

# Imprivata ID Enrollment Instructions

## iPhone instructions

Imprivata ID is the system EvergreenHealth uses to provide an extra layer of security in addition to username/password when logging in remotely via either our portals (Employee/Physicians/Partners/etc) or OWA (Outlook Web Access).

The extra layer of security a user must enter is activated via the user's smart phone.

### **2 options to enroll:**

There are two methods for two-factor authentication using your smart phone. You can install the Imprivata ID app, or if you don't wish to install it you can just enroll your cell phone number. The latter is also an option if you do not have an iPhone or Android device.

**It is strongly advised that users install the Imprivata ID app as it makes logging in remotely easier and quicker.**

- Once you install the app, you will see a notification pop up on your phone asking you if you are logging into the portals or OWA. Hit Yes to confirm, or No if you are not logging in. (see instructions at the bottom of the email if you get a notification if it isn't you logging in)
- If you don't install the app, you can enroll your cellphone number then at login a code for access will be sent to you via SMS text.

### **Quick Summary:**

1. Install Imprivata ID app on your smart phone
2. After go-live on 8/29/18, connect to portal or OWA for remote access
3. Enter your Evergreen username/password
4. Complete enrollment process by entering codes from the app at login

***Please note while you are free to install the app now on your smartphone, you will not be able to complete app enrollment until the system goes live on 8/29/18.***

## Initial Setup:

Install the **Imprivata ID** app on your iPhone from the App Store either by searching for **Imprivata ID**, or go to this link:

<https://itunes.apple.com/us/app/imprivata-id/id991327711?mt=8>

Launch the **Imprivata ID** app.

Press **Continue** on the screen below:



Press **Allow** for Notifications:

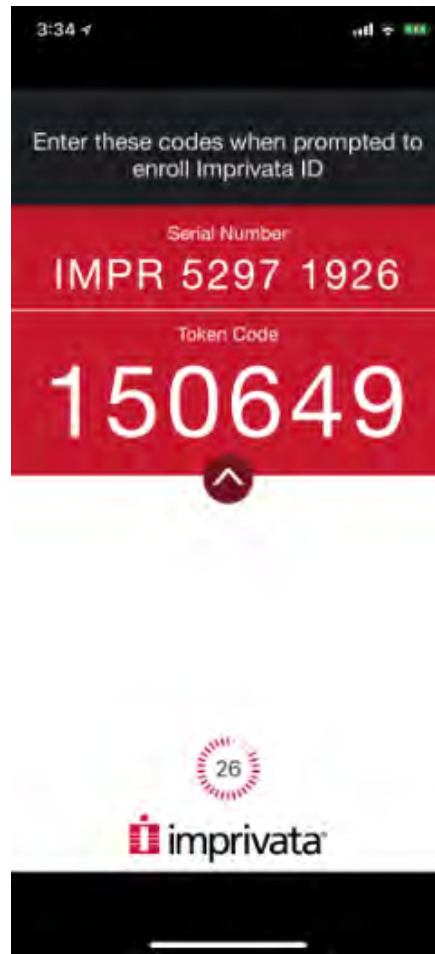


Press **Don't Allow** for location:



Press **Don't Allow** for Bluetooth Devices.

When you see this screen, it has been installed successfully.



**Enrollment process:**

Beginning on 8/29/18, when you navigate to any Evergreen portal or Outlook Web Access and log in with your EvergreenHealth credentials (username/password), Imprivata will prompt you to enroll through a one-time setup.

Enter your Evergreen username/password:

**EvergreenHealth**

**Evergreen Physician's Portal**

**Sign in**

User Name:

Password:

[Log On](#)

[Physician's Portal Support](#)

The contents of this system are confidential and proprietary and may not be viewed or used in any way without prior authorization from Evergreen Hospital. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. Evergreen Hospital reserves the right to monitor, record, copy, audit, and inspect all use of this system, and may disclose evidence of unauthorized or improper use collected by any means to the appropriate law enforcement agencies.

Authorized users, please ensure you logout at the end of your session, and close all windows associated with this system.

