

MHA client*connect*

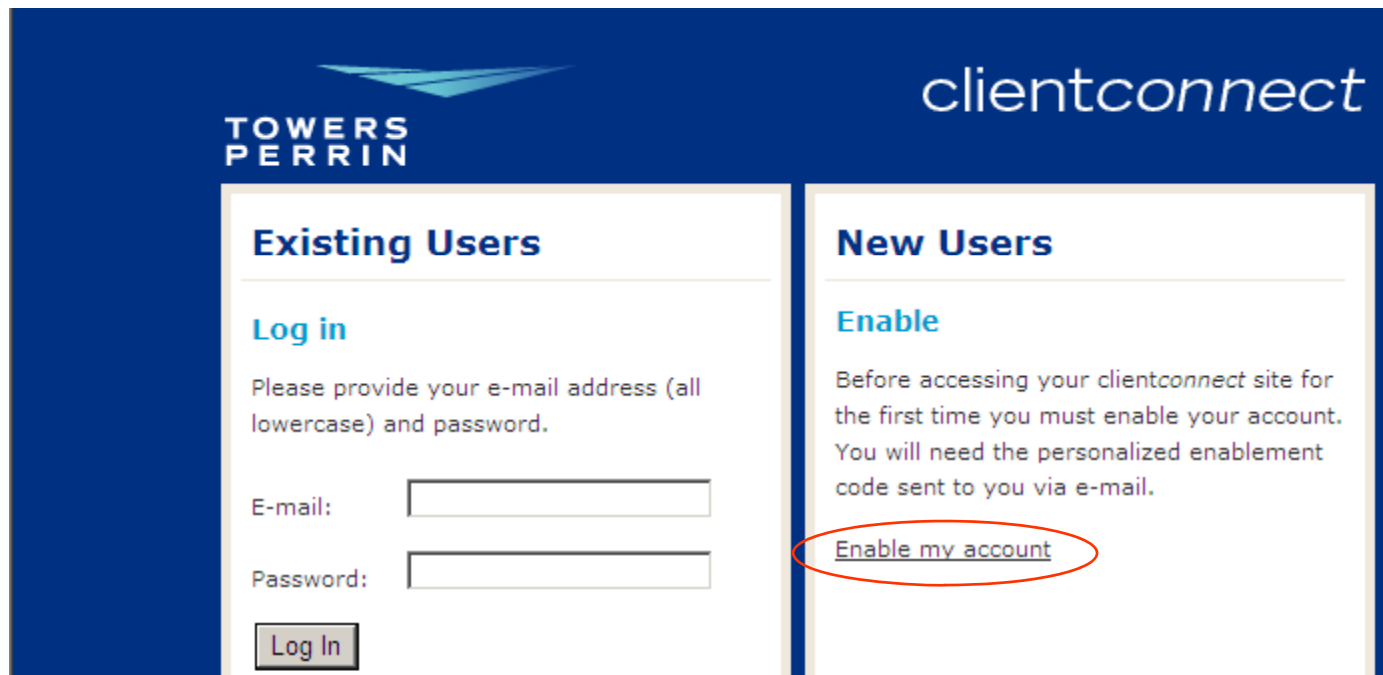
Step-by-step user guide for selected actions

Covered in this document

- Signing on to *clientconnect*
- Accessing the Project Center
- Uploading files in the Project Center

Signing on to *clientconnect*

- You will receive an email from the MHA inviting you to join *clientconnect*
 - This email will contain a Self Enablement Code necessary to enable your account
 - The email will also contain a link to *clientconnect*
- The first time you arrive to the site click the “Enable my account” link at right
- Subsequent visits use the log-in information at left



The screenshot shows the *clientconnect* login and enablement interface. The header features the Towers Perrin logo on the left and the *clientconnect* logo on the right. The interface is divided into two main sections: "Existing Users" and "New Users".

Existing Users

Log in

Please provide your e-mail address (all lowercase) and password.

E-mail:

Password:

