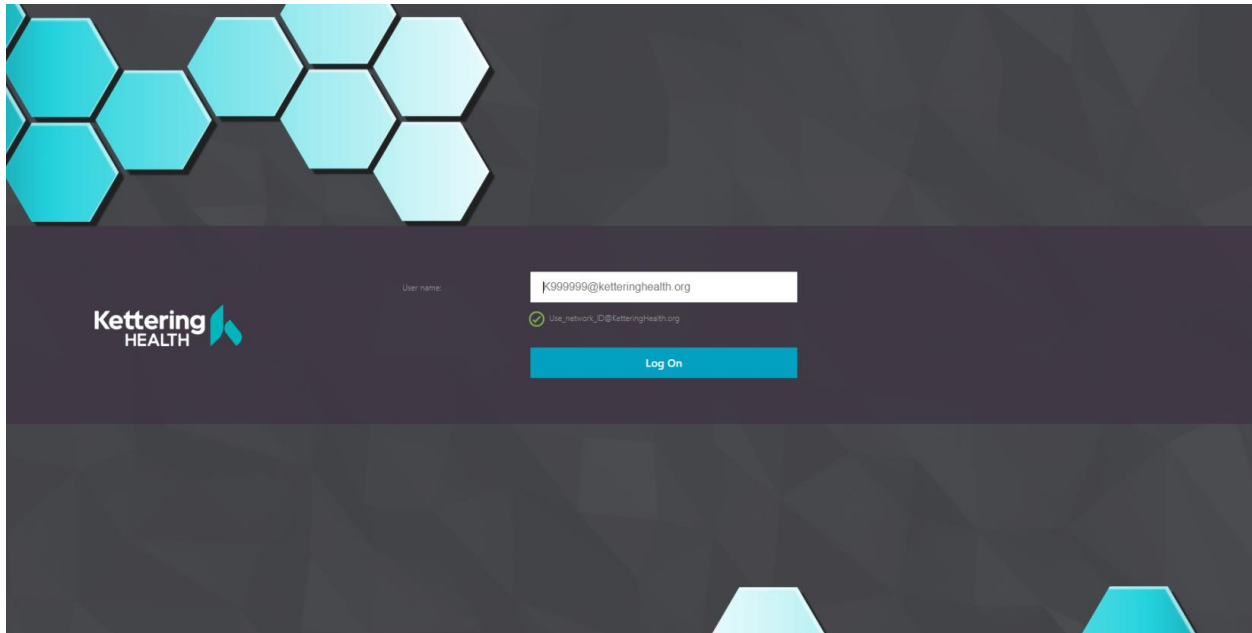


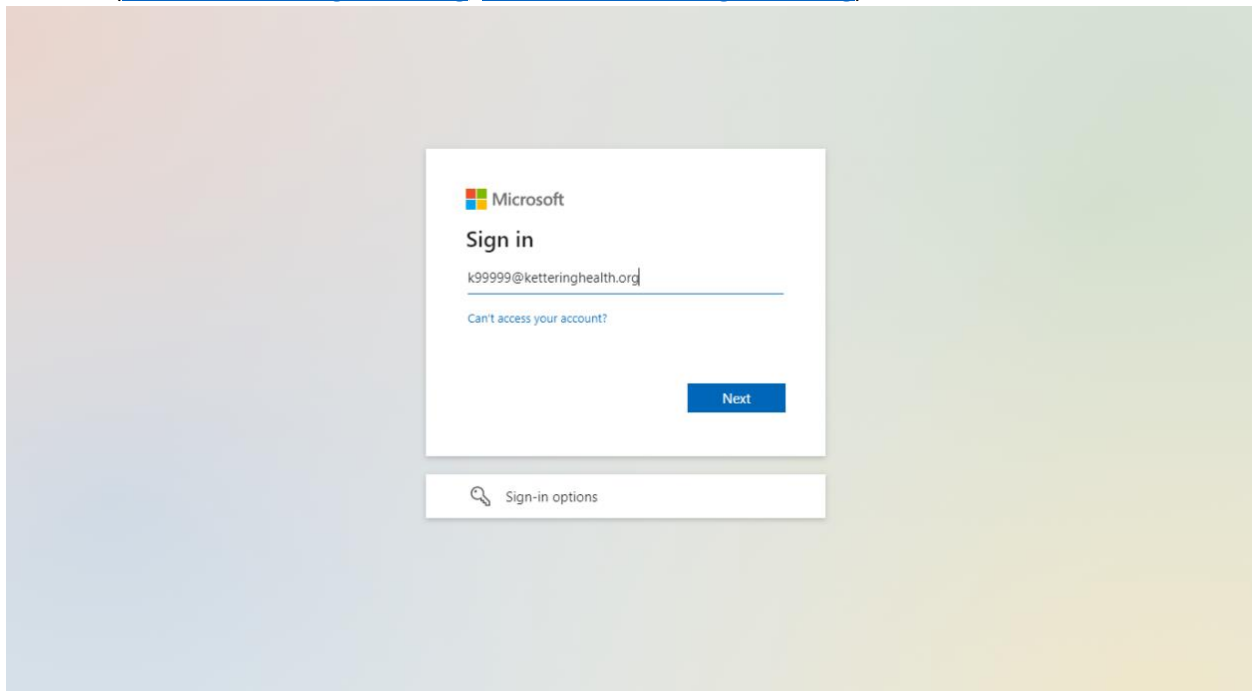
# Login instructions for the new Secure Access Portal (SAP)

