Qpath – Shands Portal Instructions
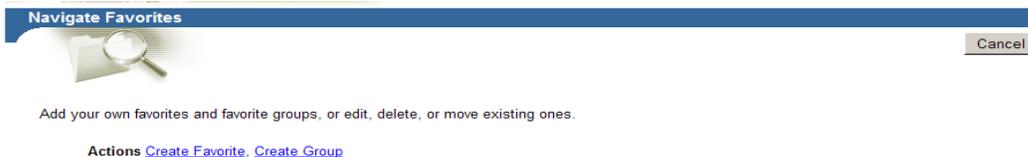
1. Login into your Shands Portal (http://my.portal.shands.ufl.edu)
2. On the top left click on "**Employee Home**"
3. In the **Favorites** box click on the right side on Personalize
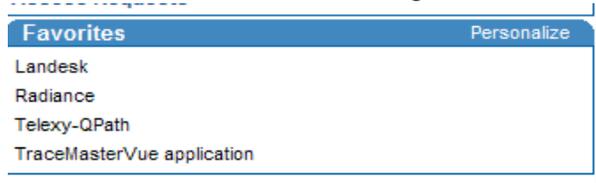
4. Click on **Add Or Edit Favorites** to create a favorite.

5. **Create Favorite.**

6. In Display Name: **QPath**
7. In URL copy and paste: http://ahc-qpath01.ad.ufl.edu/qpath/
8. Click "**Create**" and the next page click "**Home"** on the top right.
9. Anytime you want to use the application use this link, if the application is not installed on the computer this link will also install it on the current profile that is logged into the computer. It takes a minute to load up the first time. It MAY ask you to download Microsoft Silverlight if it does say yes and 'run'. If it keeps cycling and will not let you download, move to another computer and let me know so I can have our IT guys fix it. Access for your ultrasounds will be on ALL computers.
10. If it asks you to "**Allocate more space**", click on the button, and continue to login screen.
11. Your username will be your first initial and last name (example Rohit Patel is rpatel) and password is ultrasound123. Please change your password (top right click on your name) once you enter the first time, once you have done so, email me at rohitpatel@ufl.edu and I will give you full access.
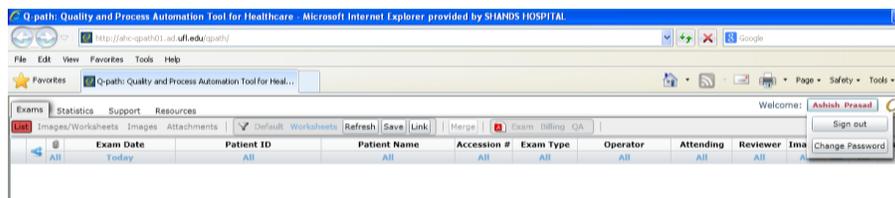
12. Until then you will not be able to do anything for security reasons. Also, I have attached your UFL email and this must be used for security reasons. Remember all material that can be exported must be under the same HIPAA standards you use with other imaging material and must use encrypted drives and de-identify information once obtained.

If any questions, call Dr. Rohit Patel at 917.655.0075 or email at rohitpatel@ufl.edu