



User Manual

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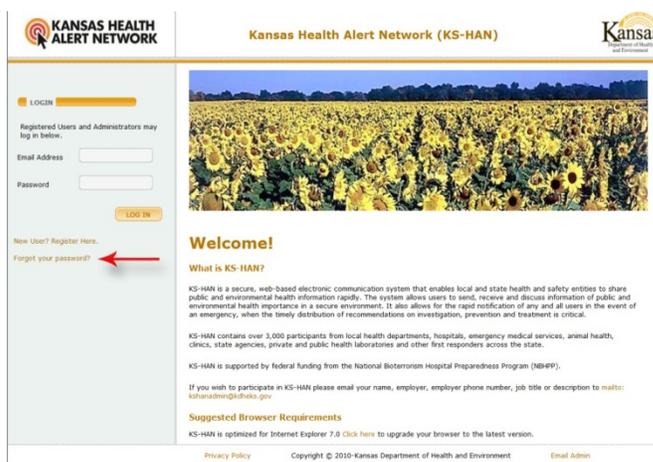
Password Recovery

The password recovery feature will allow you to reset your password in the event that you have forgotten your password or your password has expired. Passwords are set to expire every 90 days and will require you to change or reset your password.

Using the password recovery feature will not send you your current password, but will generate a random password using letters, numbers and special characters. The system will email this password to you at the email specified in your profile.

Follow the steps below to reset your password:

1. Click on the “*Forgot your password?*” link.



2. Enter your email address to recover your password in the box and click next. Your email address is the one you originally registered with the system.



3. Answer the security question that you have chosen. Press "next" to continue.

KANSAS HEALTH ALERT NETWORK

RECOVER PASSWORD

Identity Confirmation

Answer the following question to receive your password.

Question: Who is Your favorite Author?

Answer: Lewis

NEXT >

New User? Register Here.

Forgot your password?

Back to Login

4. Answer the second security question that comes up. Then click "submit".

KANSAS HEALTH ALERT NETWORK

RECOVER PASSWORD

Identity Confirmation

Answer the following question to receive your password.

Question: What is your favorite pet's name?

Answer: buddylee

SUBMIT

New User? Register Here.

Forgot your password?

Back to Login

5. An email will be sent to you with the randomly generated password. Login with new password.

From: KSHANAdmin@kdheks.gov
Date: February 19, 2013, 9:50:19 AM CST
To: [REDACTED]@gmail.com
Subject: Password Recovery for the State of Kansas Health Alert Network

Dear [REDACTED]@gmail.com,

This email is to notify you that your password has changed.
Your new password is 05v=(yF53GLFa9
If this action was not caused by you, please contact your administrator immediately.

Thank you,
Health Alert Network Coordinator.

- Click on the first link on the left side, *“Edit My Profile”*.

- Make sure that all the fields marked in red are filled out. When all finished click the *“Update”* button at the bottom of the page.

SMS Number and SMS Carrier Instructions

KS-HAN can send messages via SMS (Text). To receive alerts in this format, fill in your cell phone number. Directly underneath SMS Number is a drop down box, in this box select which carrier you are with. After these are selected, you should be able to hold the cursor over these fields and see your SMS Tag line. (The tag line is similar to your cell phone’s texting “email” address.) See below to view how the screen should look when the cursor is held over the phone number.

Adding Multiple Roles Instructions

KS-HAN messages are targeted to fit information needed by a variety of roles. A user can select multiple roles within KS-HAN depending on their job functions. Proper and complete selection of roles will ensure that the users receive the messages pertinent to their work in public health.

The screenshot shows a web form titled "Employment Information". It includes dropdown menus for "Organization" (set to "Hospitals") and "Employer" (set to "Allen County Hospital - HSP1"). A "Role" dropdown is open, showing a list of roles with checkboxes: "Administrator or Director" (with sub-roles: Hospital Administrator, KDHE Administrator, KDHE Director, LHD Administrator), "Animal Health Worker", "Behavioral Health Director", and "Behavioral Health Other". Below this is the "Account Information" section with a "UserName" field containing "@gmail.com" and "UPDATE" and "CANCEL" buttons.

Note: If your email changes email preparedness@kdheks.gov for assistance. Staff can modify an email address and update the user's username.

Edit My Password & Security Question

The Edit My Password function will allow you to change your current password. This differs from the Password Recovery section (mentioned above) as you will need to have your active password to change to a new password. This function is used so your password doesn't expire. On this screen you can also edit your security questions, which are used when you recover your password.