**2FA Is Coming**

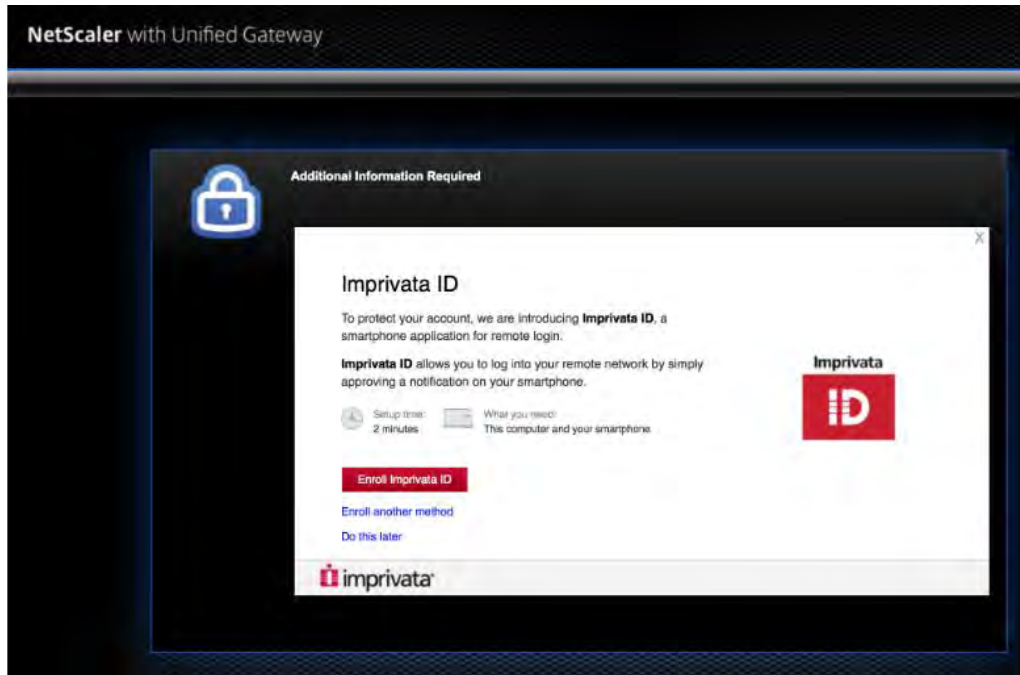
Two-Factor Authentication

From 5/30/18 EvergreenHealth will adopt two-factor authentication for employees, physicians and vendors who log in remotely to our systems. Stay tuned for details and instructions.  
Our IT Department is standing by to make this new process seamless for you!  
Thank you in advance for your vital role in keeping our patients and one another Absolutely Safe.

When you log into the Portal, you will be prompted through a series of screens. The approximate setup time is 2 minutes.

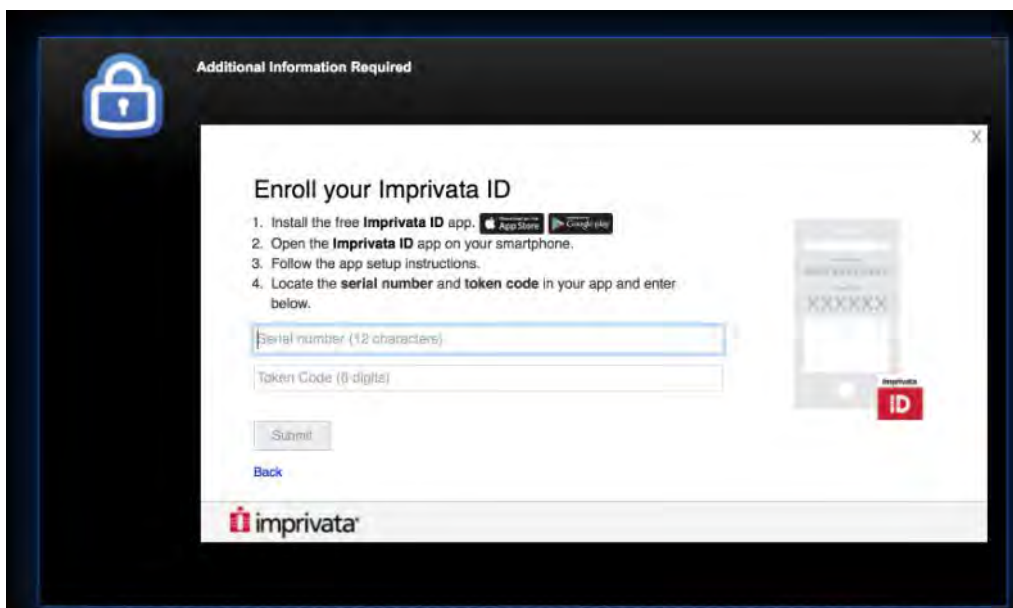
## Imprivata ID

Click Enroll **Imprivata ID**.



