

Logging into a “Red Sticker” UH Desktop

Re-Enrolling Your Fingerprint, Creating a PIN, and Re-Answering Security Questions

This job aid is for St. John Medical Center employees who use Fingerprint Readers to log into newly transitioned UH Desktop computers.

This applies to computers at SJMC with a RED sticker on the monitor or computer.



Logging into a New UH Desktop and UH’s Imprivata at SJMC

Imprivata is the name of the single sign-on application that allows you to use your fingerprint and/or security badge to sign into your computer.

UH’s Imprivata Single Sign-On system is not the same as SJMC’s Imprivata, so you must:

- **Initially log in with your UH username and password.**
- **Enroll your fingerprint in UH’s system as if you are a new user.**
- **Create a new PIN for UH’s Imprivata (at least 4 digits).**

Note ► Make sure it is something you will remember, it will be important when your badge is updated with the ONE UH go-live in April.

- **Re-answer security questions again for UH’s system.** You can use the same security questions and answers you used in SJMC’s Imprivata Single Sign-On.

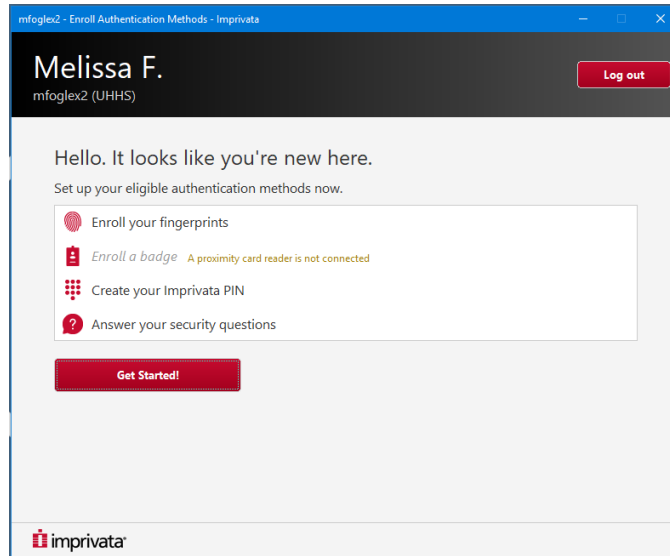
Note ► The procedures in this job aid are estimated to take no more than 5 minutes to complete and will allow you to work on any “red stickered” UH desktop at SJMC

Re-Enrolling Your Fingerprint, Creating a PIN and Re-Answering Security Questions

Follow the steps below after initially logging into a new UH Desktop computer with a red sticker on it.

The first time you log into a UH desktop with your UH Username and Password, a “Hello, it looks like you’re new here” welcome screen may appear.

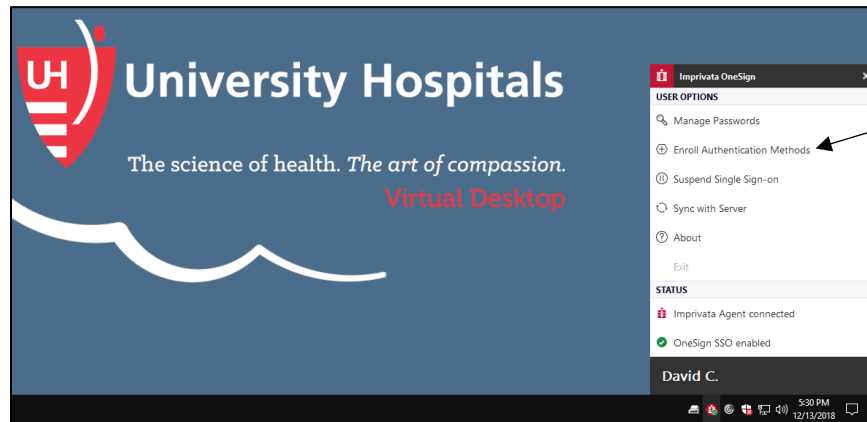
1. From the Enroll Authentication Methods – Imprivata, “Hello, it looks like you’re new here” screen, click the **Get Started** button.



2. If you do not see the “Hello. It looks like you’re new here.” window:
 - a. From the Windows 10 VDI desktop task bar, double-click the Imprivata icon.

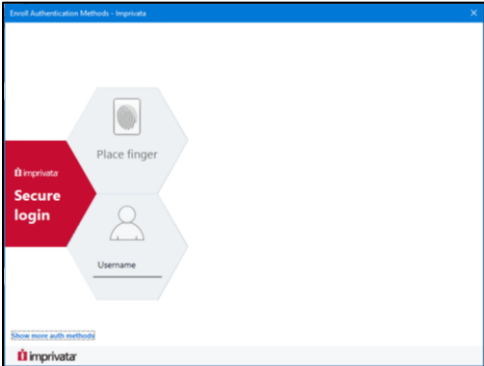


- a. An Imprivata OneSign User Options menu appears.



