

Self-Service Guide

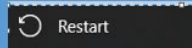
Instructions

Follow the steps below to migrate to HealthIRL.

Self Service Instructions Overview

Step 1:

- Ensure your device is connected to the HSE network using a network cable (not wi-fi or VPN).
- Power off & power on your device.



Step 2:

Locate either of the Self Service desktop icons.



Step 3:

Review Self Service Migration Guide prior to starting migration.

Step 4:

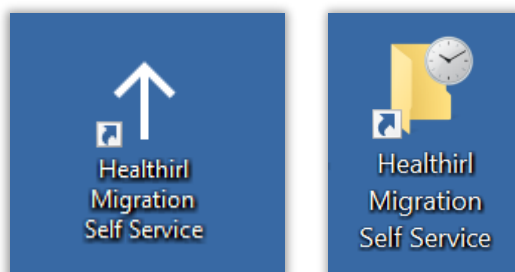
On completion of the Migration, please log-on using your HealthIRL credentials.
(Healthirl/joebloggs)

Step 5:

Access your email via the Outlook app or via OWA through your web browser.

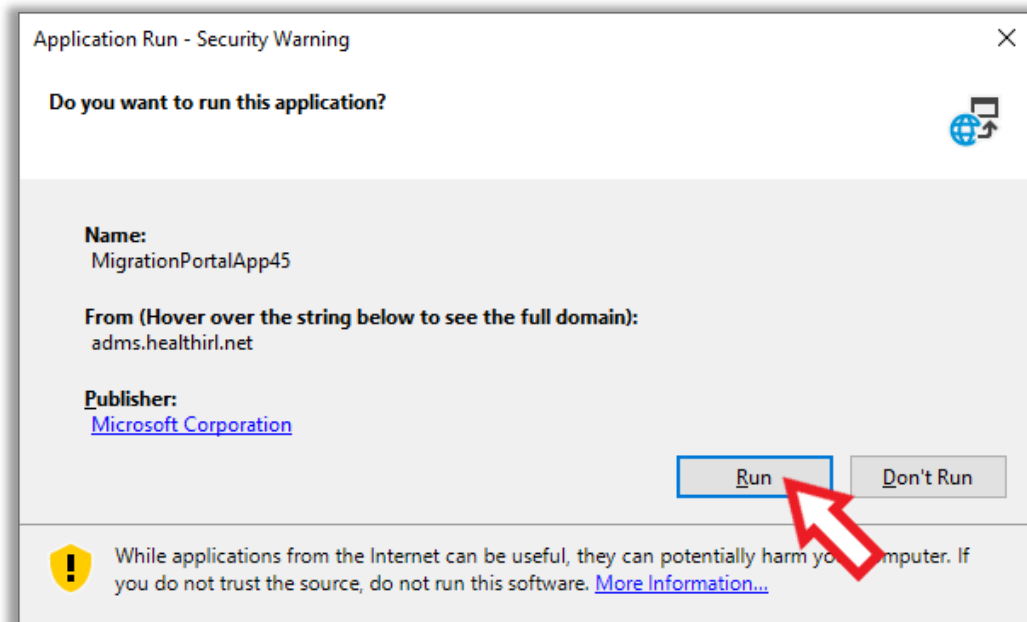


1. Locate one of the self-service icons on your desktop, then **double-click** it.

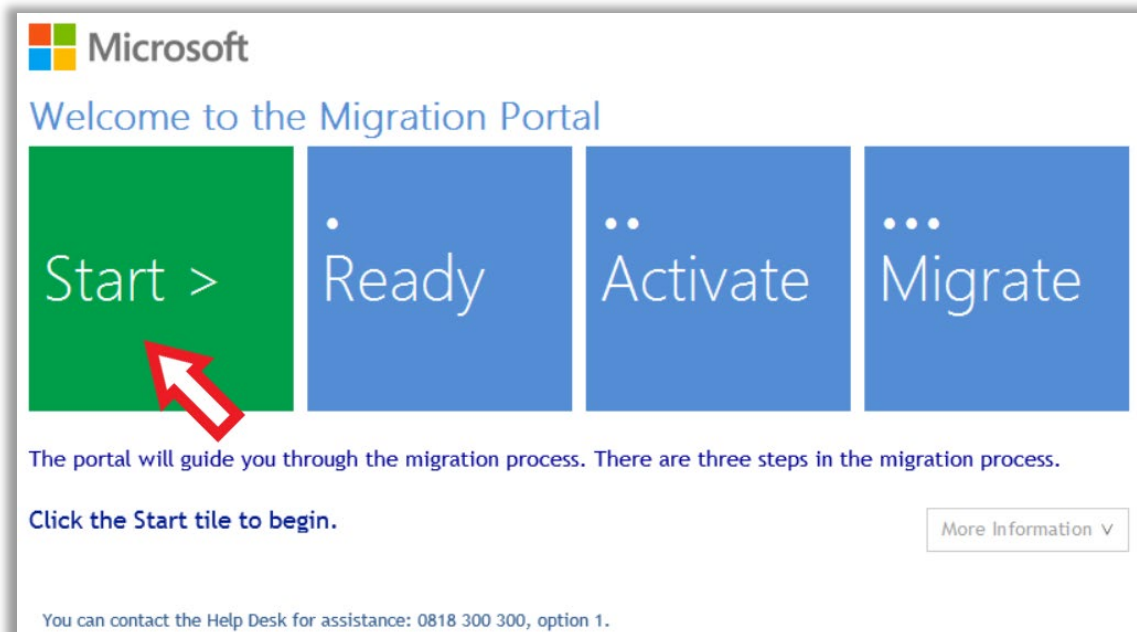


Note: Several windows will appear, wait for the pop up in step 2.

