



Multi-Factor Authentication (MFA) for Remote Access to PeaceHealth Resources

Overview

What is MFA? When you log in to a PeaceHealth resource remotely, your password is the first authentication. MFA requires one or more additional methods of authentication, this may include receiving a verification code via text message or email, or a notification from a mobile app.

*Note: The Microsoft Authenticator app is required to access the PeaceHealth VPN and is the preferred method for all other systems. You may want to download it first from the Microsoft/App store before you begin this setup.

Initial Setup

You need access to a cell phone to register. In addition, you must be logged into a PeaceHealth computer that is onsite at a PeaceHealth facility or be connected to PeaceHealth via a VPN or CAG.

1. On your computer open the MFA portal in your browser: www.peacehealth.org/mfa
2. If prompted to sign in, enter your {3x3}@peacehealth.org. Click '**Next**' and on the next screen, enter your password.

PeaceHealth

Sign in

3x3@peacehealth.org

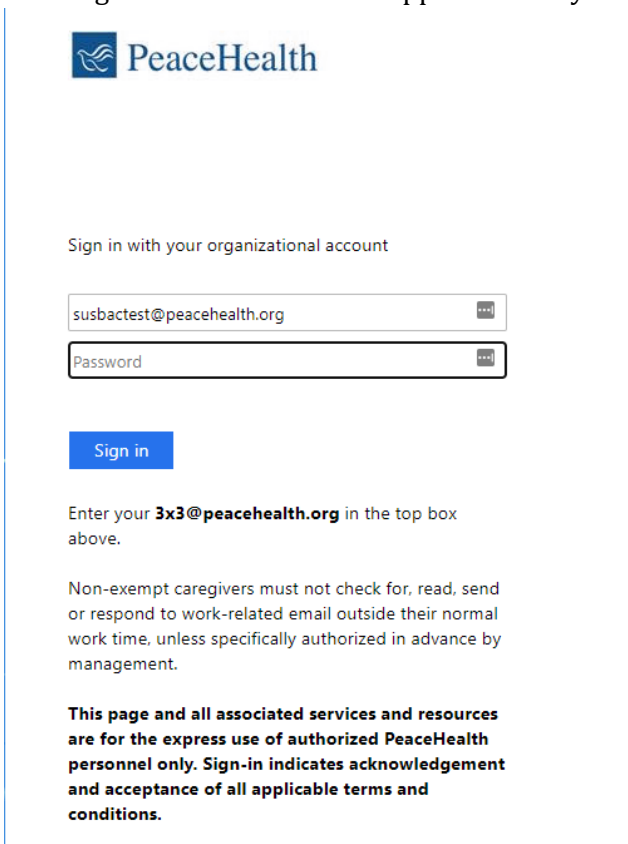
[Can't access your account?](#)


Next

Please sign-in with your 3x3@peacehealth.org

Sign-in options

3. Your login information should appear. Enter your password and click the Sign In button.



 **PeaceHealth**

Sign in with your organizational account

susbactest@peacehealth.org

Password

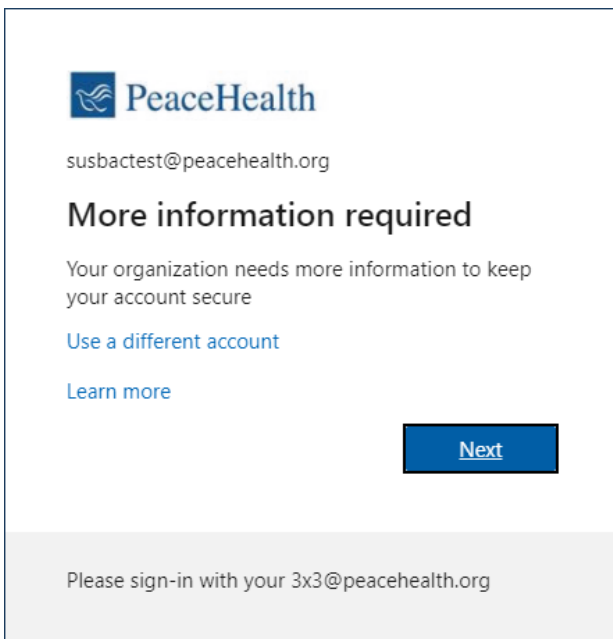
[Sign in](#)


Enter your **3x3@peacehealth.org** in the top box above.

Non-exempt caregivers must not check for, read, send or respond to work-related email outside their normal work time, unless specifically authorized in advance by management.

