

CCHMC Annual Badge Renewal Training

1. Using the Internet Explorer browser, go to: <https://extranet.cchmc.org>

Click on this link to the right of the login area:

*****Login to the Extranet also requires Multi-factor authentication. You will need to configure a MFA profile on <https://mfa.cchmc.org>. To assist in setting up your MFA profile, you can refer this [job aide](#). If you have any questions or encounter issues, please call the service desk at 513-636-4100.*****

And you will be redirected to this site:



Here, you will be asked to choose a series of security questions and answer them.

Next, there are 4 options to authenticate your login:

| | |
|--|--|
| <ul style="list-style-type: none">• Mobile App | Strongly recommended for general use on your smartphone or tablet device. Verifying your authentication is a quick, single click. |
| <ul style="list-style-type: none">• OATH | Strongly recommended if you travel internationally or to areas where a Wifi signal is not always present. Also recommended if you need to authenticate on an airplane where an airline may only provide Wifi access to one device at a time. This option requires set up of Mobile App. |
| <ul style="list-style-type: none">• Text message | Good option if you have a cell phone but not a smart phone. Quick timing required for replying to text messages can be problematic for some. |
| <ul style="list-style-type: none">• Phone call | Good option if you do not have a cell or smart phone. |

Choose the option that's best for you, though we recommend choosing the Text messaging option, since typically, you will have your cellphone nearby. Step-by-Step directions for the mobile app, text message, and phone call will be listed below

Verification Option: Mobile App

- Please follow these steps for setting up the Mobile App for your smartphone or Tablet:
- Please have your smart phone or tablet device (*iOS, Windows, and Android supported*) with you for immediate access.

- On your computer, click on the link:
<https://mfa.cchmc.org/MultiFactorAuth>
- Enter Username and Password
- Click Log In (button)



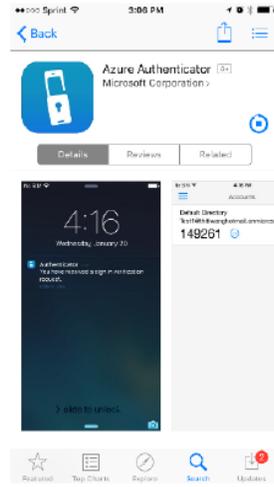
The screenshot shows the 'Multi-Factor Authentication User Log In' page. At the top right, there is a language dropdown menu set to 'English'. Below the title, there is a small icon of a smartphone. The main form contains two input fields: 'Username' and 'Password'. Below these fields is a 'Log In' button. On the left side of the page, there is a blue icon of a smartphone and some small text: 'Version 6.0.0' and '© 2022 CCHMC. All rights reserved.'

- Choose Mobile App
- The next step is to install the Authenticator App on your smart phone

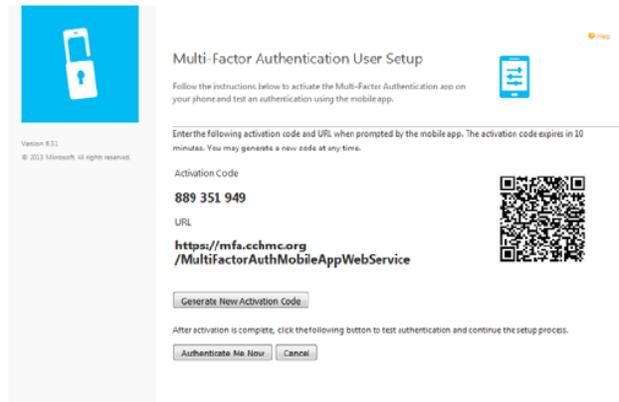


The screenshot shows the 'Multi-Factor Authentication User Setup' page. At the top right, there is a language dropdown menu set to 'English'. Below the title, there is a small icon of a smartphone. The main text explains that to use MFA, the user needs to install the Multi-Factor Authentication app on their phone and then click the 'Generate' button to receive an activation code. Below this text is a 'Method' dropdown menu with 'Mobile App' selected. At the bottom, there is a 'Generate Activation Code' button and a 'Cancel' button. On the left side of the page, there is a blue icon of a smartphone and some small text: 'Version 6.0.0' and '© 2022 CCHMC. All rights reserved.'