+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.

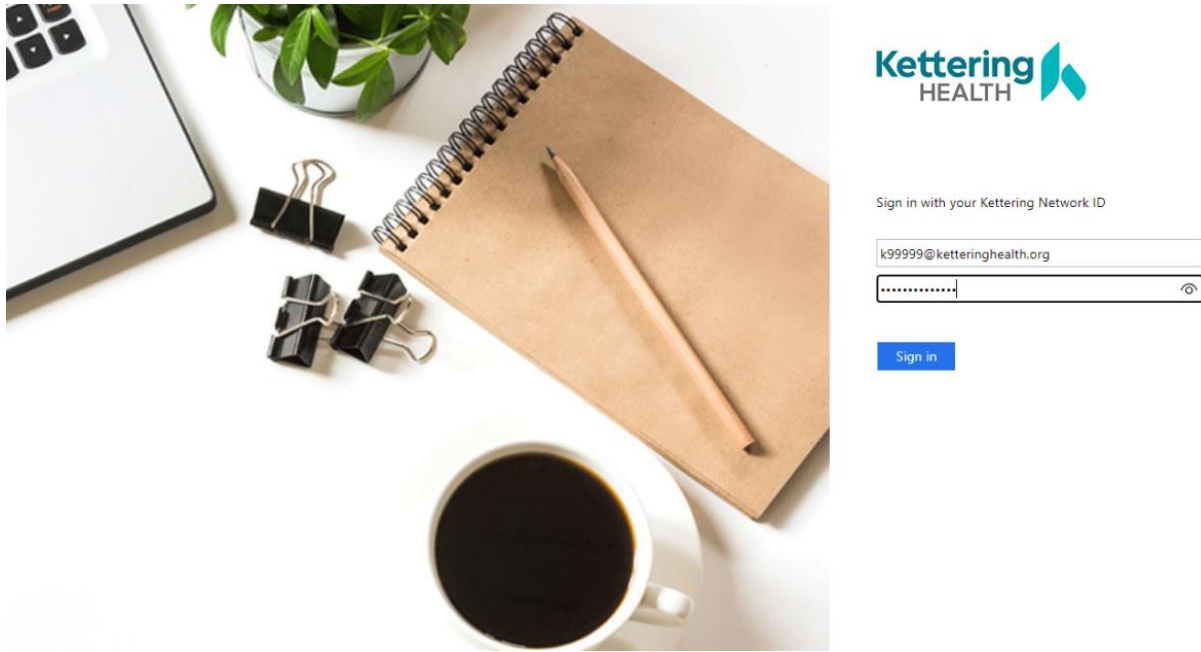
When signing into the new portal you must enter your network ID followed by @ketteringhealth.org ([k99999@ketteringhealth.org](mailto:k99999@ketteringhealth.org); [dr999999@ketteringhealth.org](mailto:dr999999@ketteringhealth.org))



