



Charting Your Future at INTEGRIS

WELCOME TO INTEGRIS:

Congratulations on transitioning to INTEGRIS. We are pleased you have joined our team and that you will be putting your knowledge, skills and talent to great use in service to making a difference for our patients and our community. We look forward to an engaging, rewarding and professional relationship.

EMPLOYEE & MANAGER NOTICE:

New Employee Orientation is designed to assist new employees by providing knowledge of the INTEGRIS policies and practices necessary to be successful. Please follow the instructions on how to access the online *Charting Your Future at INTEGRIS* curriculum and complete prior to the following deadline: **October 30, 2018.**

New Employee – Please setup and login to HRanytime (**page 2-step 1**) as a **First Time User** to begin the modules contained within the curriculum. If you are a rehire, you can call HR Customer service to have your account reset as a First Time User.

Note: There may be additional modules assigned to you, per regulatory agencies, based on your job title. It is your responsibility to check HRanytime to ensure you are within compliance.

REQUIRED NEW EMPLOYEE ORIENTATION ONLINE CURRICULUM:

- New Employee Orientation Charting Your Future at INTEGRIS 2018**(clinical or non-clinical)

HAVE QUESTIONS OR EXPERIENCING DIFFICULTY LOGGING IN TO HRanytime?

Call HR Customer Service at 405.949.4045 or 888.546.8347 or email at HRCustomerService@integrisok.com

EXPERIENCING DIFFICULTY LOGGING IN TO THE INTEGRIS Network?

Call the IT Help Desk at 405.949.4086 or 866.609.4357

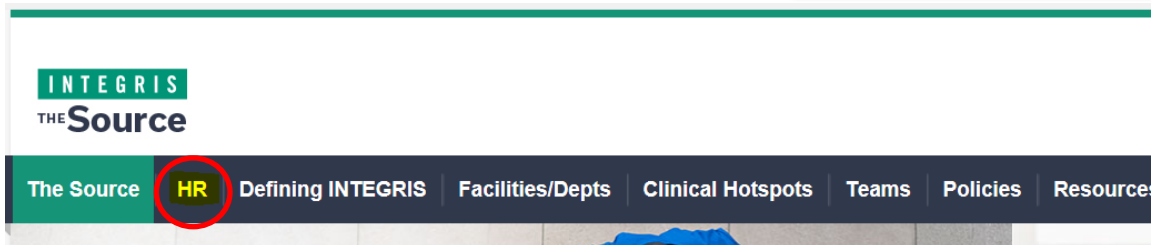
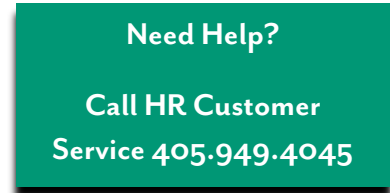
Logging in to HRanytime

TO LOGIN TO HRanytime FROM AN INTEGRIS COMPUTER:

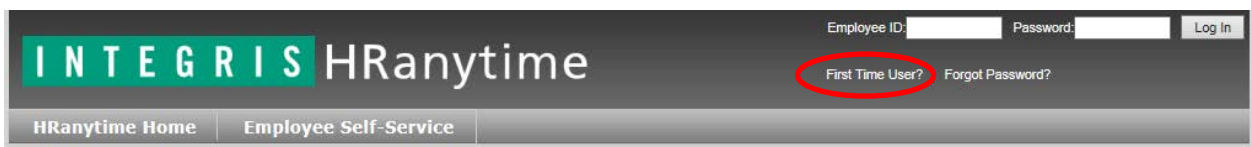
- 1) Access The Source from any network computer by launching the intranet. Click on the Internet Explorer icon.



Click on **HR** in the menu bar near the top of the page.



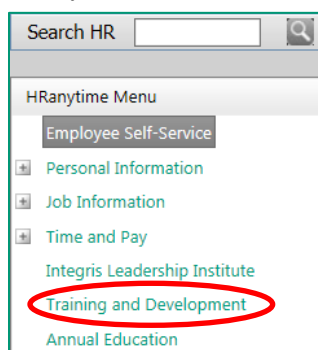
- 2) Setup HRanytime account by clicking **First Time User?**



- 3) Complete the HRanytime access form by following instructions and clicking **Continue**.

