

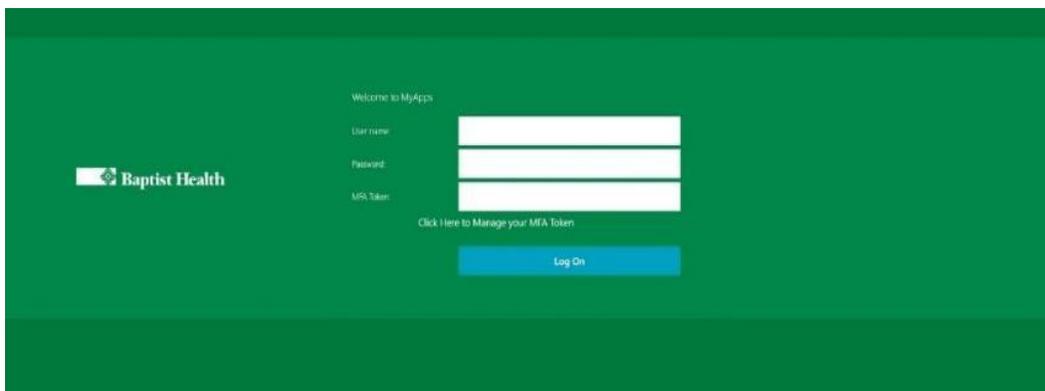
For external Baptist-Health MyApps users

The MFA Token is stored in **Google Authenticator** on your personal cell phone, and a new login code will need to be retrieved **every time** to login. Setting up **Google Authenticator**:

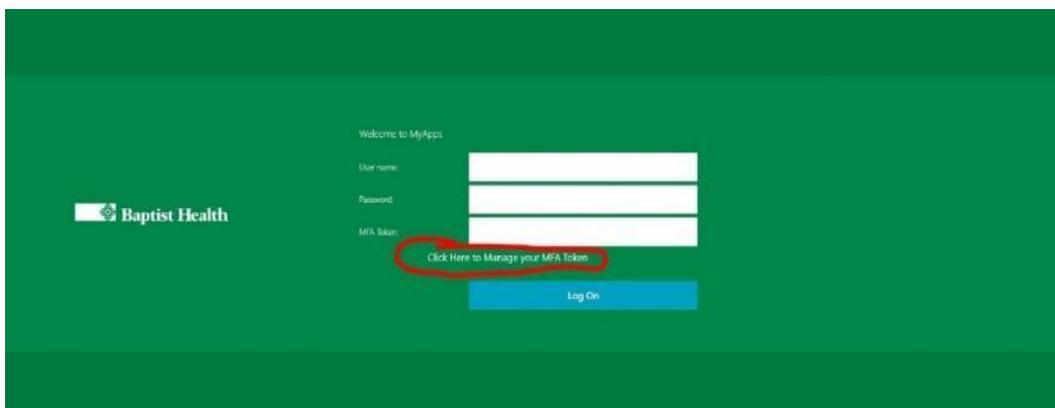
1. First, you will need to download the **Google Authenticator** on your smartphone
2. It will look like a big gray “G” that looks like it has a safe door on it. It is a **FREE** app.



3. Once you have it downloaded on your phone, set your phone aside for just a moment. We will get back to the **Google App** in just a few minutes.
4. If you are not already on the **MyApps** page, please go to: <https://MyApps.Baptist-Health.org>
NOTE: PLEASE USER EITHER INTERNET EXPLORER OR GOOGLE CHROME BROWSER.
5. The login page should look like this:

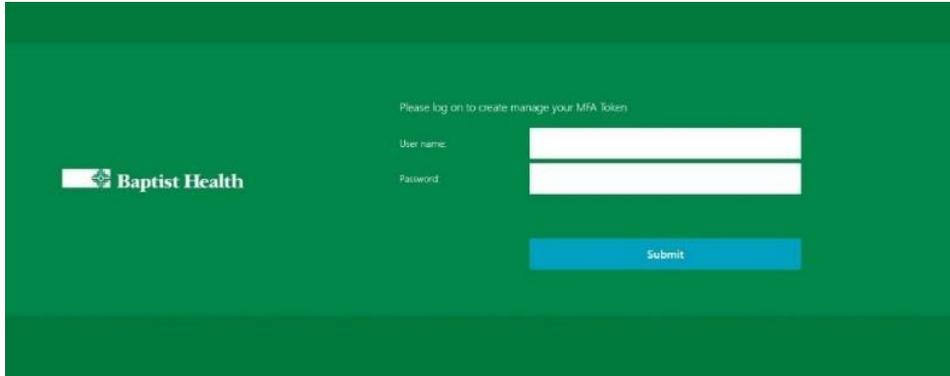


6. You will notice that there are **three** login fields on this page. ***Do not input anything yet.*** Click on the link that says “**Click here to manage your MFA token.**”



7. Once you click on this link, it will take you to a page that says “**Baptist Health Multi-Factor Authentication**”
8. Scroll down and click on the “**MyApps MFA Management**” link

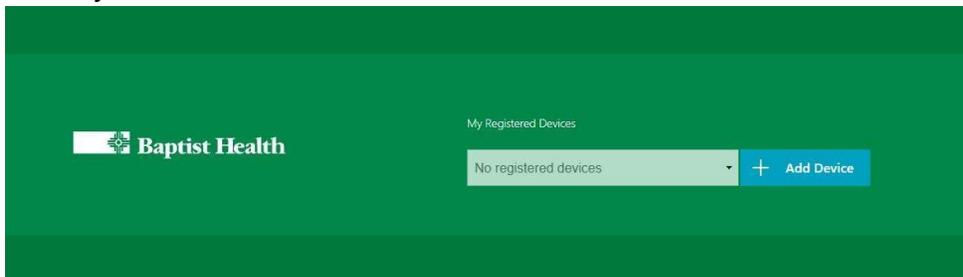
9. Once you click on the **MyApps MFA Management Link**, it should take you to a different page where it only has two login fields on it. It will also say **“Please log in to create your MFA token.”**



The screenshot shows a green background with the Baptist Health logo on the left. On the right, there is a login form with the text "Please log on to create manage your MFA token" at the top. Below this, there are two input fields: "User name" and "Password". A blue "Submit" button is located below the password field.

****This is where you will input your *Username* and *Password* first and try to log in.**

It should take you to a screen that looks like this



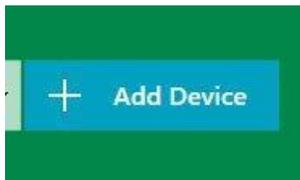
The screenshot shows the Baptist Health logo on the left. On the right, there is a section titled "My Registered Devices". Below the title, there is a dropdown menu showing "No registered devices" and a blue button with a plus sign and the text "Add Device".

****If it did not take you to a screen that says **“My Registered Devices”**, then you will need to contact the Help Desk at **202-2100** and say that you logged into the **MyApps MFA Management page** but now it is asking for an **MFA token code** and you haven’t even set one up yet****

Please provide the Help Desk Associate the following information:

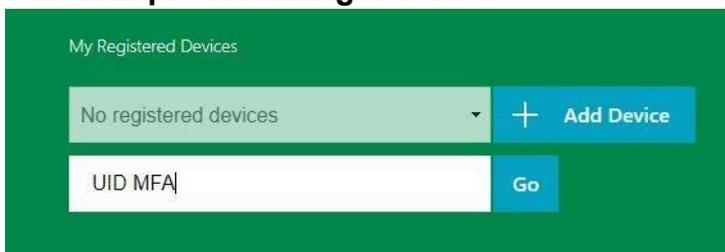
- It will not let me log into the MyApps MFA Management site and gives me an error, **OR**
- After logging into the MyApps MFA Management site, it is wanting a Token code.