New Users

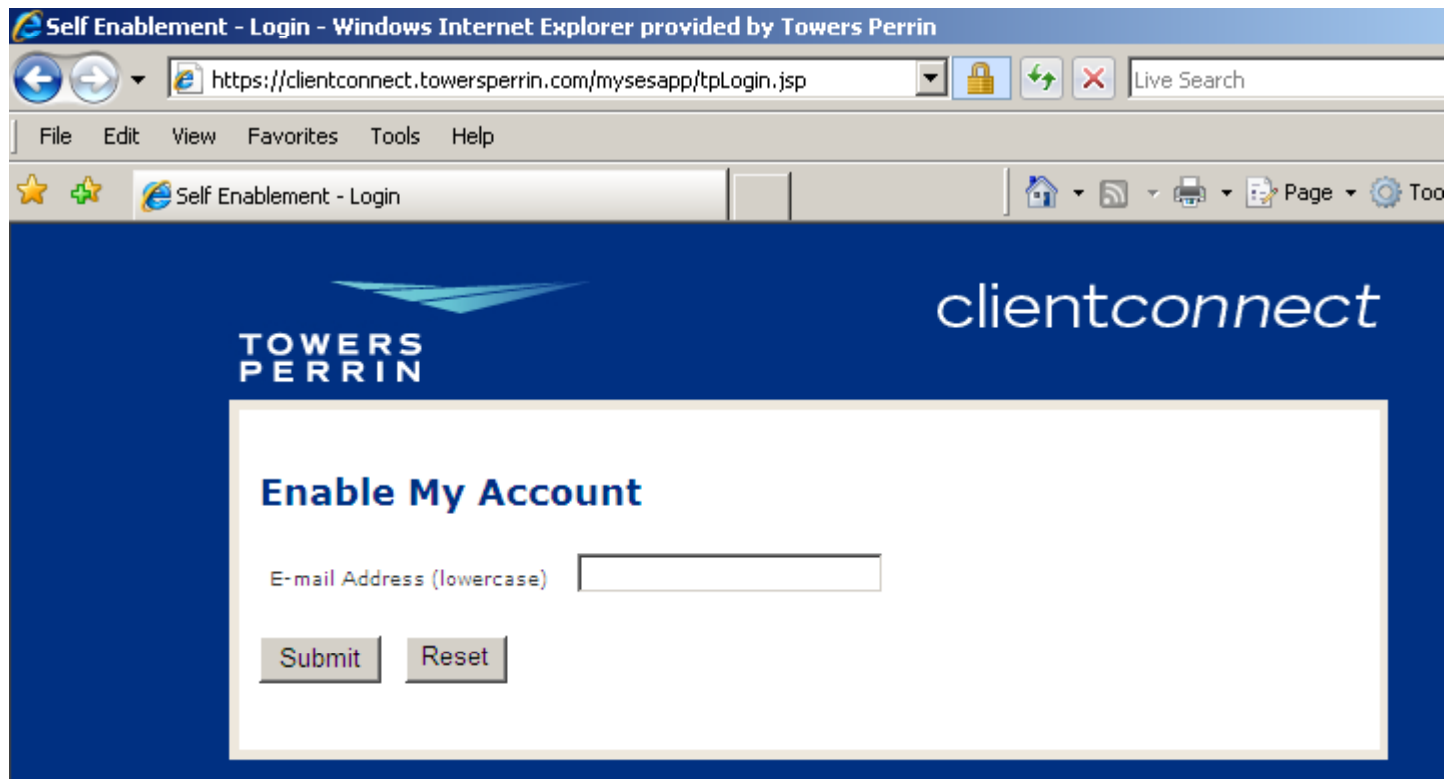
Enable

Before accessing your *clientconnect* site for the first time you must enable your account. You will need the personalized enablement code sent to you via e-mail.

[Enable my account](#)

Signing on to *clientconnect*

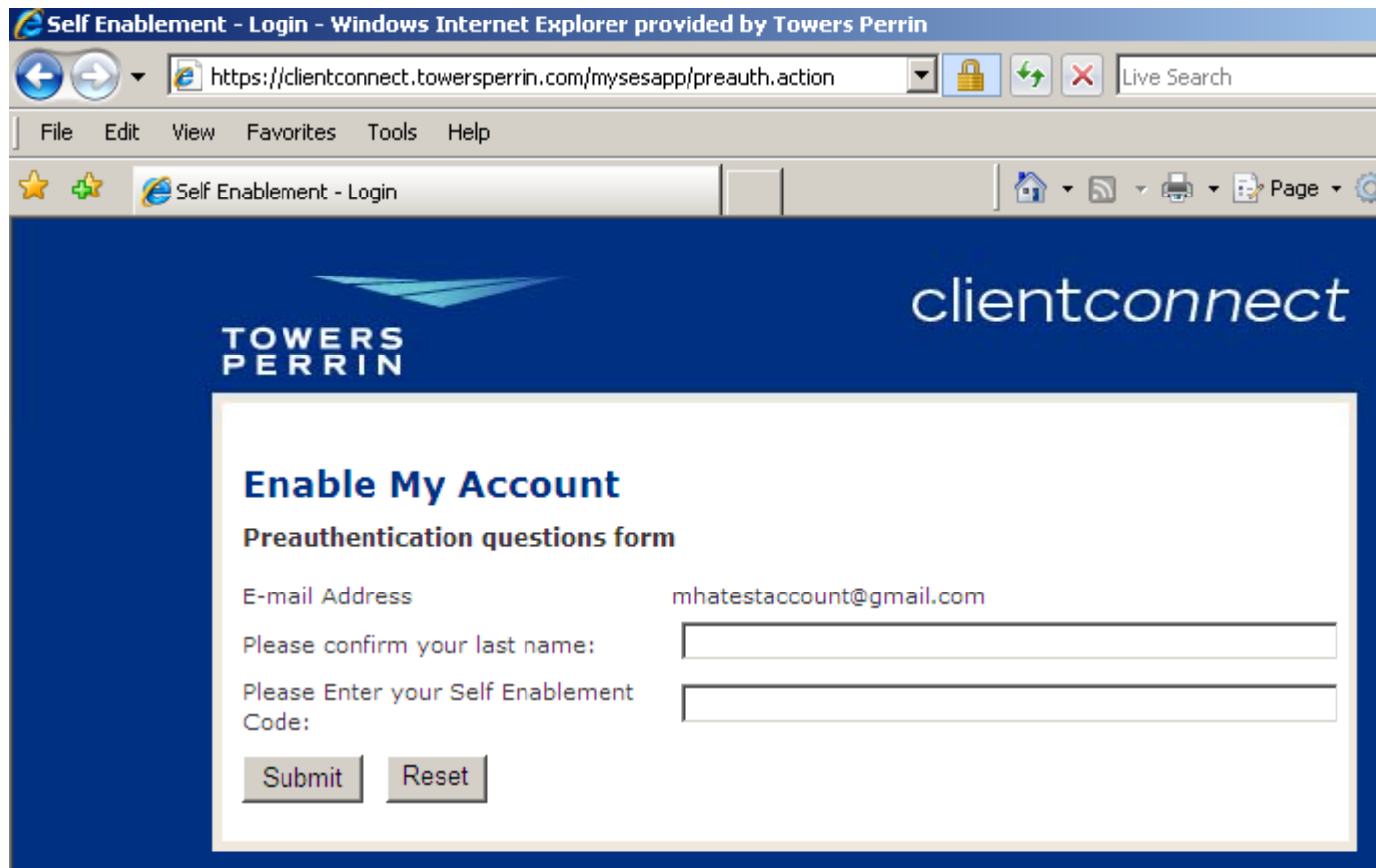
- You will be prompted to enter your email address (the one to which this email was addressed)