Complete the form below to set up your HR Self-Service password	
Employee Number:	<input type="text"/> <small>Enter your 9-digit employee number</small>
Social Security Number:	<input type="text"/> <small>Enter your Social Security Number (example: 000-00-0000)</small>
Date of Birth:	<input type="text"/> <small>Enter your Date of Birth (example: 01/01/1950)</small>
Password:	<input type="password"/> <small>Password MUST be at least 8 characters and contain at least one numeric value.</small>
Re-enter Password:	<input type="password"/>
Security Question:	<input type="text" value="Favorite pet's name"/> <small>Select a security question that you will be asked in the event you need to reset your password.</small>
Security Answer:	<input type="text"/> <small>Type in the answer to security questions you entered above.</small>
<input type="button" value="Continue"/>	

- 4) From HRanytime, click on **Training and Development** in the left-side menu.



Logging in to HRanytime

- 5) From your **To-Do** list, click **Start** directly to the right of **New Employee Orientation Charting Your Future at INTEGRIS**.

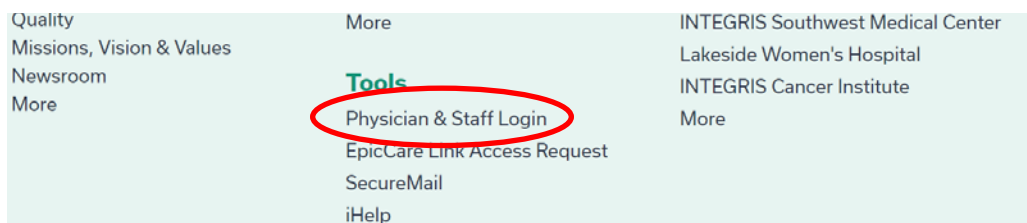


NOTE: You are required to complete each online module within this curriculum and all others as required by job title that will also appear in your To Do List.

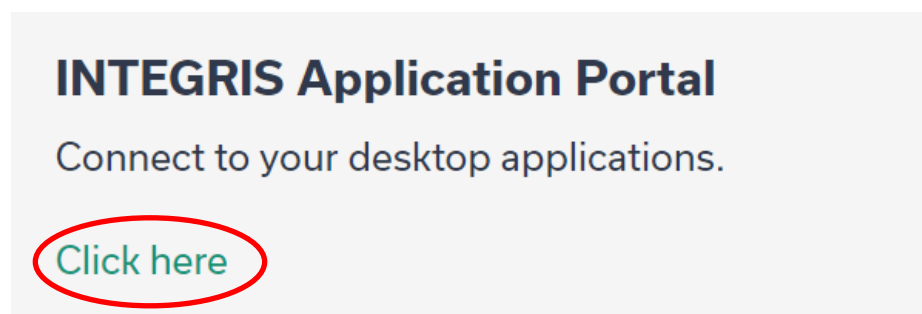
TO LOGIN TO HRanytime FROM OUTSIDE OF INTEGRIS:

Note: In order to login and access the New Employee Orientation Curriculum from home or anywhere else outside of INTEGRIS, **you must first have your supervisor's approval**. Your time working on the curriculum must be paid, so follow your supervisor's direction to have your time recorded.

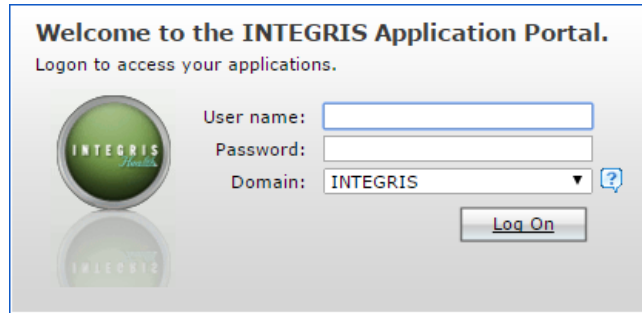
- 1) Using Internet Explorer – Got to the INTEGRIS public webpage at www.integrisk.com
- 2) Scroll to the bottom of the page and click on PHYSICIAN/STAFF LOGIN



- 3) Click on the INTEGRIS Application Portal



4) Enter your User Name and Password (provided by your supervisor or obtained by calling 405.949.4086 or 866.609.4357). Once entered, you will be asked to change your password.



The screenshot shows the login page for the INTEGRIS Application Portal. It features a green circular logo with the text 'INTEGRIS Health' on the left. To the right, there are three input fields: 'User name:', 'Password:', and 'Domain:'. The 'Domain:' field is set to 'INTEGRIS'. Below these fields is a 'Log On' button. The page title is 'Welcome to the INTEGRIS Application Portal.' and the subtitle is 'Logon to access your applications.'

5) Select the HRAnytime icon



6) Follow the same steps as in “Step 3: Setup HR Self Service account by clicking **First Time User?**”

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