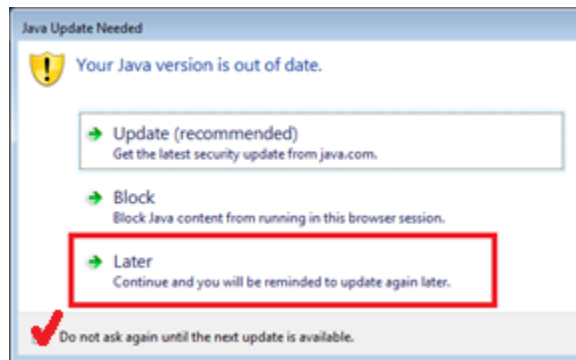


Wentworth-Douglass Hospital Information Systems

How to Perform SecureAuth Self Service Registration

The first time you access a System protected by SecureAuth, you must perform the SecureAuth Self Service Registration. After completing the Self Service Registration, you may register up to 5 non-wdh owned computers by using the information that you provide during your self-registration.

1. Open Internet Explorer and go to <https://secureauth.wdhospital.com/secureauth2/>.
2. You may be prompted with a Java security warning. If so, you may choose to either
 - a. Update at your own discretion
 - b. Put a check next to 'Do not ask again' and click Later.



3. For WDH computers, your home or office computers, click the radio button next to "This is a private computer". For all other computers leave the default "This is a public computer." Enter your WDH Network Username in the box below-and click the "Submit" button.

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Wentworth-Douglass Hospital Self Service Registration

Please select the 'Public Computer' option if this is not a machine you use regularly, then enter your User ID below and click 'Submit' to access the system.

☐ This is a public computer

☒ This is a private computer

Username:

Submit

[Restart Login](#)

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4. You will be prompted to select a registration method. Select your preferred option and click "Submit".

Please choose the delivery method for your Registration Code.

☒ E-mail xxxxx@wdhospital.com

☐ Text Message

☐ Other

5. Depending upon the method you selected you will receive a one-time registration code either via email or other method. Please enter this code on the page similar to that shown below and press the "Submit" button.

Enter the code that you just received by text.

Registration Code:

1	2	3
4	5	6
7	8	9
	0	C

[Please click here to use an alternate registration method.](#)

6. Enter your wdh password and press the "Submit" button.

Please enter the password associated with your User ID.

Username:

Password:

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7. Fill in the Mobile and Email 2 Fields with a phone number and an email address that is readily accessible when you will be accessing WDH resources remotely. Select Questions in the Knowledge Based Questions section and provide answers to the questions. **It is highly recommended that you fill in all of the fields on this form.**

User ID: isjhtest3

Given Name: Jean

Surname: Test3

Mobile: |

Office Phone:

Email 1: ****

Email 2:

Knowledge Based Questions (required) ☒ Hide Typing Below

What city were you born in? Required

What was your favorite childhood game? Required

What was your dream job as a child? Required

Who is your personal hero? Required

What is the last name of your favorite school teacher? Required

Update

Reset

8. Click Update. Look at the top of the screen to confirm that your changes were saved. You should see:

Account updated successfully

User ID: isjhtest

9. If you see 'Account updated successfully', your registration is completed and you can close Internet Explorer.

About SecureAuth

SecureAuth provides Multi-Factor authentication for remote access to WDH resources. Once fully registered SecureAuth will prompt you to verify your identity using the following methods or questions:

- Office Phone (not editable, contact WDH Helpdesk to request a change)
- Personal Phone (Entered during registration process)
- Work Email Address (not editable, contact WDH Helpdesk to request a change)
- Personal Email Address (Entered during registration process)
- Knowledge Base Questions and Answers (Entered during registration process)

If you select the Phone or email option you will receive a Voice Call, SMS Text or email based on your selection that contains a 4 digit PIN that you will need to enter into the site to verify your identity. Once your identity is verified, the SecureAuth system will register your machine for the next 3 days. After that time, you will be prompted by SecureAuth again for Multi-Factor Authentication.