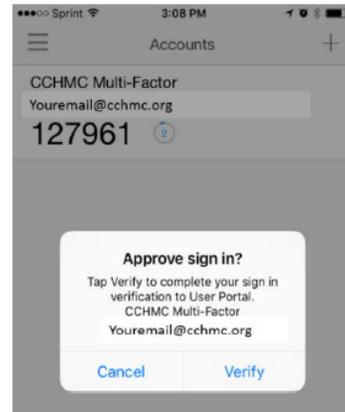
- On your smartphone, go to your iTunes Store, Google Play or Microsoft Store
- Search for Azure Authenticator
- Click on app
- Click on Install



- Now go back to your computer; go to mfa.cchmc.org and login with CCHMC user id and password.
 - Click on Activate Mobile App
 - Click on Generate Activation Code
 - Enter the Authorization Code and URL in the app on your mobile phone
- OR
- Click on the  option on your phone in the Azure app and scan the bar code on your computer screen



- Please check the Azure app on your phone
- An authentication code will display.
- Please click Verify to complete the process.
- If you see this on your phone and you are not trying to login to a CCHMC application – please click Cancel immediately and call the Service Desk at x6-4100 to report it.
- You can now close or navigate away from the app if needed.



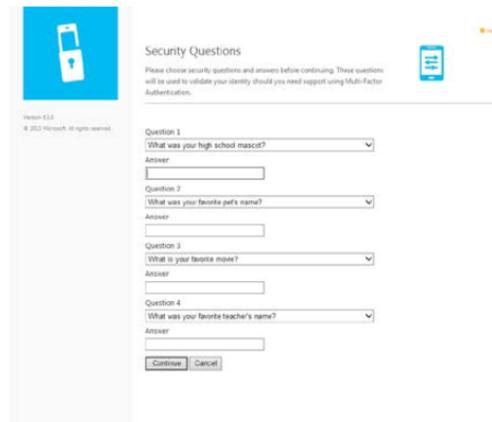
- You will now see Security Questions on your computer.

Your Answers are case sensitive – please be careful.

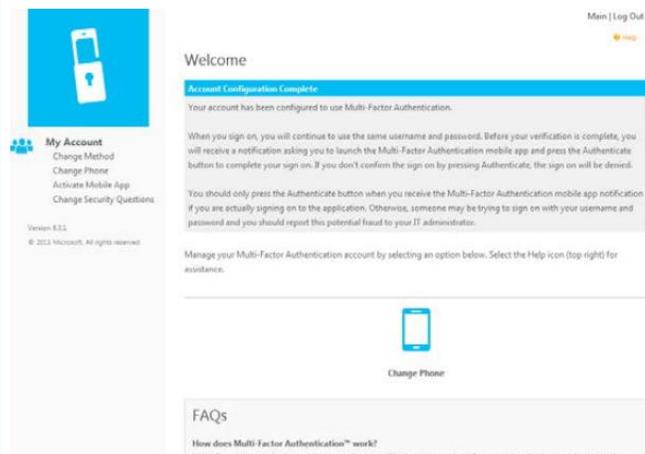
- Please answer the questions requested in this section. *This is only required once.*
- Use dropdowns to change questions as desired.
- When you have answered all four questions, please click Continue.

Suggestion:

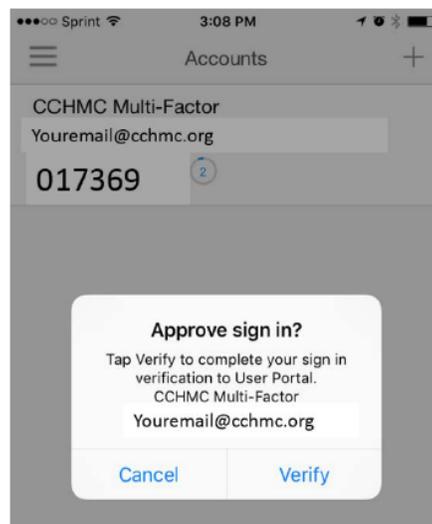
- Choose questions and answers that are immediately familiar to you.
- These questions and your answers will help verify your identity if there is an issue with your login.



