

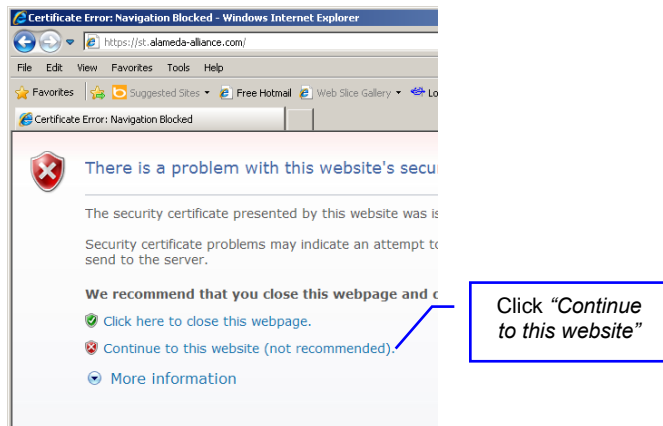
## Alameda Alliance for Health SecureTransport Access Guide Web Access

### System Requirements and Settings

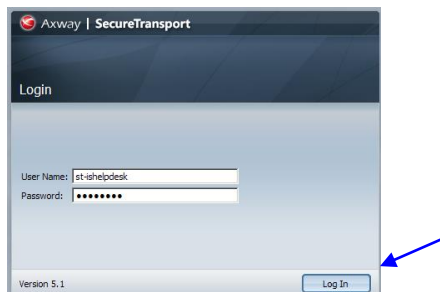
- Microsoft Windows 2000 or later with Internet Explorer 8, 9 or 10
- Internet Explorer must be configured as follows:
  - 1.) Trusted Site (See Appendix “A”)
  - 2.) Compatibility Mode (See Appendix “B”)
- Java Version: 7 (Remove all previous versions) with Security in the Java Control Panel set to “Medium” (See Appendix “C”)

### Step 1: Starting AAH SecureTransport Access

1. Launch Internet Explorer and go to: <https://st.alameda-alliance.com>

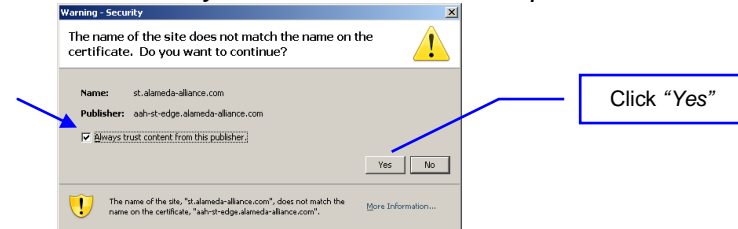


2. Enter your Username and Password. Click "Log In".



### AAH SecureTransport Access

3. Check box “Always trust content from this publisher”.

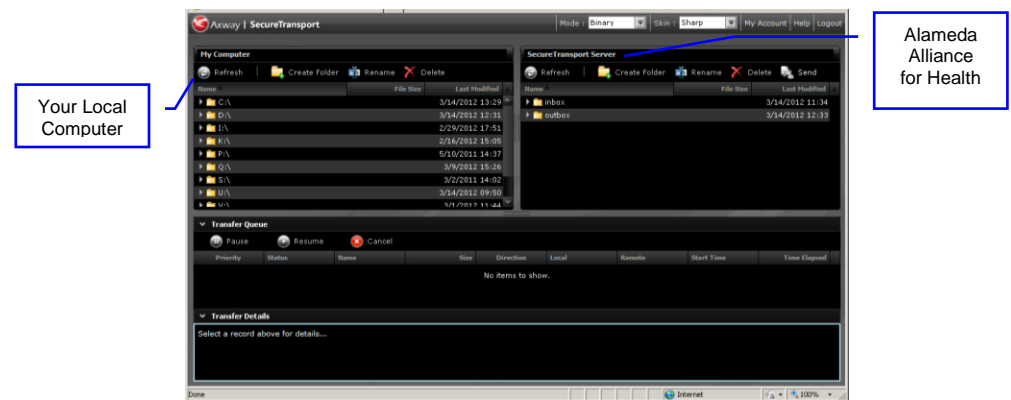


Loading...

