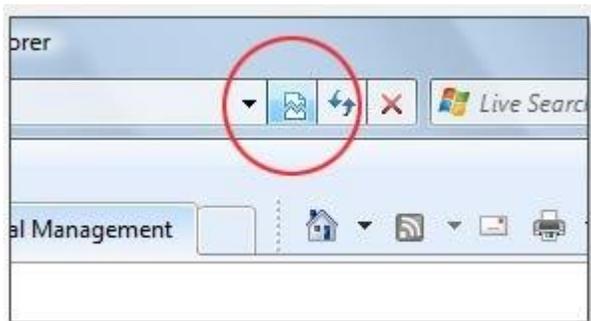
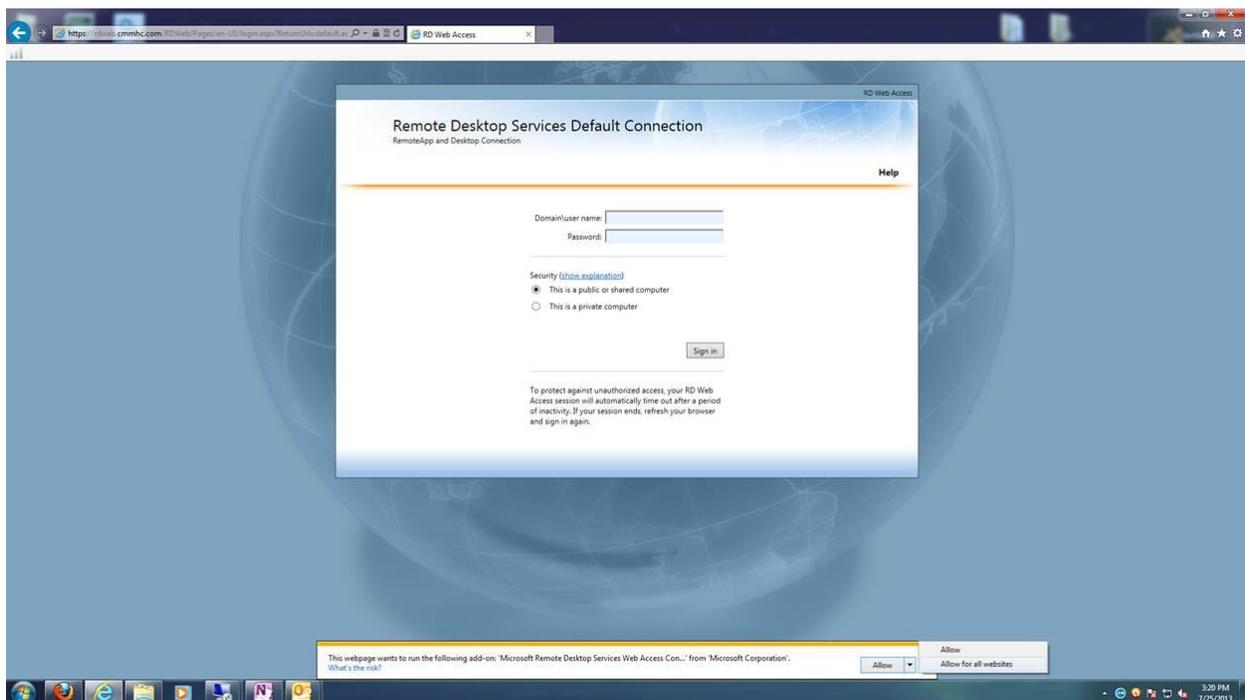


Please use our remote web access and our Outlook web interface to gain access to our services. Follow the instructions listed below to access CMMHC networked systems (*aka your server profile*). Anytime a username and password is asked, please input your CMMHC profile user credentials, not your IRIS one. Please note that this remote access only works on Microsoft Windows based systems and must be used on Internet Explorer.