- b. From the Imprivata OneSign User Options menu, select **Enroll Authentication Methods**.

☞ An Imprivata Secure Login window appears.



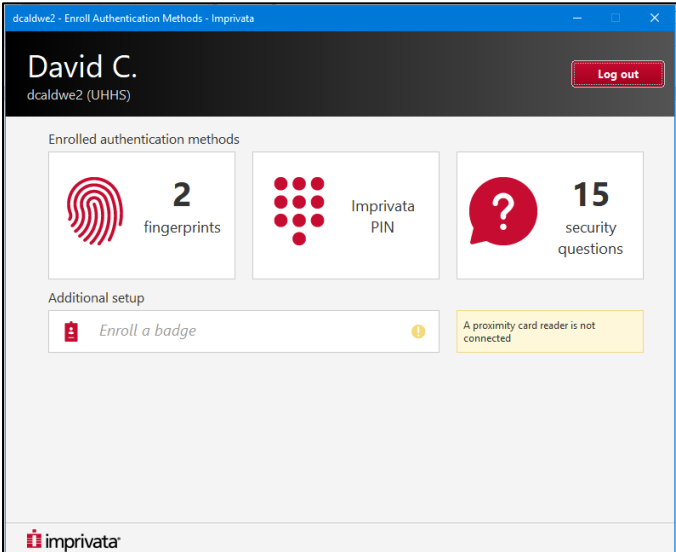
3. Click the **Place Finger** hexagon.

☞ An "Enter credentials for" hexagon appears.



4. In the **Username** field, enter your UH user name.

☞ An "Enrolled authentication methods" window appears to enter your fingerprint.



5. Click the **Fingerprints** icon.

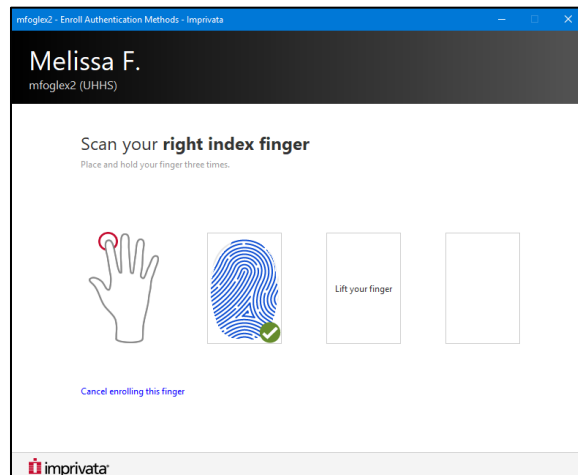


- 🖥️ A “Click the finger you will be using to identify yourself” screen appears.



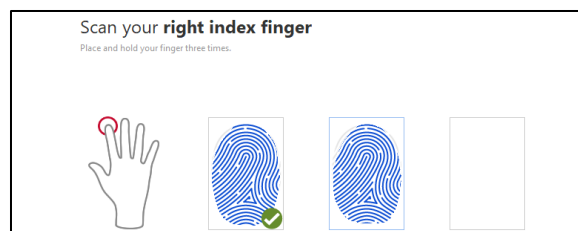
6. Click the tip of the finger to enroll in Imprivata.
7. Place the finger you selected on the Imprivata finger reader.

- 🖥️ The system scans your fingerprint. A green check mark appears confirming the image of your fingerprint.



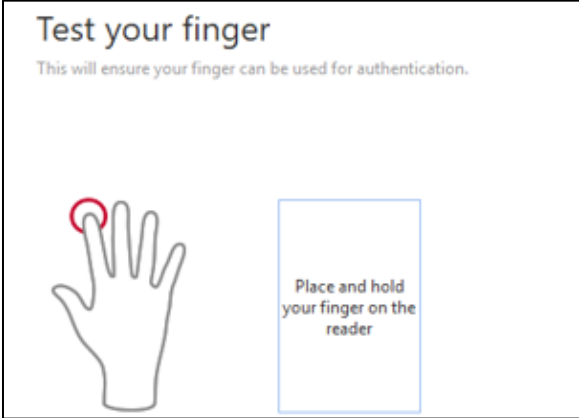
8. Lift your finger and wait until the text in the next fingerprint box changes to “Place and hold your finger on the reader.”
9. Place the finger you selected on the Imprivata finger reader.

- 🖥️ The system scans your fingerprint and a green check mark appears.



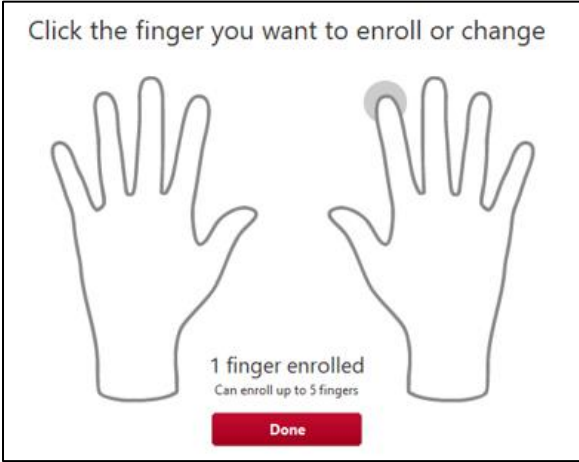
10. Continue until you have three confirmed fingerprints.

