Docusys Remote Access Instructions

**Step 1:** Enter the following URL: [https://sslvpn.medical.washington.edu](https://sslvpn.medical.washington.edu)

**Step 2:** Sign in with AMC domain userID and password (Same as ORCA and Docusys)

U-AIMS-C089A (for UWMC)
BARRY3 (for HMC)

**Step 3:** In the following screen, enter (Host Name) under the terminal sessions tap and click launch. For Docusys use Host name: U-ANES-C034A (UWMC) or BARRY3 (HMC) and press launch.
Step 4: Now you have access to a Docusys Closing station (see figure below). However, you need to log into the workstation. Use the same AMC userID and password (same as for ORCA and Docusys) to do so.

Once you login, you will see a computer desktop with the Docusys Icon. Start Docusys and close the record

STEP 5: Log OFF
IMPORTANT: DO NOT close the window by pressing the “X” mark on top right
Once you are done using Docusys, please EXIT the application and LOG OFF from the computer. If you do not logoff, another person won’t be able to login.

MAC USERS: Macintosh are not supported by IT services. The following instructions may or may not work based on your MAC configuration

Macintosh RDC (Remote Desktop Connection) requires Microsoft RDC client installed on the client computer. Mac App store link. Install and try the steps above.