MSH MANAGED COMPUTERS - VIRTUAL TRAINING CHECKLIST - STEP-BY-STEP GUIDE

Use these steps to help prepare for virtual training

WEB BROWSER

Google Chrome **is the required** web browser for accessing the UHN Clinical Application Portal (MyDigitalApps) and training environment.

1. Google Chrome is installed on MSH computers. You can open Google Chrome using the icon on the desktop. As Google Chrome may not be the default web browser, please copy any links required for your training and paste them in the address bar in Google Chrome.

MICROSOFT TEAMS APP

2. Open Google Chrome.
3. Open the Microsoft Teams email invitation provided by your Facilitator. Right click the "Click here to join the meeting" and choose "Copy Hyperlink".
4. Paste hyperlink in the address bar in Google Chrome.
5. Select "Continue on this browser" to ensure you can join the Microsoft Teams meeting.

Check your **two-way communication** by checking your Settings. Under Audio devices pick the speaker and mic you want Teams to use by default.

CITRIX

The UHN Clinical Application Portal requires Citrix software which is already installed on MSH managed computers (as it is used to access Cerner PowerChart). No action is required.

ACCESSING UHN CLINICAL APPLICATIONS PORTAL

1. Using Google Chrome, log in to the UHN Clinical Application Portal (https://mydigitalapps.uhn.ca)
2. In the **Username field**, enter your UHN T-ID (e.g. UHN\T12345UHN) or, if you have one, your UHN email address (e.g. joe.smith@uhn.ca)
3. In the **Password field**, enter your UHN T-ID Password (i.e. the same you use when accessing a UHN computer)
   Note: If you are not logging in onsite at MSH or UHN, an additional step is required:
   - Click **Verify my Account**, to send a code to your multi-factor authentication device. To setup Multi-Factor Authentication see the MULTI-FACTOR AUTHENTICATION (MFA) section below.
4. Once logged in, accessible Clinical Applications will be listed under the **All** or **Categories tabs**. Access to clinical application *training* environments is often provided on or just before training dates.

Note: Hyperspace does not need to be installed on your computer. All training will be completed via the UHN Clinical Application Portal. Guidance will be provided during class.

MYLEARNING

1. If accessing training through MyLearning, log in to test that your MyLearning ID and password are working

MULTI-FACTOR AUTHENTICATION (MFA)

1. Open the MFA portal webpage (https://mfa.uhn.ca)
2. In the **Username field**, enter your UHN T-ID (UHN\T12345UHN or T12345UHN) or, if you have one, your UHN email address (e.g. joe.smith@uhn.ca).
   If using UMLearns, log in for your T-ID, found under the Profile tab, in the T-ID section
3. In the **Password field**, enter your network/T-ID Password (used when accessing a UHN computer)
   If you need to reset your password, contact the UHN Helpdesk at (416) 340-4357
4. Provide your mobile number with the text message option selected. Text message verification codes will be sent to you during your login process. Should you wish you can also choose one of the other 2 options instead of text message.
5. To test that your MFA has been set up correctly, log into Office 365 with your credentials IF YOU HAVE A UHN EMAIL ACCOUNT.

Note: MFA may or may not apply to you. When accessing your learning or training environment while onsite at MSH, MFA may not be required.