

MFA – SMS Enrollment

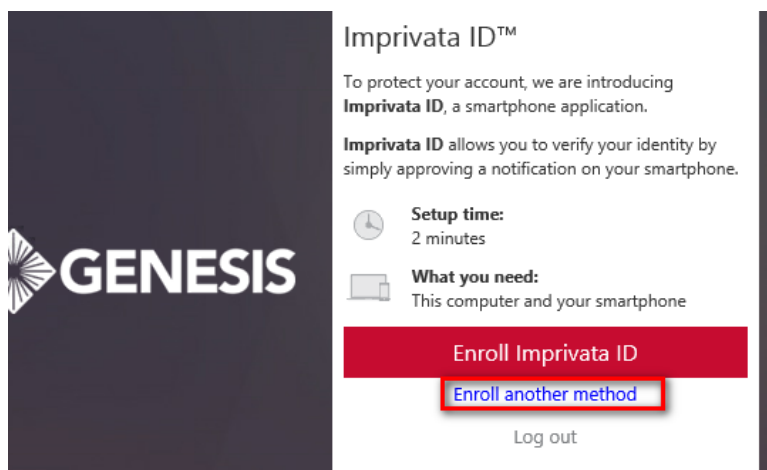
To combat increasing security risks, Genesis requires multi-factor authorization (MFA) when a user attempts to log in from **outside** the Genesis network. The first factor is the user’s login/password combination. The second factor is a code number sent to the user’s mobile phone. This document details the **one-time enrollment** process for a SMS text. A separate document shows how to log in every time **after** enrollment.

Step 1: Browse to www.ghsconnect.com and log in with your user name and password. If you have not enrolled, GHS Connect will automatically display screens for the enrollment process.

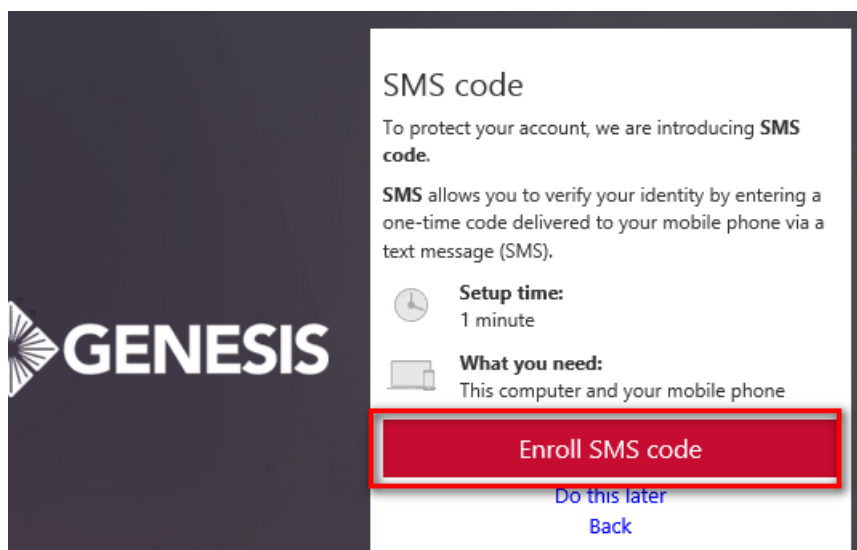


Step 2: There are two enrollment options. Click on **“Enroll another method”** above the “Log out” option.

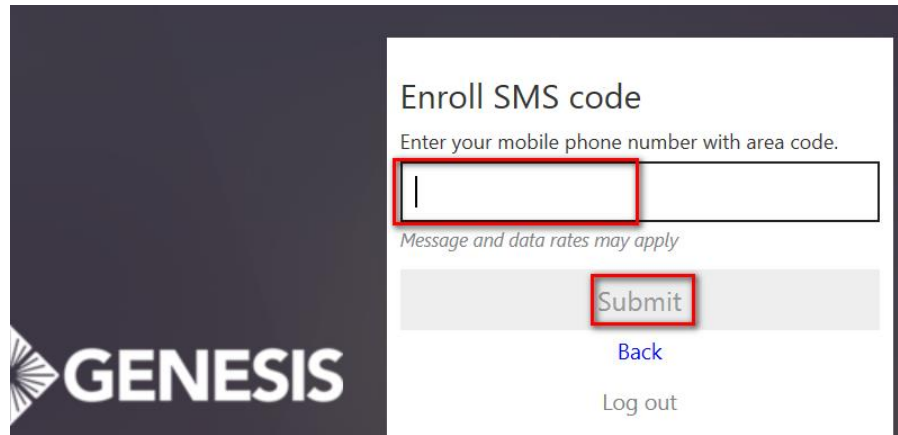
“Enroll Imprivata ID” has a separate teach tool.