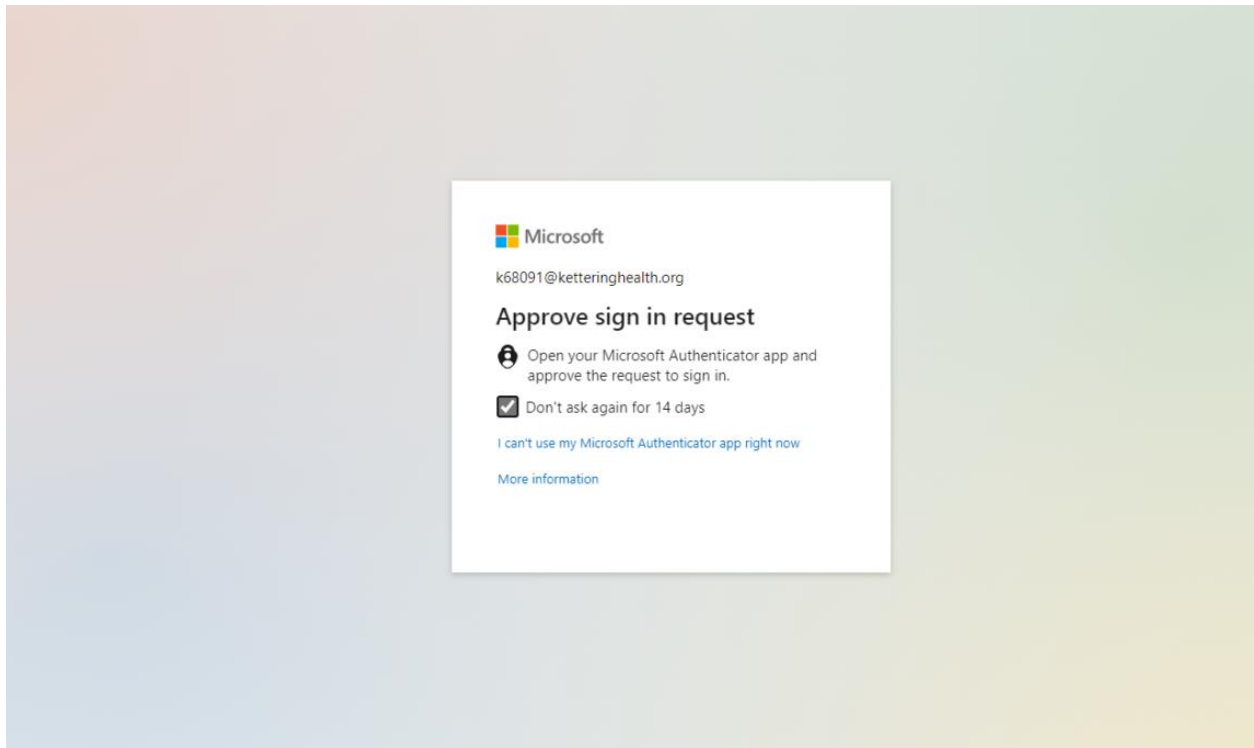
You will be prompted for your credentials for Microsoft Azure authentication. Use the same format as the first. ([k99999@ketteringhealth.org](mailto:k99999@ketteringhealth.org); [dr999999@ketteringhealth.org](mailto:dr999999@ketteringhealth.org))