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Self Enablement - Login - Windows Internet Explorer provided by Towers Perrin". The address bar contains the URL "https://clientconnect.towersperrin.com/mysesapp/tpLogin.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows a star icon, a plus icon, and a search box labeled "Live Search". The main content area has a dark blue background with the "TOWERS PERRIN" logo on the left and the "clientconnect" logo on the right. In the center, there is a white box titled "Enable My Account" containing an input field for "E-mail Address (lowercase)" and two buttons: "Submit" and "Reset".

Signing on to *clientconnect*

- You will be prompted to enter your last name and Self Enablement Code (found in the email you received from the MHA)



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Self Enablement - Login - Windows Internet Explorer provided by Towers Perrin". The address bar shows the URL "https://clientconnect.towersperrin.com/mysesapp/preauth.action". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar contains icons for home, search, print, and page settings. The main content area has a dark blue header with the "TOWERS PERRIN" logo on the left and the "clientconnect" logo on the right. Below the header is a white box titled "Enable My Account" with the subtitle "Preauthentication questions form". The form contains the following fields and buttons:

E-mail Address	mhatestaccount@gmail.com
Please confirm your last name:	<input type="text"/>
Please Enter your Self Enablement Code:	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

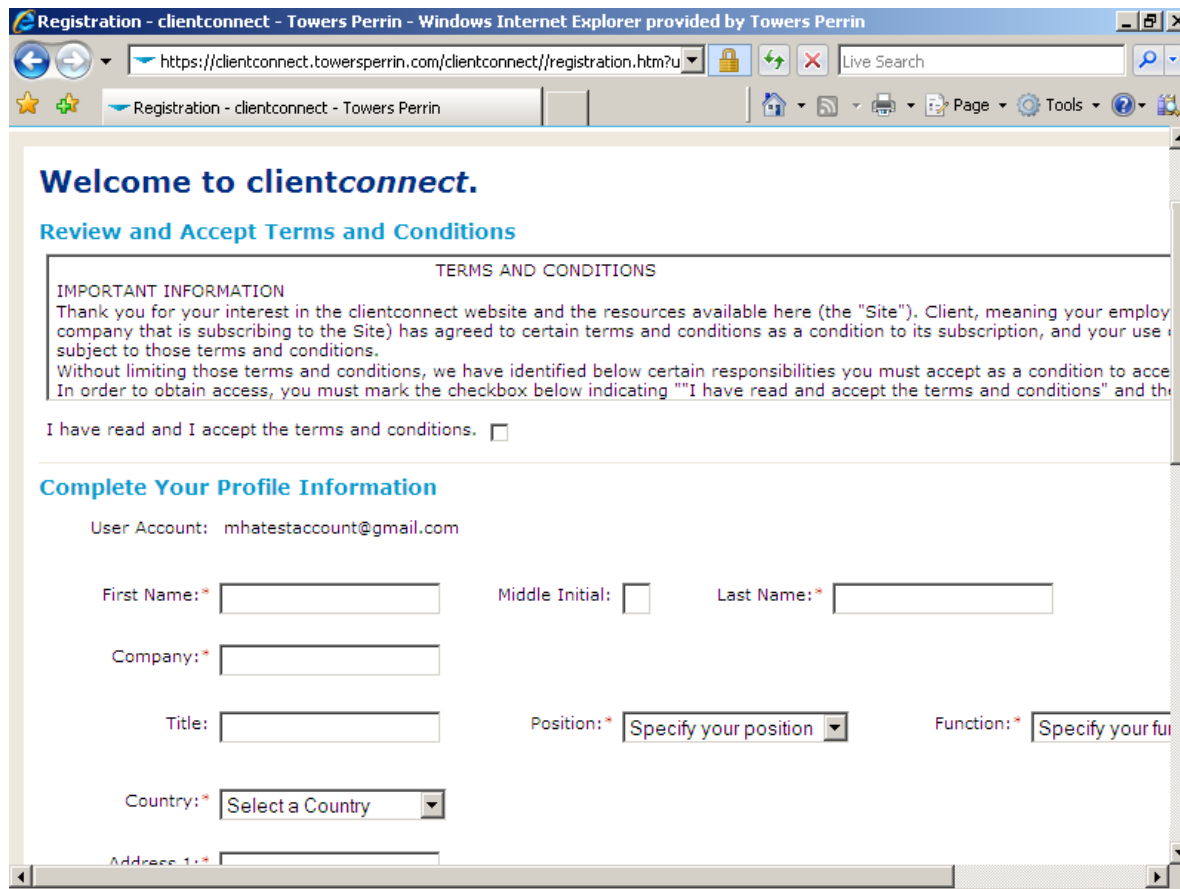
Signing on to *clientconnect*

- You must select a password and security questions
 - A password must be 8 or more characters, and include at least 1 number and 1 letter
 - Select three *different* secret questions
 - Answers must all be unique, and at least 4 characters long

The screenshot shows a web browser window titled "Self Enablement - Challenge Questions - Windows Internet Explorer provided by Towers Perrin". The address bar contains the URL "https://clientconnect.towersperrin.com/mysesapp/enable.action". The page features the Towers Perrin logo and the "clientconnect" brand name. The main heading is "Enable My Account" with the subtitle "Challenge questions and password form". The form includes an "E-mail Address" field with the value "mhatestaccount2@gmail.com", an "Enter Password" field, a "Confirm Password" field, and three dropdown menus for selecting security questions, each currently set to "-- Please Select --". At the bottom of the form are "Submit" and "Reset" buttons.

Signing on to *clientconnect*

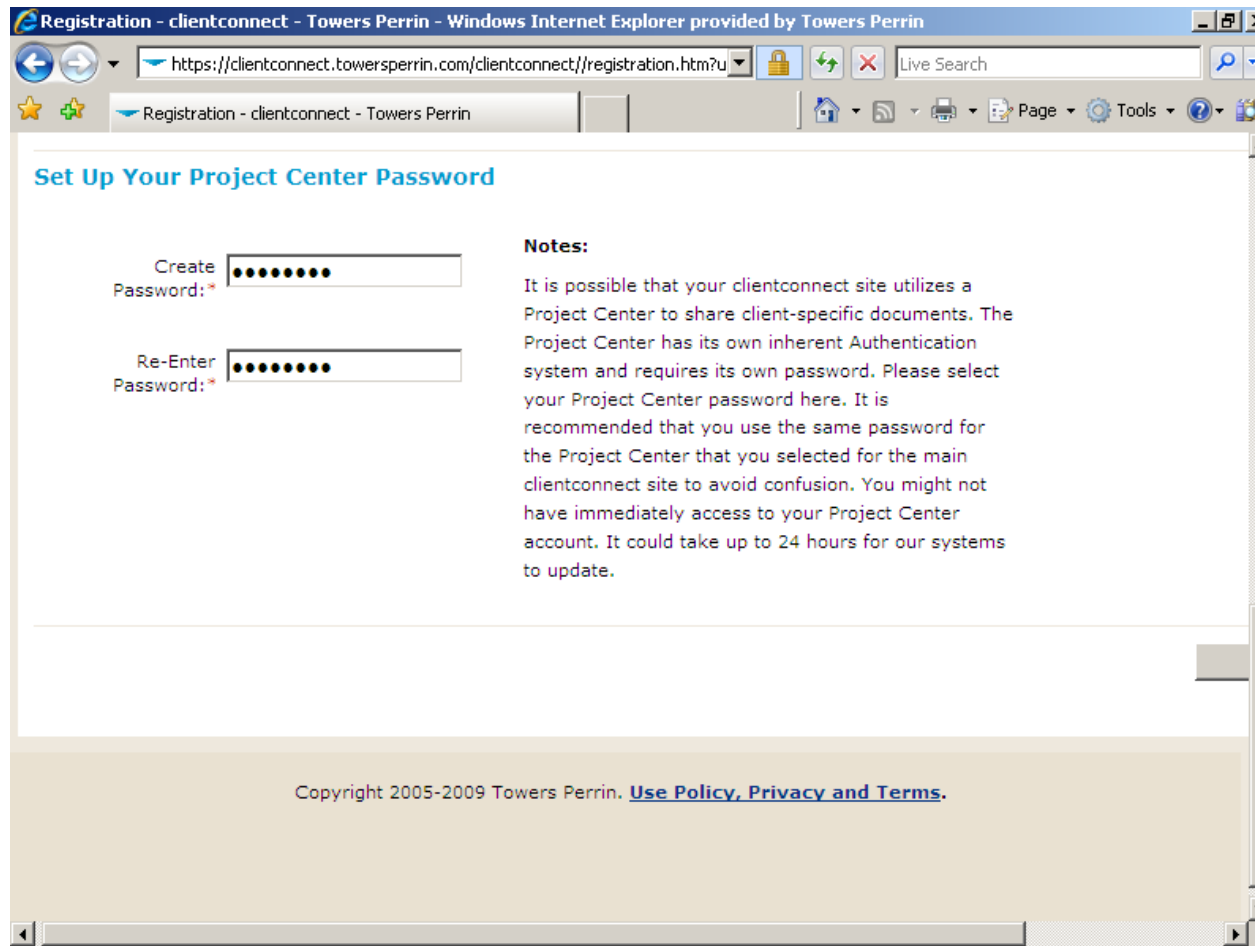
- You will then be prompted to enter your contact information and accept the user agreement