- Your setup of the Mobile App for authentication is now complete.



- When you are required to provide additional authentication for the applications the CCHMC applications indicated, you will go to the login page of the application (e.g. Outlook Web) and login.
- The Azure app on your smartphone or tablet will display a message that there has been a sign in request.
- Please click verify to complete the sign in.
- On your computer, the login process will complete and you will have access to the application you logged into.
- You will repeat this process for all future logins to the CCHMC applications requiring the mobile app authentication option.



Verification Option: Text Message

- Please follow these steps for setting up the Mobile App for your cell or smartphone
- Please have your cell or smartphone (*iOS, Windows, and Android supported*) with you for immediate access.

- On your computer, click on the link: <https://mfa.cchmc.org/MultiFactorAuth>
- Enter Username and Password
- Click Log In (button)



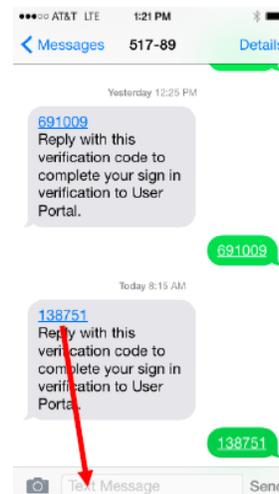
- Under My Account, please choose Change Phone and enter your cell phone number and click Save.
- Then under Change Method, choose Text Message
- You are now ready to use the Text Method when authenticating.



When logging into a system requiring additional authentication, a text message will now be sent to your phone:

- Open text message
- Enter the numeric code in the message into the reply message section at the bottom on your screen and click send. This example may not match what you see on your phone.

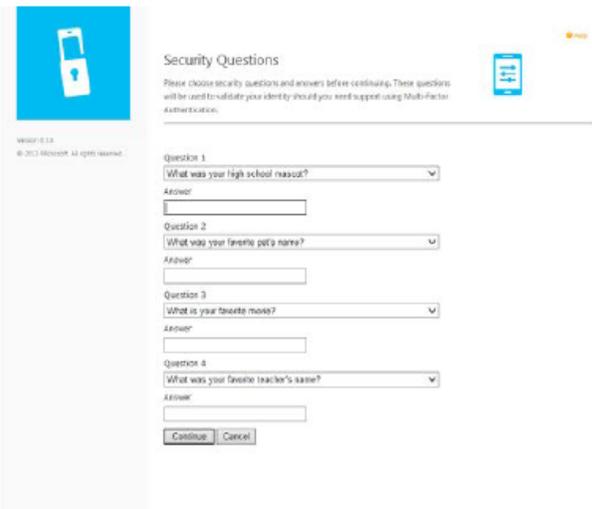
Important: Please have your cell phone immediately accessible – you will have a limited time to reply with code.



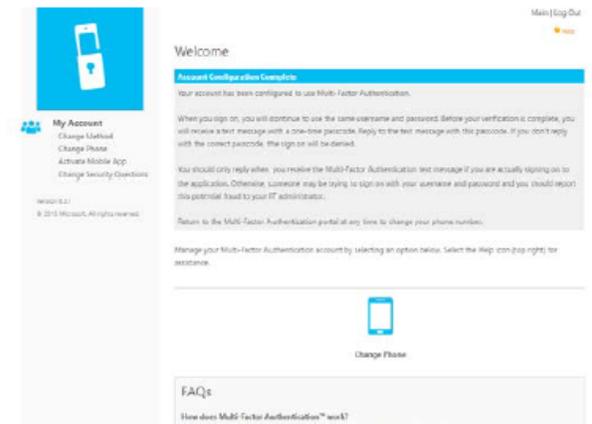
- You will now see Security Questions on your computer.
 - Your Answers are case sensitive – please be careful.
- Please answer the questions requested in this section. *This is only required once.*
- Use dropdowns to change questions as desired.
- When you have answered all four questions, please click Continue.

