

USER GUIDE – HOW TO VIEW PENDING PROCEDURES

TARGET AUDIENCE: SUPERVISORS

Updated October 18, 2021

Login To MedSIS

LOGGING INTO MEDSIS

To access MedSIS, please go to <https://medsis.mcmaster.ca>

There are two options for logging into MedSIS:

Option 1: Login with MacID (if you do not have a MacID, please skip to Option 2)

1. Click on the MacID Login button near the top of the screen.
2. Use your MacID credentials to login.

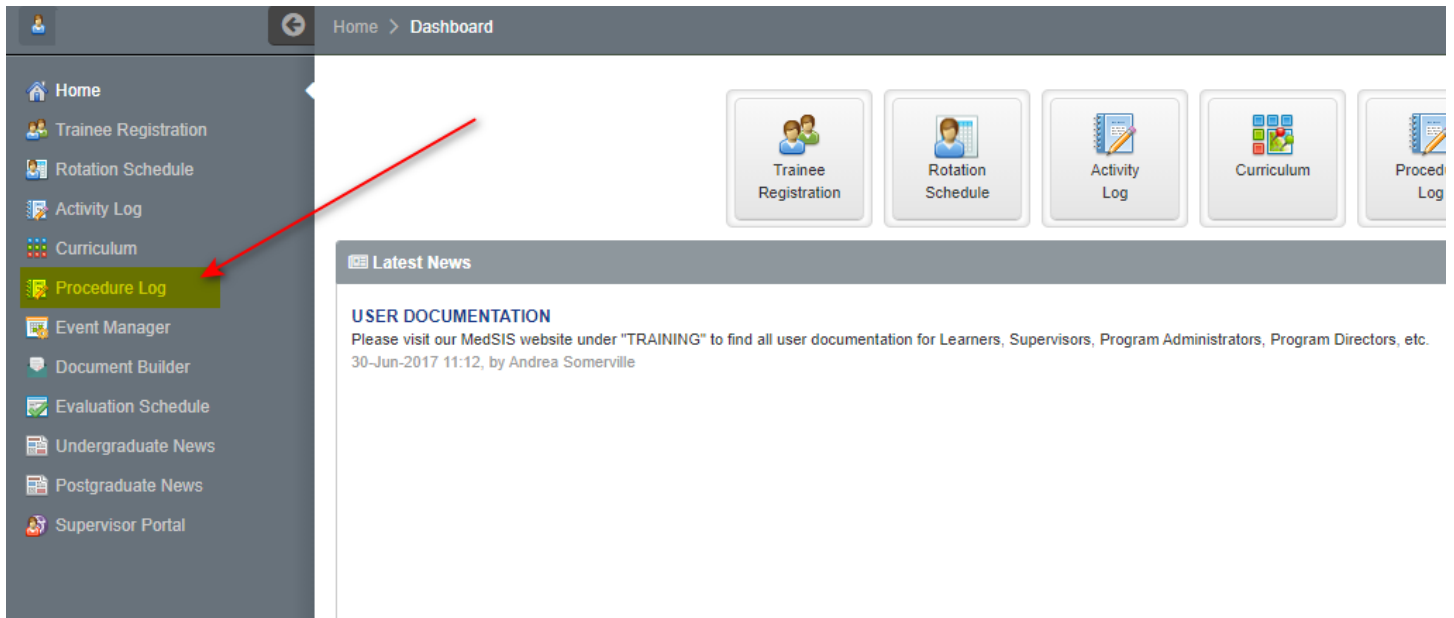
Option 2: Login (using email)

1. Click on the "Forgot Your Password" link and submit your email address.
2. You will receive an email from medsis@mcmaster.ca with a link to create a password.
3. Once you create a new password and submit, you will be logged into MedSIS.

