



FOR REFERENCE ONLY

# IT Department Quick Start Guide

Effective Date:	4.10.20
Last Updated/By:	QSG51220; SCook
Last Approved/By:	5.12.20; DRandall

## NMH IT Application Portal - iRAS

<b>iRAS Portal Access and Navigation .....</b>	<b>2</b>
Login .....	2
APPS Space .....	3
HOME Space .....	3
Favorites Tab .....	4
Categories Tab.....	4
Searching .....	5
Settings and Signing Out.....	6

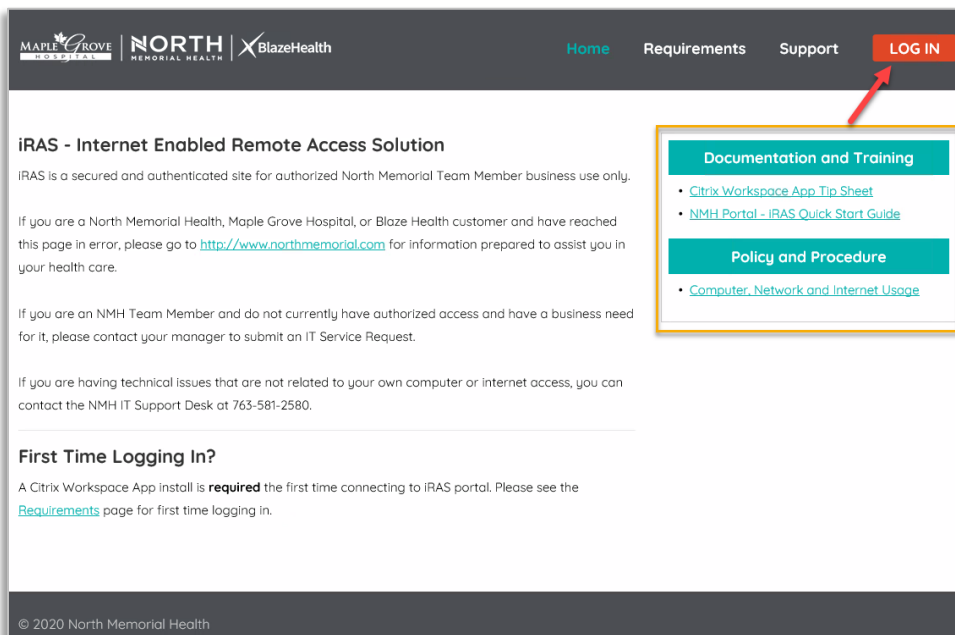
# iRAS Portal Access and Navigation

The iRAS portal is now available! NMH IT department is currently migrating users to the new iRAS portal and you are required to use this new site moving forward.

This quick start guide outlines all the information you need to setup and access the iRAS portal. It outlines login and navigational resources needed to access your applications. It is important that you read the entire guide.

## Login

1. Navigate to <http://portal.northmemorial.com> from your browser.
2. Save this page as a Favorite on your web browser for future use.
  - At the main page you are provided with resources and important communication messages from the IT Department.
    - Documentation and Training
    - Policy and Procedure
    - Workstation Requirements
    - Support Information and Tools
3. Click **LOG IN** at the upper-right corner of the screen.