Suggestion:

- Choose questions and answers that are immediately familiar to you.
- These questions and your answers will help verify your identity if there is an issue with your login.



- Your setup of the Text Message option for authentication is now complete.

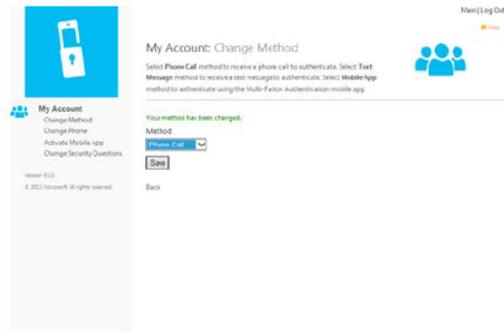


- Now when signing into applications requiring multi-factor authentication you will be prompted with the text message, and will need to reply to complete your sign-on.

Verification Option: Phone Call

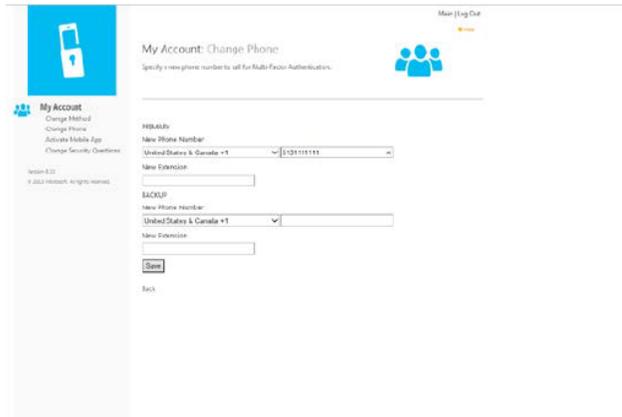
- Please follow these steps for setting up the Phone Call option
- This option is recommended when you do not have a cell or smartphone.
- Please be sure to have the phone you will be setting up with or near you for immediate access.

- On your computer, go to:
<https://mfa.cchmc.org/MultiFactorAuth>
- Enter Username and Password
- Click Log In (button)

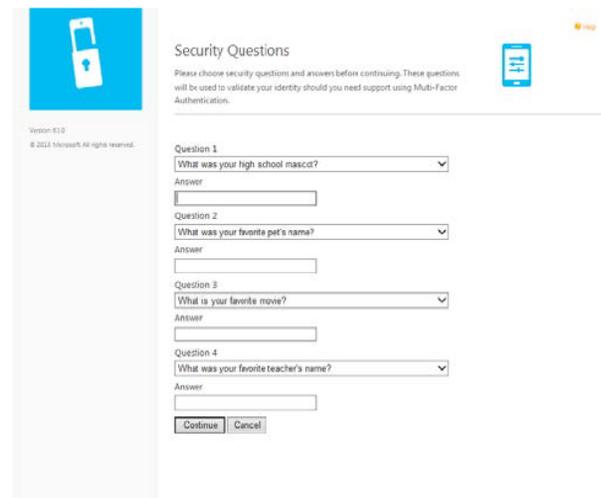


- Click on Change Method
- Change to Phone Call
- Click Save

- Choose Change Your Phone
 - Your cell phone may currently be entered
 - If you wish to use a different phone, enter the phone number of the phone at your location starting with a 1 and include area code.
 - Example: 15135551212
 - Click on Authenticate
 - The phone at your location should ring.
 - Answer phone
 - You will be asked to hit the #
 - You can now hang up



