Using Portal with 2-Factor Authentication

Last Updated: 1/30/2020

Overview

To log into Portal from an external network, WFBMC now requires two-factor authentication, which is something you know (username & password) and something you have (a one-time generated number code from your smartphone). Here are the steps in the process:

Step 1: Enroll in RSA SecurID Access on your smartphone.

This step in the process uses both your smartphone and a regular computer with internet access. It can be at home or at WFBMC. The computer used does not matter; this is just for enrollment. Click the correct link depending on your smartphone type. **Note: this is *not* the device through which you will connect to the network**.

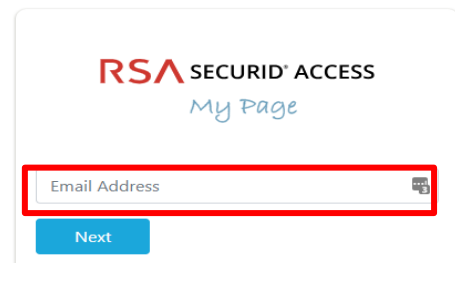**Step 2:** Log in with 2-factor authentication.

Use both the one-time code and login instructions to log into the network successfully.
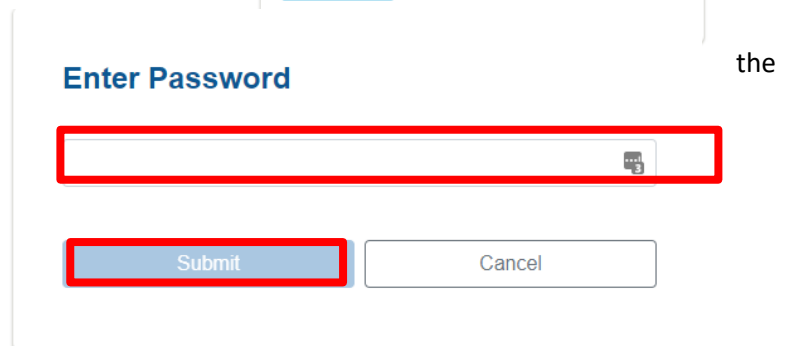
Step 1: Enroll in RSA Secure ID

Installation and Enrollment for iOS or Android

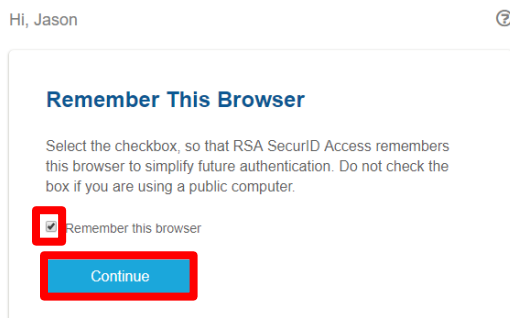Note: It may be helpful to watch a short video that shows this process to obtain your token.

1. From your computer navigate to the site
   https://wakehealth.auth.securid.com/mypage.
2. Enter your Email address into the Email Field and click **Next.**

   RSA SECURID® ACCESS
   My Page

   Email Address

   Next

3. Enter your WFBMC network password into   the
   password field and select **Submit.**

   Enter Password

   Submit   Cancel

4. Click the Checkbox to remember browser and then click continue.

   Hi, Jason

   Remember This Browser

   Select the checkbox, so that RSA SecurID Access remembers
   this browser to simplify future authentication. Do not check the
   box if you are using a public computer.
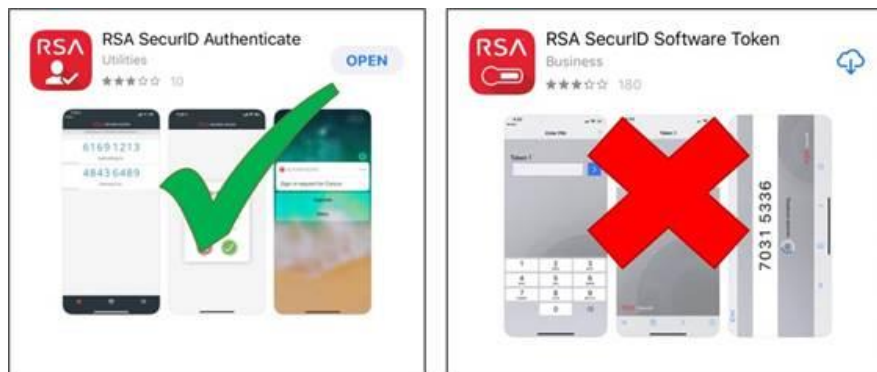
   ☑ Remember this browser