2. Click: **Run**

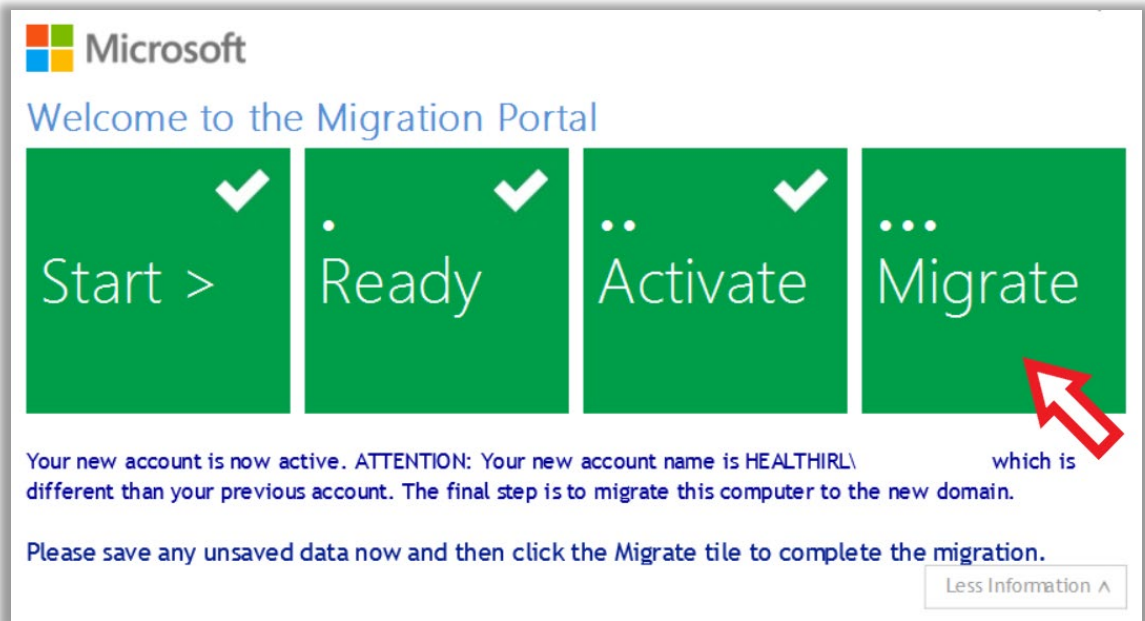


3. Click: **Start**

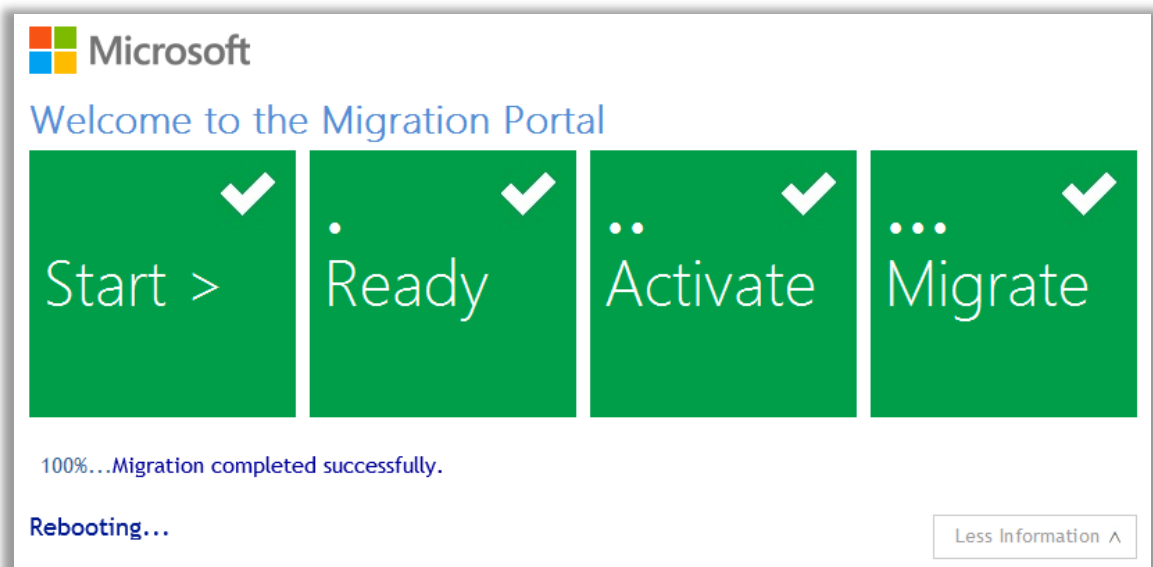


The system will run through Start, Ready, and Activate. No input is required by you.