This page and all associated services and resources are for the express use of authorized PeaceHealth personnel only. Sign-in indicates acknowledgement and acceptance of all applicable terms and conditions.

4. You should now see this screen. Click Next



 **PeaceHealth**

susbactest@peacehealth.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Please sign-in with your 3x3@peacehealth.org


Mobile App Setup – Approve/Deny Prompt Option

The mobile app provides a more streamlined and secure approach to MFA and is the preferred method of authentication. You will need to download the *Microsoft Authenticator* application on your phone from the app/play store. If you do not want to use the app you may instead select “I want to set up a different method.” Then follow the instructions for Secondary Method – Phone below.

Method 1 of 2: App

1 App 2 Phone

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

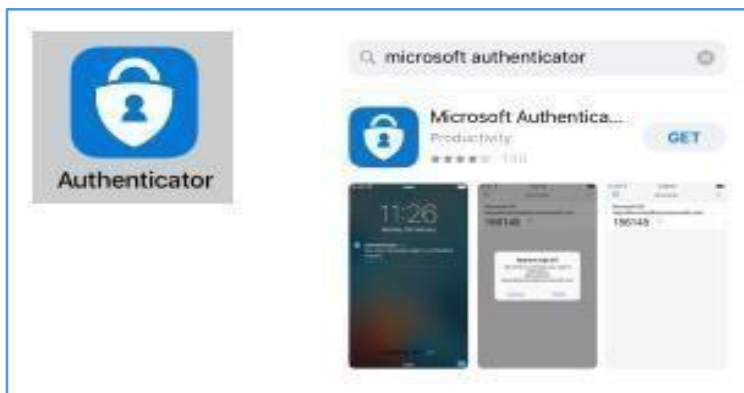
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

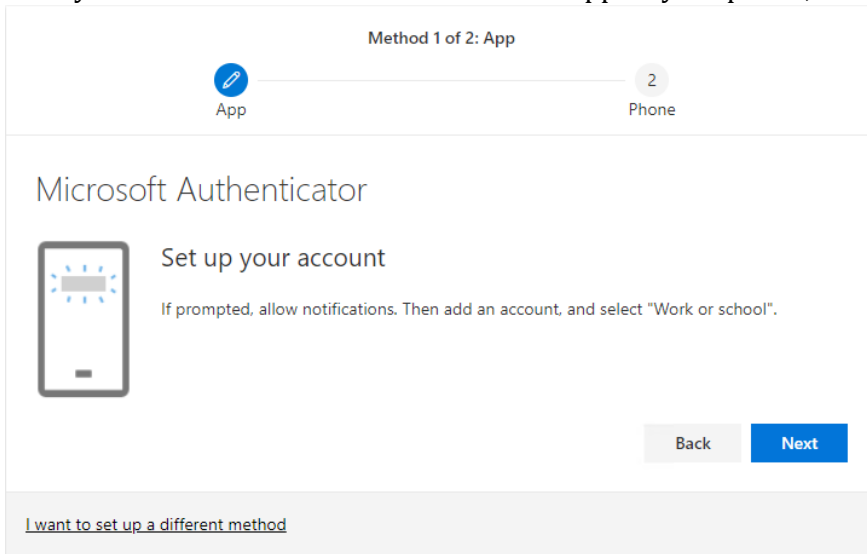
[Next](#)

[I want to set up a different method](#)

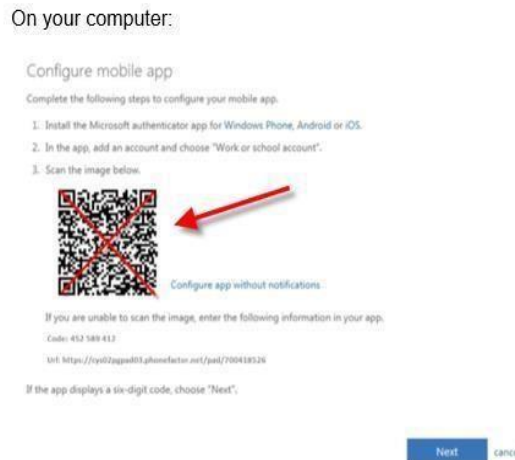
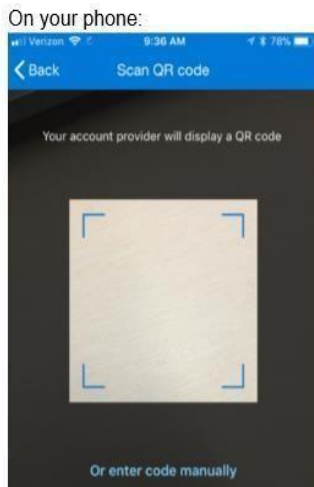
1. Download the app.