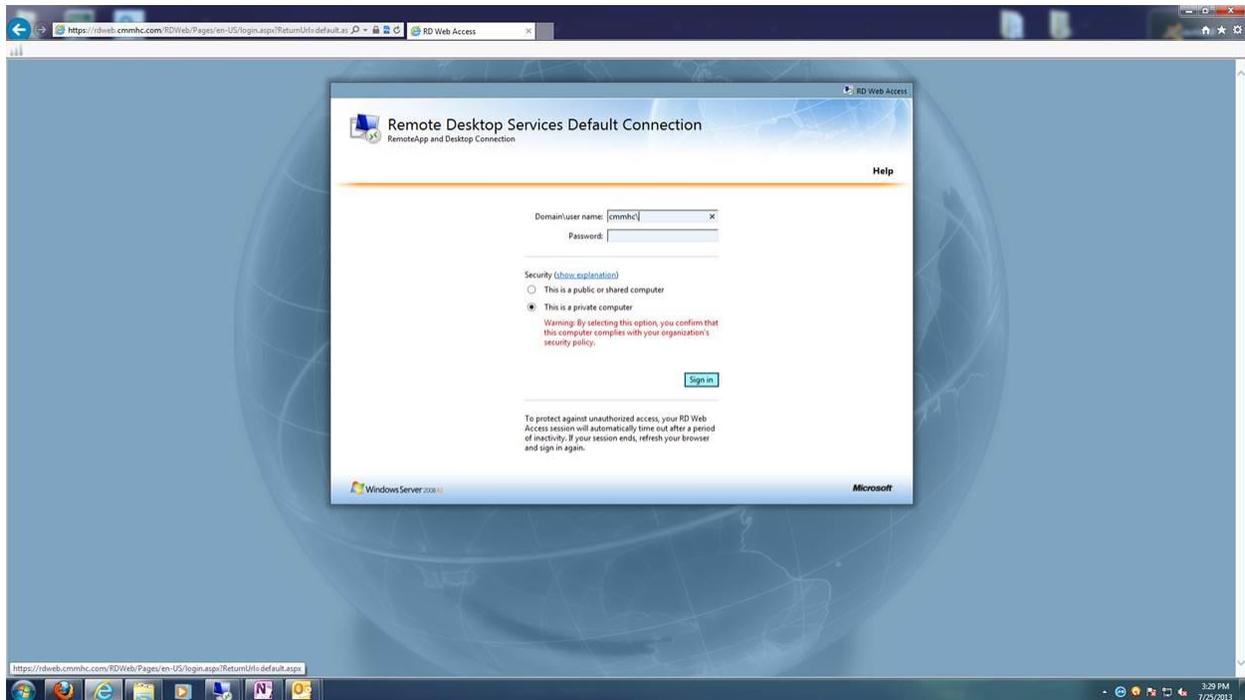
1. Please type <https://rdweb.cmmhc.com/rdweb> in the web address bar.
2. Once the webpage is displayed, please click on the **“Compatibility view”** button located at the top of your web address bar. (**Note:** *This will ensure that remote services are displayed properly on the screen*)



3. A pop message will also appear below asking to run the following add-on, please select **“Allow for all websites”**. (**Note:** *After you allow this add-on, it shouldn't prompt again the next time you access the website*)



4. In the Domain\Username box, please input: **cmmhc\username** and **password**. If this is your personal computer please select **“This is a private computer”** and click the **“Sign in”** button. If not, please select **“This is a public or shared computer”**.



