

The Streetlight Stop

1. **Signing on if you're on UF campus wired in or wired in at Shands:**
 - a. Direct your web browser to <http://my.peds.ufl.edu/streetlight>
 - b. You will be asked for a username (your Gatorlink) and password. ****You have to type "ufad\" before your user name**** for example I would type ufad\abucchiarelli. (you DON'T need the @ufl.edu part) Then enter your usual Gatorlink password. This will direct you to the Streetlight Stop.
 - c. If you try to type it and it doesn't work – you will need to click on "use another account" and try again
2. **Signing on if you're on Shands wireless or if you're on a home wireless/wired in system:**
 - a. **If you've never signed in on the computer you're using before:** you need to download the VPN client software. You can follow these directions (starting at b.) or use the UF VPN that allows library access. Either will work.

If you're a team member and were here last year and want to use the health VPN, but it's been a while since you've signed you need to 1) uninstall the VPN from your computer and 2) then go through these steps – the VPN has updates you might not currently have and this is the easiest way to do it.

- b. Direct your web browser to <https://security.health.ufl.edu/vpn/>
 - c. Scroll to the bottom of this page and download the appropriate client for your operating system (i.e. anyconnect-macosx-powerpc-2.5.3046-k9.dmg [Mac 10.6.8 and above - PowerPC] , anyconnect-macosx-i386-2.5.3046-k9.dmg [Mac 10.6.8 and above - Intel i386] or anyconnect-gina-win-2.5.3046-pre-deploy-k9.msi [Windows MSI install file])
 - d. Install it and launch it.
 - e. You will need to type in the address to connect to the vpn which is <https://vpn.health.ufl.edu>
 - f. Then sign in using your Gatorlink username (i.e. the part of your UF email before "ufl.edu") and password. *****You shouldn't have to do steps a-c 3 again...Thank Goodness!!!*****
3. **If you HAVE signed in before and you're using a PC/Mac with WIRELESS not at UF or from HOME:**
4. Look in your programs menu and you will see the CiscoAnyConnect VPN client. Open it and connect. Make sure the web address says: <vpn.health.ufl.edu> Then enter your Gatorlink username and password.

You'll see a pop-up that says you're connected to the VPN server (this is encryption software that allows us to securely view personal health information (PHI) on a computer outside of the UF network. Without signing onto the VPN, we are in violation of HIPPA, and will not be able to access the Streetlight Stop. Logging onto the Streetlight Stop through the VPN server allows for us to talk about patients on our site while staying compliant with HIPPA regulations.)

5. **Next, type into the web browser (and bookmark for future use):** <http://my.peds.ufl.edu/streetlight>
 - a. You will once again be prompted to enter your Gatorlink username (you DON'T have to use the "ufad/" before it) and password.
 - b. You will now enter the **Streetlight Stop**.
6. **Mobile App** – The STOP can be accessed from your smartphone or ipad! ☺ You need to download the Cisco AnyConnect App (for free). To set up, "Description" can be whatever you want, "Server Address is <vpn.health.ufl.edu> Then it will prompt you for username and password which is Gatorlink and password. Once connected you can use your smartphone's internet to browse to my.peds.ufl.edu/streetlight and get on the STOP! ☺

(See next page for Navigation)

7. Navigating Around On The Home Page:

- a. The first section is Streetlight's Policies and Procedure's document. This is a "legalistic" document that you are responsible for reading and understanding to be in Streetlight. You will be/were asked to sign an acknowledgement stating you understand these terms.
- b. Under the "Important Resources" heading, you will find links to the **ShiftPlanning** software you will use, as well as to the **Official Streetlight website**, and other important sites that you should be using REGULARLY!

*****To open these links – so you don't lose the Streetlight Stop page – right click and select "Open in a new window."*****

- c. You will see a **calendar** with Streetlight meeting times and events. You can place your team's lounge themes on here. Everyone has editing rights so be careful you don't delete something someone else previously posted. Only captains should add to the calendar if they have a meeting time. Rebecca or Amy should be notified about the meeting time if one is to be scheduled.
- d. You will see the **Weekly announcements** and be able to read and/or print the weekly Focus.
- e. You will also see a section titled **Designated Palliative Care Patients (DPPs)** this is the more "PC" term for Frequent Flyers (FFs). This will be updated daily during the week to let you know who is in in case you're friends with them.
- f. There's a **Streetlight Inspirations** section. Feel free to share inspirational experiences stories...this is a good place to share a patient interaction you're psyched about and want to help pump up the team with...you can post things here that you couldn't on FB because it's protected.

8. Navigating the Sidebar

- a. The first link is our "**Carry Wall**" This is a place to remember all of our patients who are very critical or EOL (end of life) and need our thoughts, prayers, or support. Updates will be posted on these people as we hear. **You may get emails that refer you to the Carry Wall.**
- b. Additionally, on the sidebar you will see links to all of the **special teams and project groups**. Captains may choose to communicate through these. They will let you know.
- c. **Outpatients:** You have a calendar and progress note for each patient. This way, everyone on your team (and all of Streetlight for that matter) can view the outpatient notes, which are HIPPA compliant.
- d. There is also a place for discussions to talk about things such as **how to improve Streetlight**
- e. Under the "**Guides for new members**" there are all of our protocols and can be good reminders of how to do things if you forget. This is especially good for our "newbies"!
- f. Finally, there is a place for **Team Member Contacts**. **Please take the time to add your name and contact information** if you're ok with the Streetlight team knowing it. This can help when planning events or getting to know people.

****TROUBLESHOOTING****

If you're having trouble signing on try these things first:

1. **Do you need to be using the VPN??** Check above. If you need it and you aren't using it you will never be able to get on.
2. Check to make sure nothings blocking your ability to sign into either the VPN or the STOP – **disable pop-up blockers and Java blockers**
3. **The STOP does not work with Google Chrome, Moxilla, or FoxFire.** Try using Internet Explorer or Safari – sorry for this inconvenience, darn Microsoft!
4. **If it's been a while since you've used the VPN you may need to re-load the software** since it could have been updated. You will need to uninstall the software from your computer (for example on Windows you would go to the start button, click on control panel, then open "Programs and Features" find "Cisco Anyconnect VPN Client" right click and uninstall. Then navigate to the VPN site again (<http://vpn.health.ufl.edu>.) and re-install

IF NONE OF THESE WORK CONTACT AMY ASAP. IF WE DON'T KNOW THERE'S A PROBLEM WE CAN'T FIX IT AND YOU MIGHT NOT BE THE ONLY ONE HAVING DIFFICULTIES! PLLLEEEEEAAAASE TELL AMY!!!