

How to set up your password

You must set a password the first time you are logging into Baptist Health.

Navigate to: <https://myapps.baptist-health.org>

1. Enter your Employee ID into the username field, the letter in your username is “not” case sensitive.
2. Enter the first time temporary password into the password field. The **temporary password** will be the first letter of your employee ID, capital **B**, small **h**, your **employee ID numbers** and exclamation point !

Examples:

XBh#####! (replace the #'s with your employee ID numbers)
UBh#####! (replace the #'s with your employee ID numbers)
SBh#####! (replace the #'s with your employee ID numbers)
PBh#####! (replace the #'s with your employee ID numbers)

3. You will “skip” the MFA token field and click “logon”

Password Criteria:

- Must be at least 8 characters long.
- It cannot contain any part of your full name or employee ID.
- It cannot match 4 previously used passwords.
- It must contain 3 or the 4 categories listed below:
 - Uppercase (A – Z)
 - Lowercase (a – z)
 - Numerical (0 – 9)
 - Non-alphanumeric character (~ ! @ # \$ & * ?)

Baptist Health does require that passwords be changed every 90 days. The system will prompt when the 90 days is set to expire.

If you need any assistance, please contact the Help Desk at 501-202-2100.