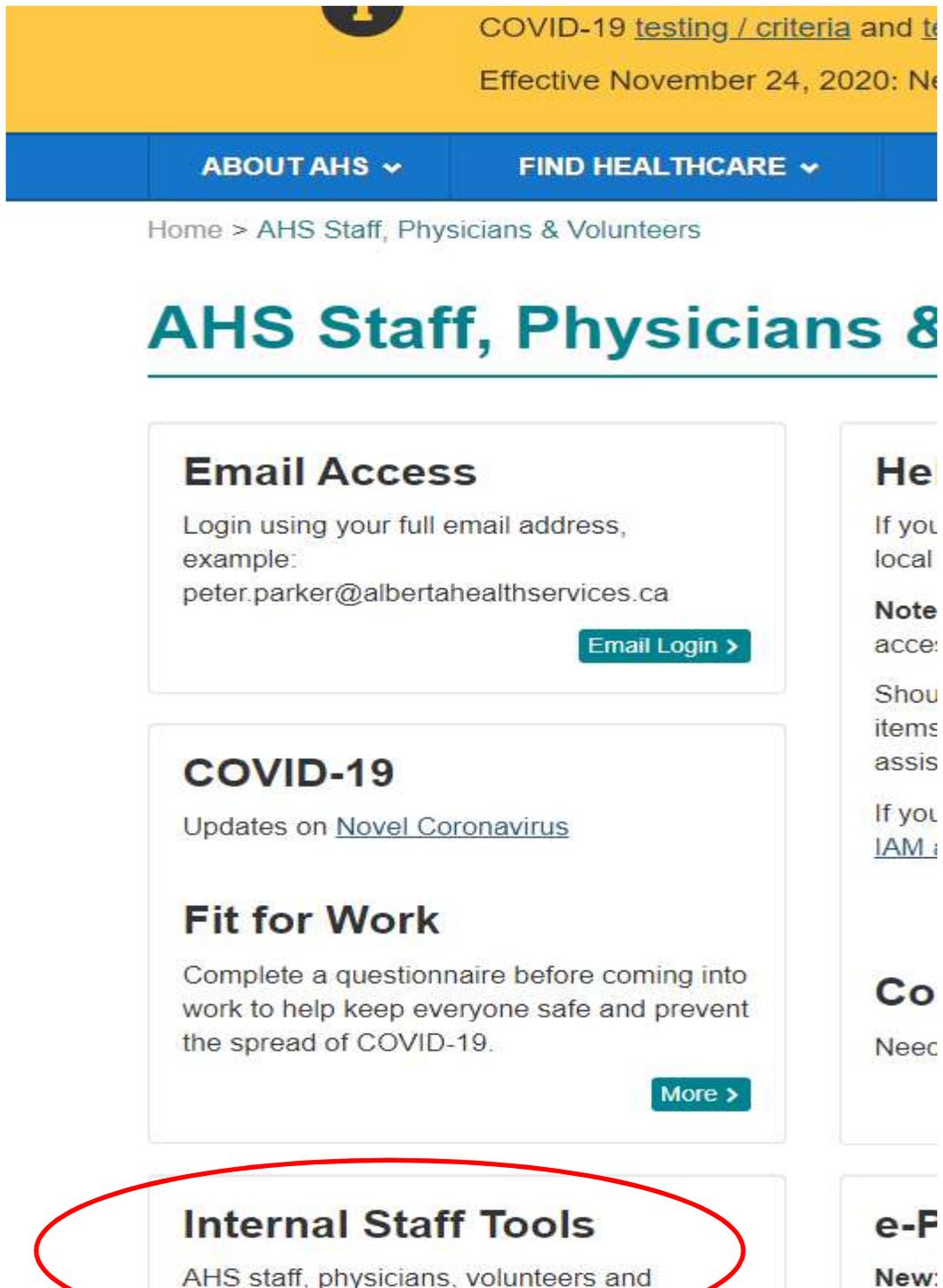
*Using your personal computer, search for ALBERTA HEALTH SERVICES WEB PAGE.

*Click on the Alberta Health Services – Official Site. Then select STAFF from the upper right hand cover of the webpage.

*Then on the next page, go to **Internal Staff Tools.**

Then select Insite (AHS Intranet). This will send you to AHS Portal, where your network or computer username & password will be asked to provide.

