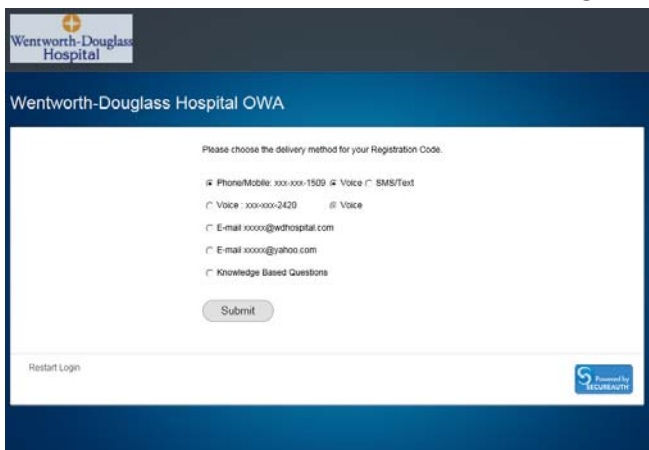


Register your personal device with SecureAuth Self Service Registration

1. From your personal device (computer, laptop or smartphone), open Internet Explorer (or other web browser) and go to <http://www.wdhospital.com>.

NOTE: Most modern browsers should work with this site, but WDH cannot guarantee functionality.

2. Navigate to the WDH Staff Portal, and select **Outlook Web Access (OWA)**.
3. Click the link **Open Outlook Web Access**.
4. You should see a window similar to the following:



Wentworth-Douglass Hospital

Wentworth-Douglass Hospital OWA

Please choose the delivery method for your Registration Code.

Phone/Mobile: xxx-xxx-1509 Voice SMS/Text

Voice: xxx-xxx-2420 Voice

E-mail: xxxxx@wdhospital.com

E-mail: xxxxx@yahoo.com

Knowledge Based Questions

Submit

Restart Login

SecureAuth

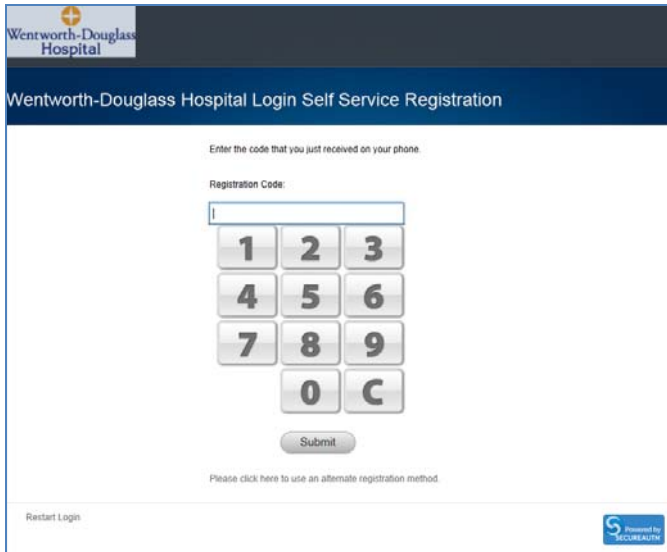
Verify at least one of the following is present.

- A mobile phone number that can receive text messages.
- A personal (non-WDH) email account.

NOTE: If you do NOT see at least one of the items above, your email account is NOT registered with SecureAuth. You will need to register your email account with SecureAuth while on a WDH computer connected to the WDH network.

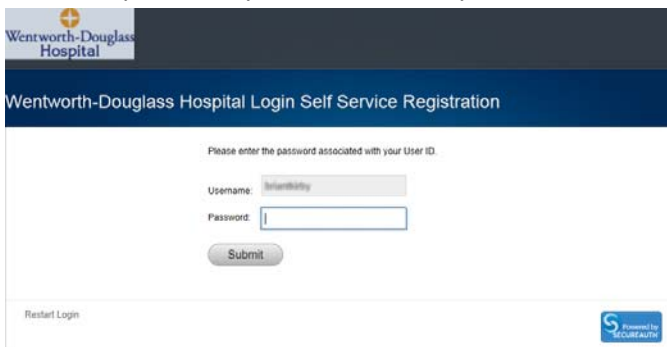
5. Select where you would like a one-use registration code to be sent. Your options are; Phone/Mobile and the personal email account you have set up in SecureAuth.

6. Enter the registration code you just received in the Registration code field.



The screenshot shows the 'Wentworth-Douglas Hospital Login Self Service Registration' page. At the top left is the hospital logo. Below it, the page title is 'Wentworth-Douglas Hospital Login Self Service Registration'. The main content area has a heading 'Enter the code that you just received on your phone.' followed by 'Registration Code:' and an empty text input field. Below the input field is a numeric keypad with buttons for digits 1-9, 0, and a 'C' (clear) button. A 'Submit' button is located below the keypad. At the bottom of the page, there is a 'Restart Login' link on the left and a 'Powered by SECUREHEALTH' logo on the right.

7. Enter the password you use to access your email and click **Submit**.



The screenshot shows the 'Wentworth-Douglas Hospital Login Self Service Registration' page. At the top left is the hospital logo. Below it, the page title is 'Wentworth-Douglas Hospital Login Self Service Registration'. The main content area has a heading 'Please enter the password associated with your User ID.' followed by 'Username:' and a text input field containing 'jennifer@wdeh.com'. Below the username field is a 'Password:' label and an empty text input field. A 'Submit' button is located below the password field. At the bottom of the page, there is a 'Restart Login' link on the left and a 'Powered by SECUREHEALTH' logo on the right.

You will be directed to your Outlook Web Access email account. You have successfully registered your device and can access your email.

NOTE: Personal device registration expires after 90 days. After that time period, you must register your personal device again.

NOTE: Only 5 personal devices can be registered at a time. If a 6th device is registered, the oldest device registration is removed. If a device's registration is removed then the next time you attempt to access OWA, you will need to re-register the device.