4. Click: **Migrate**

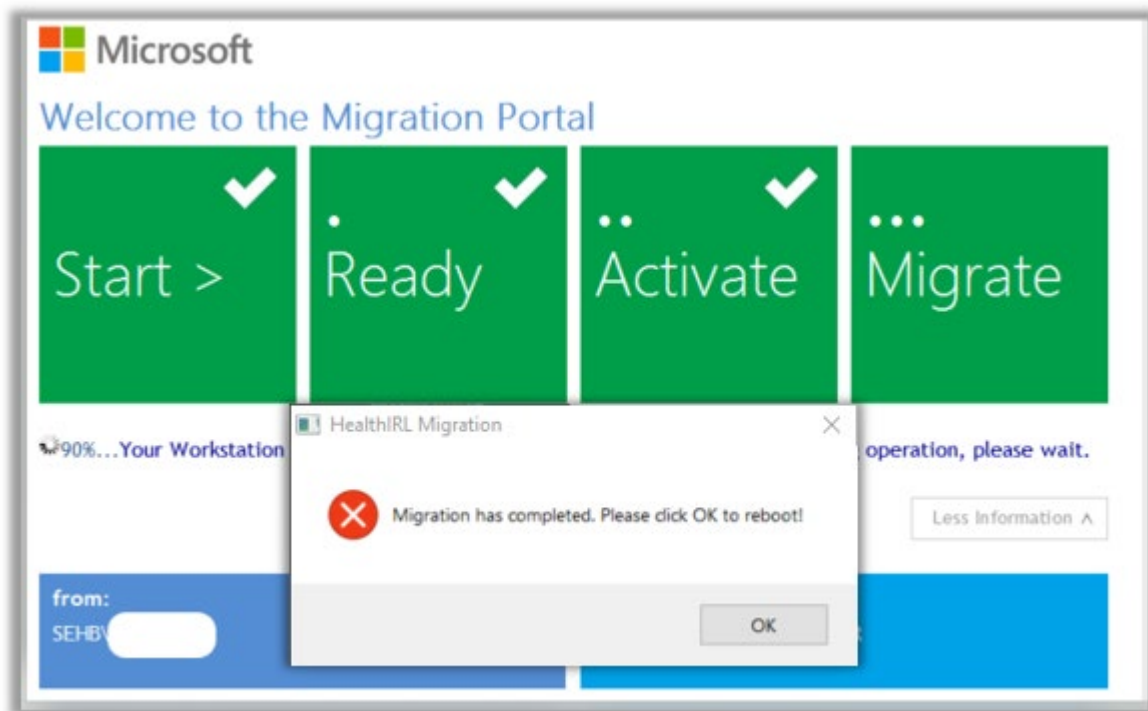


5. After reaching 100% your device will restart.



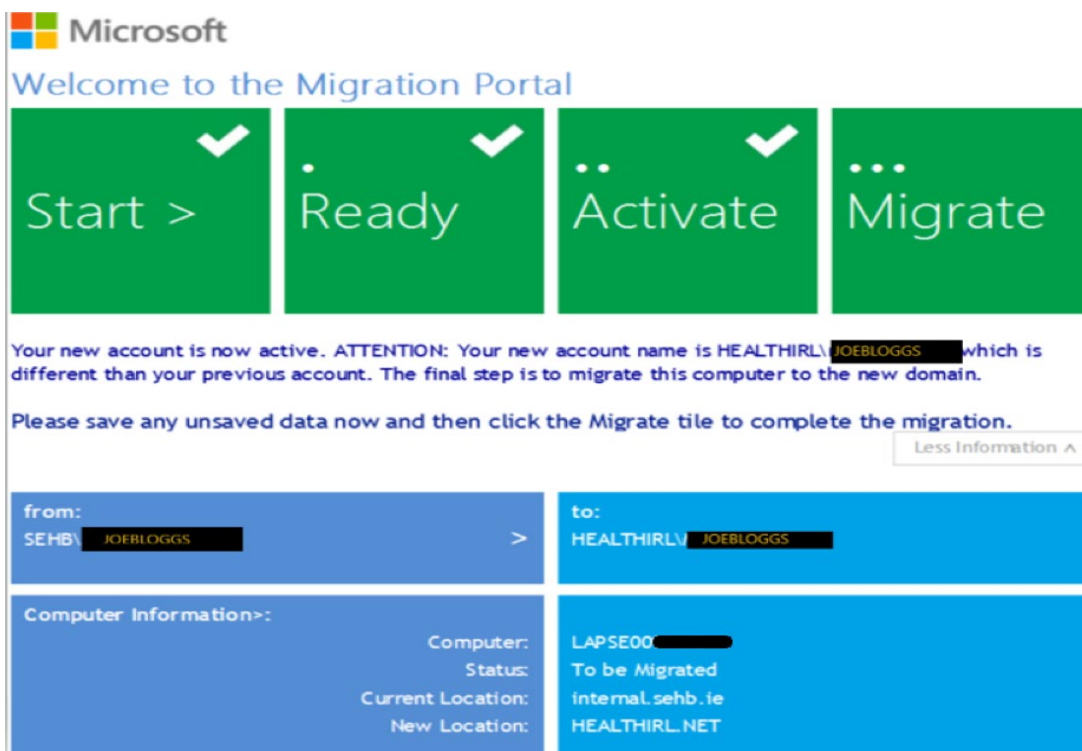
Your device should have successfully migrated over to HealthIRL once rebooted.

6. Did you encounter this message? If yes, please click **OK** to reboot your device.



Your device should have successfully migrated over to HealthIRL once rebooted.

7. Please note your new log-in name is displayed at this point, please take note of it.



8. Please log-on using your new HealthIRL log-in credentials. This is composed of your first name and your last name. **e.g., HEALTHIRL\JOEBLOGGS.** Your password will be your current **email** password.

9. If you are a Citrix user, please log-on using your **HealthIRL** credentials.

10. Email: double click on the **Outlook** icon to synch your mailbox. You may also continue to use your OWA through your web browser.

