

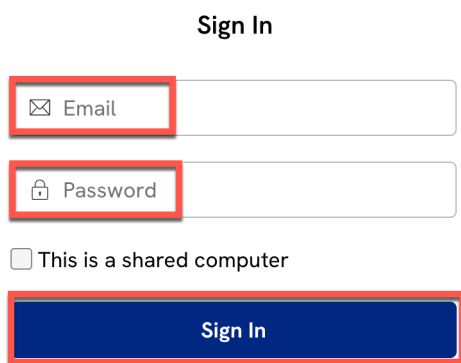
External User Login Flow for SSO-enabled Schedules

External users to an organization can bypass SSO by creating an account that uses an email address with a pre-approved email domain. Please work with the Amion business application contact at the hospital to make sure your external organization's email domain has been approved to access the schedule.

1. Navigate to www.amion.com
2. Scroll to the bottom of the screen and click 'Sign In'

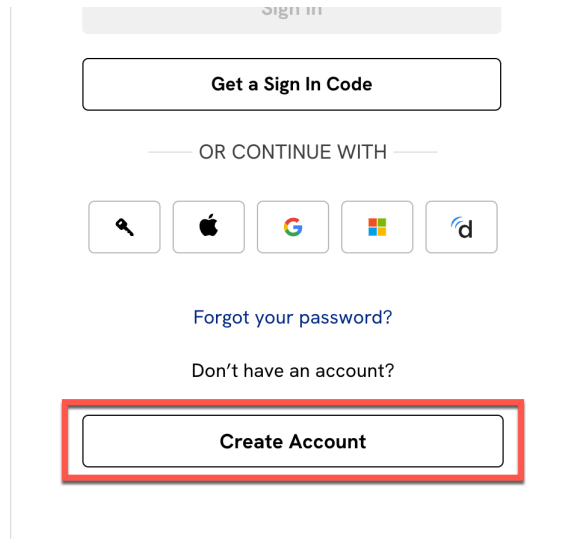


3. This will bring you to the Sign In Screen. Within the Sign In screen, enter your email and password for your **Amion Account** and click Sign In



The image shows the Sign In screen. At the top is the title "Sign In". Below it are two input fields: "Email" and "Password". Both fields are highlighted with red rectangular boxes. Below the input fields is a checkbox labeled "This is a shared computer". At the bottom is a blue button with the text "Sign In", which is also highlighted with a red rectangular box.

If you do not have an account click 'Create Account' to create one.



4. Within the Get Set Up on Amion screen, enter your First Name and Last Name
5. Click Continue

Get Set Up on Amion

First Name

Last Name

Continue

6. Amion will search their existing account database for similar matches. If you do not see your name listed, click 'Don't see your name? Select to create a new account.'

Select your profile
[Don't see your name?](#)

Pharmacist
 [Redacted Name]

Don't see your name?
 Select to create a new account.

7. Complete your Amion Account by populating the following fields:
 - Occupation and Office Address

Get Set Up on Amion

Name & Credentials

* Mickey

* Mouse

* Occupation... ▾

Not seeing your Occupation? Choose 'Other Health Care Professional'

Office address

* Street Address Suite

* Zip Code * City (Enter a valid zip code fir... ▾)

Complete

8. Click Complete
9. On the Sign In Details page, complete the following fields:
 - Email Address, Cell Phone (optional) and Password

Get Set Up on Amion

Sign-in details

✉ Email Address


☎ Cell Phone ?

🔒 Password

Complete

10. Click Complete

11. This will bring you to the Amion Organizations screen. In the Enter Access Code field, enter your organization's Access Code

AMiON 

Your Schedules Edit

12. Click Go

You will only need to create an account and sign-in ONE TIME. The next time you access www.amion.com you will be brought directly to the Amion Organization's Screen to enter your Access Code.

Please Note: If your organization sets an auto-timeout for applications, every time you're auto-logged out of the Amion application you will need to sign in using your username and password per the steps 1-3 above to access the Amion Organizations screen.