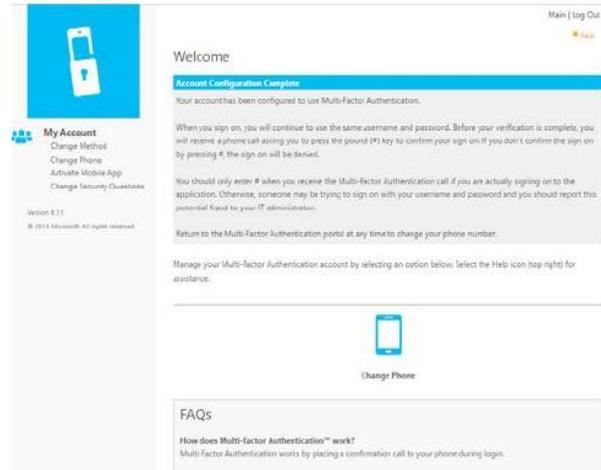
- You will now see Security Questions on your computer.
 - Your Answers are case sensitive – please be careful.
- Please answer the questions requested in this section to complete your MFA setup. *This is only required once.*
- Use dropdowns to change questions as desired.
- When you have answered all four questions, please click Continue.



Suggestion:

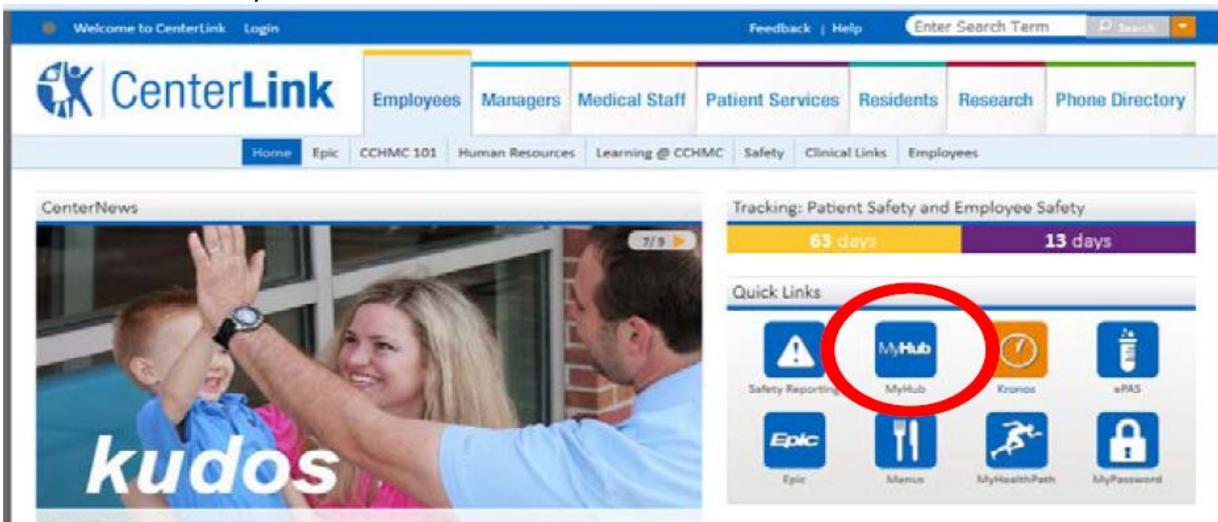
- Please choose questions and answers that are immediately familiar to you.
- These questions and your answers will help verify your identity if there is an issue with your login.

- Your setup of the Phone Call option for authentication is now complete.