4. Login to the portal using your **assigned ID** and **password**.



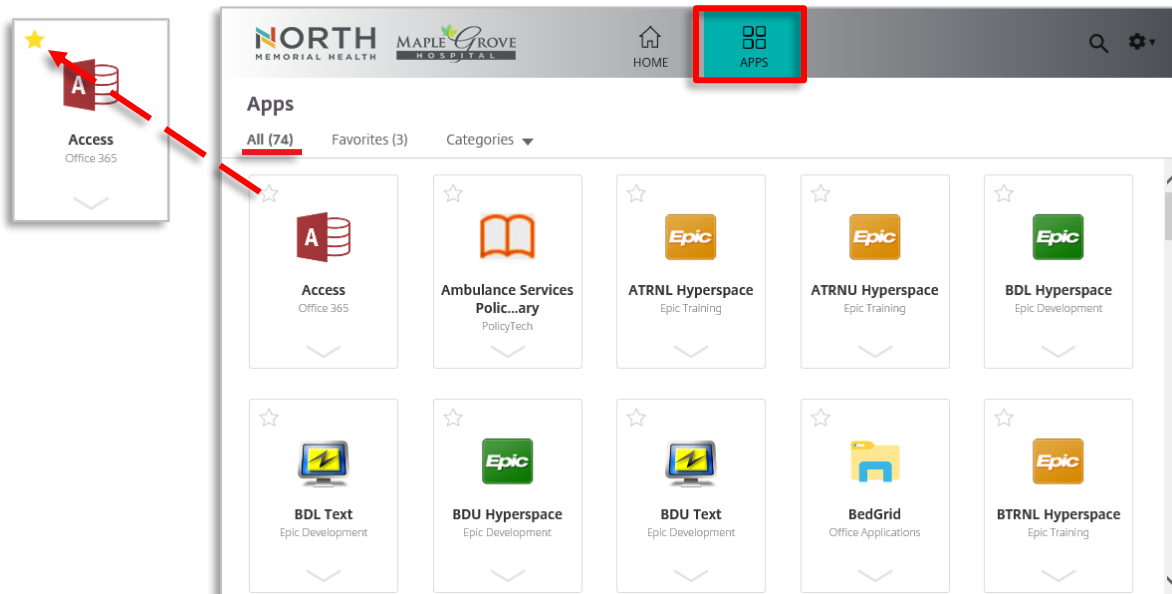
Continued on next page.

[Table of Contents](#)

## APPS Space

The portal defaults to the **APPS** space where you can review a list of all the applications you have access to, as appropriate for your role. Notice, by default, the **All** tab is bold, and applications are also listed in alphabetical order.

1. Click the ☆ **star** in the upper left corner of an **application tile** to mark it as a **Favorite** ★.



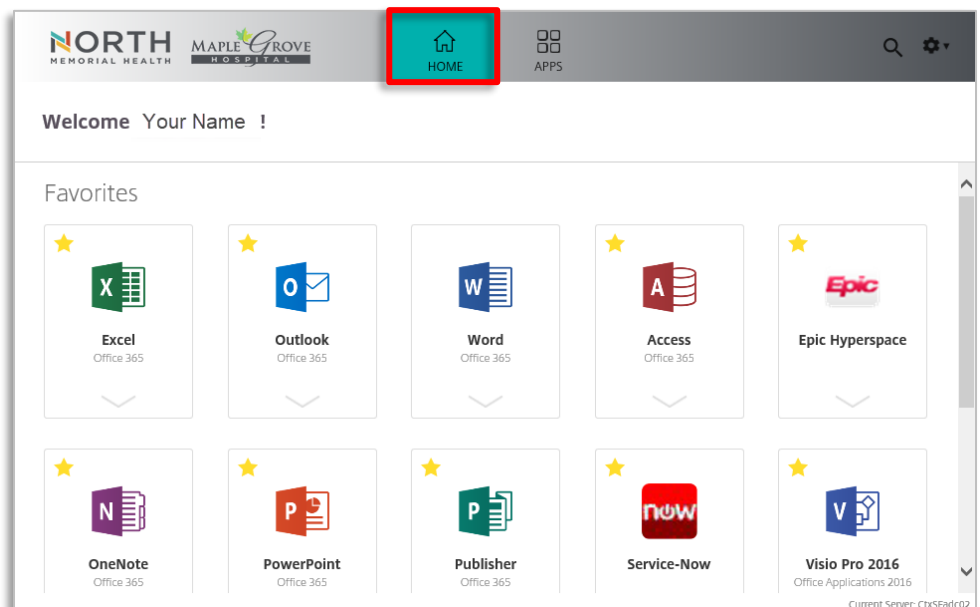
2. From the **All** tab, you may single-click a tile to **open an application**.

## HOME Space

After you have created your favorites, the portal will default to the **HOME** space. Applications in the portal are represented by tiles and are in alphabetical order. Applications on the HOME space without a favorite indicator are the default standard set by IT applied to all team members

From the HOME space you are able access common NMH applications you and other team members may share. You will also find applications you have manually favorited from the **APPS** space.