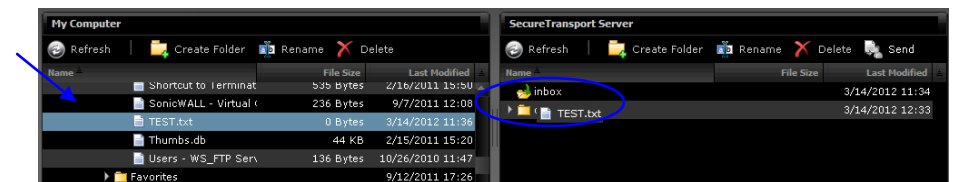
### Step 2: Using AAH SecureTransport Access

#### Posting Files

1. After you login, locate your local file on the left pane of the screen (My Computer)



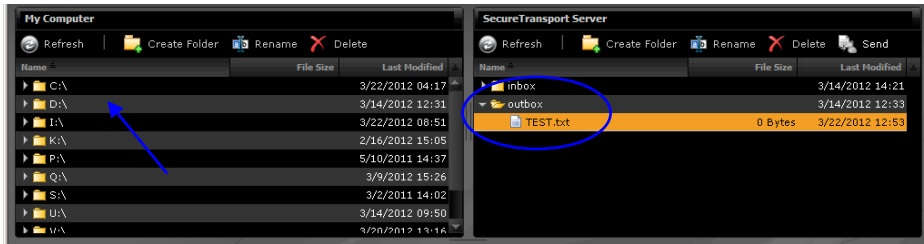
2. Drag and Drop file into the “INBOX”



Note: Please ensure that before dragging the dropping a file that the correct folder is selected.

## Retrieving Files

1. Locate the file on the right pane (AAH SecureTransport Server)



2. Drag and Drop the file that you wish to retrieve from Alameda Alliance for Health to your local computer (My Computer)

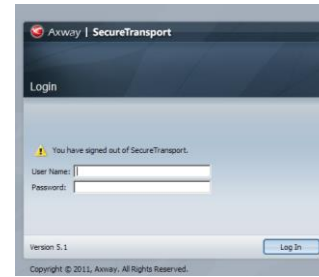
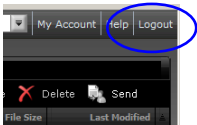


3. Minimize the SecureTransport window and locate the retrieved file in your local computer.

## Step 3: Leaving AAH SecureTransport Access

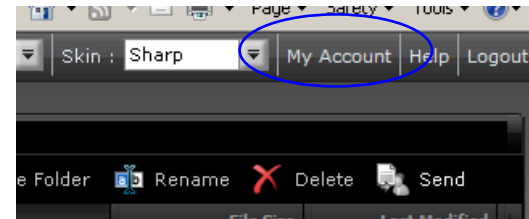
When you are done working **AAH SecureTransport Access**, be sure to take the following steps.

1. Click "Logout" in the **AAH SecureTransport Access**.

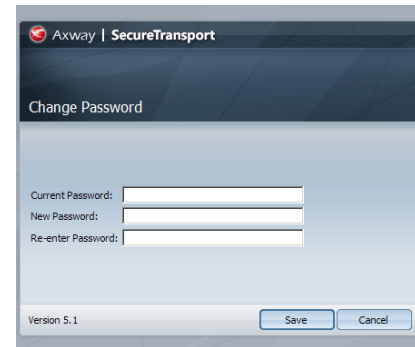


## Password Change

- If you change you need to change your password, please click on "My Account".



- Enter your current password and enter your new password twice.



