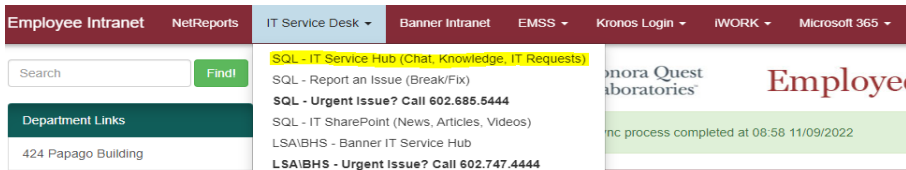


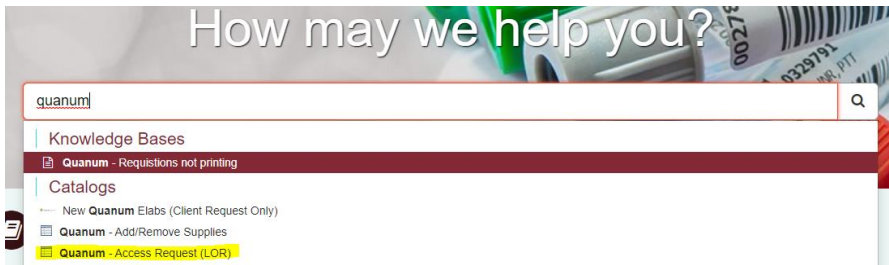
How to Add a New Users for TSO with Ref labs

Quantum

- Requests must be processed from Service Now
 - From the SQL intranet home page click on IT Service Hub (Chat, Knowledge, IT Requests) SQL



- This screen will then appear and in the search box you will type out Quantum
- And choose Quantum – Access Request (LOR)



- You will then fill out the information requested and once the form is complete you will click on the Order Now icon and request is complete.

Quantum - Access Request (LOR)

Request new, change or remove Quantum Labs Orders and Results (LO&R) access.

Login Website: <https://cas2.questdiagnostics.com>

* Indicates required

* Requested By:
 x v

* Request Type

* Employee First Name

* Employee's Last Name

* Lawson ID

Quantum Username

Quantity: v

Delivery Time: 1 Day

Order Now

Required information

How to Add a New Users for TSO with Ref labs

* Access Type
 IOP
 PSC
 Client Services
 Hospital

* Site Code

Always Print Specimen Requirements Page

* Performing Site
 QSO
 MET
 SJC

* Accounts

Special Instructions

Add attachments

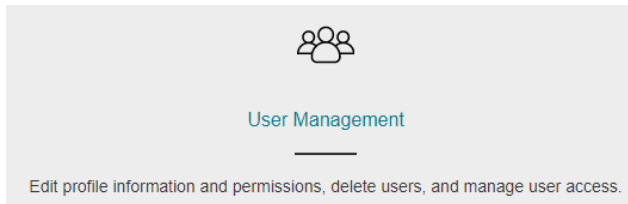
- Be sure to include the correct account numbers for your location.
 - Interface and non-interface SQL account numbers
 - SIC account number

ARUP

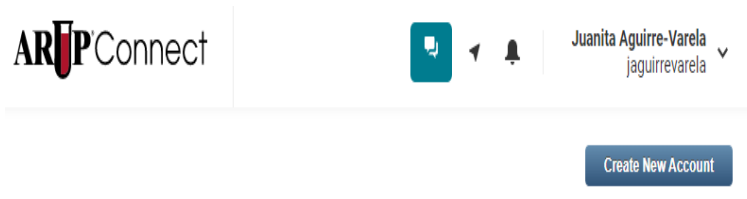
- User admin for your location will log into ARUP Connect
 - Do not have new team members contact ARUP for set-up, the permissions are not accurate and the username does not follow system standard.
- Select “User Management” from the side bar menu



-
- Access the User Management



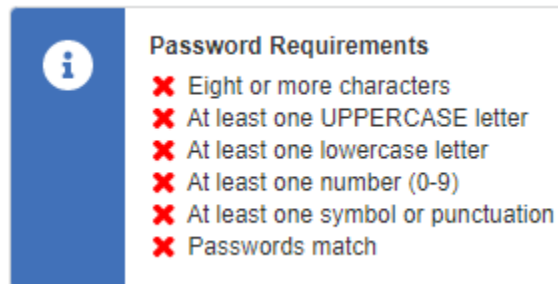
- Select the “Create New Account”



- Complete the profile with the team members information
 - First Name
 - Last Name

How to Add a New Users for TSO with Ref labs

- Email (this will be used to reset password if they are locked out)
- Sign-in Method
 - Username
 - First initial and last name of the “team member”
 - Ex. TMEMBER
 - If the name was “previously used” add a number to the end of last name
 - Ex. TMEMBER3
 - Password – you are setting up the temporary password and the team member will change it once they have signed in for the first time.



- - Easy to remember is using the Lawson and initials- don't forget that punctuation
 - 123456Tm@
- Select “create User” to move to permissions



- Permissions – all users require the following as a minimum
 - eExcept
 - Order Entry
 - Order Status and Results
 - Pricing
 - Test delay notifications

MAYO

- Team member to register on the MCL webpage to start the process.
- <https://www.mayocliniclabs.com/>



- The User Admin will then follow the instructions provided by MAYO
 - Sendouts Tip Sheets (LSA Test Management Teams, Sendouts Home Page)





Sonora Quest
Laboratories™



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How to Add a New Users for TSO with Ref labs

-  [How to Access MAYO with Single Sign-On efft. Ma...](#)
-  [How to add users to MAYO Access](#)