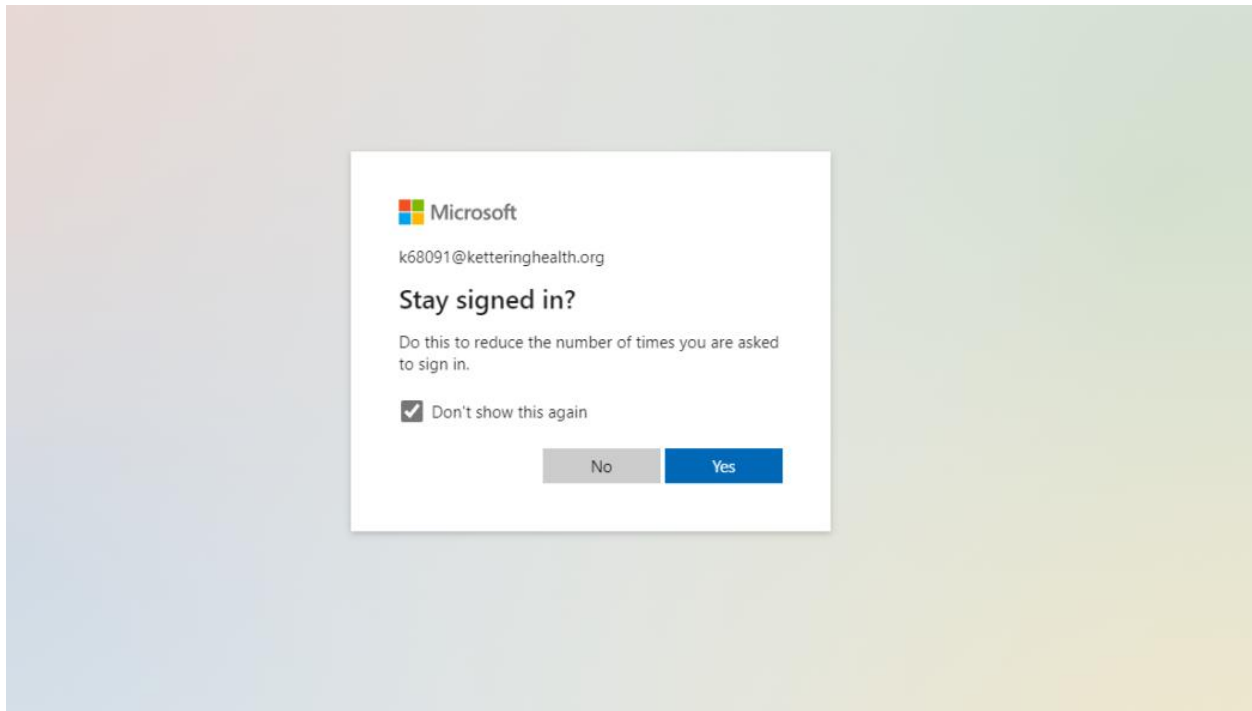
You will then be prompted for your password. Type your network password and click sign in.



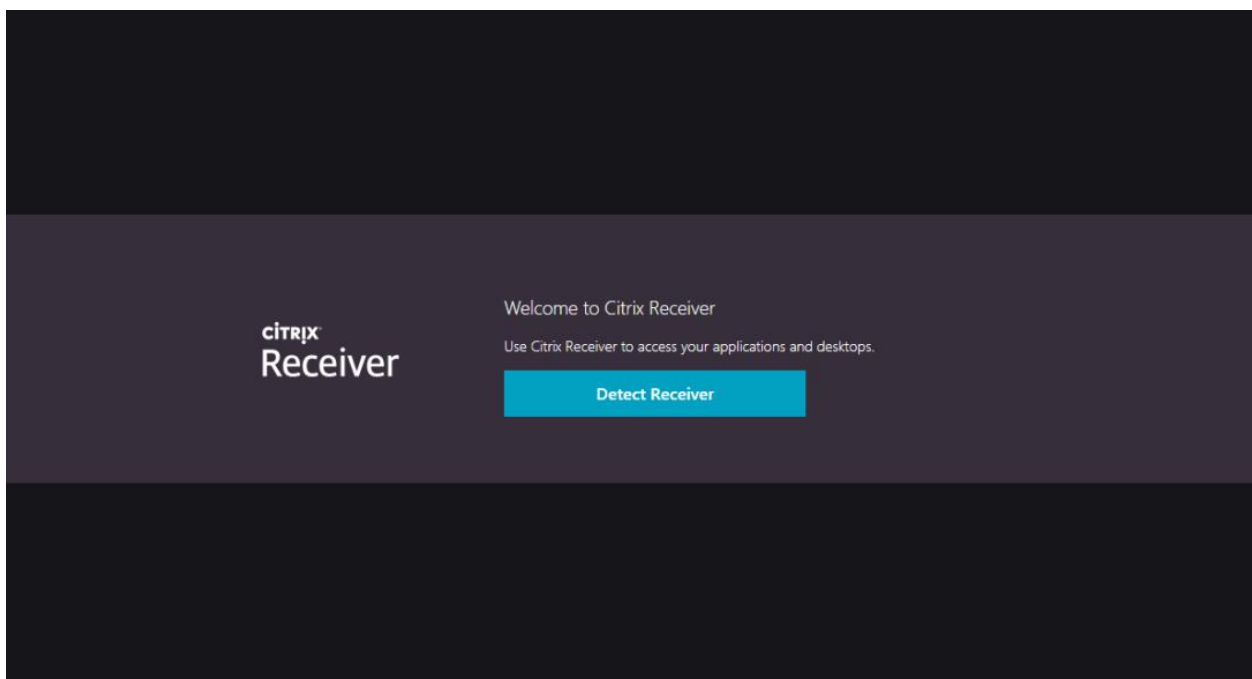
A push notification will be sent to your phone. Approve the request. (You may also be prompted to enter a code. Use your Microsoft Authenticator app to retrieve the code.)



