

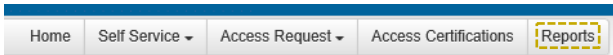
This quick reference provides instructions for retrieving the Alberta Netcare Portal (ANP) end-user report for your facility(s).

Log In

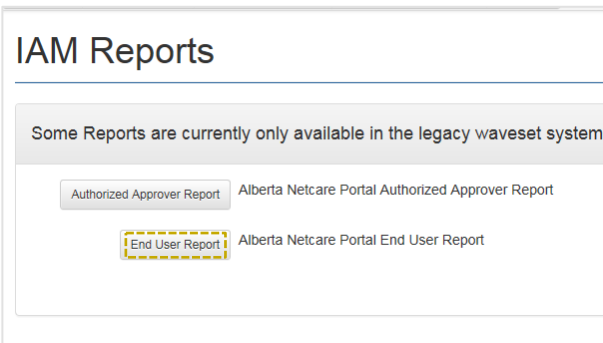
- 1 Enter the AHS IAM URL in your browser's address bar:
iam.albertahealthservices.ca
- 2 On the AHS remote login page, enter your **username** and the **passcode** from your RSA SecurID token.
- 3 The AHS IAM page will display, requiring entry of your AHS IAM **username** and **password**.

Retrieving the ANP End-User Report

- 1 Click the **Reports** tab at the top of the AHS IAM homepage.



- 2 Click on "End User Report."



- 3 Select the facility(s) from the drop-down list.

- 4 Click the **Generate** button. The ANP End-User Report displays all users at the selected facility(s).

- 5 Click the **View** button beside an individual account to view additional details for that user.

| User Information | | | |
|----------------------|----------------|-------|-----------|
| Download Report File | | | |
| Details | IAM Account ID | IGUID | Full Name |
| view | | | |
| view | | | |
| view | | | |

- 6 Scroll up to review the **details** for the selected user: facility(s), ANP role, ANP sunset date, and Pharmaceutical Information Network (PIN)/Person Directory (PD) permissions for the specific ANP user.

Details for Selected User:

Full Name

Email

Address

Phone

Profession

| Facility | ANP Role | Last Authorized By | Remote Access? | Temp Access? | ANP Sunset |
|---|-----------|--------------------|----------------|--------------|------------|
| Don's Family Health Care Clinic - 2[GBOT] | Pharmacy5 | JEJPWA | true | false | 2020-03-20 |

Refresh

Cancel

- 7 Click **Cancel** to return to the previous page, or click the **Home** button to return to the AHS IAM homepage.