1. From the **HOME** space, you may single-click a tile to **open an application**.



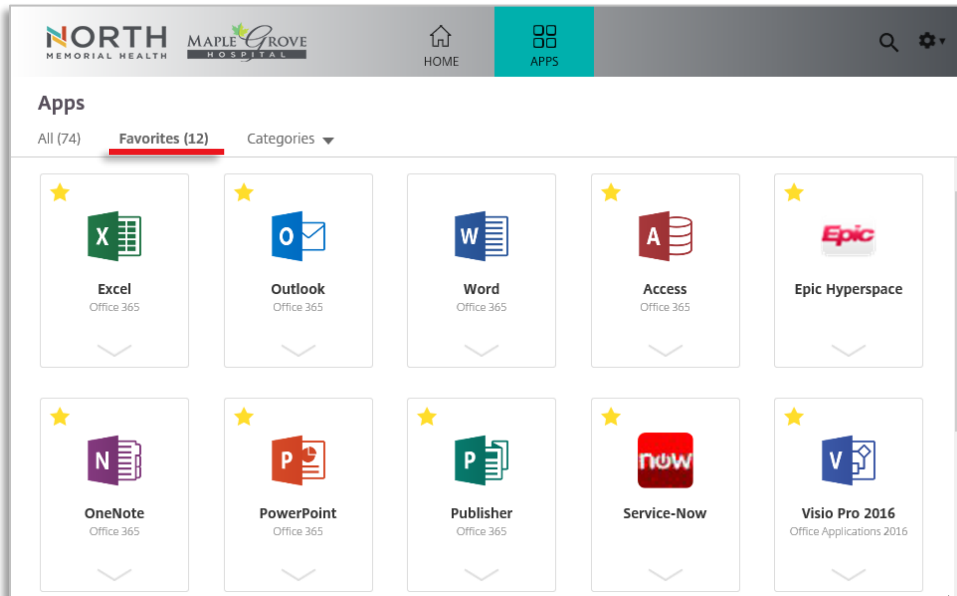
Continued on next page.

[Table of Contents](#)

## Favorites Tab

The **Favorites** tab is the best means for you to filter the applications in the portal for ease of access.

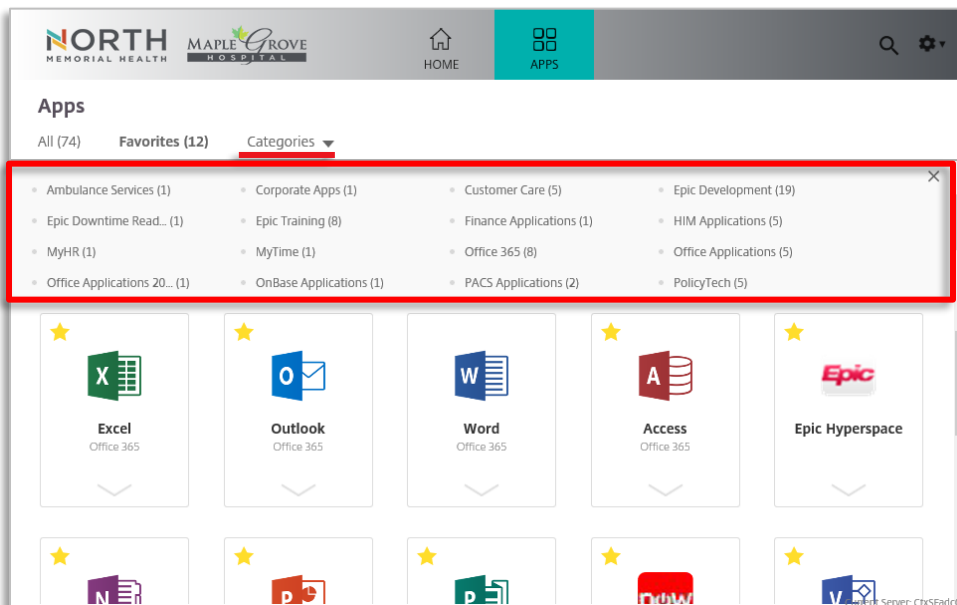
1. After selecting your favorite applications, click the **Favorites** tab.



