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DOCUMENT NUMBER:	SCPMG QMS - 0013

DOCUMENT TITLE:	QuickStart Guide for View Only Level Access

DOCUMENT NOTES:	Job aid

LOCATION: SCPMG-rel		**VERSION:** 3	
DOC TYPE: Quality Mgmt System		**STATUS:** Release	

EFFECTIVE DATE: 14 Aug 2016	**NEXT REVIEW DATE:** 14 Aug 2018
RELEASE DATE: 14 Aug 2016	**EXPIRATION DATE:**

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SCPMG Laboratory Systems
Electronic Document Management System

QuickStart Guide for View Only Level Access

PORTAL & DOCUMENTS

1. How do I Log In and Log Out of MasterControl?

Logging In:

a. Open Internet Explorer, then open **MasterControl Portal** login page by clicking the appropriate bookmark in the **Favorites** menu or in **LabNet**:

https://kpscalv11.mastercontrol.com/MasterControl/login/

First-time login: User ID is **NUID** (e.g., **G837569**), and
Password is **NUID + 1** (e.g., **G8375691**)

Note: *Your Login Password is the same as your E-Signature*

b. In the **User ID** field, type in your **NUID**.

c. Type in your login password in the **Login Password Field**, then click **Login** (remember: passwords are case-sensitive).

Note: *If you have forgotten your password, click on **Forgot your password?** link. Security questions must be defined in MC prior to using this feature. See Item 2 below for more information.*

Logging Out:

a. The **Log Out** link appears in the upper right hand corner of the screen next to your name.

b. Click on the link to exit out of MasterControl.

2. How do I Set up My Security Questions?

a. In the **My MasterControl** section on the left of the screen, place cursor over **My Settings**.

b. Click on **Security Questions**.

c. Answer at least three of the eight questions.

d. Click on **Save**.

Note: *MasterControl will prompt you to setup your security questions upon initial login.*

3. How do I Change My Password or e-Signature?

a. In the **My MasterControl** section on the left of the screen, place cursor over **My Settings**.

b. Click on **Change Passwords**.

c. Enter your **Current Login Password**.

d. Enter your **New Login Password** (must be new, have at least 4 characters, 1 letter, and 1 number).

e. Re-enter **New Login Password** for confirmation.

f. Click on **Save**.

4. What do I do if I Forget My Password?

a. From the login screen, click on **Forgot your password?**

b. The system will ask you for your **User ID** and **E-mail Address** – enter them and click **Submit**.

c. The system will then ask you to answer one of the security questions you defined for identity verification.

d. You will be e-mailed a new one-time use password and when logging in using it, you will be prompted to change your password.

5. How do I Find and View a Document?

a. In the **My MasterControl** section on the left of the screen, click on **My Organizers**.

b. From the **My Organizers** window, click on the name of the **Organizer** you would like to expand.

c. Continue to expand each sub-folder until you find the document you would like to view.

d. Click on the document name to view the document.

6. How do I Print a Document from MasterControl?

a. When the coversheet of the document appears on screen, click on the **printer icon**.

b. Select the printer you wish to use, select the page(s) you wish to print, and click **OK**.

Note: *Each printed page will contain an expiration date and time at the top of the page (see example below), and the print date, print time, and NUID of the person who generated the print (see example below).*

This copy expires on 14 Apr 2012 at 04:35:00 pm.
Printed on: 12 Apr 2012, 04:35:16 pm; Printed by: K203329.

7. How do I Log Out from MasterControl?

a. The **Log Out** link appears in the upper right hand corner of the screen next to your name.

b. Click on the link to exit out of MasterControl.

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