

Logging into MyJMUCart thru VPN and the DUO system

1. Log into MyJMUCart - [click here to log in](#)
2. On the Pre Sign-In Notification page click "Proceed".
3. On the SSL VPN Access Service page, students will login using their e-ID and their MyMadison password. Type either **push** or **sms1** into the "Secondary password from Duo" line. (PUSH is for using the DUO app, sms1 is to receive a text message with the Secondary password from Duo to type in the box.) Click on Sign In and open Duo to proceed.

JAMES MADISON UNIVERSITY

James Madison University
SSL VPN Access Service

JMU e-ID
Password
Secondary password from Duo

Sign In

Unauthorized Access Prohibited

By using any JMU computing resource you agree to be bound by [University Policy 1207](#), Appropriate Use of Information Technology Resources.

Please sign in to begin your secure session. **Access requires Duo authentication.**

Valid values for the secondary password include the passcode from the app, token, or SMS message; or **push**. Enter **sms1** to receive a new set of passcodes via SMS.

[JMU SSL VPN Help](#) - service offerings, access methods, frequently asked questions and more

For additional help or assistance, please contact the [JMU Information Technology Help Desk](#)

4. When you reach the Pulse Connect Secure section, click on the MyJMUCart option:

The screenshot shows the Pulse Connect Secure interface. At the top, there is a 'Client Application Sessions' section with a 'Pulse Secure' entry and a 'Start' button. Below this is a 'Web Bookmarks' section with three items: 'Library Resources', 'MyJMUCart', and 'electronic Research Administration (test)'. The 'MyJMUCart' link is circled in red. At the bottom, there is a 'Files' section with a link to 'IT-data3'.

5. Log into MyJMUCart using the same e-ID and password:

User Name Password

Welcome to the James Madison University Health Center Portal

Login above using your JMU eID & Password.

Welcome to MyJMUCart, your patient portal, which is a web-based system that serves as a secure communication link between you and the University Health Center. When you log in using your JMU e-ID and password, secure information can be sent to and received from UHC.

Online scheduling of appointments will not be available until August.

If you need to schedule an appointment please call 540 568 6178 and select option 2.

6. You will now be on the home screen for MyJMUCart.

Welcome to the MyJMUHealth home page. You now have the ability to do the following:

- Schedule appointments
- Receive and send messages to the University Health Center
- Complete forms – Health History, Health Information Release, and Online UHC Pharmacy Refill request
- Complete your insurance information
- Upload documents – Immunization Forms, Lab Orders, Medication Orders
- Access your immunizations and print copies as needed
- Access your statements
- Access Educational Information

New incoming students

1. Print the Immunization Form (click on the "Forms" icon below)
2. Complete the required TB Assessment and Health History form (located under the "Forms" icon)
3. Upload your complete Immunization Form or an official immunization record, and a copy of your insurance card (front and back) by the due date. ALL UPLOADED FORMS MUST BE IN PDF FORMAT

All immunizations must be current to be considered compliant. Failure to complete this process may result in an academic hold on your account and a \$50 fine.

Uploading Immunization Records

1. From the home screen of MyJMUChart, choose the "UPLOAD" menu option and follow the instructions:

Instructions

- PLEASE MAKE SURE YOUR NAME AND DATE OF BIRTH ARE ON ALL SUPPORTING DOCUMENTATION!
- **Please notify the Health Center if you have Tricare Prime, to better serve you for any future referrals.**
- Choose the type of document you are uploading below
- Click on the "Select File" button that appears.
- Then browse to upload your file. **(THE FILE MUST BE IN PDF FORMAT)**
- PLEASE ATTACH ALL PAGES OF YOUR DOCUMENT!
- Click Upload.

Documents available to be uploaded:

Immunization Form
Lab Orders
Medical Insurance Card - (IF TRICARE PRIME, NOTIFY THE HEALTH CENTER)
Medication Orders

