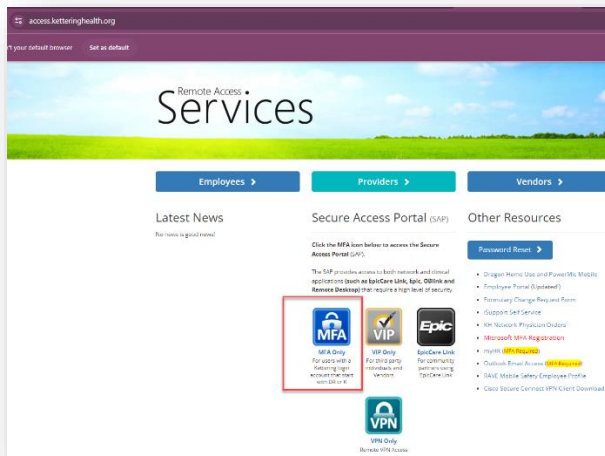


Non-KH Remote Login Instructions

IMPORTANT: Make sure your MFA is set up with your Kettering credentials; otherwise, you will not be able to log in.

1. Go to access.ketteringhealth.org page.
2. Click MFA icon.

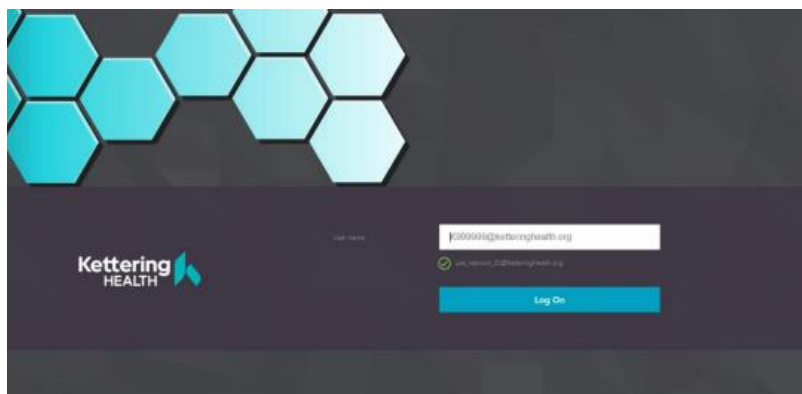


3. The first time you sign on to the new Secure Access Portal there will be several steps to go through on each device you use to access the SAP.

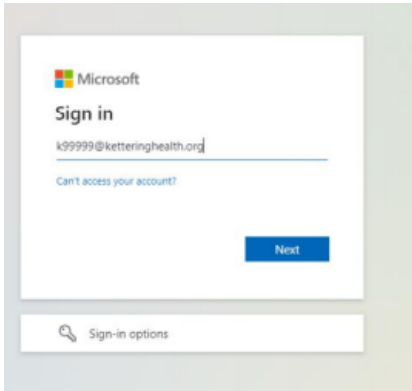
Subsequent logins will require fewer steps:

When signing into the new portal you must enter your Kettering ID followed by **@ketteringhealth.org**

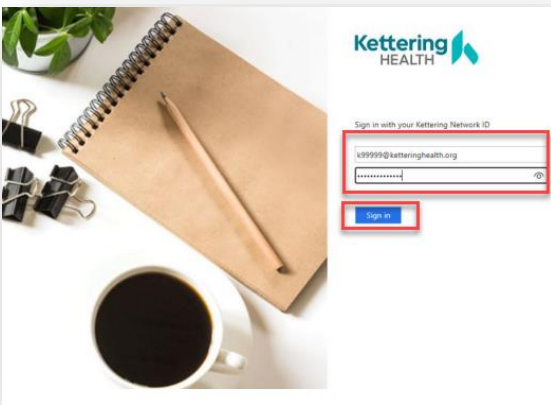
For Example: (aaaaa@ketteringhealth.org, or k99999@ketteringhealth.org; or dr999999@ketteringhealth.org)



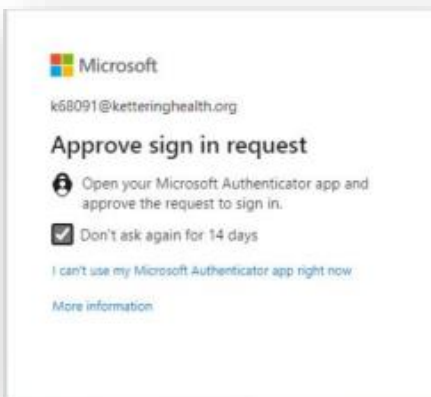
4. You will be prompted for your credentials for Microsoft authentication. Use the same format as the first. For Example: (aaaaa@ketteringhealth.org, or k99999@ketteringhealth.org; or dr999999@ketteringhealth.org)



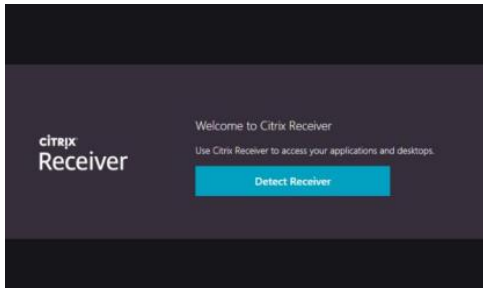
5. You will then be prompted for your password. Type your Kettering password that was provided and click sign in.



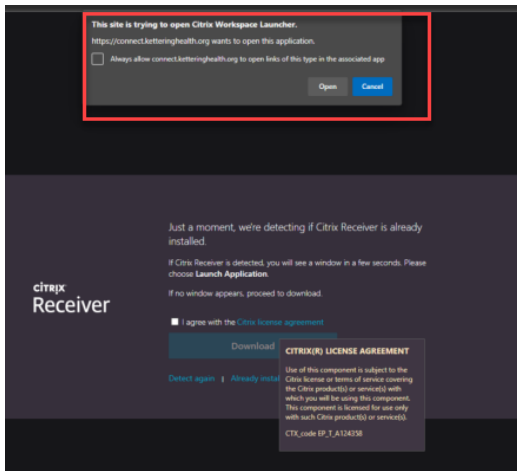
6. A push notification will be sent to your MFA app on your phone. Approve the request. (You may also be prompted to enter a code. Use your Microsoft Authenticator app to retrieve the code.)



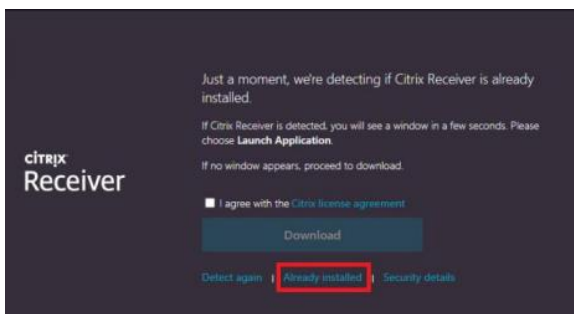
7. Click the Detect Receiver button.



8. In the small window at the top of the browser check the box “Always allow connect.ketteringhealth.org to open links of this type in the associated app” and click open.



9. If you already have the Citrix Receiver or Workspace app installed, click the Already Installed button.



10. You will now see the applications that are published for you.

