

## **TRANSCRIPTION & SMS SYSTEM INSTRUCTIONS**

To access the Transcription and SMS System, you need to get the **Crouse ID#** from the Medical Affairs Department (Phone# 470-7647)

### **Transcription #**

Medical Staff/ Affiliate Staff / SUNY UMU Resident's transcription# will be the last four digits of the Crouse ID# (Example: Crouse ID#: CH01234, then the Transcription # will be **1234**).

### **SMS ID# & Password**

- SMS ID# will be "D" plus the last four digits of the Crouse ID# (Example: Crouse ID#: CH01234, then the SMS ID# will be **D1234**).
- Initial Password for the SMS system will be 6 digits of the Medical Staff/ Affiliate Staff/ SUNY UMU Resident's Date of Birth (Example: DOB 01/02/1970, then the password will be 010270).
- Once you log into the system, it prompts you to change the password (at this point, it is your preference to pick the password)
- In future, if you forget the password, contact the Medical Affairs Department to reset the password back to 6 digits of your Date of Birth.