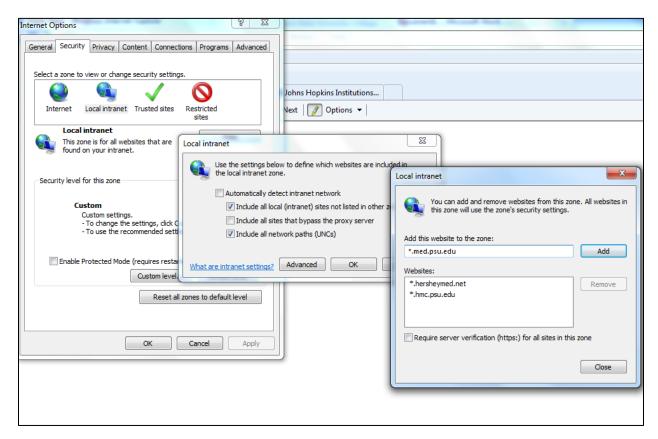


Accessing the SOCRATES portal for the first time

In order to set up the portal on your personal computer for the greatest efficiency, please follow these steps.

Note: You will need your ePass credentials to access SOCRATES.

1) Open Internet Explorer and go to TOOLS = > Internet Options => Security = > Local Intranet = > Sites => Advanced = > type *.med.psu.edu and hit ADD button.



Click Close, then OK and OK again.

2) In the address window, type https://socrates.med.psu.edu

You should see this window:

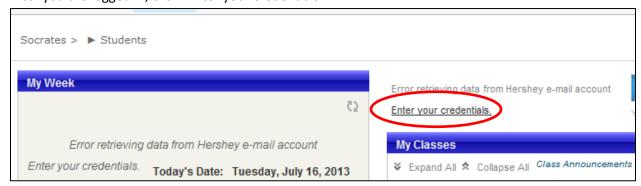


For User name, type HERSHEYMED\your ePass name

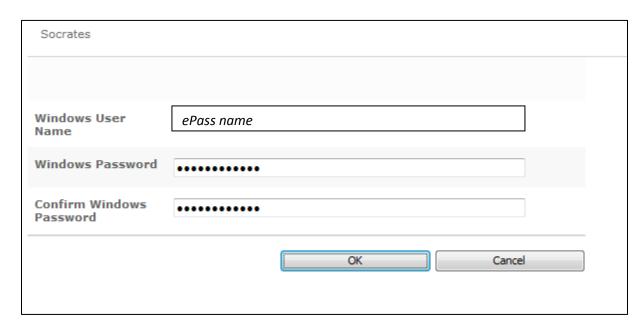
For password, type your ePass password

Click OK

3) After you are logged in, click "Enter your credentials."



You will see this window:



Type in your ePass name again, then your ePass password (twice).

Click OK

You can now begin using SOCRATES!

Note: when you change your ePass password (every 90 days), you will need to repeat step 3 above.