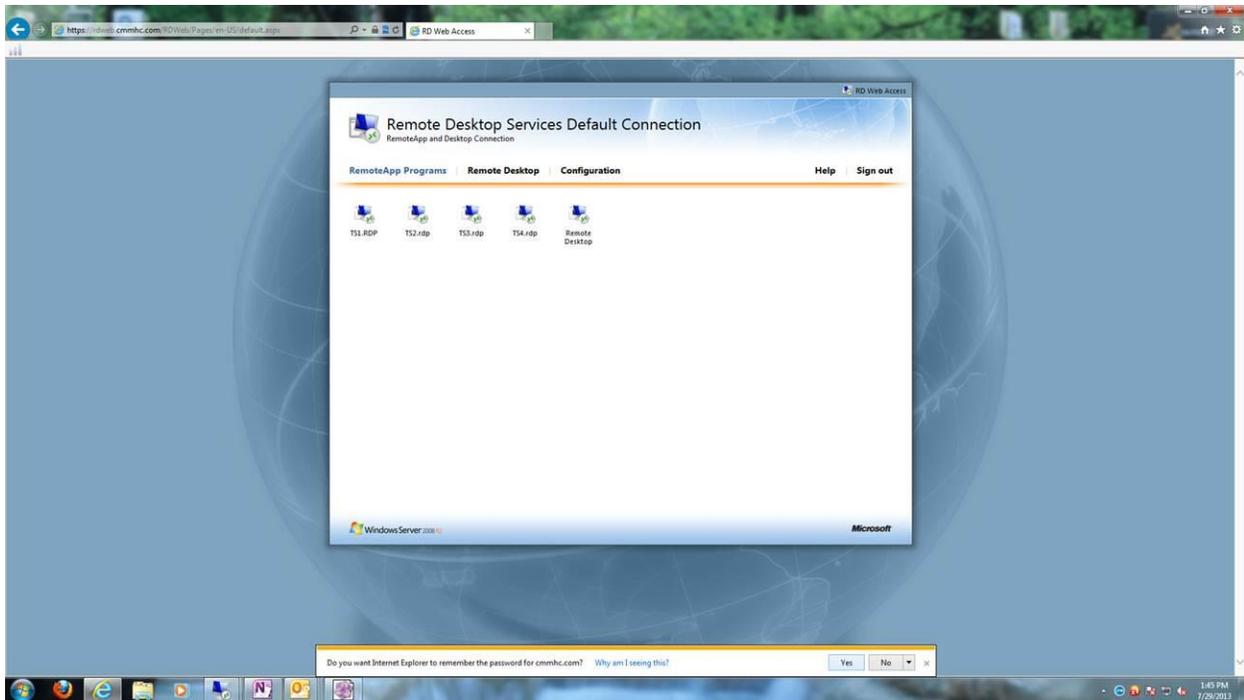
5. When on the **“RemoteApp and Desktop Connection”** screen, please select the server that corresponds with your office. Also, please select **“Yes”** or **“No”** if you want IE to remember your password. (**Note:** Clicking **“Yes”** will make logging in faster for future access)

**TS1** = *St. Cloud Admin Building*  
*St. Cloud Counseling Building*

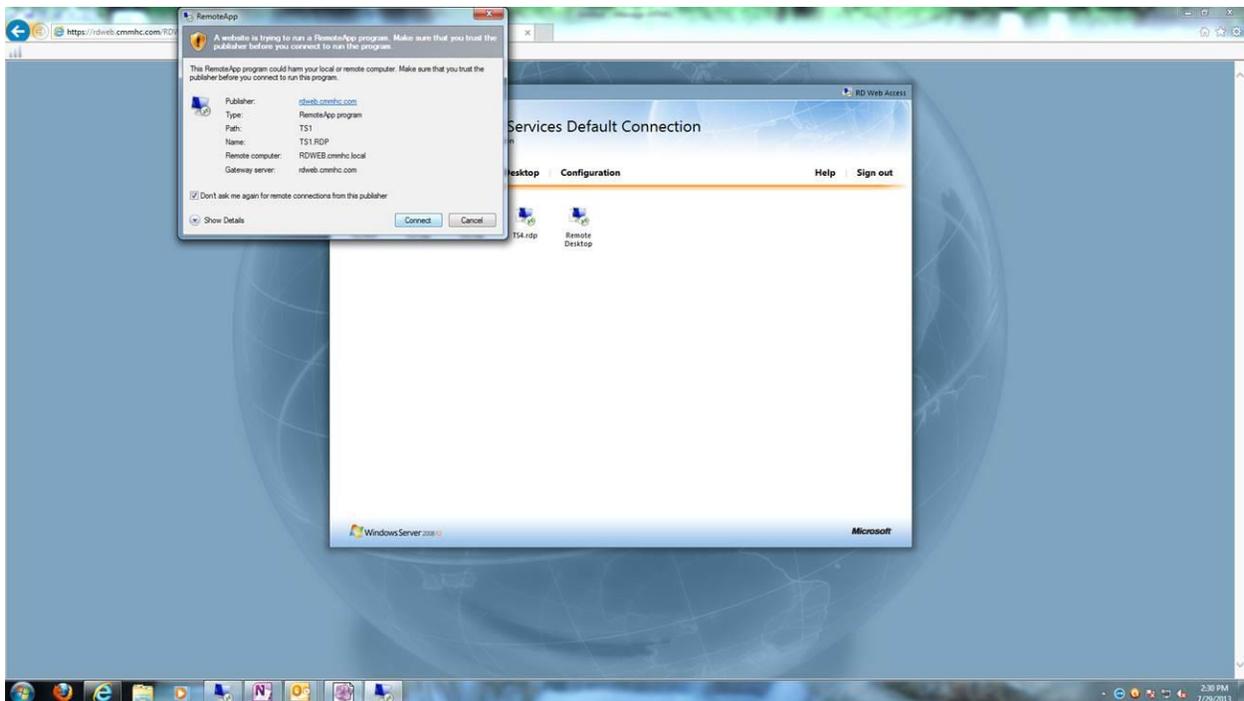
**TS2** = *St. Cloud ACT*  
*ICRS*  
*Monticello/Monticello ACT*  
*Elk River*