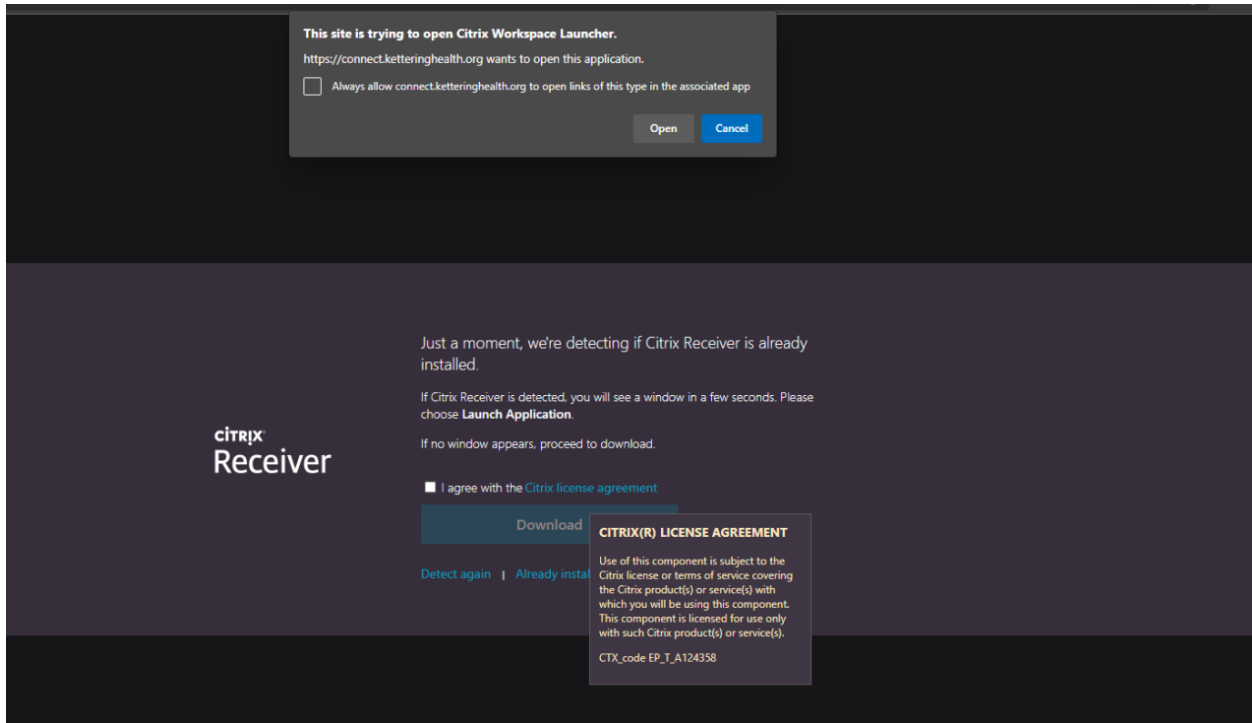
If this is your personal device or a Kettering Health device check the box to “Don’t show this again” and select Yes. If this is a public computer or a device owned by someone else simply click No.



