Account Claiming Module

To retrieve your account which you have not logged on to Parkview systems, go to <u>https://pwreset.parkview.com</u>. Click on the Activate Account button to create a password for your inactivated account.

Employee ID	
Password	
Sign in	
Forgotten Password	Regain access to your account if you have forgotten your password.
Activate Account	Activate a pre-configured account and establish a new password.

Enter the username into the username field which was given to you by your manager. Enter your first and last name into the appropriate fields. And the last four of your social security number in the area requesting that information. Then click Activate to begin the process of activation.

KVIEW LTH	Activate Account Self Service Password Reset
	To confirm your identity, please enter the following information. Your information will be used to locate and activate your user account.
	Be sure to complete the process, or your account will not be activated properly.
	Username*
	A111111
	First Name*
	Pat
	Last Name*
	Brien
	Last four digits of Social Security Number*
	1234
	➤ Activate ★ Cancel

You will see a screen stating your account has been successfully activated. Select the Continue button.

Success Self Service Password Reset	A222222	
Your user account has been successfully activated. Be sure to complete the proc able to access your account. Continue	cess, or you will not be	

Enter a new password twice into fields seen below. Follow the directions below to meet the password requirements then click Change Password.

Change Password Self Service Password Reset		A222222
Please change your password. I click the Change Password butt password must meet the followin Password is case sensitive Must be at least 8 characte Must be no more than 50 cl Must include at least 1 num Must have at least 1 lowerc Must not include any of the Must not include part of you Must not include a commor New password may not have	Keep your new password secure. After you on. If you must write it down, be sure to kee ng requirements: rs long. haracters long. liber. ol (non letter or number) character. case letter. following values: password test ur name or user name. n word or commonly used sequence of charact ve been used previously.	type your new password, ep it in a safe place. Your new ers.
New Password to Confirm Password	@	
Change Password	K Cancel	

Duo Multifactor Authentication Enrollment

To enroll in Parkview's Multifactor Authentication with Duo, you will be required to logon to <u>https://pwreset.parkview.com</u>. Parkview's policies state that you will need to enroll your account in Duo Multifactor Authentication to ensure the security of our patients and employees. This is the only web site where a user can enroll within Parkview's Multifactor Authentication with Duo without calling Parkview support desk.

1. Logon to https://pwreset.parkview.com

PARKVIEW	Please Log In NetQ Set Service Password Reset
	Username
	Current Password
	Lugo Clay Carde
	Forgetting Region access to your account if you have forgetting your password.

2. Click **Next** to continue.

PARKVIEW HEALTH
Welcome to
Duo
Security
Let's set up an account to protect your identity.
Next

3. **Click next** on this screen as well acknowledging that 97% of data breaches start by stealing your identity.



4. **Click next** on the following screen in your browser acknowledging that you can protect Parkview by using your phone as a second step verification of your identity.

* PARKVIEW	
What can you do?	
The best way to protect your identity is with two-step verification using your phone or another device.	
Next	

5. You will be prompted to select either to get a notification on your device or to get a text message or phone call.



6. With either selection you will be prompted to **enter your cell phone number**. If you select Duo Mobile from the above option you will have the option to select "I have a tablet." **Click "Add phone number"** after you have entered your phone number in the space provided.

< Back
Enter your phone number You'll have the option to log in with Duo Mobile.
Country code Phone number
Add phone number
I have a tablet Secured by Duo

7. You will be prompted to verify that your number is correct. **Click "Yes, it's correct"** if the <u>number is correct or "No, change it" if</u> you have mistyped the phone number.

< Back
Is this correct?
201-555-1234
Yes, it's correct
<u>No, change it</u>
Secured by Duo

8. **Click "Send me a passcode"** to confirm ownership of the phone number that you added in the step above. Or you can click "Call my phone" to receive a phone call.

< Back Confirm ownership
Send me a passcode
Or call my phone
Secured by Duo

9. If you clicked send me a passcode you will receive a text message with a verification code similar to the message below. Enter the verification code into the browser window.



10. You will now be prompted to download the Duo Mobile application on your phone. This is highly suggested to be able to receive Duo Push messages for Parkview logon verification when offsite. Parkview does not and will not review any data or contacts on your phone. However Parkview does require a locked screen on your mobile device, which can be either a lock code, or use of facial or finger print to unlock the device. Click Next on the browser screen to continue with the installation of Duo Mobile.