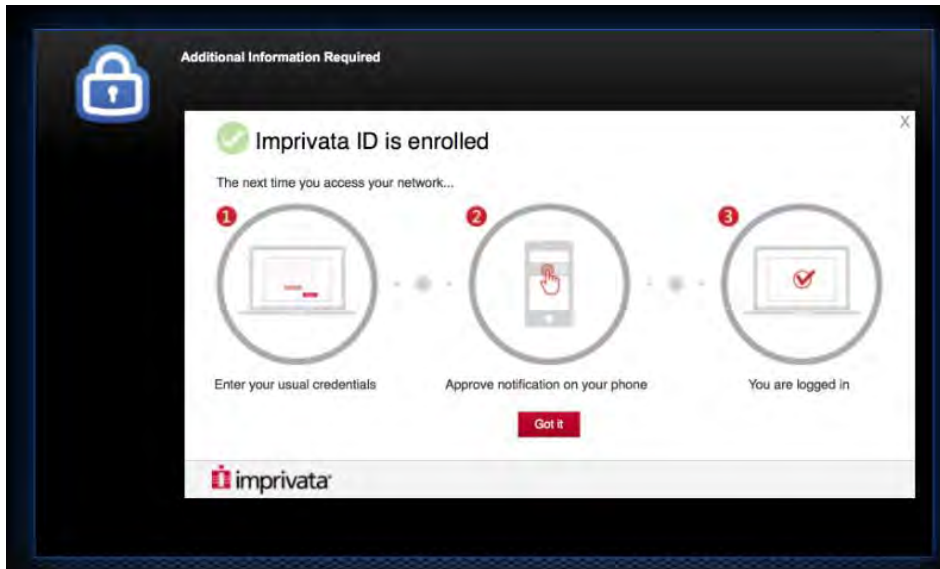
## Enroll your Imprivata ID

Enter the **Serial Number** and **Token Code** from the Imprivata ID app on your phone and then click **Submit**.



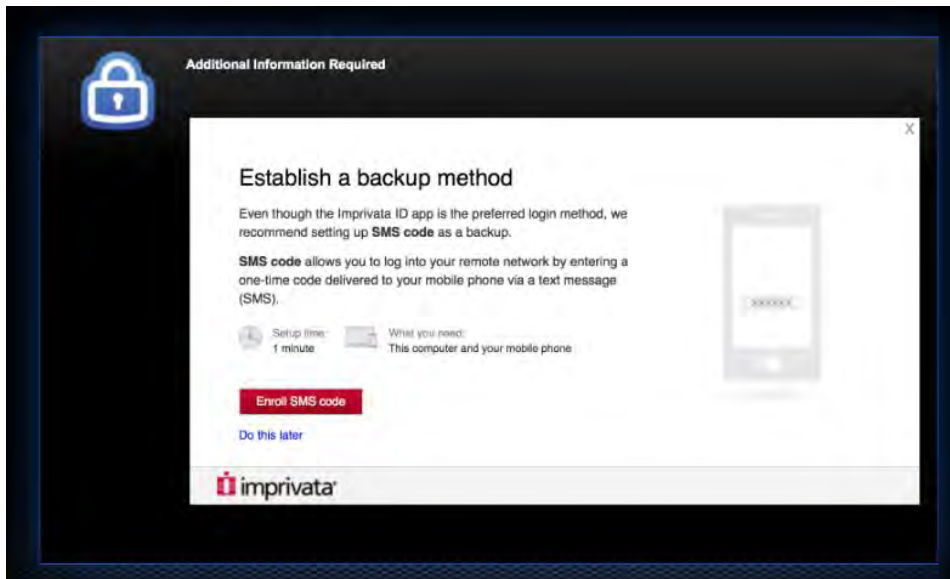
## Imprivata ID is enrolled

Click **Got it**.