🖥️ A test your finger screen appears.



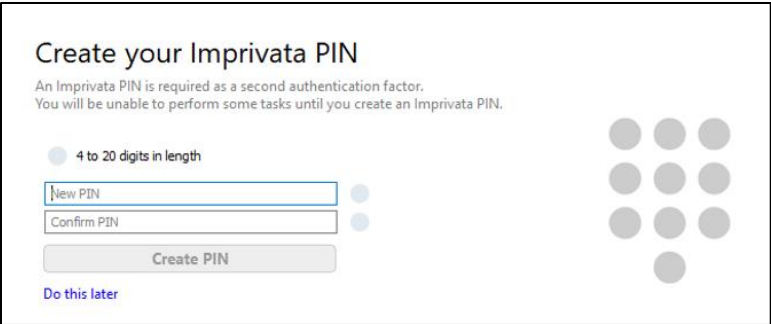
11. Place the finger you selected on the Imprivata finger reader.

🖥️ A finger enrollment confirmation screen appears. You have the option to enroll additional fingers at this time using the same procedure.



12. Click the **Done** button.

🖥️ A "Create your Imprivata PIN" screen appears.



13. In the **New PIN** field, type a pin of at least 4 digits.

Tip ▶ Use 4 to 20 numbers only and choose a PIN you will remember in April 2019 for SJMC's ONE UH go-live.

14. In the **Confirm PIN** field, type your pin again.

Create your Imprivata PIN
An Imprivata PIN is required as a second authentication factor.
You will be unable to perform some tasks until you create an Imprivata PIN.

✔ 4 to 20 digits in length

**** ✔
**** ✔

Create PIN

[Do this later](#)

15. Click the **Create PIN** button.

An “Enroll your security questions and answers” screen appears.

Enroll your security questions and answers
Choose questions that only you can answer, and provide answers to those questions.
Must enroll 15 questions and answers

1. What is the color of your first car? [change](#)
Answer

2. What is the model of your first car? [change](#)
Answer

3. What is your maternal grandmother's first name? [change](#)
Answer

4. What is your maternal grandfather's first name? [change](#)
Answer

5. What is your paternal grandmother's first name? [change](#)
Answer

6. What is your paternal grandfather's first name? [change](#)

Done

[Do this later](#)

16. In each of the fifteen fields, enter an answer for the security question.

Enroll your security questions and answers
Choose questions that only you can answer, and provide answers to those questions.
Must enroll 15 questions and answers

11. What is your favorite summer time activity? [change](#)

12. Who was your best friend in high school? [change](#)

13. What is the first street on which you lived? [change](#)

14. What is your father's area code? [change](#)


15. How many aunts do you have? [change](#)
|

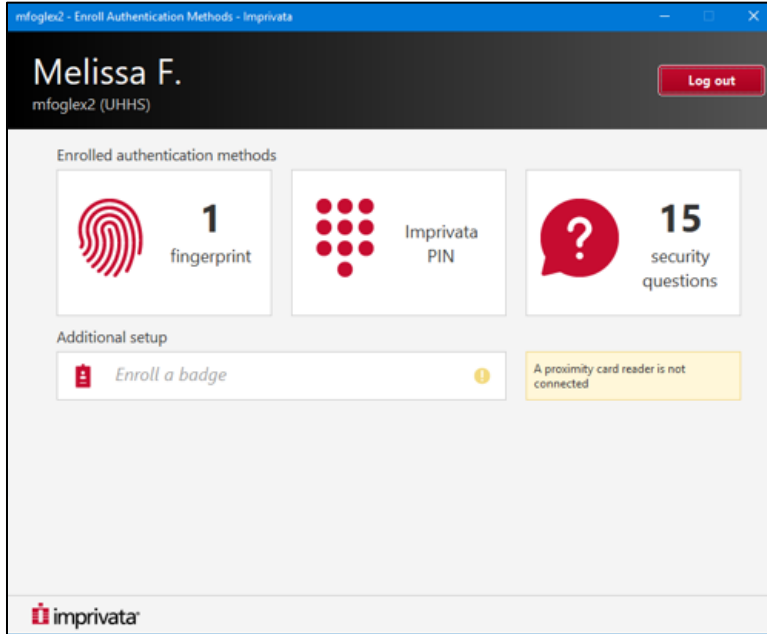
Done

[Do this later](#)

Tip ▶ You have a limited amount of time to complete all 15 questions. You cannot repeat any of your answers. (Example: You cannot answer “July” for two different questions.)

17. Click the **Done** button.

-  An “Enrolled authentication methods” confirmation screen appears.



- Click the **X** in the upper-right corner of the window to close it.