Internal Staff Tools

AHS staff, physicians, volunteers and approved partners can access the secure tools below **while outside the AHS network. Unauthorized access is strictly prohibited.**

- Forget Your Password?
- Insite (AHS Intranet)
- iweb (Legacy Calgary Intranet)
- MyApps (Citrix Applications)
- MyLearningLink | Resources
- MySafetyNet (Report Worker Incidents)
- Staff Directory

Healthy Albertans.
Healthy Communities.
Together.

Please login to the AHS Unified Access Portal
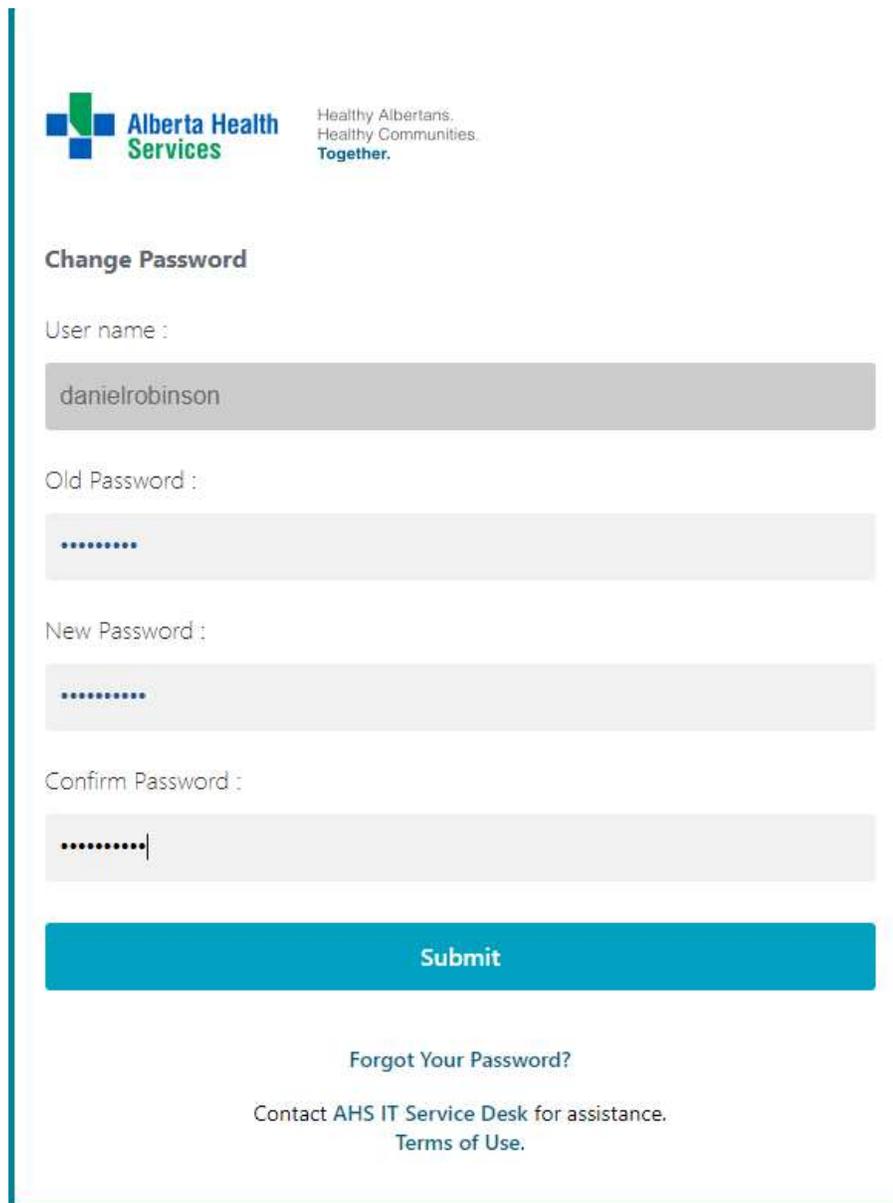
Username

danielrobinson

Password

•••••••••

Sign In

Forgot Your Password?

Contact **AHS IT Service Desk** for assistance.
Terms of Use.

Below window will appear, where you will have to re-type your temporary network password along with the new password you choose to keep. Then click submit. Please be advised that the password you have submitted will be the new password you are going to use going forward when you want to login or use an AHS computer.

***by creating a new password, some criteria must be applied. Password will have to at least 8 characters long, with some special character, number and upper case letter.

Alberta Health Services

Healthy Albertans.
Healthy Communities.
Together.

Change Password

User name :

danielrobinson

Old Password :

•••••••••

New Password :

•••••••••

Confirm Password :

••••••••••

Submit

Forgot Your Password?

Contact AHS IT Service Desk for assistance.
Terms of Use.