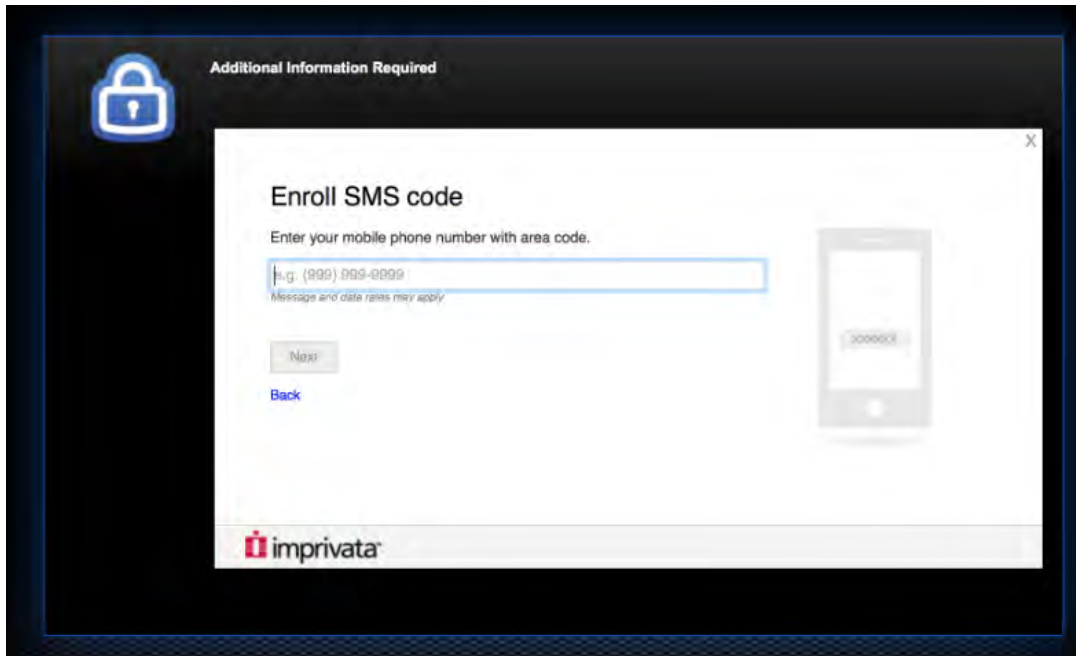
## Establish a backup method

Click **Enroll SMS code** to create a backup method.



## Enroll SMS code

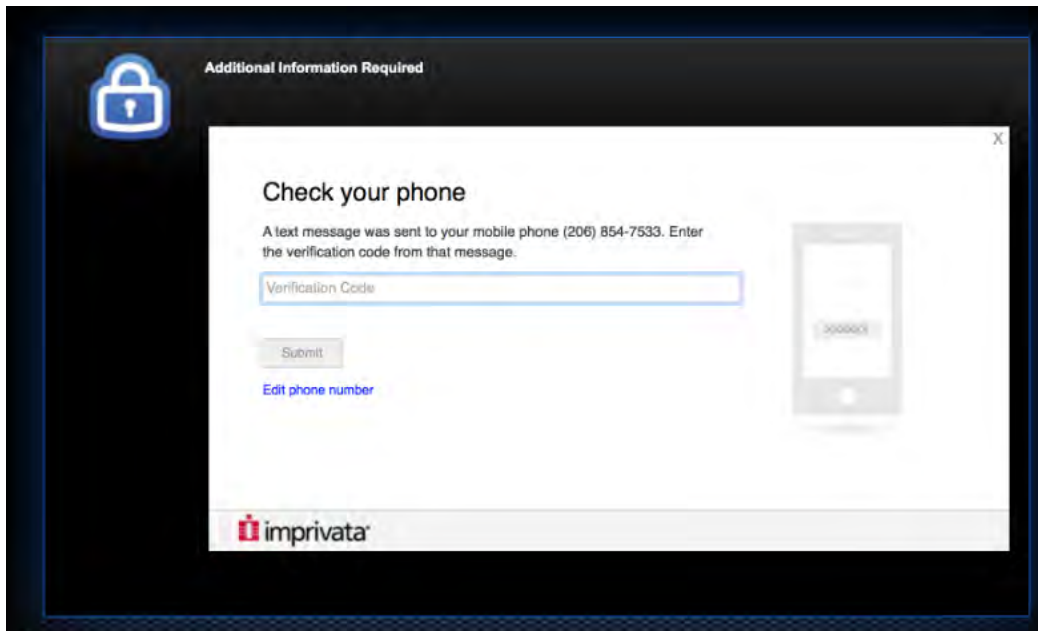
Enter your mobile phone number and click **Next**.



The screenshot shows a window titled "Additional Information Required" with a lock icon. The main heading is "Enroll SMS code". Below it, the instruction reads "Enter your mobile phone number with area code." A text input field contains the example "E.g. (999) 999-9999" and a small note "Message and data rates may apply". To the right is a faint image of a smartphone displaying a code. Below the input field are a "Next" button and a "Back" link. The Imprivata logo is at the bottom left.

## Check your phone

Enter the code from text message you received and click **Submit**.