   Continue

5. Click on the Get Started Button to begin your device registration.
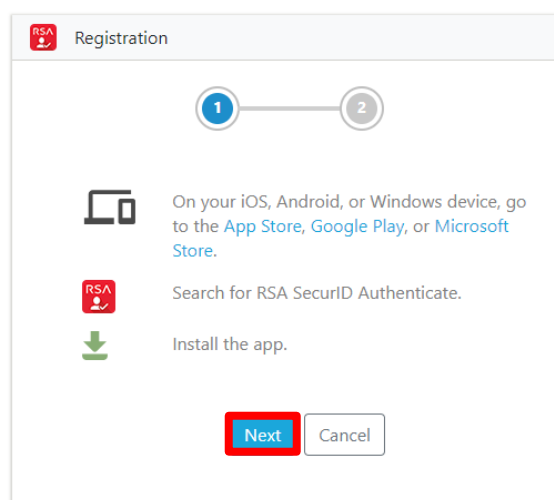
Welcome, Jason
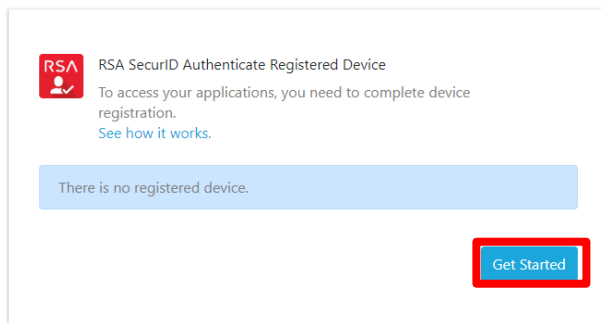
6. **On your Mobile device:** Go to the Appstore, Google Play Store or Microsoft Store to install the RSA SecurID Authenticate App.

    Note: There are multiple RSA applications, be sure to download the correct app.

7. **On your PC:** After you have installed the Application on your mobile device select Next

8. Open the Authenticate App on your mobile device and tap Scan QR code. Point your camera at the screen to import the token and register your device. Note: If you get promted to allow access to the camera you will need to permit access to import the token.
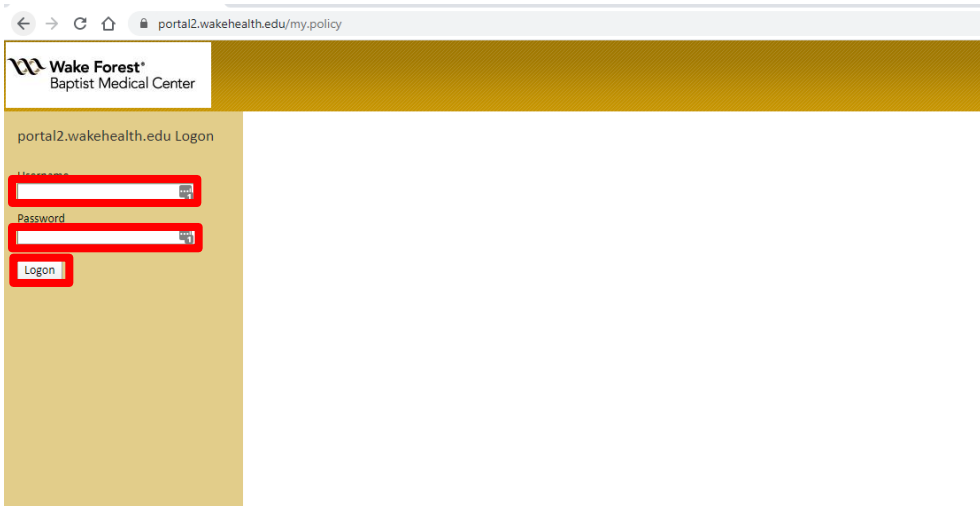
Step 2: Accessing Portal

Once you have completed the enrollment of your personal smartphone, your next step is to access
https://portal2.wakehealth.edu on your PC

1. Ensure the server "https://portal2.wakehealth.edu"is entered into the web browser and press enter.
   a. Enter your WFBMC Login ID
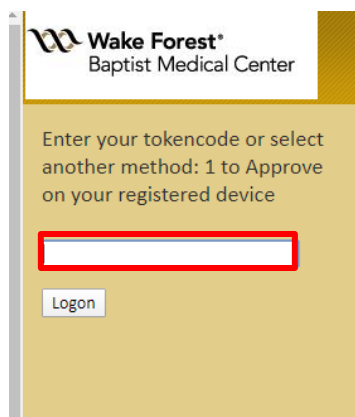   b. Enter your WFUBMC Network password
   c. Click Login

2-Factor Options

2. After your network authentication is passed you will be challenged for your second factor. Depending on your enrollment you may have multiple options.
   **NOTE: These options will change based on the initial selections that you make. You will need to read the prompts to select the correct option. The option you choose on your first login option for subsequent logins.
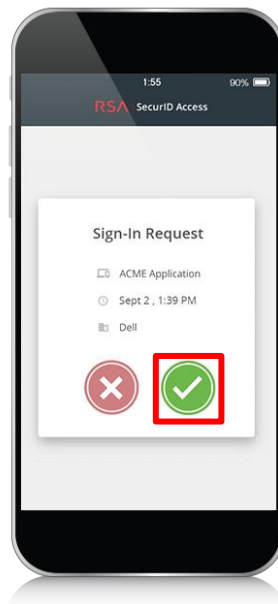
Approve Option

- **Approve Option:** Enter 1 into answer field and select continue.