The screenshot shows a web browser window titled "Registration - clientconnect - Towers Perrin - Windows Internet Explorer provided by Towers Perrin". The address bar shows the URL "https://clientconnect.towersperrin.com/clientconnect//registration.htm?u". The page content includes a "Welcome to clientconnect." heading, followed by a "Review and Accept Terms and Conditions" section. This section contains "IMPORTANT INFORMATION" and "TERMS AND CONDITIONS" text, and a checkbox for "I have read and I accept the terms and conditions." Below this is a "Complete Your Profile Information" section with a "User Account" field containing "mhatestaccount@gmail.com". The profile form includes fields for "First Name:", "Middle Initial:", "Last Name:", "Company:", "Title:", "Position:" (with a dropdown menu set to "Specify your position"), "Function:" (with a dropdown menu set to "Specify your fu..."), "Country:" (with a dropdown menu set to "Select a Country"), and "Address 1:".

Signing on to *clientconnect*

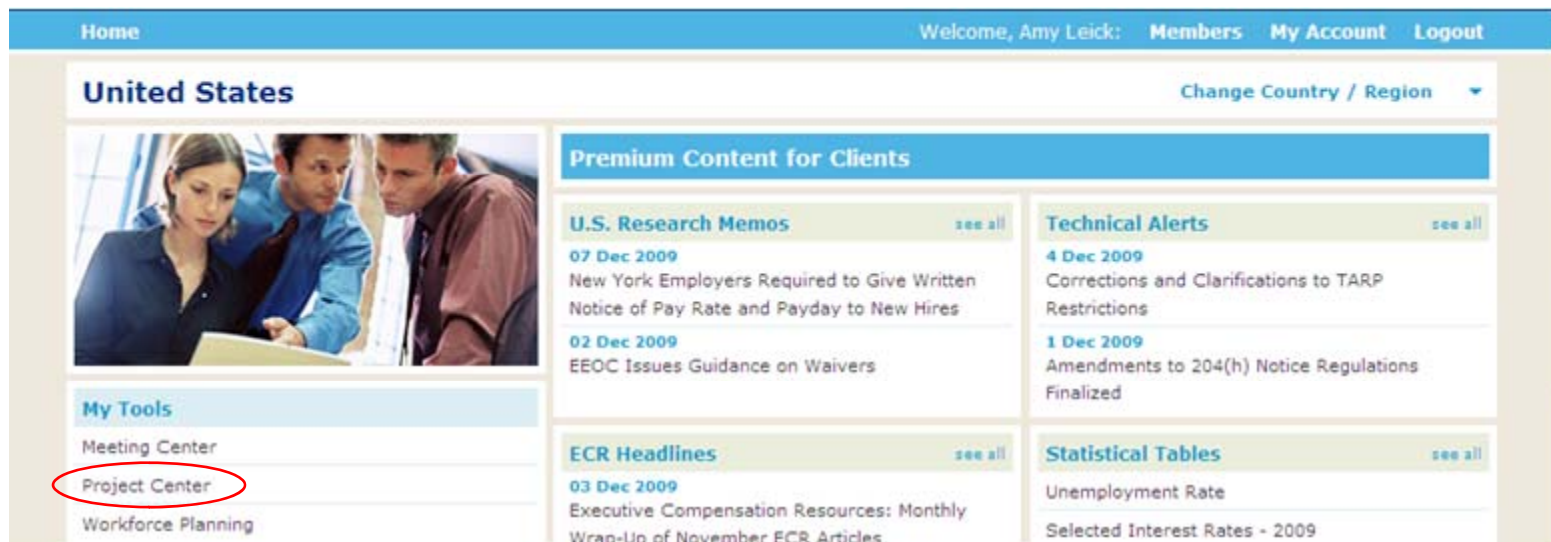
- On the user agreement page you will be asked for a separate password to the Project Center within *clientconnect*. It is suggested that you make this the same as your *clientconnect* password.



The screenshot shows a web browser window titled "Registration - clientconnect - Towers Perrin - Windows Internet Explorer provided by Towers Perrin". The address bar shows the URL "https://clientconnect.towersperrin.com/clientconnect//registration.htm?u". The page content is titled "Set Up Your Project Center Password". It features two password input fields: "Create Password: *" and "Re-Enter Password: *", both containing masked characters. To the right of the fields is a "Notes:" section with the following text: "It is possible that your clientconnect site utilizes a Project Center to share client-specific documents. The Project Center has its own inherent Authentication system and requires its own password. Please select your Project Center password here. It is recommended that you use the same password for the Project Center that you selected for the main clientconnect site to avoid confusion. You might not have immediately access to your Project Center account. It could take up to 24 hours for our systems to update." At the bottom of the page, there is a footer with the text "Copyright 2005-2009 Towers Perrin. [Use Policy, Privacy and Terms.](#)"

Accessing the Project Center

- Click the “Project Center” link at the left side of the clientconnect home page (circled in red in screenshot below).