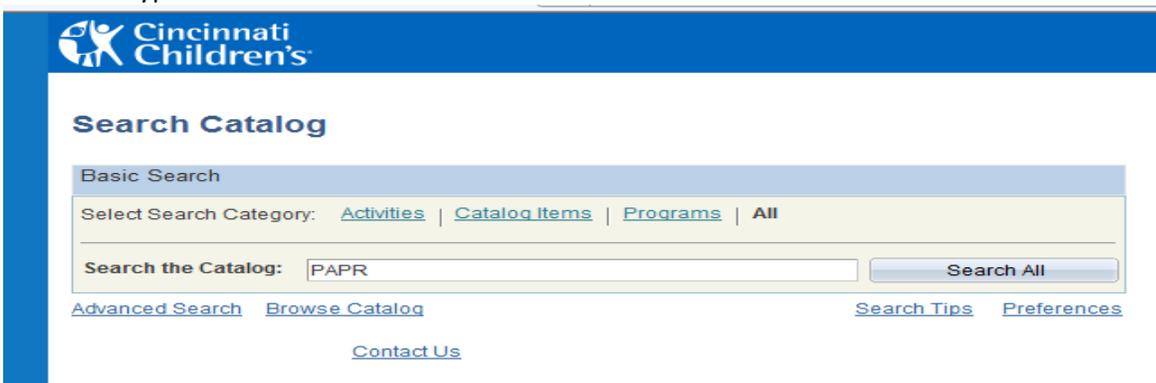


Now when signing into applications requiring MFA you will receive a phone call, will need to answer the call and respond to complete your sign-on.

2. Sign in to <https://extranet.cchmc.org> with your user ID & password
3. Under "CCHMC Links" Select "CenterLink"
4. Select "MyHub"



5. Sign in again (it may say it is invalid, that's ok, it will open up)
6. Go to the last orange tab on the left: "My learning" and click on it
7. Click "Search Catalog" (blue)
8. Type in: "PAPR"



Select "20XX PAPR Certification: Online Respiratory Protection Training"

9. Click "Enroll" on the right
10. Click "Submit Enrollment"
11. Click "search catalog" and perform steps 8-10 again for the "Integrity and Compliance 20XX" and "General Health and Safety Information" course.
12. Click "My learning" to go back to the list of training courses:

| My Learning | | | | | | | |
|---|-----------|-------------------------------------|-------------|------------|--------|--------|--|
| Title | Type | Status | Status | Date | Action | Launch | |
| 2016 PAPR Certification: Online Respiratory Protection Training | Web-Based | <input type="checkbox"/> | In-Progress | 03/22/2016 | Drop | Launch | |
| General Health and Safety Information | Web-Based | <input type="checkbox"/> | Enrolled | 04/08/2016 | Drop | | |
| Integrity and Compliance 2016 | Web-Based | <input checked="" type="checkbox"/> | Completed | 06/17/2016 | | Launch | |

and select each course, launch it, go through it, and complete the course evaluation.

** NOTE: for "General Health and Safety Information", this is not a course, but rather, a PDF document that will open once you click on it. Please print this out, sign it, then select "completed" in the Completion Details in the Assignment Progress page:

| Completion Details | | | | |
|--------------------|---------|-------|-------|------------------------------------|
| Attendance | Passing | Grade | Score | Progress |
| - | - | - | - | Completed <input type="checkbox"/> |

Select "Save", agree to the terms & conditions, "Submit", enter your CCHMC password to verify that you agree; then "Return to Previous Page" twice.

13. Your training is complete!

Get your CCHMC ID Badge

- You can do this before you start work.
- The cost is a \$15 deposit (cash, check or charge) for new badges
- Badge renewals are free, but your old badge must be returned in order to get a new one.
- If you have misplaced your badge, the \$15 deposit is required.

Directions to Cashier's office: Building E, Fifth Floor Room 282. Phone: 636-4340

- Drive to Cincinnati Children's Hospital Medical Center (CCHMC), go into main entrance off of Burnet Avenue and park in the visitor lot underneath the hospital.
- Park in Location B, levels 2 or 3 and take the elevator to Location B1 to the main concourse.
- Proceed to the D building elevators (located across from the cafeteria). Take the elevator to the fifth floor.
- Exit the elevator and take an immediate left and then an immediate right (through the glass doors). Turn right and continue down the hallway until arriving at double brown doors on the left.
- Proceed through the doors and down the ramp until arriving at cashier's office: Room 282 (on the right)
- You will receive a receipt. Bring your receipt to the Protective Services Office in South Garage.