If you have registered your device and imported a SecurID Authenticate token you will be sent a push notification By clicking on the Green check mark you will be approved to login to Portal.
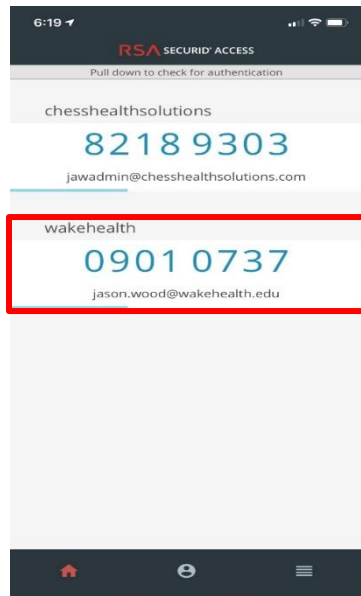

Token Code Option

- **TokenCode Option**: Enter Token Code into the answer field and click Continue
- Open the RSA Authenticate App on your mobile device.

- Locate the Token for Wakehealth if you have more than one token

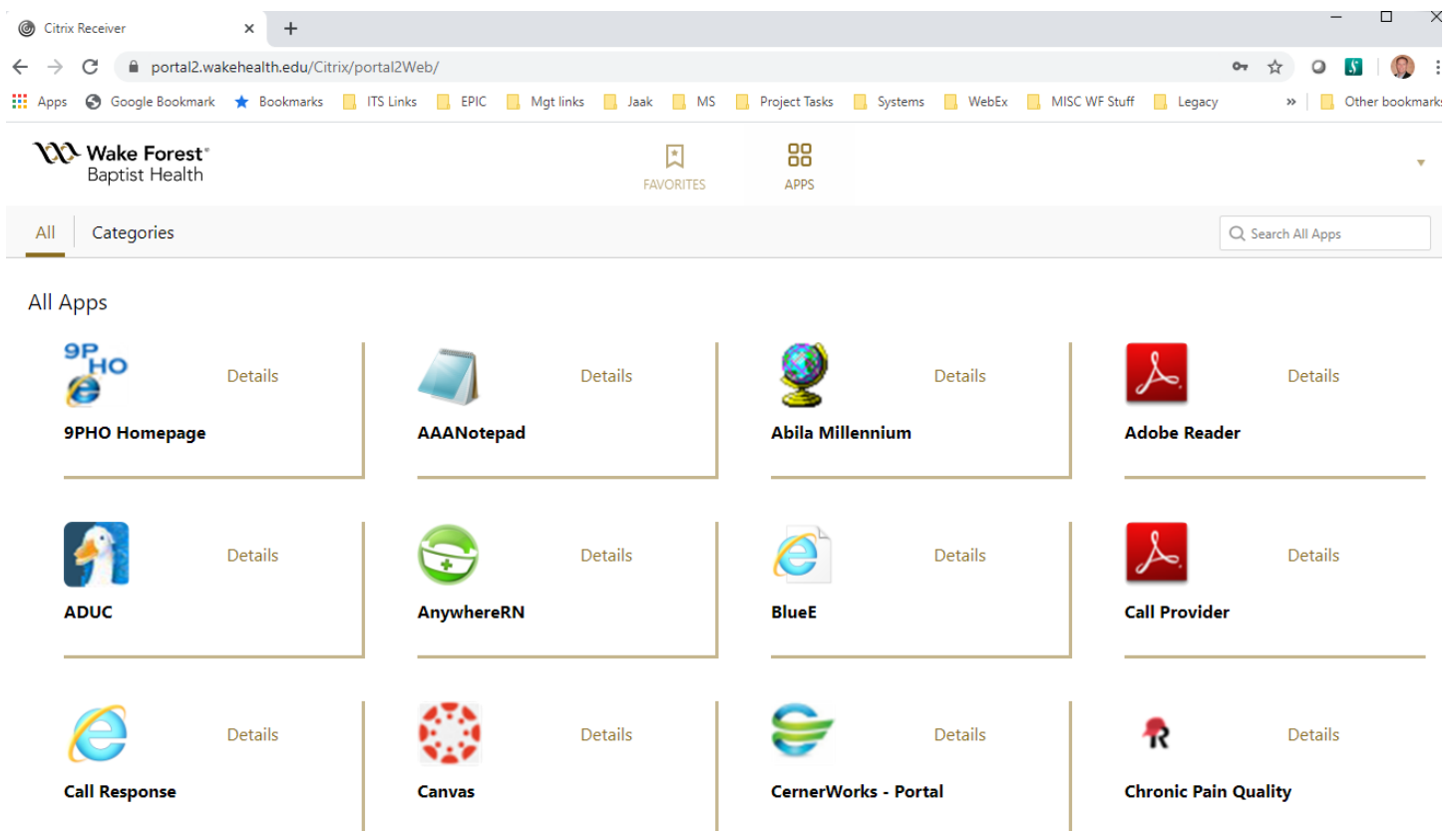- Enter the 8 digit tokencode into the Answer field and select logon