## For More Information

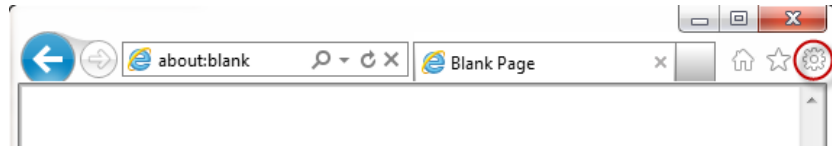
Contact the Alameda Alliance for Health Service Desk.

Call: **510-747-4520**

Email: [ishelpdesk@alamedaalliance.org](mailto:ishelpdesk@alamedaalliance.org)

**APPENDIX “A”: Setting Up AAH Secure Transport Site as “Trusted Site” In Internet Explorer (“IE”)**

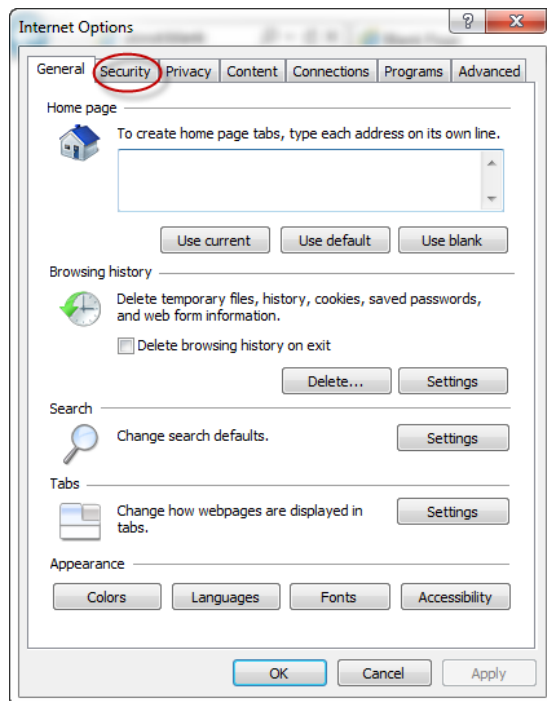
Step 1: Go To Internet Options Menu in IE:



Open IE and see the “Gear” icon at the upper-right corner of your IE window.

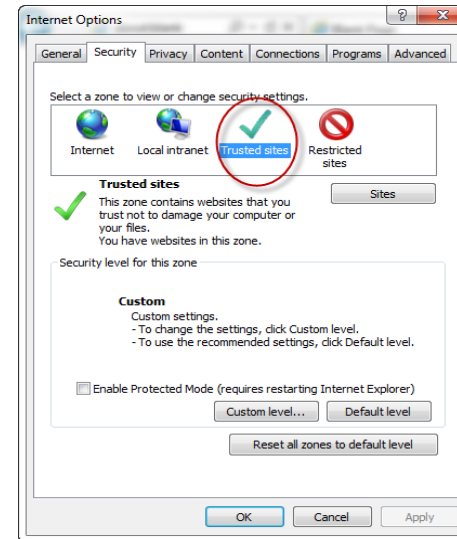
Click on “Gear” icon and get the Pull-Down Menu and Select “Internet Options” from the Pull-Down Menu.

Once Open, the “Internet Options” menu should look like the following:

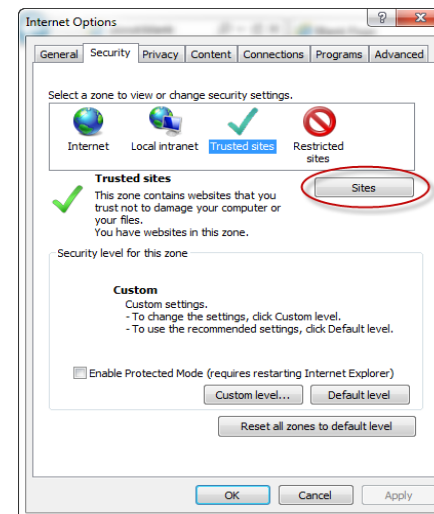


Click on the “Security” tab to get the Security Menu in Internet Options.

