



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Create a Max.Gov Account and View VistA Imaging**

## Training Materials

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## 1.0 General Information

### 1.1 Purpose of Training

The purpose of this document is to provide instructions for federal, urban, and tribal employees on how to create a Max.Gov Account and view VistA Imaging Training Materials.

**Participants will:**

- Create a Max.Gov Account
- Access and view VistA Imaging Training Materials

The training consists of a lecture with PowerPoint presentations, demonstration of the tool, and hands-on exercises using individual computer terminals and a simulated training database.

### 1.2 Prerequisites

None.

### 1.3 Intended Audience

Physicians, Nurses, Dentists, Pharmacists, Registered Dieticians, Therapists, Clinical Application Coordinators, GPRA, IPC, and MU Coordinators, Case Managers, Medical Records, and Health Informaticists

## 2.0 Creating a Max.Gov Account

The following steps are for **Federal Employees** (or I/T/U employees with a **.gov** email address).

### 2.1 Register

1. Click this link <https://portal.max.gov/portal/home>
2. Click the **Register Now** button on the upper right corner to get a MAX ID. Government email is required, Tribal/Urban staff require sponsorship.

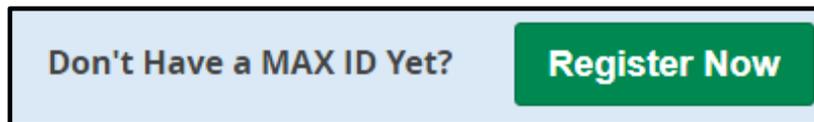


Figure 2-1: **Register Now** button

You will receive an automated email from “no-reply.portal@max.gov” with a link.

### 2.2 Sign in to MAX.GOV

1. Click the **Login** button at the upper left corner.



2. Enter your PIV/CAC Card or MAX.GOV User ID.

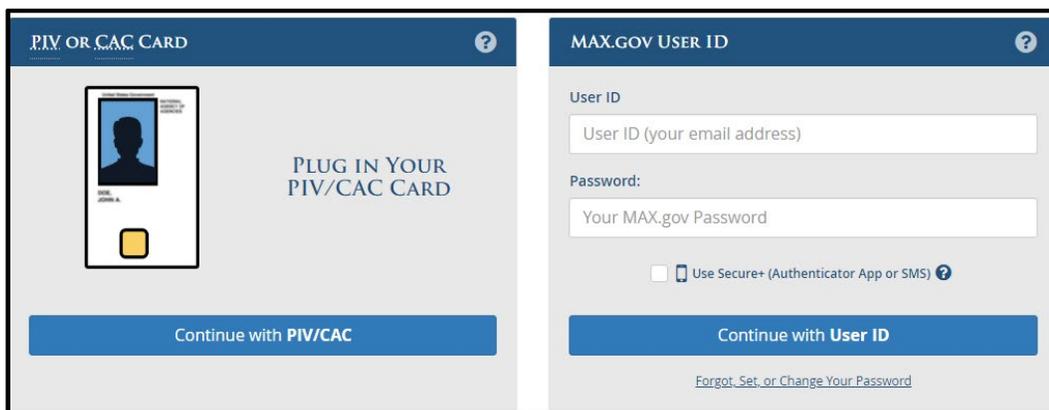


Figure 2-2: **PIV/CAC and MAX.gov** entry option

3. If you forgot your password or need to create a new password, click the **Forgot, Set, or Change Your Password** link.

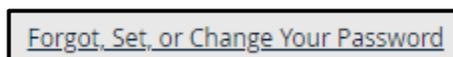


Figure 2-3: **Forgot, Set, or Change Your Password** button

- Click **Continue with PIV/CAC** or **User ID** button as appropriate.



Figure 2-4: Option to continue with **PIV/CAC** or **User ID**

- On the Home Page, from the tiles or quick links, select **HHS-Indian Health Service (IHS)**.



Figure 2-5: **Register Now** button

- From the list of Interdepartmental Collaborations, select **VA/IHS Collaboration**.



Figure 2-6: **VA/IHS Collaboration** option

- From the Child Pages, select **Project: VistAImaging**.



Figure 2-7: **Project: VistAImaging** option

- Select VistA Imaging Training Materials.



Figure 2-8: **Imaging Training Materials** option

- Select training to view.
- If you receive an error message when downloading a recording that the download failed, either clear space on your local drive by deleting unneeded files or save the recording to a public drive.

## 2.3 Save to Favorites

You may want to save the file as a favorite to save some steps next time.

- Select **Favorites** on the top right of the page.
- Select **Add This Page** to My Favorites.
- Next time after logging into MAX.GOV, you can **Select Favorites** and **Select VistA Imaging Training Materials** to go directly to the trainings.

## 2.4 Direct Links

- Log in or register now link:

<https://login.max.gov/cas/login?service=https%3A%2F%2Fmax.gov%2Fmaxportal%2Fsa%2Flogin.action>

- Location of Trainings:

<https://community.max.gov/display/HHS/VistA+Imaging+Training+Materials>

## 2.5 Steps for Tribal and Urban Employees

The following steps are for Tribal and Urban Employees.

1. If you currently do not have access to MAX.GOV, send a request via email to: **ITSupport@ihs.gov**
2. Include in the body of the email that you are “Requesting IT support for RPMS IMAGING SUPPORT to subscribe to MAX.GOV for VistA Capture and Vista Display recorded training modules and require sponsorship from IHS.”
3. Upon receiving your email of your successful sponsorship, a registration link will be provided.
4. Follow the link to complete registration. Once completed, you will be able to utilize: <https://portal.max.gov/portal/home>
5. Select **Login**.

<https://community.max.gov/pages/viewpage.action?pageId=1112770150>

## 2.6 Sign in to MAX.GOV

Sign in using your PIV/CAC Card or MAX.GOV user ID.



Figure 2-9: **VA/IHS VistA Collaboration nonfed** dropdown

1. Select **HHS-Indian Health Service (IHS)**.
2. Select **VA/IHS Collaboration NONFED**.
3. You will be directed to the **VistA Imaging Training Materials**.

4. Select your training.

## 2.7 Save to Favorites

You may want to save this as a favorite to save some steps next time.

1. Select **Favorites** on the top right of the page.
2. Select **Add This Page to My Favorites**
3. Next time after logging into MAX.GOV, you can Select **Favorites** and select **VistA Imaging Training Materials** to go directly to the trainings.

## Acronym List

Acronym	Meaning
GPRA	Government Performance and Results Act
IPC	Integrated Problem List
I/T/U	IHS, Tribal, or Urban Indian Health Programs
IHS	Indian Health Service
MU	Meaningful Use
RPMS	Resource and Patient Management System
VA	Department of Veterans Affairs

## Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

**Phone:** (888) 830-7280 (toll free)

**Web:** <https://www.ihs.gov/itsupport/>

**Email:** [itsupport@ihs.gov](mailto:itsupport@ihs.gov)