Wake Forest®
Baptist Medical Center

Enter your tokencode or select another method: 1 to Approve on your registered device

Logon

You should now be presented with your available Apps from within Portal.

Wake Forest®
Baptist Health

FAVORITES   APPS

All   Categories   Search All Apps

All Apps

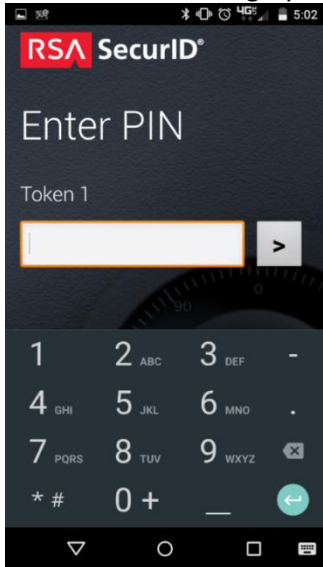| 9PHO Homepage | Details | AAANotepad | Details | Abila Millennium | Details | Adobe Reader | Details |
| ADUC | Details | AnywhereRN | Details | BlueE | Details | Call Provider | Details |
| Call Response | Details | Canvas | Details | CernerWorks - Portal | Details | Chronic Pain Quality | Details |

# Frequently Asked Questions (FAQ)

1) What if I have the old RSA Token?

- If you have already have an RSA token assigned and imported onto your device you can use this with the new https://portal2.wakehealth.edu site.

Note: You can follow the Steps outlined above to obtain the new Authenticate app if you would like to utilize the push notifications.

- On your Mobile device. Launch the RSA Token app and generate your token

  - Depending on which type of smartphone you have, choose the appropriate screens to generate the token code for the RSA Passcode.

iPhone or iPad	Android Smartphone
- Open the **RSA SecurID** application on your phone.	- Open the **RSA SecurID** application on your phone.
- Enter the PIN code you created during enrollment into the **Token 1** field and select the blue arrow to proceed.	- Enter the PIN code you created during enrollment into the **Token 1** field and select the gray arrow to proceed.
- The one-time passcode will display on the screen, which will be used by entering into the login prompt when remotely logging into a WFBMC system. Pay attention to	- The one-time passcode will display on the screen, which will be used by entering into the login prompt when remotely logging into a WFBMC system. Pay attention to
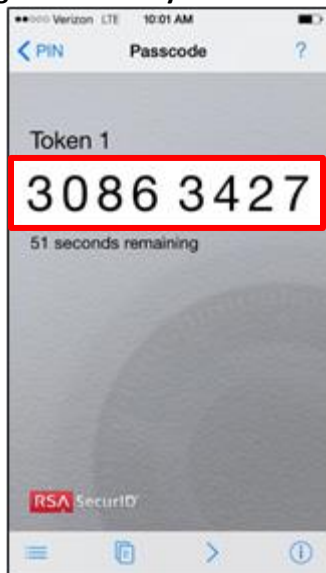
the countdown timer below the passcode window. **A new passcode will regenerate every 60 seconds.**	the countdown timer below the passcode window. **A new passcode will regenerate every 60 seconds.**
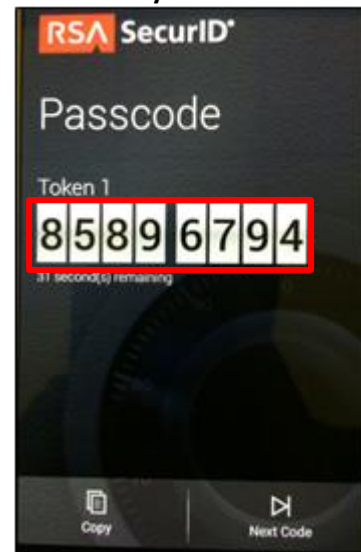
4. On your computer,

   Access https://portal2.wakehealth.edu
   a.   Enter your WFBMC Login ID
   b.   Enter your WFUBMC Network password
   c.   Click Login

   Enter the 8 digit token code you generated in the steps above into the answer field and select logon.