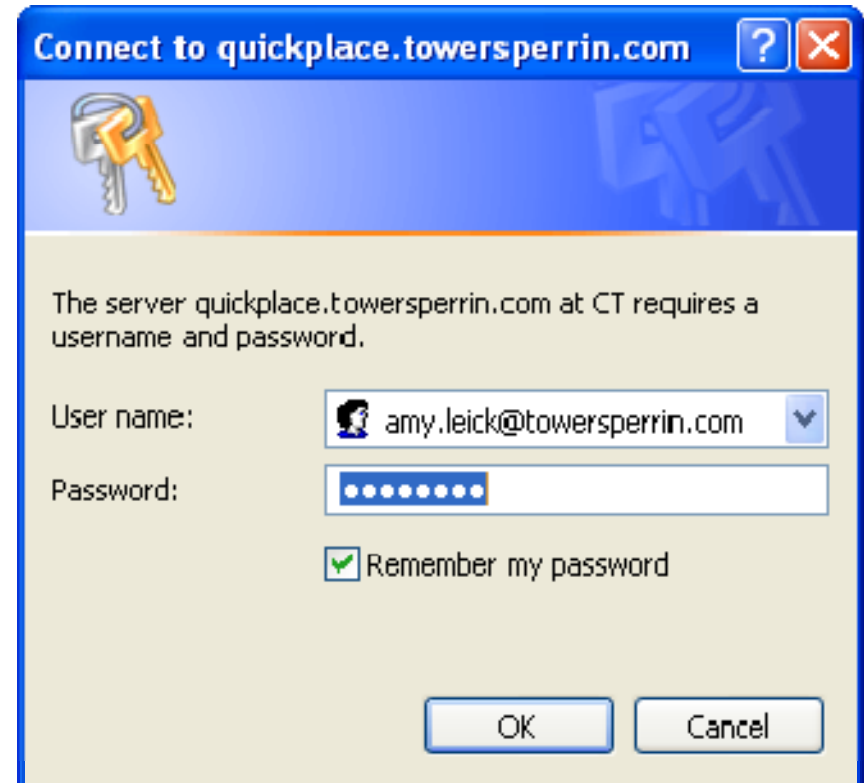


The screenshot displays the clientconnect home page for the United States. The page features a navigation bar at the top with links for Home, Welcome, Amy Leick, Members, My Account, and Logout. Below the navigation bar, the page is divided into several sections. On the left, there is a "My Tools" section with links for Meeting Center, Project Center (circled in red), and Workforce Planning. The main content area is titled "Premium Content for Clients" and is divided into four columns. The first column, "U.S. Research Memos", lists two articles: "New York Employers Required to Give Written Notice of Pay Rate and Payday to New Hires" (dated 07 Dec 2009) and "EEOC Issues Guidance on Waivers" (dated 02 Dec 2009). The second column, "Technical Alerts", lists two alerts: "Corrections and Clarifications to TARP Restrictions" (dated 4 Dec 2009) and "Amendments to 204(h) Notice Regulations Finalized" (dated 1 Dec 2009). The third column, "ECR Headlines", lists one article: "Executive Compensation Resources: Monthly Wrap-Up of November ECR Articles" (dated 03 Dec 2009). The fourth column, "Statistical Tables", lists two tables: "Unemployment Rate" and "Selected Interest Rates - 2009".

Accessing the Project Center

- A pop-up box will appear to enter your e-mail and password (see screenshot at right)
- This password is your “Project Center Password” and is likely the same as your initial *clientconnect* password assuming that is what you selected when you signed up
- This password is never updated unless a specific request is sent to the Towers Perrin Help Desk to do so
 - I.e. If you ever change your password for *clientconnect*, your “Project Center Password” will remain the same (it is not automatically updated).

Note: If possible, DO NOT change your password to avoid later confusion



Connect to quickplace.towersperrin.com

The server quickplace.towersperrin.com at CT requires a username and password.

User name: amy.leick@towersperrin.com

Password: [masked]

Remember my password

OK Cancel

Uploading files in the Project Center

- Click your corresponding organization's "Inner Room" link on the left side of the Project Center home page (see partial screenshot at right). This will be your organization's private folder such as Allina, HCMC, etc.
- Once in your "Inner Room" (as shown below), you will have the ability to upload files as outlined by the steps in the following pages

Lakeview Health:
LifeCare Medical Center:
MHA:
Mahnomon Health Center:
Mayo Health System:



Minnesota Hospital Association


Amy Leick | Sign Out

New... Edit Check Out...   

