

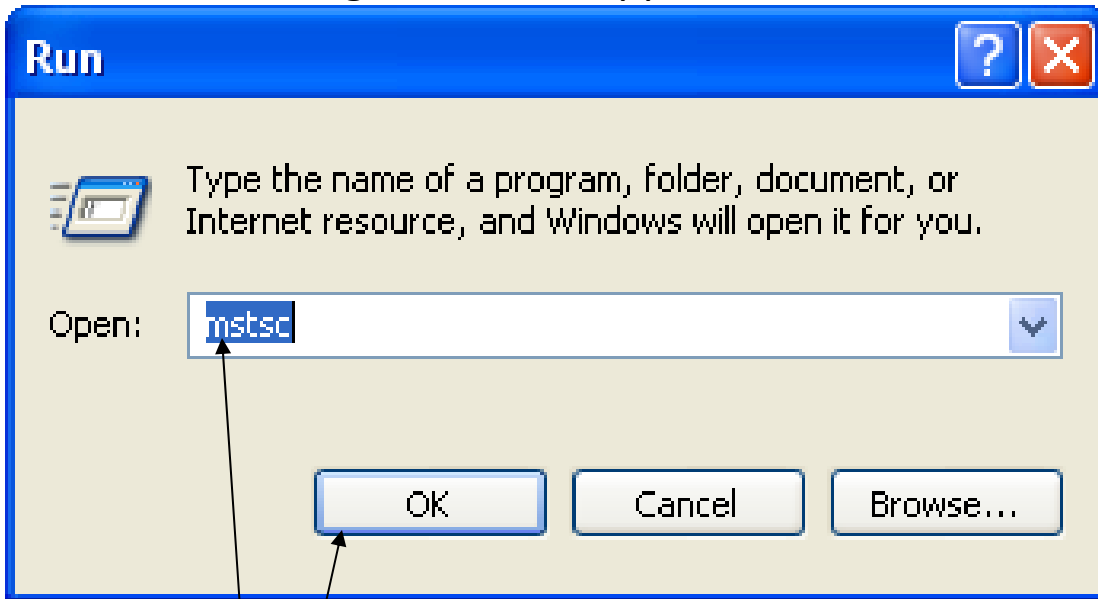
Instructions to Log into eCW's Remote Desktop Protocol (RDP) Environment

Note: Support will not be provided for RDP related issues during off hours.