Step 2: Make the AAH Secure Transport Site A “Trusted Site” in IE:

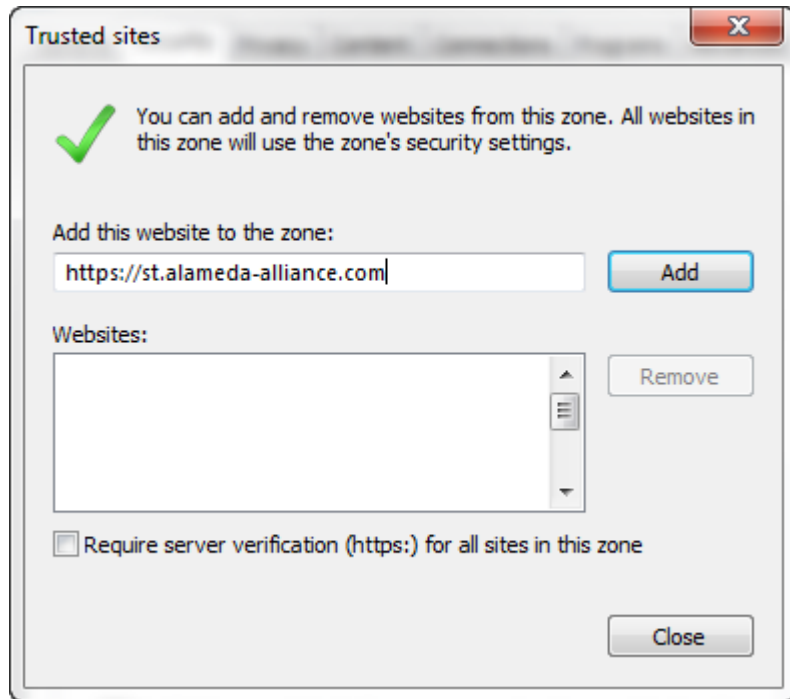


Once on the Security Menu, click on the “Trusted Sites” icon to get to the “Trusted Sites” Menu.



**APPENDIX “A” (Continued):**

Step 3: Then click on the “Sites” Button and open the “Trusted Sites” window



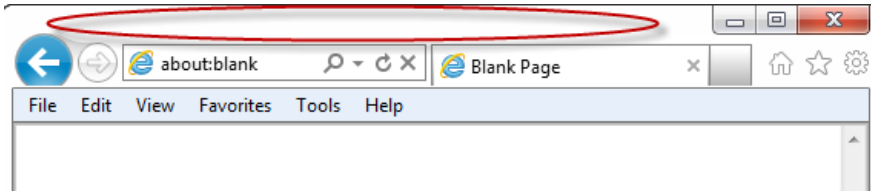
And add <https://st.alameda-alliance.com> to the “Websites” field, which will make the AAH Secure Transport Site a “Trusted Site”.

Click on “Close” to finalize this setting.

Click on OK to close the “Internet Options” window and you should be back to the IE Browser Window.

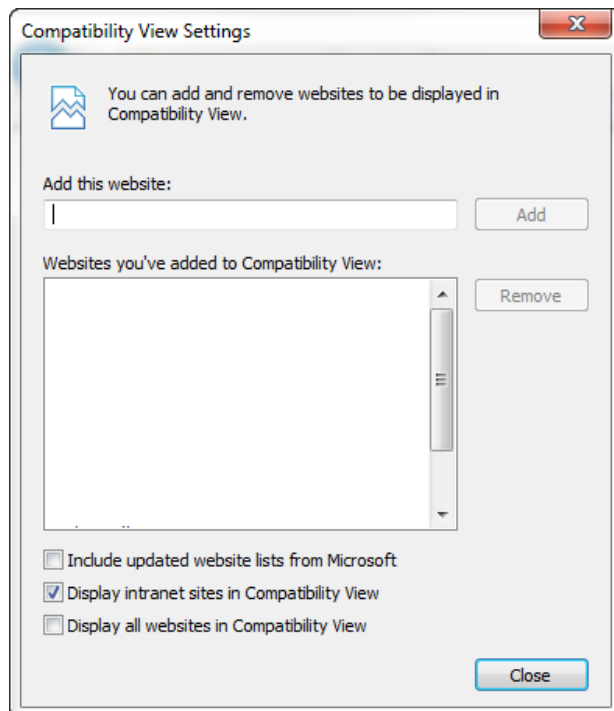
## APPENDIX “B”: Setting Up “Compatibility View” For AAH Secure Transport Site in IE:

Step 1: Right-Click on the top of the IE window to get the menu where one can select the Menu Bar and get that showing in the IE Browser Window




Step 2: Then click on “Tools” in the Menu Bar and get its Pull-Down Menu.

Step 3: Then click on “Compatibility View Settings” to open the “Compatibility View Settings” Window:



Step 4: Add the “alameda-alliance.com websites to the “Websites you’ve added to Compatibility View” field.

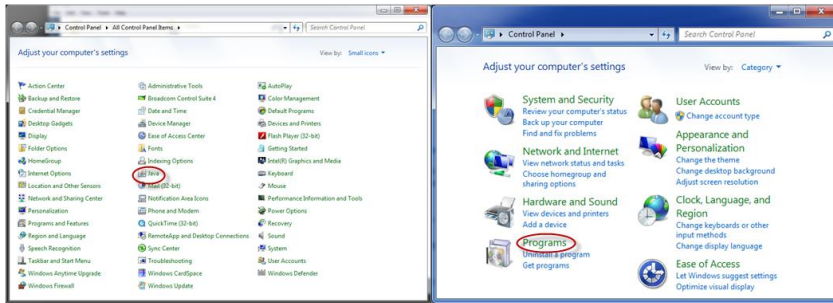
Step 5: Press “Close” Button to finalize this setting.

Step 6: On the Main IE Browser Window, the  icon should appear in the Address Bar when one goes to the AAH Secure Transport Site.



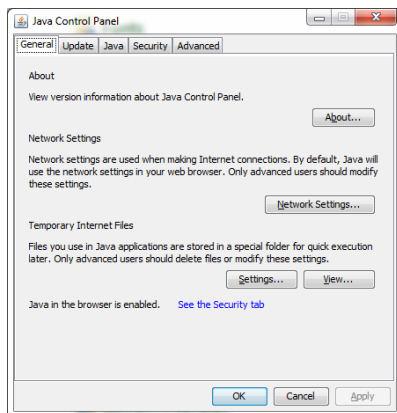
## APPENDIX “C”: Setting Java Security Setting To Medium:

Step 1: Get to the Windows Control Panel:

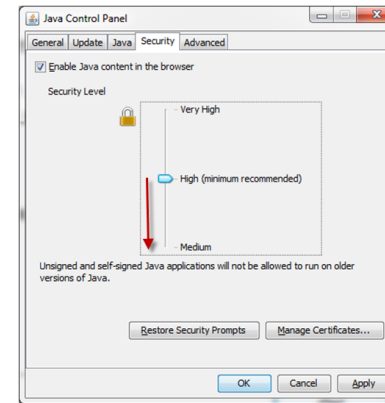


Step 2: Click on “Programs” (or “Programs and Features”) in Control Panel to get to the “Java Control Panel” Window.

Step 3: Click on the “Java” icon in the menu that appears to get to the “Java Control Panel”:



Step 4: Click on the “Security” Tab and get to that menu.



Step 5: Then toggle the “Security Level” down to “Medium”.

Step 6: Press the “Apply” Button.

Step 7: Then Press “OK” Button and make the “Java Control Panel” disappear.

Step 8: Close all “Control Panel” windows.

Step 9: Restart IE and then test.