**TS3** = *Buffalo*  
*Annandale IRT*

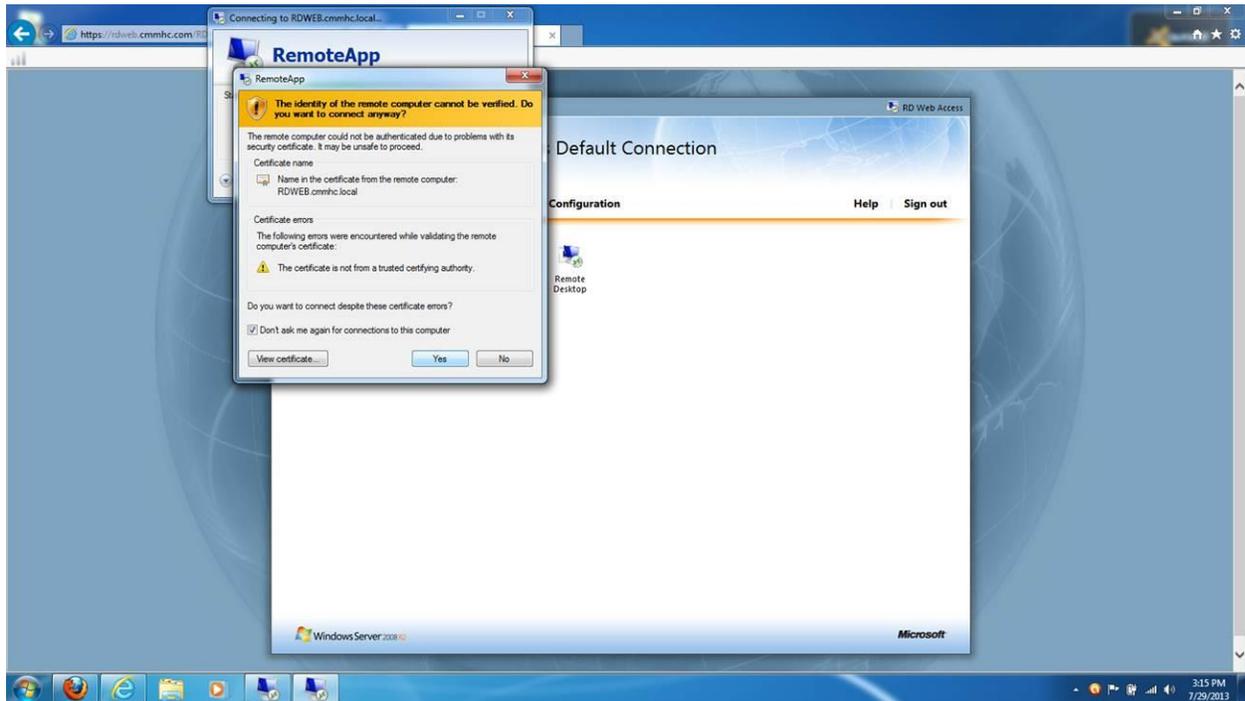
**TS4** = *TCM*  
*Northway IRT*  
*Focus XII*  
*St. Cloud ARMHS*  
*Detox*  
*Crisis*



