



Uniform Purchasing Instructions

Username: *fitzgibbon*
Password: *scrubs1*

From the *Fitzgibbon Connection (intranet)*

1. Access "The Fitzgibbon Connection" (employee intranet) from any computer in the hospital.
2. Click on the "Service Areas" tab (horizontal menu) across the top of the page.
3. Click on either "Nursing, Division of (DON)" or "Materials Management."
4. Click on the link for "Nursing Professional Attire" (DON = top right side of the page; MM = left side of the page under Quick Links)
5. Click on the *MEDLINE SuiteStyles* icon which will link you to the Medline web site.
6. Scroll down and on the right side of the page you will see "Login To Your Custom Store."
7. Type in the username/password provided above.
7. Click on your role (i.e., RN, LPN, Tech, Management, Lactation Consultant, etc.).
8. After making your selection, continue through the checkout as directed by the website.

From the *Fitzgibbon Website (internet)*

1. Access the Fitzgibbon Website (<http://fitzgibbon.org/>) from any home computer.
2. Scroll to the bottom of any page and click on "Employee Portal."
3. Under Nursing Professional Attire, you will see the link for *MEDLINE* and also the instructions for purchasing through *MEDLINE SuiteStyles*.
5. On the *MEDLINE SuiteStyles* site, scroll down and on the right side of the page you will see "Login To Your Custom Store."
7. Type in the username/password provided above.
8. Click on your role (i.e., RN, LPN, Tech, Management, Lactation Consultant, etc.).
9. After making your selection, continue through the checkout as directed by the website.