< Back
Download Duo Mobile Available on iOS and Android
Next
Secured by Duo

11. Open the camera on your phone and scan the Barcode from the screen. (NOTE: You must enable your camera for use within the Duo App OR select the link on the screen to have an activation link emailed to you instead of scanning the Barcode.)



12. If you scanned the QR code in the previous step, skip to step 14. If you use the link to email the activation code, enter your Parkview email address, and click Send Email.

Activate by emai	I
Enter an email address th your moble device. We'll ink that you can click to a	nat you can check on send you a special activate Duo Mobile.
Email	
Send E	Email

13. You will receive the following email to your Parkview email account. Click the link in the email to complete your activation.

🗄 🕈 🖉		Duo Mobile Activatio	in - Message (Plain Te	ext)		- • ×
File	Message 🛛 🖓 Tell me what you	want to do				11
ि X ♣→ Delete	Reply Reply Forward	Assyst Request G To Manager ✓ Done Cone Cone	Move	Assign Mark Categorize Fo Policy - Unread - U	Illow Translate	2 20m
Delete	Respond	Quick Steps	ra Move	Tags	ra Editing Zo	oom 🔨
To A Sharon	Duo Security <no< td=""><td>o-reply@duosecurity.com</td><td>•</td><td></td><th></th><th>^</th></no<>	o-reply@duosecurity.com	•			^
WARNIN *DO NOT C	NG This email originated fro CLICK* links or attachments u	m outside of Parkview Health. nless γου recognize the sender and knov	v the content is saf	e.		
To activate	the app, click and open this l	ink with Duo Mobile <u>https://m-b63665</u>	48.duosecurity.con	n/android/9dwzbB9TOmoWJ	xgQRAvj	

14. After completing it you will receive a message that your account was created. You will receive this screen that you have successfully enrolled.



15. To verify that you have successfully enrolled in Duo with the Duo Mobile app you will see Parkview Health Production displaying on your mobile device within the Duo Mobile application.



Logging into pwreset.parkview.com and Change Password

Your username will be your id number (i.e. E123456 or A123456) and you can login to <u>https://pwreset.parkview.com</u>. Please note:

- Password expires every 180 days
- Password must be at least **8** characters/numbers in length. Must contain 1 upper case letter, 1 Lower case letter and One Number and Character such as &, %, or \$.
- Password must be different from existing or past passwords—Parkview's system remembers the last **8** passwords.
- Cannot contain your name, E#, or "Parkview".
- The password to log into the computer also changes the password for Outlook, Pulse, Epic and Portal.

Passwords should be changed thru Portal as follows:

- To change your password through Portal, open your Internet Browser i.e. Chrome or Edge. It should open to Pulse. Click on the Reset Password icon under My Quick Links.
- The following screen will then come up:

PARKVIEW	Please Log In NetG Sel Service Passaend Reset
	Username
	Current Password
	Luge Clar Cantar
	Forgetten Generated Regain access to your account if you have forgetten your password.

• Log in with your Employee ID and current password and then select Login.

Change Password Change your current password.

Please type yo	ur new password			
New Passw	ord			
Confirm Pas	ssword			
	Change Password	Clear	Show Password	s Cancel

- You will then be able to change your password by selecting Change Password. Enter your Old (Current) password and select a new password and confirm the new password.
- Password must be at least 8 characters/numbers in length. Must contain 1 upper case letter, 1 Lower case letter and One Number and Character such as &, %, or \$.
- Select Submit. Close the browser window.
- After changing your password, you should log off from your workstation and log back in with your new password.

Duo Multifactor Authentication Enrollment via Email enrollment.

Setting Up Your Duo Authorization Enrollment for Your Mobile Device Workflow Tip Sheet These steps will be performed one time.

1. When you are added to the Duo security group, you will receive the following email to your Parkview email account. Click the link to enroll.



2. Click Start setup.



3. Select Mobile phone, Tablet or Landline Click Continue.

) dbo. @ Suggested Sites + @ Web Slice	e Gallery 🔻					
PAR What is the Need help? Powered by	KVIEW TH 2 Duo Security	What type of Mobile phon Tablet (Pad, Landline U2F token (R Continue	e Reconnected Nexus 7, etc.)	vou adding	?	

