



**TRAINING UPDATE**

**Lab Location:** All Sites  
**Department:** All Technical Departments

**Date Distributed:** 031424  
**Due Date:** 033024  
**Implementation:** **040124**

**DESCRIPTION OF PROCEDURE REVISION**

<b>Name of procedure:</b>
MediaLab Single Sign On (We are in the process of updating the SOP)
<b>Description of change(s):</b>
<p><b>The General AHC log on will be disabled April 1, 2024. All users must use Single Sign on.</b></p> <p>How to verify ability to use Single Sign On:</p> <ol style="list-style-type: none"> <li>1. Click on the link below, for MediaLab Single Sign On (you may have to right click on the link and chose “open hyperlink”</li> </ol> <p><a href="https://www.medialabinc.net/sso/adventisthc.aspx">https://www.medialabinc.net/sso/adventisthc.aspx</a></p> <ol style="list-style-type: none"> <li>2. If you are logged onto the AHC computer using your AHC email, this link should take you directly to MediaLab.</li> <li>3. Once you successfully log in, save the link, as a shortcut, to your desk top.</li> </ol> <p><b>How to save the link as a short cut:</b></p> <ol style="list-style-type: none"> <li>1. Right click on the link above and <b>copy</b> the hyperlink</li> <li>2. Go to your desk top <b>and</b> right click again</li> <li>3. Go to “<b>NEW</b>” and open the drop down list</li> <li>4. Select “<b>Short Cut</b>” from the drop down list. A dialog box will open.</li> <li>5. Right click in the box and select <b>Paste</b> (this will be the link you previously copied)</li> <li>6. Select <b>NEXT</b></li> <li>7. In the dialog box, type the name of your short cut: “Media Lab SSO”</li> <li>8. Select “<b>FINISH</b>”</li> <li>9. You have now created the shortcut you will use to log on to MediaLab from now on.</li> <li>10. <b><u>If you are unable to log on or get an error</u></b>, please contact Demetra Collier  <b><u>THIS MUST BE COMPLETED BEFORE April 1<sup>st</sup></u></b> so that you do not lose access to Media Lab.</li> </ol> <p>If you have any questions please email Demetra Collier at the email above if you lead tech or supervisor is unable to help you.</p> <p>CONTACT: Demetra Collier <a href="mailto:Demetra.J.Collier@questdiagnostics.com">Demetra.J.Collier@questdiagnostics.com</a> or 301-706-3858.</p>

**Document your compliance with this training update by taking the quiz in the MTS system.**