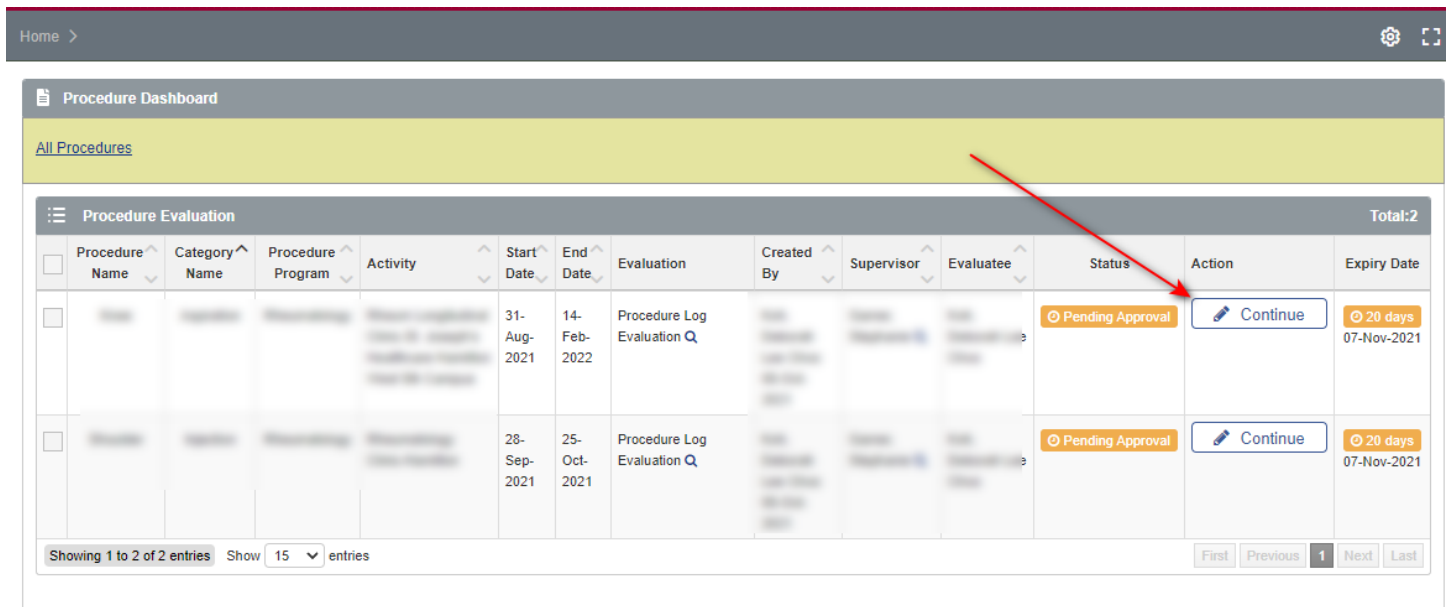
The screenshot shows the MedSIS 3C Campus Edition login page for the Faculty of Health Sciences at McMaster University. The page has a dark red header with the MedSIS 3C logo and navigation links. A left sidebar contains links for Home, Login, Privacy, FAQ, and Contact Us. The main content area is titled "Login" and includes a privacy notice: "Protect your privacy! Prevent unauthorized use! Completely exit your web browser when you are finished." There are two login options: "Login with MacID" and "Login". The "Login with MacID" section has a "MacID Login" button, which is pointed to by a red arrow labeled "Login with MacID credentials". The "Login" section has input fields for "Login:" and "Password:", a "Forgot your password?" link (highlighted with a red box), and a "Login" button. A red arrow points from the "Forgot your password?" link to the text "Login with email address". Below the password field are links for "Do you need login help?" and "Contact MedSIS 3C Help Desk". A disclaimer at the bottom of the login section states: "Please type your identification information to enter MedSIS 3C. By logging in, you agree to maintain confidentiality and not to copy, distribute, or otherwise disseminate any information contained within the system except as authorized."

View Pending Procedures

Once logged in, click on “Procedure Log” found of the left-hand side of the main dashboard:



Click on “continue” to complete the sign off of the procedure:



QUESTIONS?

If you have any questions or difficulties with this process, please submit a ticket to our JIRA ticketing system.

To submit a ticket, please visit medsishelp.mcmaster.ca