

Key Medline systems and applications



This document provides instructions on how to set-up user IDs and passwords for commonly used systems at Medline.

Need additional help? Contact the Medline [HelpDesk](#)
(847) 643-4357(HELP) or (800) 216-5954
Available Monday to Friday from 7:00am to 6:00pm CST

Microsoft Windows Network



Windows enables employees to log on to their computer.

Access

An email will be sent to your personal email address with your login information from Helpdesk@medline.com no earlier than 12 hours prior to your designated start date and time.

If additional login assistance is required, contact the [HelpDesk](#).

Changing Passwords

Press Ctrl+Alt+Delete > Select Change a Password > Enter new password

Microsoft Outlook



Outlook is an e-mail software program that enables employees to send and receive e-mails, manage a calendar, manage tasks, and manage contact information.

Note: In order to access Outlook, employees must be on the VPN connection. There is no non-network access.

Access

Use your Microsoft Windows Network User ID and Password credentials to log in.

Microsoft Teams



Microsoft Teams is part of the Microsoft365 product suite. Microsoft Teams is a chat-based collaboration platform complete with document sharing, online meetings, instant messaging, team channels, screen sharing, audio conferencing, and more. It's extremely user-friendly and can facilitate a work environment between remote users.

Access

Your sign-in address is your work email address.

VPN Zscaler



Zscaler is Medline's VPN solution that automatically connects at login and allows access to internal resources.

Access

Zscaler uses single sign on (SSO). If prompted to login, your sign-in address is your work email address.

SAP



SAP is Medline's enterprise resource planning system that is used to procure and sell products and report financial results. Our core processes, order to cash, procure to pay, and record to report are within this software.

Access

If access to SAP is requested for you, this system may not be accessible on your first day. It could take up to 24 hours for the access to be configured.

If you are unable to access the system after 48 hours, call the HelpDesk.

Workday



Workday is a cloud-based technology platform that serves as a central resource for HR and Payroll business processes. Employees will have access to onboarding tasks, goal setting, self-evaluations and more. Managers will be able to access customized team dashboards, initiate new hire requests, and run HR reports.

Access

Go to The Source > Employee Resources > Workday

For Employees with a Medline email address, you will login through SSO. Since Workday is mobile optimized, you can also download the application through the app store. If you have any issues accessing Workday and need support, please submit an [HR Zendesk](#) ticket.

Zoom



Zoom is a cloud-based video communications app that allows you to set up virtual videos and audio conferences, webinars, live chats, screen sharing and other collaborative capabilities.

Access

Go to The Source > Employee Resources > Technology > [Help Desk Self-Service](#)

UKG Timekeeping for Employees



UKG is an online Time Reporting System used for submitting employee hours to Payroll. The UKG timecard tracks and displays accrued flex-time and vacation balances. UKG is also the tool used for tracking and recording team members' PTO, vacation and flex-time accrual.

Access

Go to The Source > Employee Resources > [UKG](#)
You will login through SSO.

MyMedLife

Welcome to MyMedLife
Your Benefits Portal



Medline's benefits portal, MyMedLife is your 24/7/365 one-stop shop for all things enrollment and health and well-being benefits. Access MyMedLife on your personal devices anytime, anywhere.

Access

Visit digital.alight.com/medline
For assistance with benefits and enrollment, call our MyMedLife Benefits Center at 833-882-3577 from 7 a.m. to 7 p.m. CT Monday – Friday.

DiscoverMD



Medline's "Wikipedia" for Medline terminology definitions, commonly used reports and dashboards, and ad-hoc reporting requests. Provides self-service access to information for better decision making and identifies reports available via Medline reporting tools such as Tableau, BusinessObjects/Insight, WebFocus and NQuire.

Access

Go to The Source > Employee Resources > SEE ALL LINKS > [Link here](#)
No special login required

Reliance for Quality



Reliance is Quality Management System software, allowing for better control, reporting, and automation of quality management processes. Current Reliance applications in use: Document Control, CAPA, Deviation, Quality Records, and Calibration.

Access

Go to The Source > Employee Resources > At Work > [ETQ Reliance](#)
Sign in using SSO
Submit a Zendesk Request with [Quality Systems Support](#) for assistance.