TWO-FACTOR AUTHENTICATION:
How to Enter Identity Verification Information into Staff Directory

IH employees who wish to access i-Site, i-Learn, IH Webmail or IH Anywhere from outside the Interior Health network (e.g., at home, in a hotel, on vacation, etc.) will need to register for two-factor authentication. To register, you must edit your profile in the IH Staff Directory (detailed instructions below).

As part of this process, you will be prompted to provide either a non-IH email address or a cell phone number and associated cell provider as your identity verification information. Once you have updated Staff Directory with this new information, you will be prompted to provide a 6-digit passcode each time you access i-Site, i-Learn, IH Webmail, or IH Anywhere externally. This passcode will be emailed or texted to you based on the information you provide in the Staff Directory.
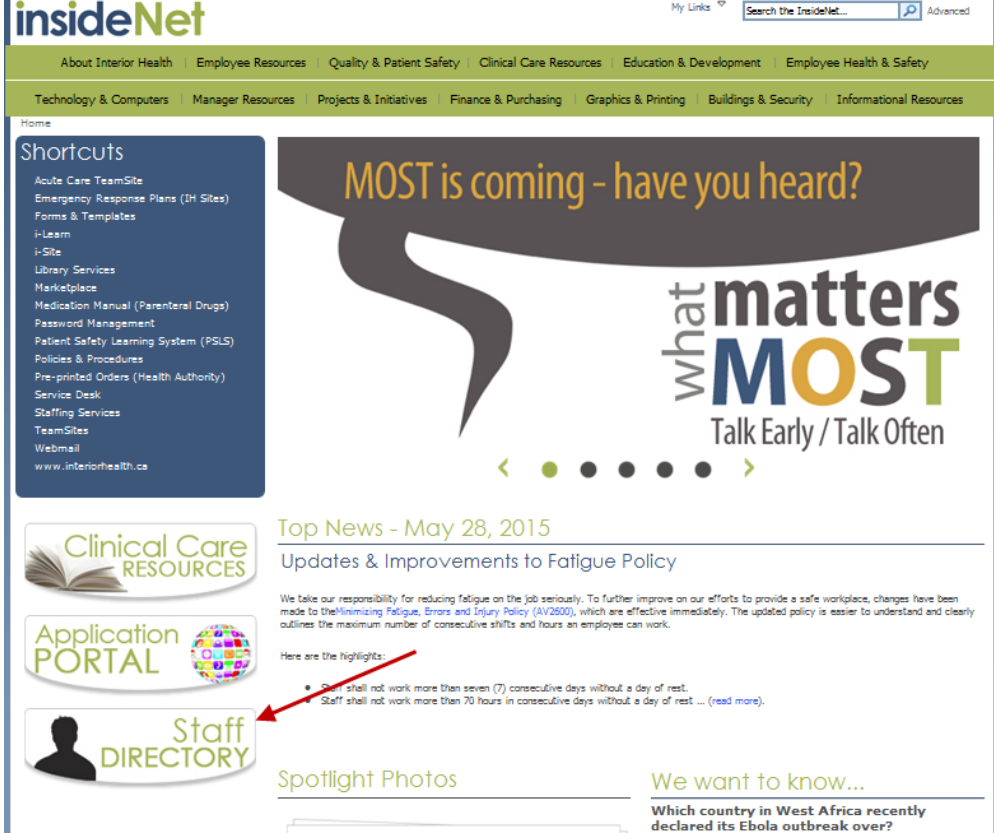
* Please Note: The two-factor security information you provide (personal email or cell information) can only be viewed by you in your own profile and is used <u>only</u> for two-factor authentication purposes.

How to Enter Your Two-Factor Authentication Information in the IH Staff Directory
Note: - Based on your preferred choice for receiving your two-factor passcode while you are outside the IH network, you can enter a personal email and/or cell phone information. You are not required to enter both.   - If you enter both email and cell information you will prompted which one to use each time you access i-Site, i-Learn or IH Webmail from outside the IH network.   **Texting**: If you enter cell information, the passcode will be texted to you. You will need to have texting set up through your cell phone plan, and any associated text charges would apply. IH cell phones or personal cell phones can be used for two-factor authentication.   **Email**: As IH Webmail also requires a passcode when accessed externally, the passcode cannot be emailed to your IH email address. As a result, the email address you provide cannot be an Interior Health email address.

Instructions	Screen Shots/Images (red boxes or arrows are used to highlight the action in each step)
1. While using an IH computer in an IH site, you can find the **Staff Directory** on **InsideNet.** Click on the button on the home page.	
2. Click on **My Profile**	

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3. You will be directed to your profile. Click **Edit Profile.**	
4. Scroll to the bottom of the Edit Profile screen. You will find the "**Identity Verification for Two-Factor Security**" section. Enter your non-IH email and/or cell information. Note that the cell provider is required if you fill in the cell number field. *(Note: This information will need to be updated if your cell provider changes, For the application to work, the text must be sent through the proper carrier.)* Click **Save Changes**. Click Help or Learn more to be directed to additional information.	

Once you have updated these fields in Staff Directory, you will be prompted to provide a 6-digit passcode each time you access i-Site, i-Learn, IH Webmail or IH Anywhere externally (i.e., not on the IH network).