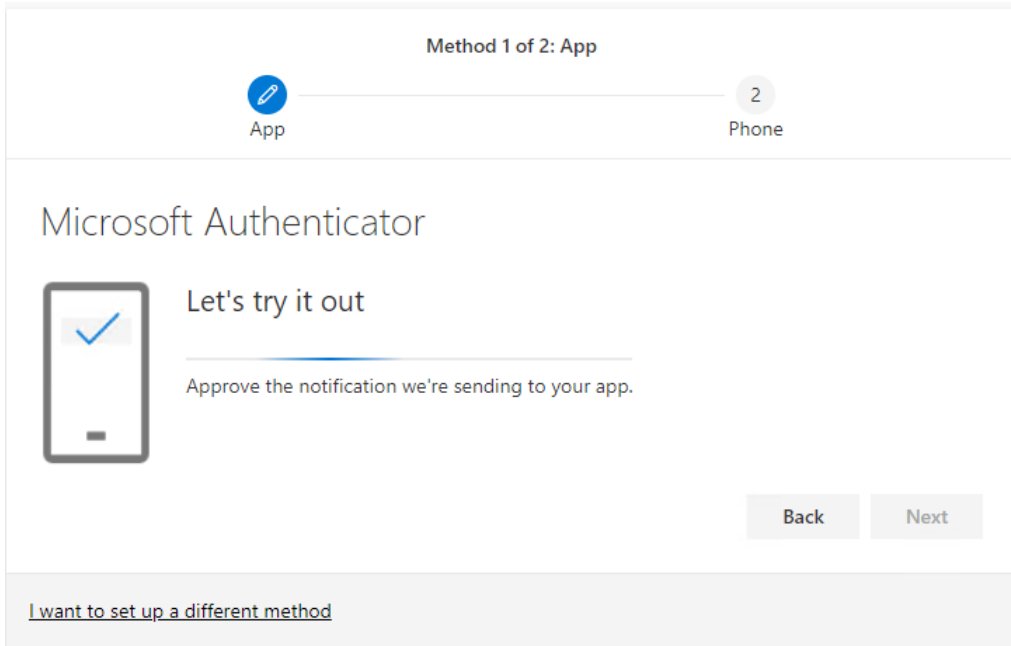
2. Once you have downloaded and installed the app on your phone, click Next.



3. Click Next again.
4. You will be prompted to scan a QR code on your computer using your phone.
5. Open the app on your phone.
 - a. Click the + on the right-hand side.
 - b. Choose Work or School Account.
 - c. Choose Scan QR Code.
 - d. Scan the code on your computer screen.
 - e. Click Next



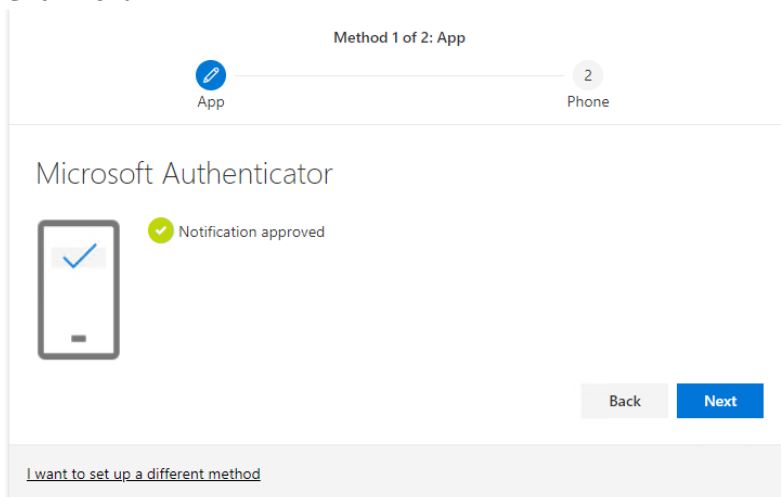
6. Click Next



7. You will then get a notification pop-up on your phone to Approve this Change. Click **'Approve'**



8. Click Next



Secondary Method – Phone

How it works: When accessing a PeaceHealth resource remotely, after entering your password, you will be prompted to enter a code that you receive as a text on your mobile device.