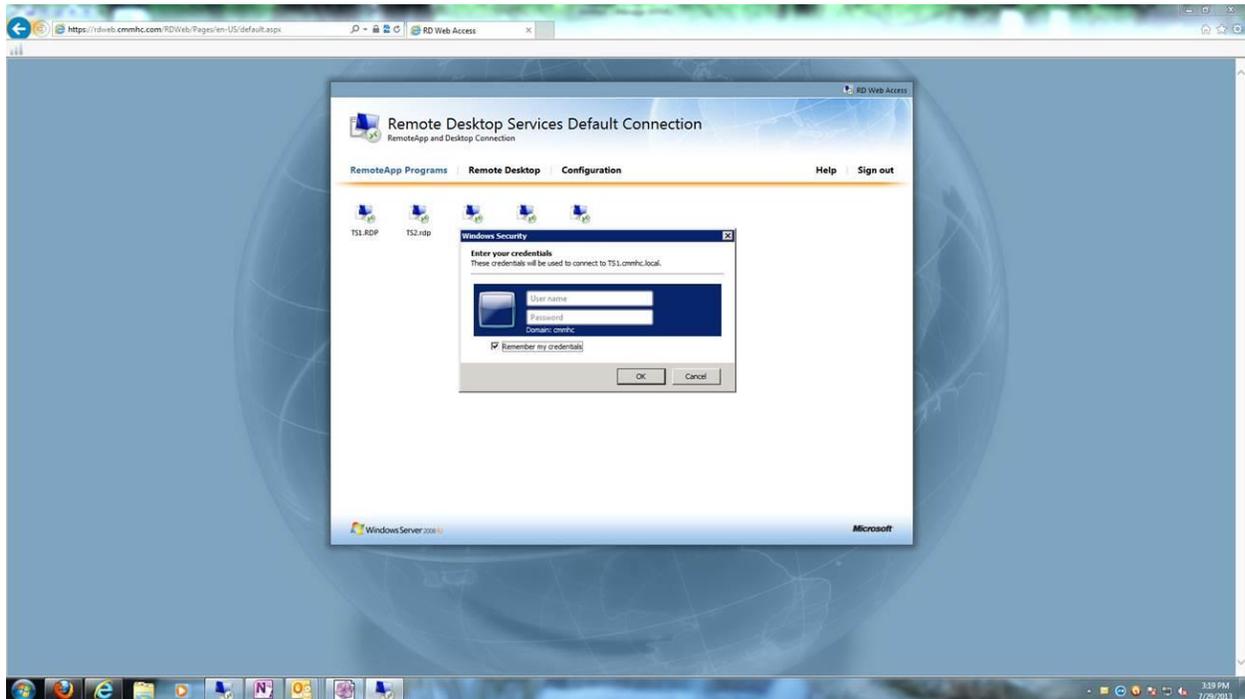
6. Once a server connection has been selected, a message will appear on the screen asking if you want to run/trust this application. Please put a check mark in the box asking – **“Don’t ask me again for remote connections from this publisher”** and hit **“Connect”**.



- Another message might appear asking to verify a security certificate. As in the previous step, please put a check mark in the empty box and click, "Yes".



- Lastly, you will be prompted again to put in your **Username** and **Password**. If you would like IE to remember your login credentials for faster future access, please put a check mark in the box stated, "Remember my credentials" and hit "Ok".



9. Finished

NOTE: For email access only – please use our **Microsoft Outlook WebApp** at:

<https://mail.cmmhc.com/owa/>

If anyone has any questions/issues concerning these instructions or the web interface itself, please let me know. Thanks,

**Adam Mueller – IS Internal Support**  
**Central MN Mental Health Center**  
**1321 North 13<sup>th</sup> St.**  
**St. Cloud, MN 56303**

**Phone: 320-202-2042**

**Email:**

[ithelp@cmmhc.com](mailto:ithelp@cmmhc.com)

[Adam.mueller@cmmhc.com](mailto:Adam.mueller@cmmhc.com)