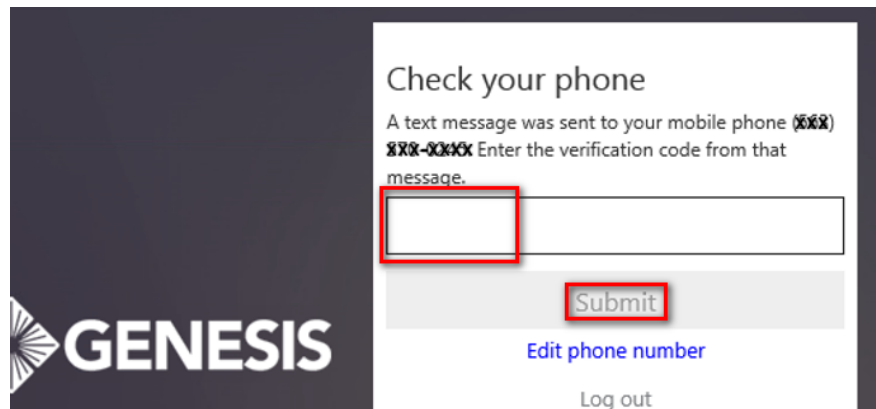
Step 3: Click on “Enroll SMS code”.



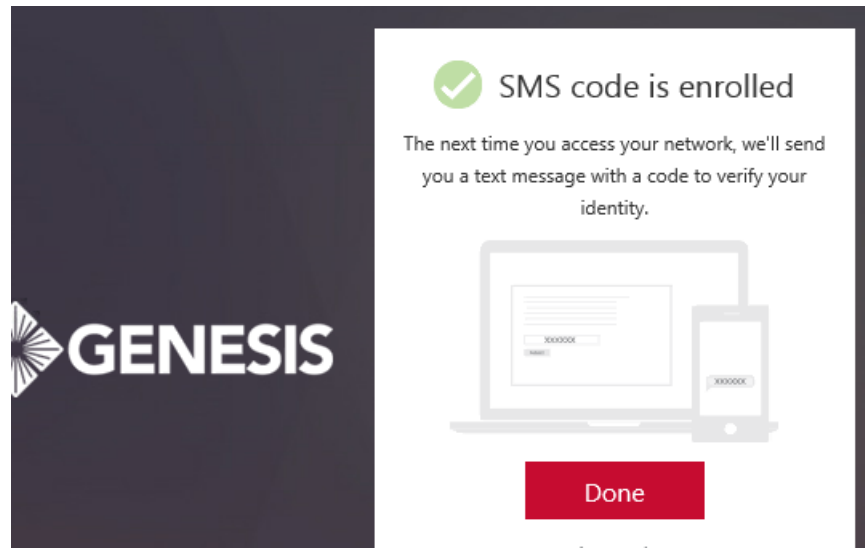
Step 4: Enter *only the numbers* of your mobile phone number in the box. (The app will insert special characters.) Click “Submit”.



Step 5: The screen will prompt you to look at your phone for a text message like “XXXXXX is your Imprivata one-time verification code.” Enter that number (NOT the “From” number) into the box on your workstation screen. Click “Submit”.



Step 6: You will see this confirmation page. Click “Done”.



Enrollment is a one-time process. After enrollment, **every time** the user attempts to log in to the Genesis network **from outside** the Genesis network, a new code is sent to the user’s mobile phone and is required to complete login.