

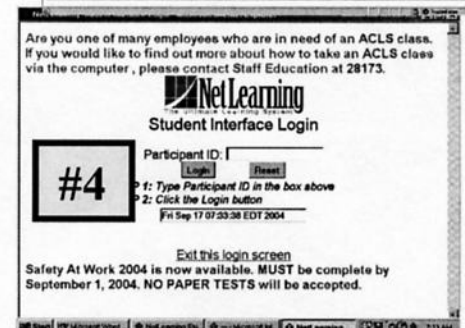
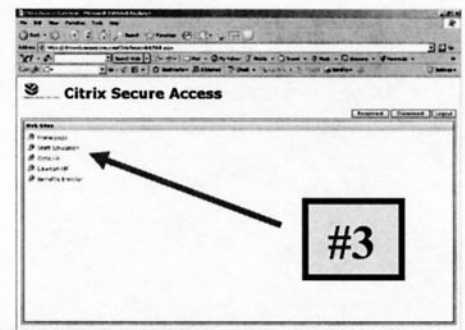
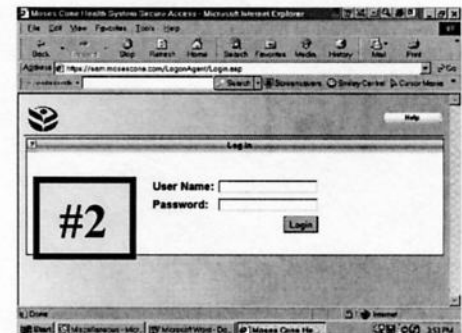
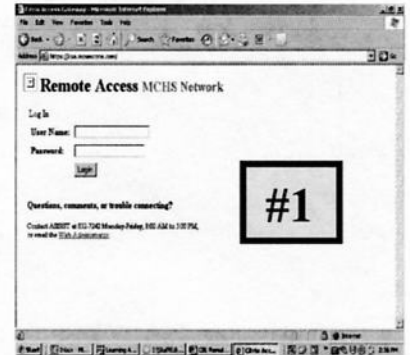
"Remote access" refers to entering the CBL system from a computer outside Moses Cone Health System (like from home or the library). The CBL system is one way that the Moses Cone Health System helps keep you informed of new policies, learning opportunities, and regulatory requirements like the annual safety training. Remote access is offered to our employees as a **CONVENIENCE**. You **WILL NOT** get paid for time spent on CBL's outside your regular work hours.

**How do you access CBL's from a remote site? Just follow these easy steps:**

Hit Shift and number 8 key at same time to get Star

Turn off all Pop-up Blockers from your computer - It won't work if you don't !!!!

1. Add: \*.mosescone.com to trusted sites under "Tools, "Internet Options, and "Security." Uncheck "Require Server Verification" under Trusted Sites
2. Log on to the secured MCHS website:  
<https://csa.mosescone.com> (Illustration # 1)
3. Click "Yes" after the security warning prompts you to download "ActiveX component called Net6 Helper Package and then install the Citrix ICA Active-X client"
4. Click "Yes" at User Agreement
5. Type in user name (employee identification) and password (Received from Human Resources) (Illustration # 2)
6. Click on Staff Education (Illustration # 3)
7. Type employee identification in the "participant" box and click "login"
8. Congratulations!!! You did it!! (Illustration # 4)



**Troubleshooting:**

1. If you use AOL or MSN (maybe others) you will need to launch your Internet provider and then use Internet Explorer to logon to the <https://csa.mosescone.com> website
2. If you have difficulties logging on - log out and try again
3. Call ASSIST at 336-832-7242 or email at [webadministrator@mosescone.com](mailto:webadministrator@mosescone.com) for assistance



**REMEMBER:** This is ONLY a convenience and you will not be paid for time spent doing CBL's away from the work environment.