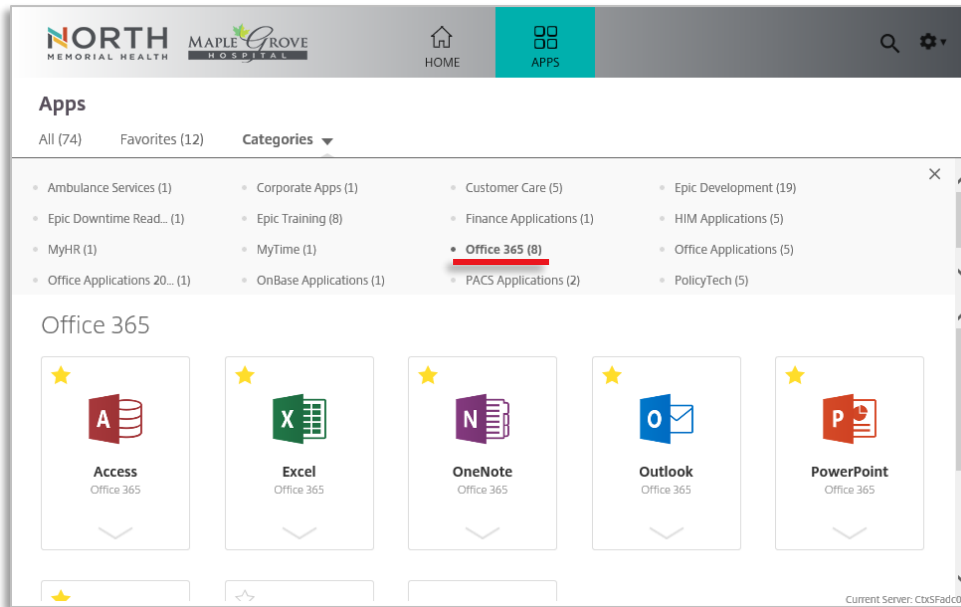
2. From the **Favorites** tab, you may single-click a tile to **open an application**.

## Categories Tab

1. Click the **Categories** tab. Doing so will expand groupings of applications categorically, very much like a standard folder structure.



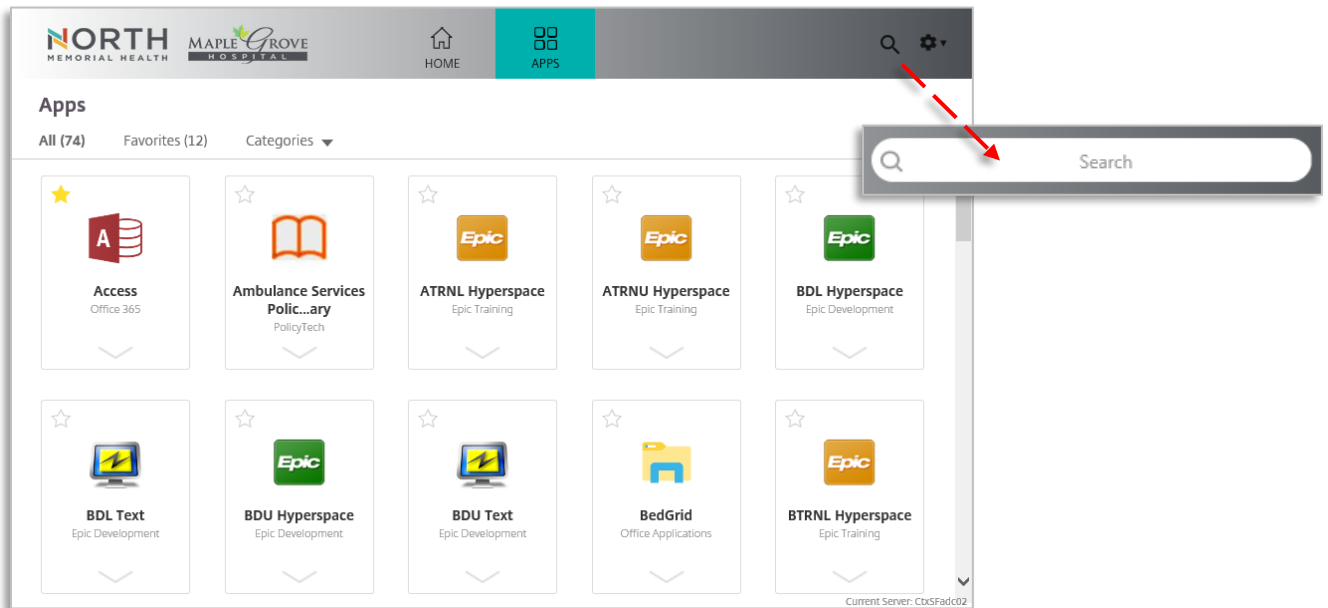
2. Click a desired category. **NOTE:** The category you select will only contain applications as they relate to that specific category and as appropriate for your role. The categories available to you will be the same as the previous portal.