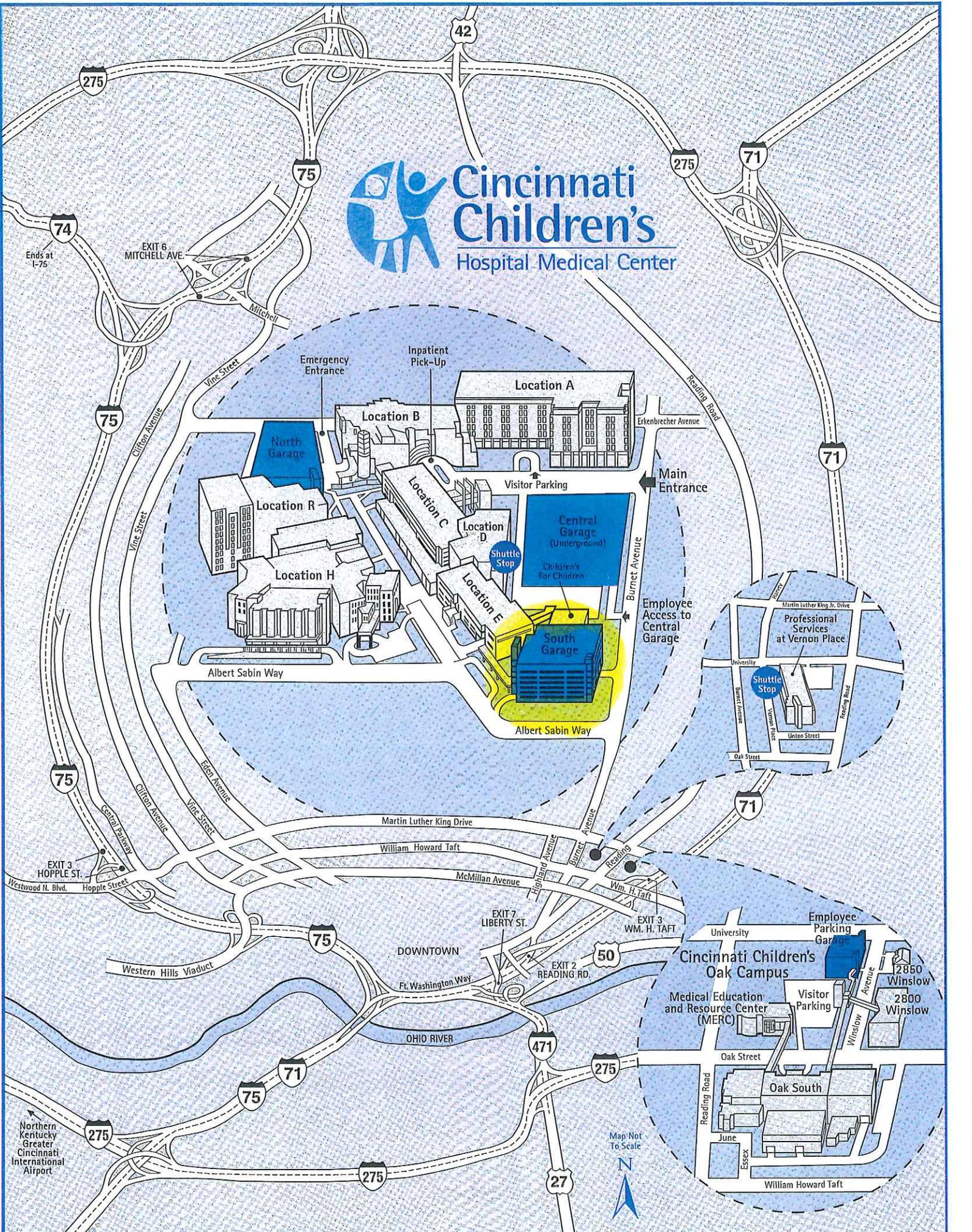
Renewals start here:

Protective Services Office in South Garage (map below):

- You will be photographed and fingerprinted as part of the badging process.
- Hours: 8 a.m. - 4:30 p.m.



Cincinnati Children's Hospital Medical Center



Ends at I-75

EXIT 6 MITCHELL AVE.

EXIT 3 HOPPLE ST.

42

275

75

275

71

75

71

75

71

75

50

471

275

27

Northern Kentucky Greater Cincinnati International Airport

Map Not To Scale