1. Click on the Start button (located in the lower left corner of your computer)
2. When the menu appears select "Run"

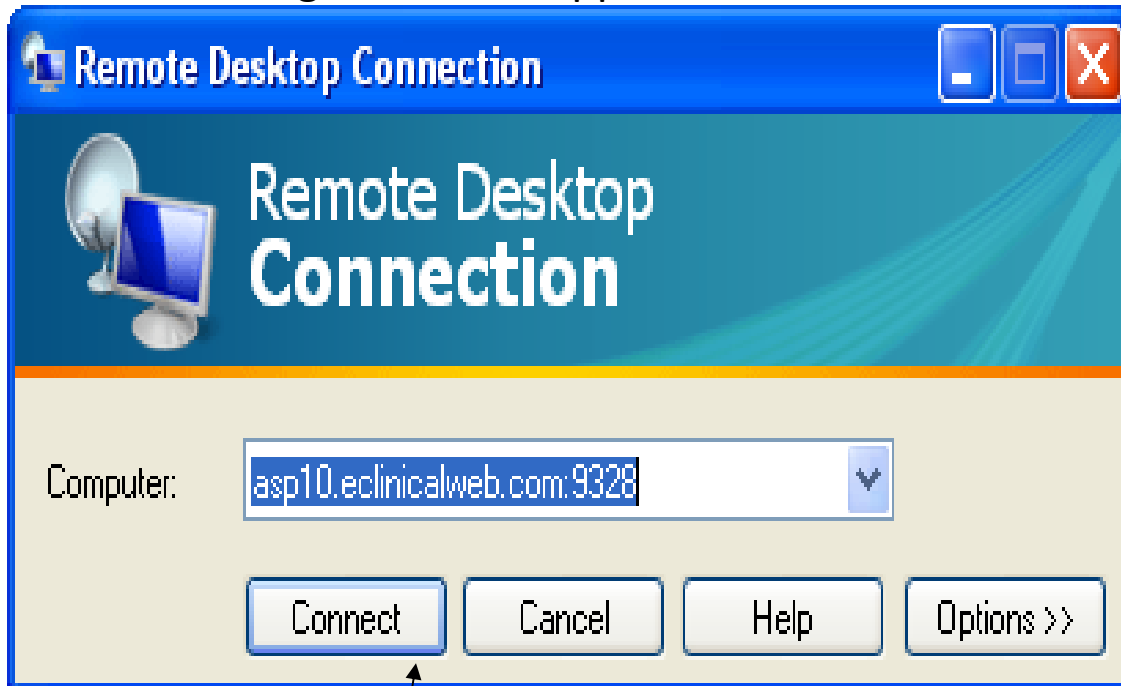


3. The following screen will appear:



4. Type "mstsc" in the Run Command field, and click "OK" button

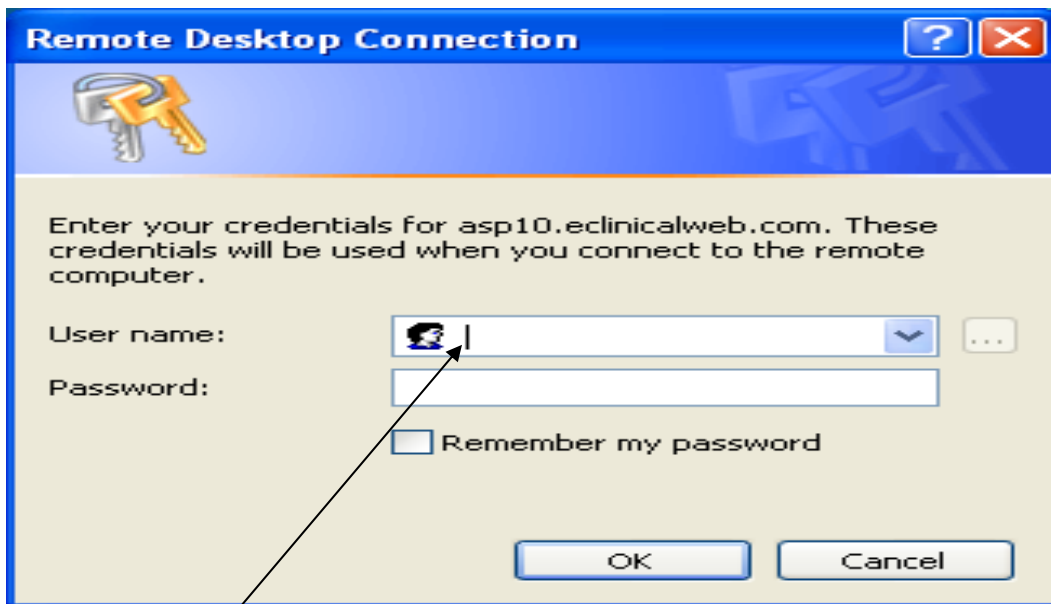
5. The following screen will appear:



6. Enter "asp10.eclinicalweb.com:9328" in the Remote Desktop Connection window

7. Click on the Connect button

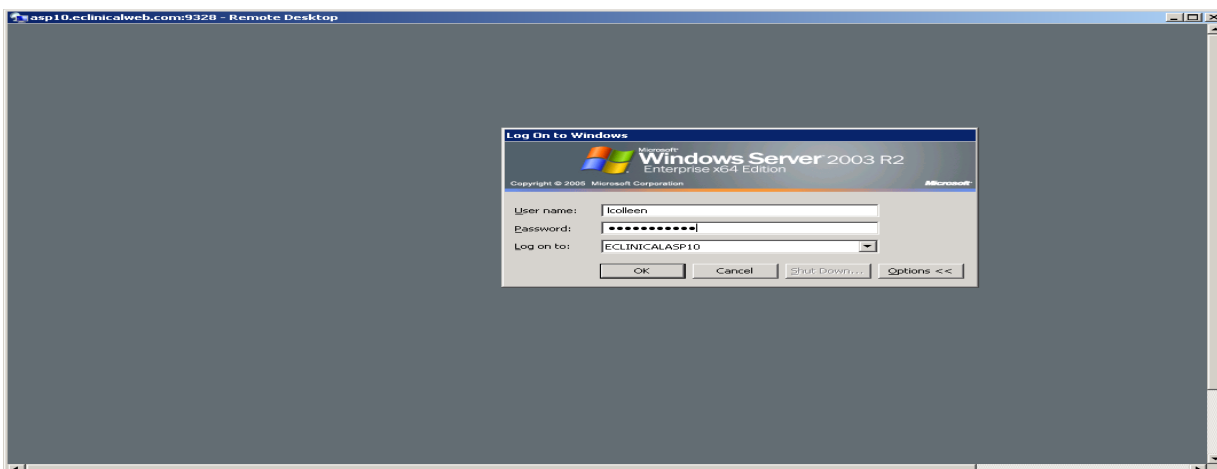
8. The following screen will appear:



9. In the User name field, type in “asp10.eclinicalweb.com:9328*user name*”

10. Click on “OK” button

11. The following screen will appear:



12. Enter your user name (*provided by your Administrator*)

Note: You may have to delete characters already populated in the field – only your user name should be entered here.

13. Enter the RDP password (*provided by your Administrator*)

14. Log onto: ECLINICALASP10 (it may be in the drop down box)

Note: You will be prompted to change your **RDP** password after your first login. Once you have changed your password this will be the password that you will use to log into **RDP** from now on. It is important that you remember the password that you change your **RDP** credentials to. You will only be asked to change it once and CHP IS will not be able to reset it.

15. Once you are logged into RDP, the eCW login screen will appear:



16. Use your eCW login and password to login.

- a. It is the same login ID and password credentials that used when you are logging into the application on site.
- b. Do not use the RDP login or password.
- c. The RDP login and password is only used to access RDP to get access into eCW.

Limitations of RDP:

- You will not be able to print or scan through RDP.
- Document Manager does not function through RDP.