

This Quick Reference document provides instructions on how to set up access to Person Directory (PD).

Alberta Netcare Portal (ANP) provides electronic access to patients' health information. Through ANP you are able to access several applications that comprise the information available about each patient. Two of these applications are **Pharmaceutical Information Network (PIN)** and **PD**.

Because PIN and PD are separate applications that are accessible through ANP, the Alberta Netcare User ID and password combination must also be entered into the My Details section of the ANP user interface, allowing users with appropriate permissions to open PIN and PD from ANP without having to login separately.

NOTE: Your Alberta Netcare password now expires every **120 days**.

For further information on password synchronization, please refer to the Quick Reference document [How to Update an Expired Alberta Netcare Password](#), located in the Alberta Netcare Learning Centre.

Who Can Access PD

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

View PD

Permission Levels required are:

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

Update PD

Permission Levels required are:

- Admin 1 and Admin 2.

- Clinical 8 and Clinical 10.

View Newborn

Permission Levels required are:

- Admin 1 and Admin 4.

Update Newborn

Permission Level required is:

- Admin 1.

PD Access Setup

PD is accessed by configuring the Homepage. There are two ways to set up access to PD:

- 1 Add a PD Open button to your Homepage.
- 2 Automatically launch PD every time you access your Homepage.



NOTE: You must set your browser to allow pop-ups from Alberta Netcare Portal. Check PD FAQs to learn how to allow pop-ups.

The way in which you set up your PD access is your decision. If you are a frequent user of PD, you may want to set up the Autoload feature, otherwise you may prefer to use the Open button feature.

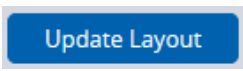
How to Setup PD Autoload

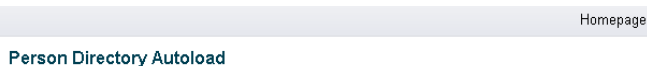
- 1 Log into Alberta Netcare Portal.
- 2 Scroll down to the bottom the Homepage.
- 3 Click the "Configure Layout" button.
- 4 From the drop down list, select "Person Directory Autoload."

Person Directory Autoload  

- 5 Add "PD Autoload" to the homepage by  New Section to the Right  New Section Below

selecting **“New” Section to the Right** or **New Section Below** by clicking the **Add (+)** button.

- 6 Click the **“Update Layout”** button on the bottom of the page. 
- 7 Person Directory (PD) will now automatically open when you log into Alberta Netcare Portal.



How to Set Up an Open Button

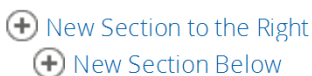
- 1 Log into Alberta Netcare Portal.
- 2 Scroll down to the bottom of the Homepage.
- 3 Click the **“Configure Layout”** button.



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



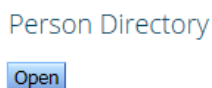
- 5 Add the PD open button to the homepage by selecting **“New Section to the Right”** or **“New Section Below”** by clicking the **Add (+)** button.



- 6 Click the **“Update Layout”** button at the bottom of the screen.



- 7 An open button for Person Directory is now displayed on the Homepage.



TIP

Please be aware that all access to patient information within PD is monitored and audited.

How to Manage your PIN/PD Password

Your password in PIN/PD expires after 120 Days, just as it does for ANP. It is recommended that you

maintain the same password for ANP and PIN/PD. The following steps apply to both PIN and PD.

- 1 When you have finished changing your ANP password, login to ANP and open the PIN or PD application by clicking on the corresponding icon.

You will be prompted to change your password and will see the following screen:



- The **Login ID** and **Old Password** fields are prepopulated
- Enter the **“ANP password”** you created into the **“New Password”** and **“Confirm New Password”** fields.

REMINDER

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 the **“Quit”** link at the top right of the window.

Enter Your New Password in “My Details”

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

Click on **“My Details”** in ANP (under the left menu panel under Common).

- Scroll down to the PIN/PD password section and click the **“Update Password”** button.
- In the box that appears, type the **“New Password.”**
- Click the **“Update Preferences”** button.

NOTE:

If the screen below appears, call the **Provincial Service Desk** at **1-877-931-1638**.

Error accessing Person Directory

Incorrect user ID and/or password. [DPHI_000043]