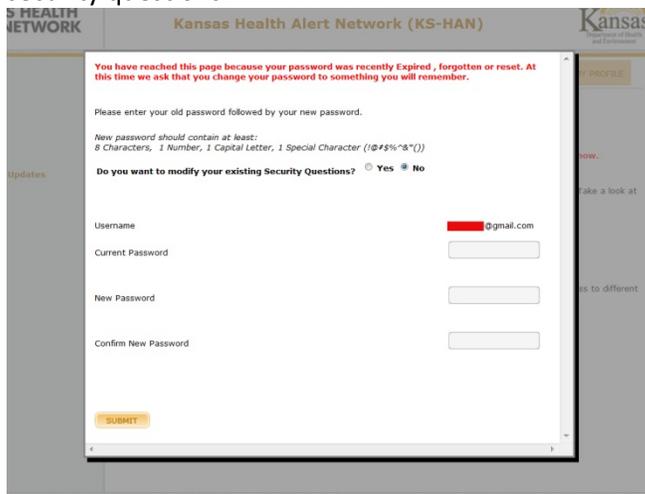
1. To edit your password and secret question: click on the tab at the top that says "My Profile".



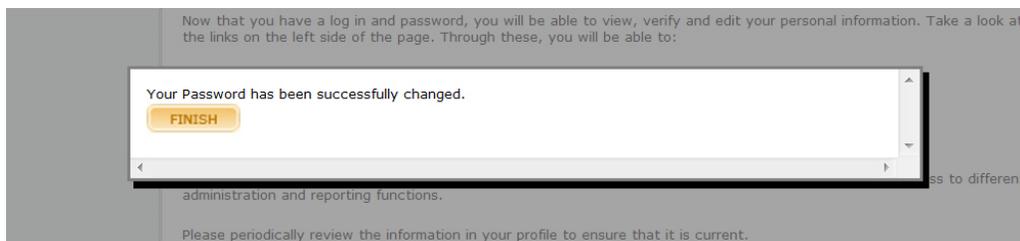
2. Click on the second link on the left side, "Edit My Password".



- The same page that pops up for Password Recovery will come up to change your password. You will need the current password. The new password should contain at least 8 characters including 1 number, 1 capital letter and 1 special character. From this page you can also change your security questions.



- Make sure to click **“Submit”** and wait for the screen confirmation that says the password has been successfully updated.



Alerts, Advisories, and Updates

Alerts, Advisories and Updates can be viewed from two separate places. KS-HAN will store all alerts, advisories and updates so you can go back and view the documents for as long as you wish.

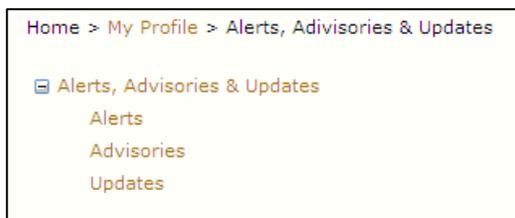
1. To view alerts, advisories or updates: click on the tab at the top that says *“My Profile”*.



2. Click on the fourth link on the left side, *“Alerts, Advisories & Updates”*.



3. A screen will show up with three folders one for alerts, one for advisories and one for updates. Click on the folder name, and a screen will come up with all the documents in that folder. You will have the option to view the document from this page.



Document Library

The Document Library is very similar to the *“Alerts, Advisories & Updates”* menu. With this tab, you can view documents that have been placed in specially created folders for you to view.

1. To view documents placed in the library: click on the tab at the top that says *“My Profile”*.



2. Click on the fifth link on the left side, *“Document Library”*.
3. A screen will show up with the folders that have been created. Click on the folder name, and a screen will come up with all the documents in that folder. You will have the option to view the document from this page.



User Directory – UNDER DEVELOPMENT, Release date TBD

Users can utilize the “user directory” function to look up fellow KS-HAN users. Under this function people can do broad searches or they can do very specific searches. Categories in which to search for a person include: City of Residence, First or Last Name, Organization, Role, State or Email.

1. To look people up: click on the tab at the top that says *“My Profile”*.



2. Click on the last link on the left side, *“User Directory”*.
3. A screen will come up that will allow you to search for users with in different searches. You can search with only one category filled out, or as many as you want to fill out.

Attribute	Value
City of Residence	= <input type="text"/>
First Name	= <input type="text"/>
Last Name	= <input type="text"/>
Organization	= <input type="text"/>
Role	= <input type="text"/>
State	= <input type="text"/>
User Email	= <input type="text"/>