4. Enter your phone number, with area code and no dashes and Click Continue.

-

5. Select your phone type and Click Continue.

atte 2) Suggested Sites • 2) Web Sice Gallery	HEFCODE-73622222 P - & C SA. PN. OD. 3W OU. OG. OF. OH S× ()
PARKVIEW HistorialH Work is the 201 Transformer 19 Provement Tay Data Sec	What type of phone is 708-917-6705?

6. Follow the instructions to install Duo App on your phone. (*note: App is used for Duo Push option*) Once installed on your phone, Click I have Duo Mobile Installed. If you do not want to install App select, "*I have Duo Mobile installed*" and go to step 8. An activation link will be sent to your Parkview email account if you're not using Duo App.

← ⊕ @ https://api-b6366548.duosecurity.co ♠ @ dbo @ Suggested Sites • @ Web Sice G	m/portal?code=75b22098C ,	ØA. ØN. OD. Ø	w. ⊖u. ⊖c.	Ө₽. ⊖н.	Ø×	n 🖈 9
PARKV HEALTH What is thir? I Need help? Powered by Du	IEW Install Duo N	Mobile for Android and search for 2. Tap "Install" to	d ogle Play Store ap "Duo Mobile". install the app.	P		
	Back	ave Duo Mobile installed				

7. Open the camera on your phone and scan the Barcode from the screen. (NOTE: You must enable your camera for use within the Duo App OR select the link on the screen to have an activation link emailed to you instead of scanning the Barcode.)

e dbo e Suggested Sites •	🕘 Web Slice Gallery 🔻	
	PARKVIEW HEALTH What is this? If Need help? Powered by Duo Security	Activate Duo Mobile for Android Open Duo Mobile. Den Duo Mobile. Tap the "+" button. Scan this barcode. Or. have an activation link emailed to you instead. Back Continue

8. If you use the link, enter your Parkview email address and click Send Email.

PARKVIEW HEALTH What is this? (* Need help? Powered by Duo Security	Activate Duo Mobile by Email 1. Enter an email address that you can check on your Android device. We'll se Sharon garm@parkview.com Email seet 3. Once you've clicked the link, click Continue below. Back
---	---

3

9. When you use the link, you will receive the following email to your Parkview email account. Click the link in the email to complete your activation.

🗄 🔊 🖉 🕈 🔶 🗉	Duo Mobile Activati	on - Message (Plain Text)		• - • ×
File Message 🛛 Tell me what you	want to do			
Image: Constraint of the second se	Assyst Request To Manager Done Personal Team Email Aspy & Delete	Move Policy*	Mark Categorize Follow Unread • Up •	Translate
Delete Respond	Quick Steps	ra Move	Tags r _a	Editing Zoom
Duo Security <nc Duo Mobile Activation</nc 	o-reply@duosecurity.com	>		^
WARNING This email originated fro *DO NOT CLICK* links or attachments ur	m outside of Parkview Health. Ness you recognize the sender and know	w the content is safe.		
To activate the app, click and open this I	ink with Duo Mobile <u>https://m-b63665</u>	48.duosecurity.com/android	i/9dwzbB9TOmoWJxgQR	Avi

10. You will receive a message that your account was created and see Parkview Health displaying on



your mobile device.

abo a Suggested Sites • D Web Slice Gallery •	
PARKVIEW HEALTH What is this? C [*] Need help? Powered by Duo Security	Activate Duo Mobile by Email 1. Enter an email address that you can check on your Android device. We'll se sharon.garth@parkview.com Resend email 2. Once you've clicked the link, click Continue below. Back Continue
Email sent; please click	the link in the email.

11. Back on your workstation, Click Continue from the screen you used in step 8 shown above.

12. Select the arrow in the **When I log in** field. Choose an authenticate method: "Ask me to Choose and Authentication method", "Automatically send this device Duo Push", or "Automatically call this device" then Click Finish Enrollment.

* PARKVIEW	O Android 708-917-6705 (01740000)	
Need help! Powered by Duo Security	Default Device: Android 708-917-6705	
	when 1 log in: Automatically send this device a Duo Push	
	Saved Firesh Encollment	

13. Success. You will receive this screen when you have successfully enrolled.

