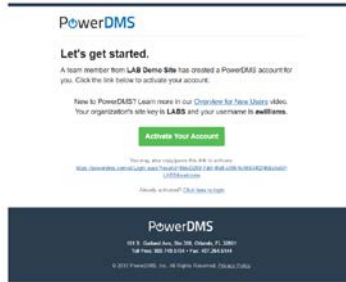


PowerDMS: BCH Oakland's Policy Management System

Once your name in BCH Oakland's Active Directory ("AD") is synced with PowerDMS, you will receive a registration email from PowerDMS that looks like this:




If you arrive at the Single Sign On screen below, enter "CORE\username" and the password you use to log onto a BCH Oakland workstation



You do not have to wait for the registration email:

- Chrome is the preferred browser for PowerDMS
- Navigate to PowerDMS.com
- The "Site Key" is "UCSFBCHO" (not case sensitive)
- Enter your BCH Oakland user name
- If you are on the network already, this will log you in
- Bookmark the site and, as long as you use the same browser and do not clear the browser history, you will be automatically logged in when you navigate to PowerDMS in the future

- The shortcut from workstation start menu looks like this: 
- There are quick links from the intranet "CHONet" to Nursing Protocols and PowerDMS user education resources
- On the PowerDMS landing page you will find search tips and links to tip sheets and short instruction videos
- Email addresses in PowerDMS have the *mail.cho.org* domain until a future change to BCH Oakland's AD. Emails from PowerDMS will be routed to your *ucsf.edu* email address.
- Questions and feedback to tania.gornik@ucsf.edu

PowerDMS: Department Managers & Policy Owners

If you will be responsible for a departmental policy manual or for individual policies, contact tania.gornik@ucsf.edu for further training in PowerDMS. You will learn to:

- Log in and search for policies
- Bookmark frequently referenced policies
- Organize your departmental policy filing system
- Keep your policies up to date and in compliance
- Maintain version control
- Develop new policies and track edits to existing policies
- Streamline the approval process
- Disseminate your policies to staff
- Access archived policies
- Retire old policies