3. From each **Category** grouping you may single-click a tile to **open an application**.


## Searching

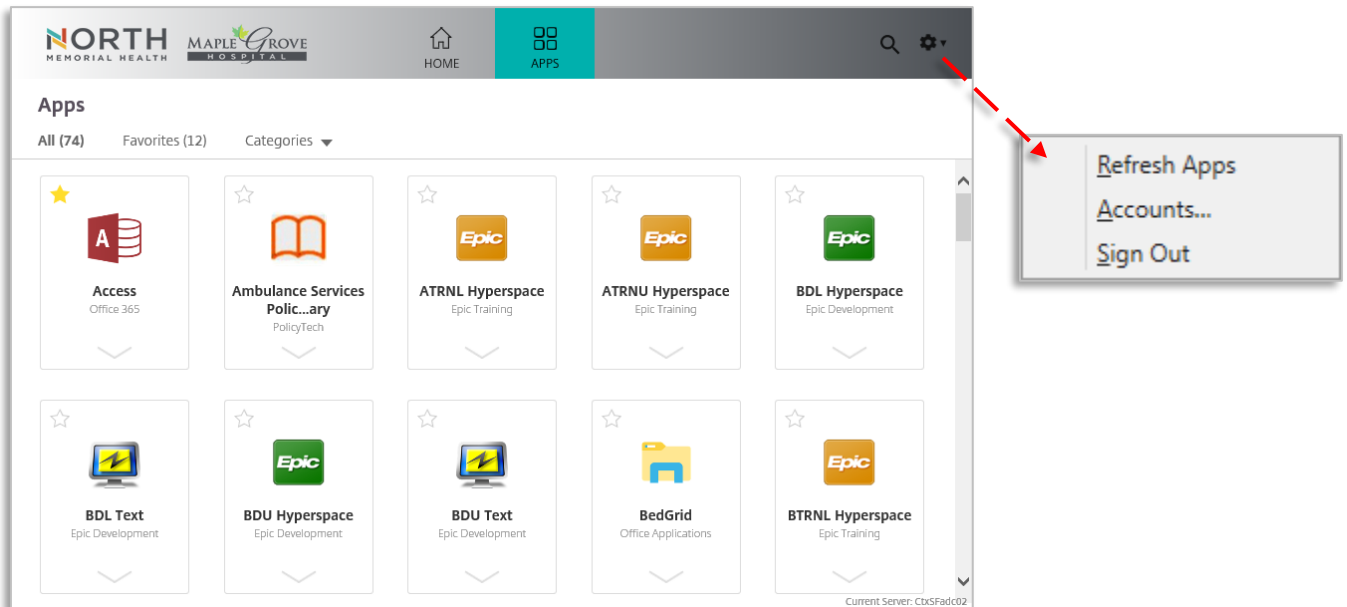
1. Click the **magnifying glass** in the upper right corner of the portal.
2. Enter in the name of an application to search for. **NOTE:** The portal can only search among the applications you have access to.




4. Single-click the tile to **open the application** found in your search.

# Settings and Signing Out

1. Click the  gear drop-down list in the upper right corner of the portal.



2. From this selection you may do the following:
  - a. Select **Refresh Apps** to refresh your applications list
  - b. Select **Accounts...** to Add or remove accounts (not recommended)
  - c. Select **Sign Out** to exit the portal.

 You must sign out of **BOTH** the application you opened from the portal AND the portal when using shared workstations.