10. Once you successfully get into the MyApps MFA Management page you will need to go ahead and add a new device.



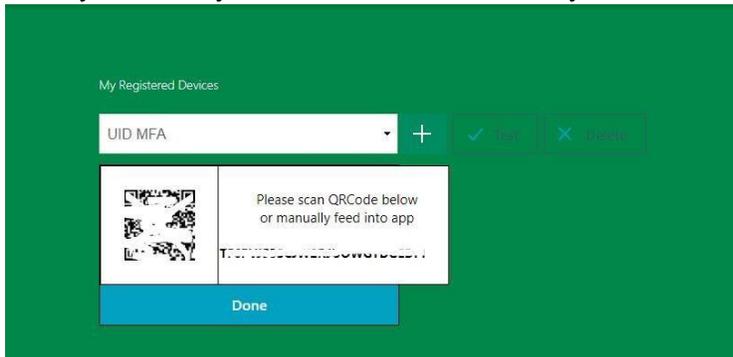
A close-up of the blue button with a white plus sign and the text "Add Device".

NOTE: Name this device whatever you want, as long as there are no apostrophes in the name. Here is an example of naming a device:



The screenshot shows the "My Registered Devices" section. The dropdown menu now shows "UID MFA" instead of "No registered devices". A blue "Go" button is located to the right of the dropdown menu. The "Add Device" button is still visible above the dropdown.

11. Once you name your device, click “Go.” On your screen, a **QR code** will appear.



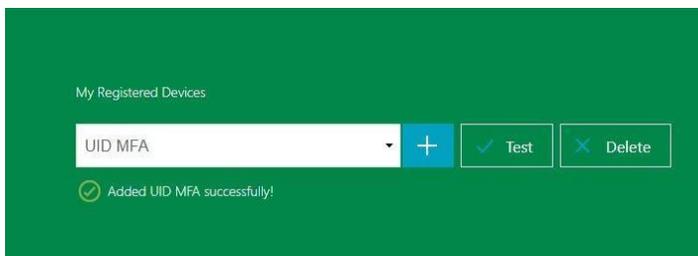
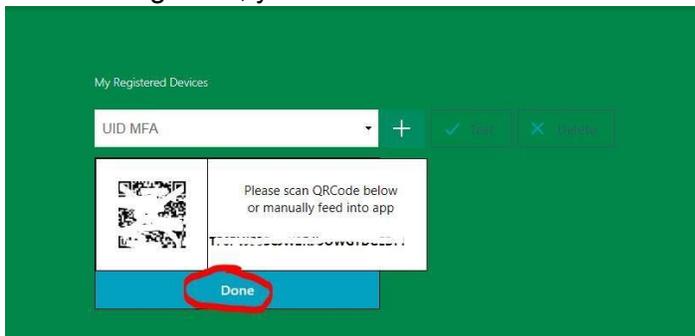
12. Grab your phone where you downloaded the **Google Authenticator** app.

13. Open up the **Google Authenticator**. Depending on the phone you will see two different choices:

a. iPhone users: You will see an option to “**Begin Setup**” at the bottom of the **Google Authenticator** screen. Click this and choose “**Scan QR code.**”

b. Android users: You will see two options “**Scan QR code**” or “**Type in manually**”. Or you might see a little “+” at the bottom right corner of the **Google Authenticator** app.

- Choose the **Scan QR code** option.
- Once you scan the QR code, you should immediately see **six numbers** appear in the **Google Authenticator** app. You have successfully created your MFA token generator.
- On your computer screen, click “**Done**” NOTE: ****DO NOT “test”**
- After clicking done, you will now see a device that is added to your **MFA Management screen.**



****NOTE: If it fails, please make sure that your clock on your phone is set to the world clock or it will not work. It has to be within one minute of the world clock time****

- Once you have successfully verified your **MFA token**, you can now go back to the **MyApps login page** where it has the **Username**, **Password**, and **MFA Token** field. (*You will now have to log in with all three, so make sure that you have your phone handy to access the Google Authenticator app.*)

If you need assistance with any of the steps, please contact the

Baptist Health Help Desk at 501-202-2100 - They are staffed 24/7/365