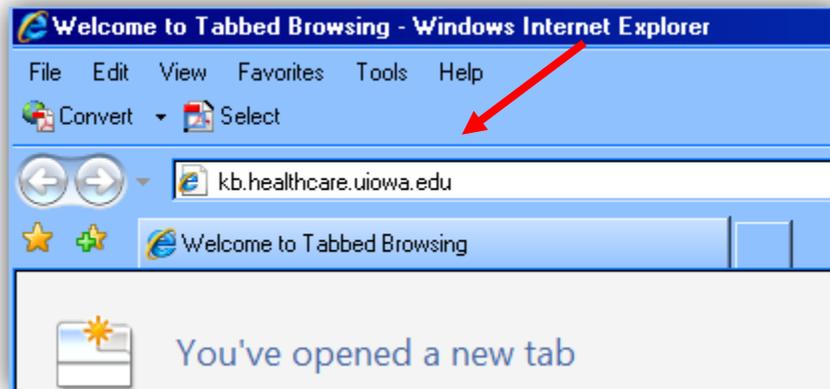
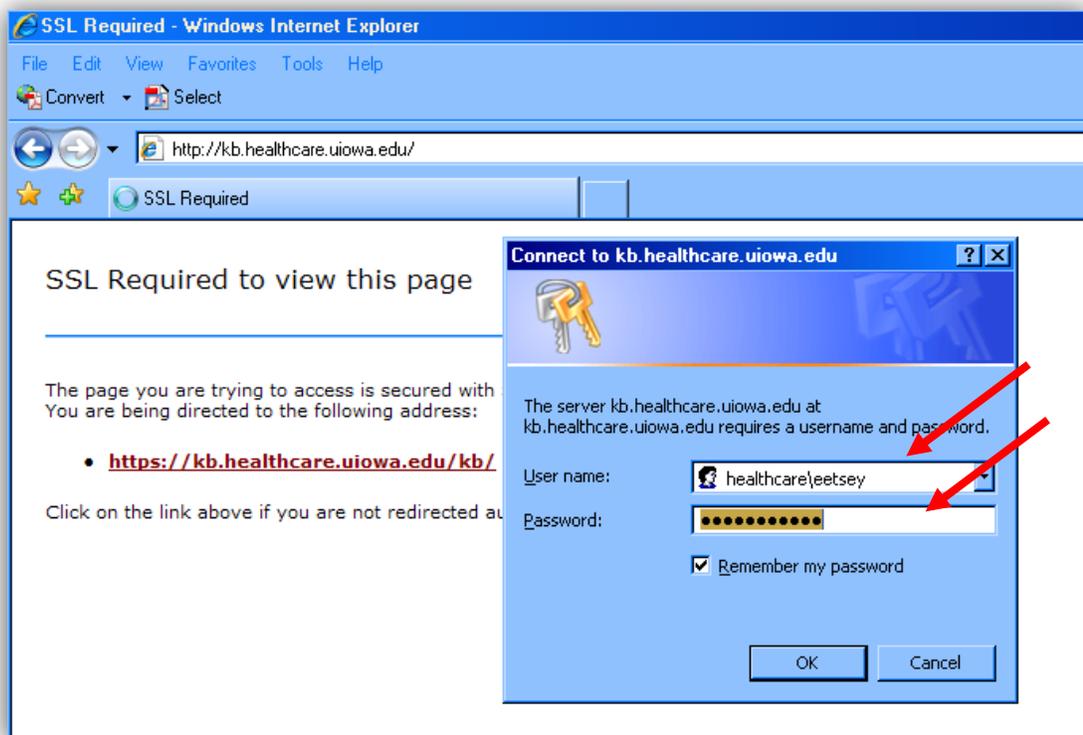


How to access HCIS Knowledge Base (KB)

1. Launch/open a web browser (i.e. - Internet Explorer, Firefox, Safari, etc...)
2. In the address bar, type in **kb.healthcare.uiowa.edu** and press “enter” on keyboard.



3. A dialog box will appear requesting for your user name and password. Enter **Healthcare\“your HealthcareID”** and your HealthCareID password into designated fields. Press ok.



4. After page loads, click on **UI Health Care Public**



5. You can search by categories or search for specific words in the search field. When searching, you may use any words such as **outlook**, **iphone**, **“inBasket”**, etc... You may also use combination of words such as **outlook email**, **going + green**, or **“apple mail.”** Using plus (+) and quotation (“”) signs, refines your search to articles specific to those combination of words.

