Single SignOn Instructions

The One Sign Self-Service Portal is a web tool that allows you to enroll or update your self-service profile and reset your primary password.

**Step 1 – Enroll into Password Management**

1. Click on My Apps on the top right of the MOLLI home page.
2. Scroll down to the bottom of the page and click on Enroll/Update Profile on the bottom right hand side of the screen.
3. Self-Service Portal will initiate.
4. Enter your Student Cerner ID and default password (default password is the first initial of first and last name, last four digits of SS# and the character “$$” – i.e. jk4267$$).
5. You will be presented with 3 questions. The first question asks for the first four digits of your SS#.
6. You will choose the second and third questions as part of your password profile. These questions are established so that if you forget your password, you can answer these unique questions in order to reset your password.
7. After typing in your response to the third question, click next, the final screen returns showing successful enrollment.
8. Click OK to end the session.
9. If prompted, click Yes to close the window.

Now that you have established your Password Management Profile – It is very important to RESET your password NOW.

**Step 2 – Reset your password**

1. Click on My Apps.
2. The Password Management section is located on the right hand side of the screen.
3. Click on RESET PASSWORD.
4. Screen returns with Self-Service Portal.
5. Enter your Student Cerner ID and click next.
6. Answer questions 1 and 2.
7. In the new password field, enter a password using these Password Requirements:
   o Minimum length of password is 8 characters.
   o Password is CASE – SENSITIVE.
   o Password cannot include any part of your name or Cerner ID.
   o All new passwords must contain at least three of the following:
     • Number
     • Upper-case letter
     • Lower-case letter
     • At least one special character (i.e. *; & ;?;!)

**Step 3 – Login to My Apps using your username and password**

1. To access oneChart click on “My Apps.”
2. The My Apps login screen returns.
3. Enter your Cerner ID and your NEW password that you established in Step 2.
4. Select the PowerChart icon.

**Logging out of Citrix**

1. After exiting OneChart, click the Log Out / Off button on the My Apps page each and every time. This will prevent others from logging in under your ID.
2. Click the white-gray Log Off button to log out from My Apps.