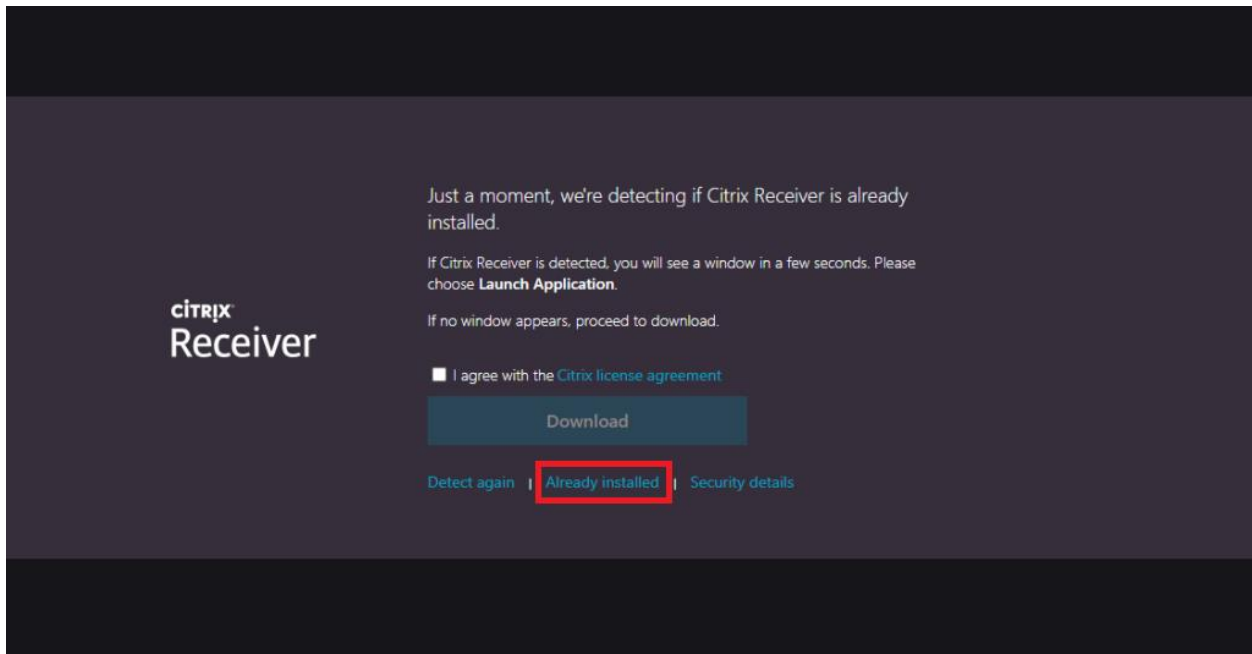
Click the Detect Receiver button.



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.



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



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

The screenshot shows the top navigation bar of the Kettering Health portal. On the left is the Kettering Health logo. On the right are two tabs: 'DESKTOPS' (with a monitor icon) and 'APPS' (with a grid icon). Below the navigation bar is a sub-header with 'All' and 'Categories'. The main content area displays two application cards. The first card features the Epic logo, the text 'Hyperspace Production\_Imprivata', and a 'Details' link. The second card features the Epic PLY logo, the text 'PLY', and a 'Details' link.

If you need to launch a desktop, click on the Desktops tab at the top.

This screenshot shows the same Kettering Health portal interface, but with the 'DESKTOPS' tab selected in the top navigation bar. The main content area now displays two desktop cards. The first card has a monitor icon, the text 'Clinical Office Desktop', and a 'Details' link. The second card has a monitor icon, the text 'KetteringHealth Desktop', and a 'Details' link.