



CHEDESK Desktop



The CHEDESK Desktop is available to all faculty members and trainees in the Department of Medicine. This desktop helps organize and synthesize key clinical and information resources.

Registration

In order to secure a CHEDESK account, we request that you complete the online registration form. This process will allow you to select your own username and password for the desktop system.

1. Go to www.cche.net/chedesk and select "Register".
2. Fill out the registration form indicating your Division or residency status at the University of Alberta.
3. You will receive email confirmation within 5 business days that your account has been activated.

All registrations are verified using the University of Alberta staff database and/or list of trainees and faculty kept by the Department of Medicine.

Installation




CHEDESK has been installed on many computer terminals throughout the hospital. You are free to install the desktop on any computer that you use regularly (home, laptop, other computers in the hospital).

1. Go to www.cche.net/chedesk and select "Install" in order to install the desktop.
2. Follow the download instructions. If you need assistance, please contact the CHE helpdesk, help@cche.net or 492-6632.

Getting Started

In order to access many of the desktop resources, you will need to store your account information for library off-campus access along with other key subscriptions and memberships. You will only need to do this once and we suggest you set up your profile the first time you log in.

To set up your profile, select the My Settings  icon, under the left-hand panel:

1. under My Profile, select the My Interest Profile  icon - choose one or more desktop interests from the list provided.
2. under My Profile, select the Personal Profile  icon – use the edit  icon to edit your desktop information.
3. under My Logon Parameters, select CNS Computing ID - enter your CNS Computing ID (un/pw you use to access UofA web mail) - select "Save Parameters"
4. enter additional usernames and passwords for other subscriptions and memberships listed

Make sure that you log out of the desktop to store your profile settings.