Contents

- Go Up
- Instructions
- Room Index
- Room Options
- Room Security

Tools



Advanced Search
News: Daily | Weekly

Notify | Print | Help

Instructions

You are in an inner room inside this place. To leave this room, click the **Go Up** link in the table of contents.

You can review documents that have been posted here for you by the Minnesota Hospital Association and post your own reference documents as well.

To add content to this space, click "New" and follow the instructions.

[Go to Top](#)

[New...](#) | [Edit](#) | [Check Out...](#) | [Copy](#) | [Move](#) | [Delete](#)

Uploading files in the Project Center – Create a page

1. To upload files, you will create a page in which your new file will be stored (make sure you are in your organization's private folder before doing this (e.g. Allina, HCMC, etc.). If you are not in your secure private folder then others could be able to view your data. To create a new page, select "New..."



Minnesota Hospital Association

Amy Leick | Sign Out



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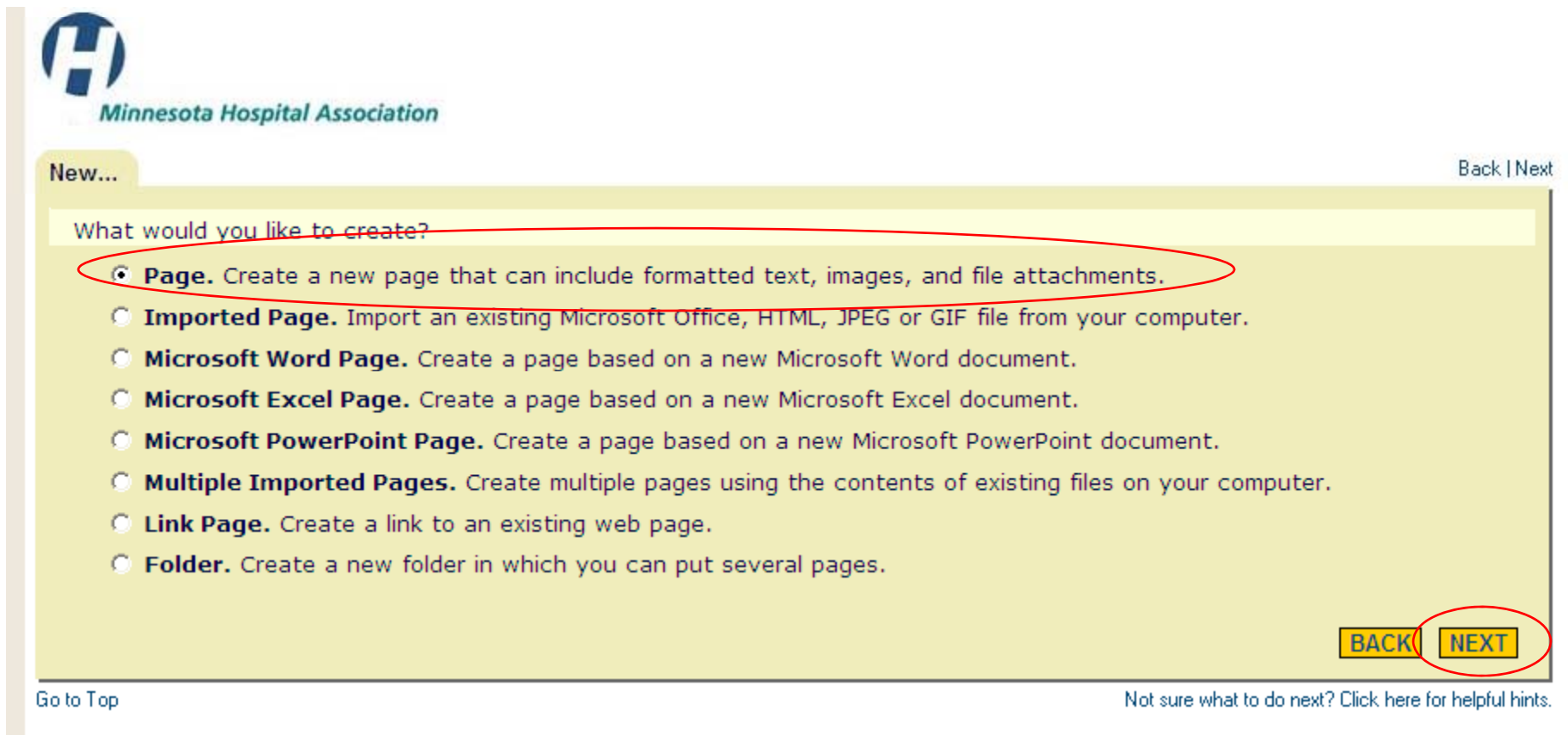
To add content to this space, click "New" and follow the instructions.


[Go to Top](#)

[New...](#) | [Edit](#) | [Check Out...](#) | [Copy](#) | [Move](#) | [Delete](#)

Uploading files in the Project Center – Create a page

2. You will be prompted to select the type of page you would like to create. Select “Page” and click “NEXT.” Note: Never select any of the other options for uploading data files.



 **Minnesota Hospital Association**

New... Back | Next

What would you like to create?