- 1) Set up to receive a code via text to your mobile device.
- 2) Enter your mobile phone number, area code and number.
- 3) Click Next

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

- 4) You will receive a text. Enter the 6 digit code and click next. Be sure to open the text as it comes from a 5 digit number and this is not the code.

Phone

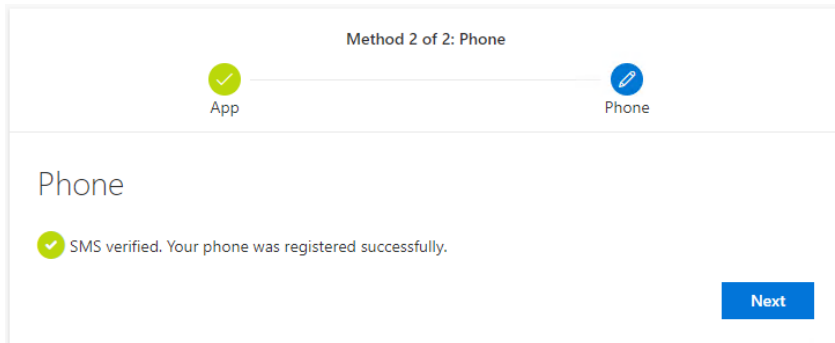
We just sent a 6 digit code to +1 [redacted] Enter the code below.

Enter code

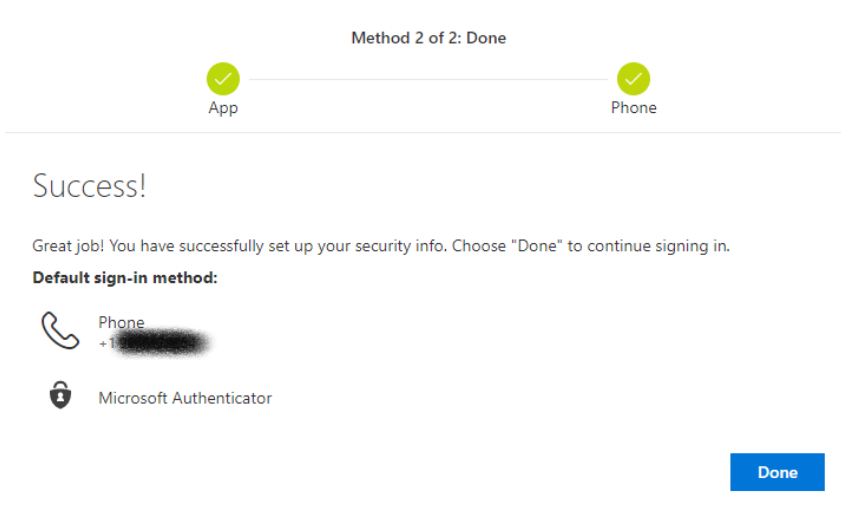
[Resend code](#)

Back Next

5) Click Next



6) Congratulations. Your MFA is now setup. The screen below will show the methods you configured.



Secondary Method - Email Method

If you chose to not use the authenticator you will need to add your email as your secondary method. This method will send an email to your **personal email account** with an access code that you may use. Do **NOT** use your PeaceHealth email address.

- 1) Choose "I want to set up a different method"

Method 2 of 2: App

Phone App

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

- 2) Choose Email and click Confirm.

Choose a different method

Which method would you like to use?

Email

Cancel Confirm

- 3) Enter a **NON PeaceHealth** email and click Next.

Method 2 of 2: Email

Phone Email

Email

What email would you like to use?

Enter email

Next

[I want to set up a different method](#)

- 4) An email will be sent to your email address. Open the email “Microsoft on behalf of PeaceHealth” and obtain the code. Enter the code and click Next.

Method 2 of 2: Email

Phone Email

Email

We just sent a code to susan@bachant.org

Enter code

[Resend code](#)

Next

[I want to set up a different method](#)

- 5) You will now see a message showing your successful setup and methods. You may click Done.

Troubleshooting

Sometimes people who are having issues need to register using an incognito window in their browser. This is especially true for non-PeaceHealth caregivers. Here is how you open one of these windows:

Chrome: Click on the three dots at the top right of the window and choose “New incognito window”

Safari (MAC) : After the browser is open Use the keyboard shortcut by holding down the Command+ Shift+N at the same time.

Edge/ IE (WINDOWS) : After the browser is open Use the keyboard shortcut by holding down the Ctrl+ Shift+N at the same time.

This will bring up a grey screen like below and you can type in the URL www.peacehealth.org/mfa and proceed with the above instructions.

