EpicCare Link Users

Action required to continue access to EpicCare Link



NAVIGATION TIP FOR THIS DOCUMENT: Click on the Content You Want to Access, then Click Return to Contents

CyberArk® Registration Tip

- Complete two steps
 - Go to CyberArk.BSWHealth.org and register on a computer
 - Add the CyberArk[®] Identity app to your mobile device using customized QR codes

How to Register

• Registering at office/home off the BSWH network

Add Mobile Device for Authentication

• Add the CyberArk[®] Identity app to your mobile device using customized QR codes



QUESTIONS AND SUPPORT 214-865-4357 (HELP) Service Center online: <u>ServiceCenter.BSWHealth.com</u>

©2021 Baylor Scott & White Health

How to register at office/home off the BSWH network

- Go to <u>CyberArk.BSWHealth.org</u> on your PC or Mac
- Enter your **BSWH USER ID** Click **Next**
- If you are currently using your mobile phone for BSWH SecureAuth second-factor authentication, it has been ported over. You do not need to call the IS Service Desk unless you notice the number needs to be changed
- If you receive an error message or the screen does not update after entering your BSWH USER ID, you do not have a mobile device number associated with your BSWH account. Call the IS Service Center at 214-865-4357 (HELP) to update your number
- Once the IS Service Center confirms the number associated with your account is updated, go to <u>CyberArk.BSWHealth.org</u> on your PC or Mac. Enter your BSWH USER ID Click Next
- Enter your **BSWH PASSWORD**

BaylorScott&White

© 2021 Baylor Scott & White Health



rScott&Whit

Sign Ir





How to register at office/home off the **BSWH** network

- The last four digits of your mobile device number will appear under Choose authentication method. To receive a text message to authenticate registration click Send me a message (Do not close the portal window)
- You will receive confirmation. To authenticate on your mobile device, click the **Link**

authenticate on your mobile device rather than using the code

• Click Next







- Click Approve
- You will receive a confirmation of success
- To authenticate on the portal, enter the 6-digit code you received on your mobile device to be taken to the portal welcome screen









How to register at office/home off the BSWH network

- Next, return to the portal on your PC or Mac. You will be taken to the CyberArk[®] Welcome screen to continue your registration
- Click Get Started

- © CYBERARK Welcome Use this guide to configure your account security settings.
- At this point, you can choose to replace the mobile number associated with your account
- Click Save

Authentication Set Welcome to the User Portal. B Authentication may be require	tup efore we get started, please set up 1 or more mechanisms for Multi-factor Authentication. Multi-factor el when you sign in to the user portal or an application from the user portal.
O Text Message	Mobile Number *
Panding	469-999-0000
OATH OTP Client	Sine Sine
	0 of 1 required mechanisms configured Done

- Enter your **BSWH PASSWORD**
- Click Proceed
- You will see a Congratulations Screen
- Click Done

Authentication Required	×
User Name	
test_user@BSWHealth.org	
Password *	
Proceed Cancel	

CYBERARK	
Authentication Setup Welcome to the User Portal. Befor Authentication may be required w) e we get started, please set up 1 or more mechanisms for Multi-factor Authentication, Multi-factor hen you sign in to the user portal or an application from the user portal.
Configurat	
O DATH OTP Client	Congretulations! You are done configuring the recommended authentication factors!
	1 of 1 required mechanisms configured Done

- To add the CyberArk® Identity app to your mobile device using a customized QR code, in the left navigation select **Devices** (Do not close the portal window)
- Then follow the steps shown here to add the CyberArk® app



BaylerScoredWhite	You have not yet set up your Phone DNL Click here to setup new. Devices	(i) User, Dr. Bitabeth T
CyberArk Identity User Portal	Devices	(e) User, Dr. Bizabeth T
 CyberArk Identity User Portal 		
		Add Devices 0
Applications	No devices are currently emplied.	No location information available.
Devices		
(g) Account		

Add the CyberArk[®] Identity app to your mobile device using **Customized QR Codes**



≁

These steps continue the CyberArk® set up:

- After selecting **Devices**
- Select Add Devices
- You will be presented with a personal QR
 Code (Do not close the portal window.
 You will be scanning this
 QR code twice)
- Scan the device QR code with your mobile device camera

• You will be taken to the App or Google Play Store to install and open the CyberArk® Identity (formerly Idaptive) app



 install the CyberArk® Identity app
 Click Continue
 Scroll down and select Enroll with QR
 Click Continue

Add a Device

Send enroll

• You will be prompted to

 Grant CyberArk[®] Identity permission to use camera





- Go to your PC or Mac and return to the CyberArk[®] portal
- Scan your device QR code one more time using your mobile device (Keep the portal window open on your computer)

-	You have not yet set up your Phone PMJ. Click here to setup r		
88 Applications			
Devices	Add a Device	×	
Account	Choise an apdian below its ervial your lots or Andrald device. Menary Million Send enreliment link via: Send Send Send Send	Scan QR code:	
	You can also download CyberArk Identity mobile app from Google F	Yay or Apple App Store	

Add the CyberArk® Identity app to your mobile device cont.



• After the second scan, you will be prompted to click **Continue** to enroll your device



- Scroll to the end of the disclosures listed, then click **Enroll**
- After clicking Enroll, you will be taken to the CyberArk[®] Identity app on your mobile device and prompted for your preferences



- On your computer return to the portal, and close the device QR code window only
- Select Account, then Show QR Code (This QR code is different from the device QR code you used previously)
- You will see this pop-up window that will display next steps and a OTP QR Code customized for you (Do not close the portal window)







Add the CyberArk® Identity app to your mobile device cont.

10:11

Web Apps

Devices

No Accounts Configured

Scan QR Code

User, Dr. Elizabeth T.

QR Code Authenticator



- Now open the CyberArk[®] Identity app
- Click Menu in the upper left
- Select Passcodes
- Scroll down and click the **plus sign** at the bottom of the window
- Select Scan QR Code

- You will be presented with a 6-digit passcode
- Go back to the CyberArk® portal
- Enter the 6-digit passcode in the portal pop up window, then click Verify



Settings 🄅

- You will receive a confirmation message of OATH OTP verified! Select Close
- You have completed set up and are ready to use the CyberArk® Identity passcode generator to access BSW applications when a second factor authentication is required
- Access OTPs by clicking Menu, then Passcodes when needed



©2021 Baylor Scott & White Health