



Integrated Analytics Solutions User Authentication Quick Reference Guide

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DME: 10000306476 Ver 02

Overview

The Integrated Analytics Solutions User Authentication quick reference guide describes how to access the offered data solutions, such as BD HealthSight™, BD Knowledge Portals, and MedMined™ solutions. The application enables you to access the logon page, manage your password and unlock your account.

Beginning in October 2017, the Integrated Analytics Solutions User Authentication application includes new capabilities for authenticating users in your company's existing directory service. For more information ask your IT Administrator to contact Technical Support Center at 800.367.9947.

Logging on to Integrated Analytics Solutions User Authentication

1. Enter the URL address in a web browser and then press ENTER.
 - **US hosted access:** <https://carefusionanalytics.com>
 - **Canada hosted access:** <https://ca.carefusionanalytics.com>
 - **International deployed access:** Contact your system administrator for the login link.
2. At the top right corner of the Integrated Analytics home page, click **Sign In**.
 - **Current and registered system users:**
 - a. If the application is configured to display the Confidentiality Agreement dialog box, then click **Okay** to agree to the terms.
 - b. On the Integrated Analytics logon page, enter your registered email ID and password in the Email and Password boxes.
 - c. Click **Sign In**.
 - d. On the Integrated Analytic Solutions—select application page, click the application icon.

Note: If you have access to multiple applications then, in the Select Application page you are prompted to select your application.

- **First-time system users:**
 - a. At the top right corner of the Integrated Analytics home page, click **Sign In**.
 - b. If the application is configured to display the Confidentiality Agreement dialog box, then click **Okay** to agree to the terms.
 - c. On the Integrated Analytics logon page, click **Forgot Password**.
 - d. In the Reset My Password page, enter your registered email ID.
 - e. Click **Submit**.
 - f. In the Email Notification dialog box, click **OK**. A First time logon link is sent out to your registered email ID.
 - g. Click the first time logon link.

Note: The logon link is a temporary link with an expiration time.

- h. On the Security Setting page, select the security questions from dropdown lists and type in their answers.

Note: You must select the different questions with unique answers.

- i. Click **Next**.
- j. On the **Create Password** page, enter the new password that complies with the validation rules in the **New Password** box.
- k. Enter the password again in the **Confirm Password** box.
- l. Click **Submit**.

Your password is updated.

Password guidelines

Passwords must adhere to the following password rules.

- 10 to 30 characters
- At least one character from each of the following groups:
 - Lowercase alphabet
 - Uppercase alphabet
 - Numbers
 - Special characters (!@#, etc.) except underscore ‘_’ and angular brackets (“<“, “>”)
 - The new password must be different from the five previous passwords used by the user

Resetting a password

You have to reset your password, if the password is expired or the account is disabled:

- **Expired passwords**—The password expires after 60 days, and you must then change your password. You will receive an email notification two weeks before the expiration and a daily notification during the five days before the date.
- **Disabled accounts**—Your account becomes disabled after 90 days of inactivity. You will receive an email notification two weeks before the account is disabled and a daily notification during the five days before the limit.

To reset the password, follow the instructions below:

1. At the top right corner of the Integrated Analytics home page, click **Sign In**.
2. On the Integrated Analytics logon page, click **Forgot Password**.
3. On the Reset My Password page, enter your registered email ID and then, click **Submit**.
4. On the Security Questions page, type in the answers for the listed security questions.
5. Click **Next**.
6. On the Create Password page, enter the new password that complies with the validation rules in the New Password box.
7. Enter the password again in the Confirm Password box.
8. Click **Submit**.
Your password is updated.

Resetting the security answers

1. At the top right corner of the Integrated Analytics home page, click **Sign In**.
2. On the Integrated Analytics logon page, click **Forgot Password**.
3. On the Reset My Password page, enter your registered email ID and then, click **Submit**.
4. On the Security Questions page, click **Forgot Security Answers**.
A temporary link to reset your security questions is sent to your registered email ID.
5. Click the link.
6. On the Security Questions page, type in the answers for the listed security questions.
7. Click **Next**.
8. On the Integrated Create Password page, enter the new password that complies with the validation rules in the New Password box.
9. Enter the password again in the Confirm Password box.
10. Click **Submit**.
Your password is updated.

Changing a password

Note: You can change the password only after 24 hours have elapsed since the last password change.

1. At the top right corner of the Integrated Analytic Solutions–select application page, hover a mouse pointer over the user name, and then click **Change Password** from the dropdown options.
2. On the Create Password page, enter the existing password in the Current Password box.
3. Enter the new password that complies with the validation rules in the New Password box.
4. Enter the password again in the Confirm Password box.
5. Click **Submit**.
Your password is updated.

Changing the security questions

1. At the top right corner of the Integrated Analytic Solutions–select application page, hover a mouse pointer over the user name, and then click **Change Security Questions** from the dropdown list.
2. On the **Security Questions** page, make the required changes, and then click **Update**.
Your security questions are updated and changes are saved.

Unlocking an account

A user account is locked after five consecutive unsuccessful logon attempts. The account remains locked for 24 hours unless you reset the password.

To unlock the account, follow the instructions below:

1. At the top right corner of the Integrated Analytics home page, click **Sign In**.
2. On the Integrated Analytics logonpage, click **Forgot Password**.
3. On the Reset My Password page, enter your registered email ID and then, click **Submit**.
4. On the Security Questions page, type in the answers you opted for when selecting the questions at the registration of your account.
5. Click **Next**.
6. On the Integrated Create Password page, enter the new password that complies with the validation rules in the New Password box.
7. Enter the password again in the Confirm Password box.
8. Click **Submit**.

Your password is updated.

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