- Page.** Create a new page that can include formatted text, images, and file attachments.
- Imported Page.** Import an existing Microsoft Office, HTML, JPEG or GIF file from your computer.
- Microsoft Word Page.** Create a page based on a new Microsoft Word document.
- Microsoft Excel Page.** Create a page based on a new Microsoft Excel document.
- Microsoft PowerPoint Page.** Create a page based on a new Microsoft PowerPoint document.
- Multiple Imported Pages.** Create multiple pages using the contents of existing files on your computer.
- Link Page.** Create a link to an existing web page.
- Folder.** Create a new folder in which you can put several pages.

Go to Top Not sure what to do next? [Click here for helpful hints.](#)

Uploading files in the Project Center – Attach files

3. Name your page “2010 Data”
4. Enter any brief comments you may need to clarify your data
5. Click the folder icon circled at right to attach your files
6. In the pop-up box that appears, navigate to your data file’s location on your computer then click “Open” (see screenshot below)

The screenshot shows the 'Edit Page' interface with the following elements:

- Page Title:** 2010 Data (circled in red)
- Contents:** Attached is our 2010 Data Request (circled in red)
- Attachments:** A folder icon is circled in red, with an 'Open Attachment' button next to it.
- Open Dialog Box:** Shows the file 'Data-Template-2009.xls' selected in the file list.

File Name	Size	Modified
Data-Template-2009.xls	38KB	4/22/2009 1:22:54 PM

Uploading files in the Project Center – Notification options






Notify Towers Perrin and the Minnesota Hospital Association


7. On the drop-down menu, select “Notify specific individuals”

8. Click “PUBLISH”

*Note: Do **NOT** select “Notify all members” as it will send your data to other hospital systems*

Attachments. You can attach files by clicking the folder icon or dragging them from your desktop.

File Name	Size	Modified
 Data-Template-2009.xls	38KB	4/22/2009 1:22:54 PM

Email Notification. The following members will be notified when this page is published:

[Go to Top](#) [Not sure what to do next? Click here for helpful hints.](#)

Uploading files in the Project Center – Location of page

9. On the drop-down menu, select “At the bottom” option shown below
10. Click “NEXT”



Minnesota Hospital Association

Put Away Back |

Where would you like to put this page?

Room Index

Table of Contents (insert before At the bottom ▼)

BACK NEXT

[Go to Top](#) [Not sure what to do next? Click here for](#)

Uploading files in the Project Center – Send notification

11. Click “To:” to open up the address book (see right of screen)
12. Select Amy Leick, Janna Lise, Rick Kreyer and Tristan Christ
13. Click “NEXT”

Notify

A message containing a link to the page will be sent to addresses listed in the **To:**, **cc:** and **bcc:** fields. You may also enter a comment in the space provided.

From: Amy Leick

To:

cc:

bcc:

Subject: Please visit qpcc-fifty-one - 2010 Data

Comment: Here is Organization X's 2010 Data

Page title: Test

Page address: https://quickplace.towersperrin.com/QuickPlace/qpcc-fifty-one/PageLibrary852575200070875F.nsf/h_I

- Amy Leick (amy.leick@towersperrin.com)
- Author Access (group list)
- CCAdmin (Group)
- Chery Backowski (cheryl.backowski@hcmcd.org)
- Christine Shakal (shakal.chris@mayo.edu)
- Christopher Cho (christopher.cho@towersperrin.com)
- Clients (group list)
- James Tuttle (jtuttle@smdc.org)
- Janna Lise (jlise@mnhospitals.org)
- Karen Powell (karen.powell@parknicollet.com)
- Kari Matson (kmatson@smdc.org)
- Laura Beeth (lbeeth1@fairview.org)
- Manager Access (group list)
- Manny Portugues (manny.portugues@towersperrin.com)
- NAAdmin (Group)
- NCAdmin (Group)
- Nicole Johnson (njohnson4@smdc.org)
- Peggy Reimer (peggy.reimer@northmemorial.com)
- Richard Kreyer (rkreyer@mnhospitals.org)
- Sarah Bohnet (sbohnet@mnhospitals.org)
- Shayla Henneberg (shayla.henneberg@bhshealth.org)
- Shelly Sabow (shelly.sabow@towersperrin.com)
- TP Consultants (group list)
- TP Site Champions (group list)
- Tristan Christ (tristan.christ@towersperrin.com)
- Vivian Tanniehill (vltanniehill@healtheast.org)

BACK **NEXT**

[Go to Top](#)

[Not sure what to do next? Click here for helpful hints.](#)

Uploading files in the Project Center – Confirmation

14. Confirm that an e-mail has been sent to Amy, Janna, Rick and Tristan
15. Click “NEXT”



Minnesota Hospital Association

Verify Publish Options

[Back](#) |

An email will be sent to the following members informing them that this page has been published.

amy.leick@towersperrin.com

[BACK](#) [NEXT](#)

[Go to Top](#)

Not sure what to do next? [Click here for](#)

Uploading files in the Project Center

- Your data is now located in the Table of Contents and may be accessed by selecting the link



Minnesota Hospital Association

Amy Leick | Sign Out

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Tools
<input type="text"/> 
Advanced Search
News: Daily Weekly
Notify Print Help

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