This quick reference provides instructions for setting up access shortcuts in the Person Directory (PD) application.

PD Permission Levels

Only authorized health care providers with appropriate permission can access PD.

View PD

- Admin 1, 2, 3, 4, 6.
- Clinical 1, 2, 3, 4, 8, 9, 10.
- Pharmacy 2, 4, 5.

Update PD

- Admin 1, 2
- Clinical 8, 10

View Newborn

- Admin 1, 4

Update Newborn

- Admin 1

PD Access Setup

PD is accessed by configuring the Alberta Netcare Portal (ANP) homepage. There are two options for configuring access:

1 Add a **PD Open** button to your homepage

2 Automatically launch PD every time you access your homepage

> **NOTE** You must configure your browser to enable pop-ups from ANP. For instructions, review the quick reference "How to Configure and Navigate the Homepage"

If you are a frequent PD user you may want to set up the Autoload feature, otherwise you may prefer to use the Open button feature.

How to Set up PD Autoload

1 Log into ANP

2 Scroll to the bottom of the homepage.

3 Click **Configure Layout.**

4 From the drop-down list, select **Person Directory Autoload**.

5 Choose **New Section to the Right** or **New Section Below**.

⊕ New Section to the Right
⊕ New Section Below

6 Click **Update Layout** at the bottom of the page.

How to Configure the PD Open Button

1 Log into ANP.

2 Scroll down to the bottom of the homepage.

3 Click the **Configure Layout** button.

4 From the drop-down list, select **Person Directory**.

5 Choose **New Section to the Right** or **New Section Below**.

⊕ New Section to the Right
⊕ New Section Below

6 Click **Update Layout** at the bottom of the page.

7 The open button will now be displayed on the homepage.

Person Directory

Open

Managing your PD and Pharmaceutical Information Network (PIN) Passwords

ANP is comprised of several applications from which users can access patient health information. These include PD and the Pharmaceutical Information Network (PIN).

Users with PIN or PD access are encouraged to synchronize their ANP and PIN/PD passwords. This eliminates the need to log into each application separately.

For further information on password synchronization, refer to the quick reference "How to Update an Expired Alberta Netcare Password."

Your PIN/PD password expires after 120 days, as it does for ANP. The following steps apply to both PIN and PD.

1 When you are done changing your ANP password, log into ANP and open the PIN or PD application by clicking on the corresponding icon.

You will be prompted to update your PIN/PD password (The **Login ID** and **Old Password** fields will be prepopulated.)

Login ID: dwcommuser *
Old Password: ••••••• *
New Password: *
Confirm New Password: *
* required

Change Password   Cancel

- Enter the **ANP password** you created into the **New Password** and **Confirm New Password** fields.

NOTE Passwords must be at least 8 characters long and include at least one upper case letter, one lower case letter and one number.

- Click the **Change Password** button.

- Close PD by clicking **Quit** on the top right.

Now that you have changed your password in the PIN or PD application, you will need to enter the **New Password** in "**My Details**."

Click **My Details** in ANP (left menu panel under Common).

- Scroll down to the PIN/PD password section and click **Update Password**.

- In the box that appears, type in the new password.

- Click **Update Preferences**.

NOTE If the page below appears, call the **Provincial Service Desk** at **1-877-931-1638**, 24/7.

Error accessing Person Directory
Incorrect user ID and/or password. [DPHI_000043]