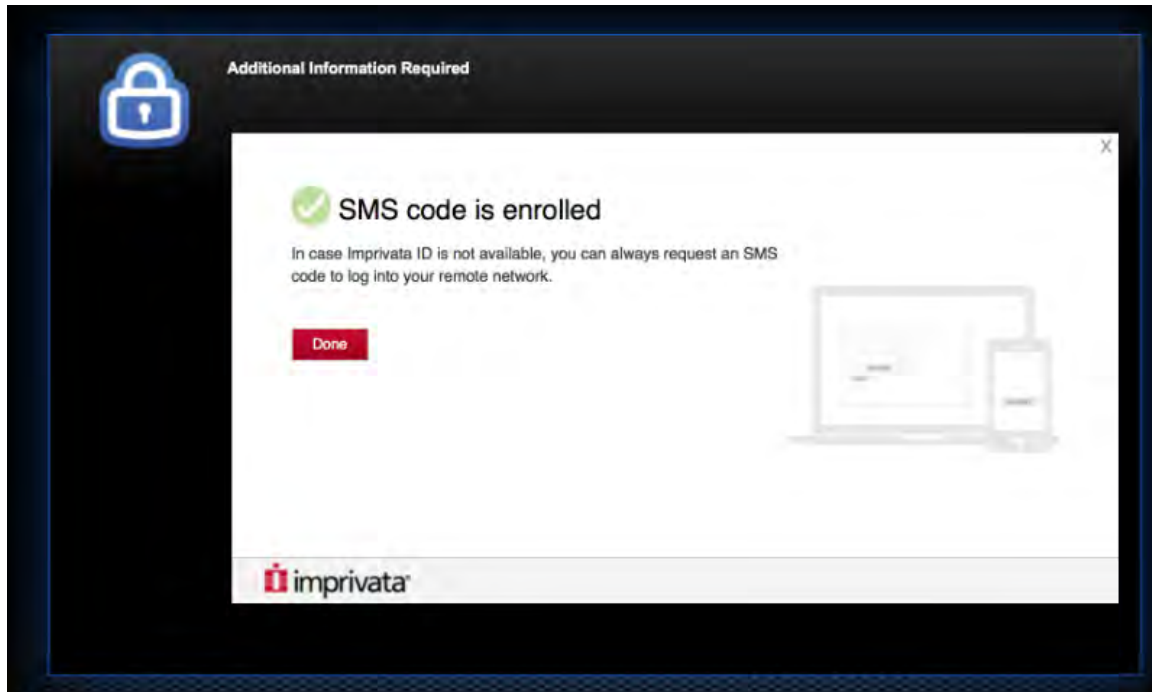


The screenshot shows a window titled "Additional Information Required" with a lock icon. The main heading is "Check your phone". Below it, the instruction reads "A text message was sent to your mobile phone (206) 854-7533. Enter the verification code from that message." A text input field is labeled "Verification Code". To the right is a faint image of a smartphone displaying a code. Below the input field are a "Submit" button and an "Edit phone number" link. The Imprivata logo is at the bottom left.



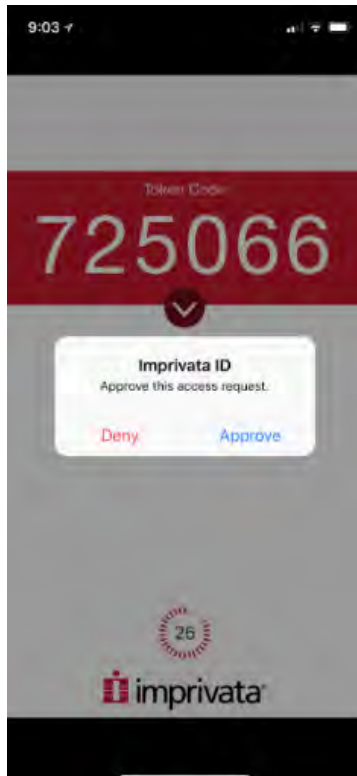
## SMS code is enrolled

Click **Done** and setup is complete. At this point, you will be logged into the Portal.



## Using 2FA at login:

Now that you have enrolled with Imprivata, whenever you login to the portals or to OWA, you will enter your Evergreen username/password as normal, then you will need to confirm valid login on your phone. You will see the following notification from the Imprivata ID app which you should confirm by pressing 'Approve'. After a couple of seconds you will be logged into the portal or OWA on your workstation.



**If you receive a notification when you did not attempt to login, you should press 'Deny' and call Helpdesk immediately at 425-899-1740, as this could indicate someone else is trying to use your account for fraudulent login.**

**Please contact the Help Desk either via the IT Help Desk form on EverLink or by calling 425-899-1740 if you need further assistance.**