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](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. Clink the link **Open Outlook Web Access**.

4. You should see a window similar to the following:

   ![Register your personal device with SecureAuth Self Service Registration](image)

   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.

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

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.