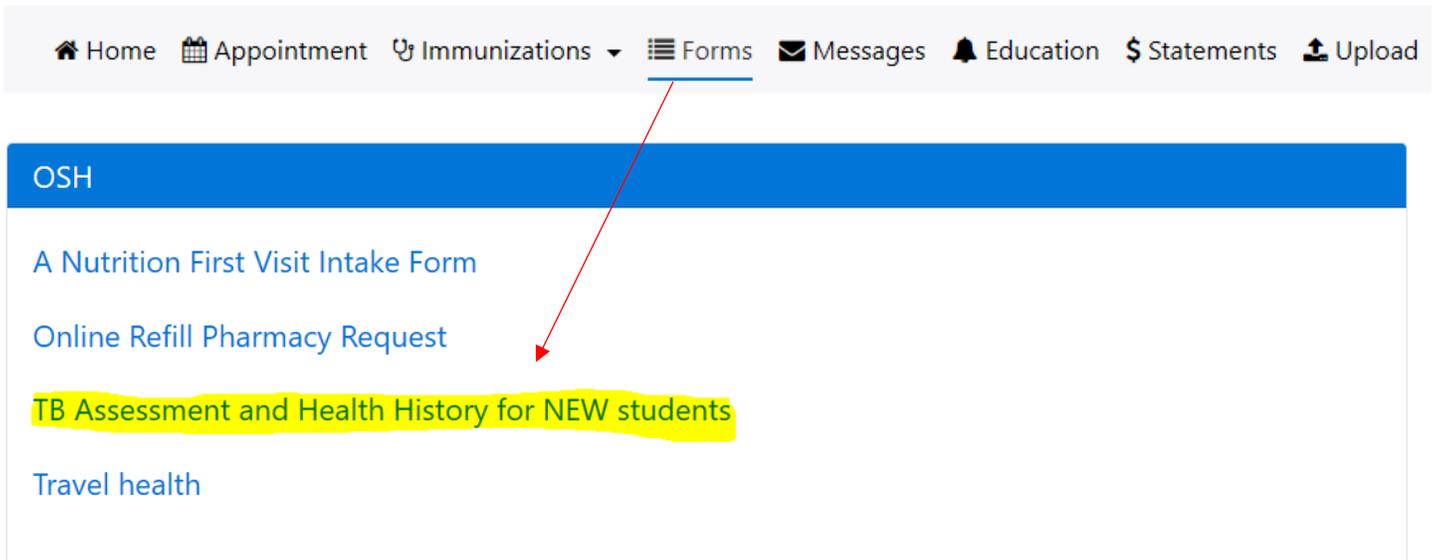
Choose document you are uploading:

Immunization Form

Select File

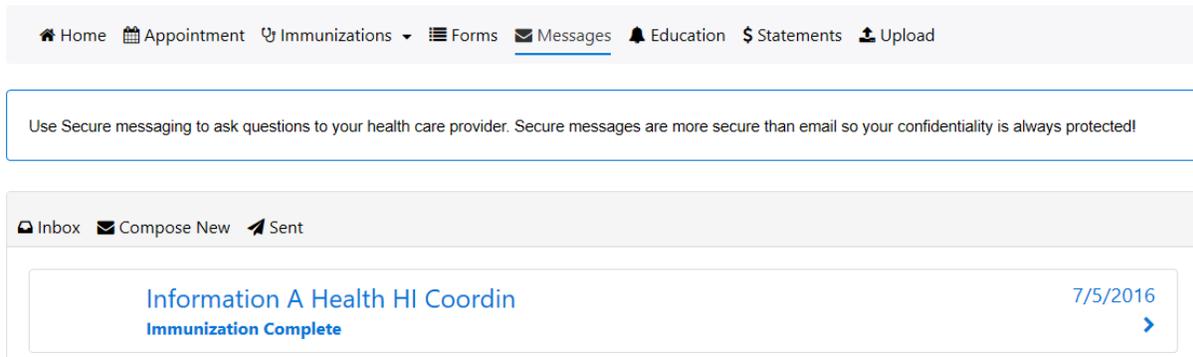
2. Select the type of document you are uploading and click "Select File" to browse for the file to upload. Documents must be uploaded as PDF files. Click the "Upload" button to file your document.

3. To complete the TB Assessment and Health History, click on the “Forms” tab and complete the “TB Assessment and Health History for NEW Students”. This is the ONLY form that new students need to complete.



The screenshot shows the top navigation bar of the MyJMUCart portal with the following items: Home, Appointment, Immunizations, Forms (highlighted with a red underline and a red arrow pointing to the 'TB Assessment and Health History for NEW students' form), Messages, Education, Statements, and Upload. Below the navigation bar is a blue header with 'OSH'. The main content area lists several forms: 'A Nutrition First Visit Intake Form', 'Online Refill Pharmacy Request', 'TB Assessment and Health History for NEW students' (highlighted in yellow), and 'Travel health'.

4. Once records are reviewed, students will receive an email from the Health Center on their Dukes email account. This will tell them that they have a new message on MyJMUCart. Students need to log back into MyJMUCart, click on the “Message” tab and read the message. This will tell them they are either complete, or there is something missing. This could take several weeks, so please be watching for the email! **All communication will be thru the portal, MyJMUCart.**



The screenshot shows an email notification in an inbox. The top navigation bar includes Home, Appointment, Immunizations, Forms, Messages (highlighted with a red underline), Education, Statements, and Upload. Below the navigation bar is a blue box with the text: "Use Secure messaging to ask questions to your health care provider. Secure messages are more secure than email so your confidentiality is always protected!". The email notification itself has a header with "Inbox", "Compose New", and "Sent". The main body of the email contains the text "Information A Health HI Coordin" and "Immunization Complete" in blue, with the date "7/5/2016" and a right-pointing arrow on the right side.