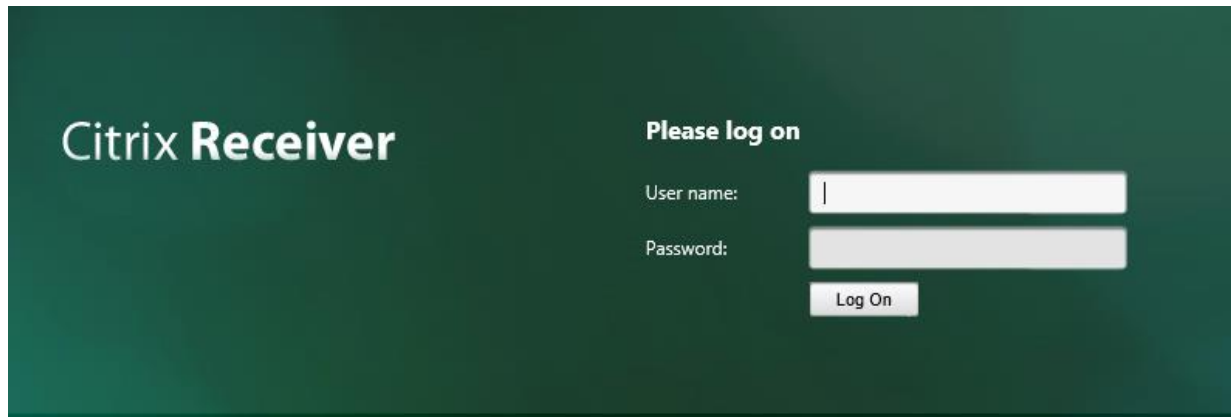


Use web browser and navigate to to <https://docs.beaconhealthsystem.org>

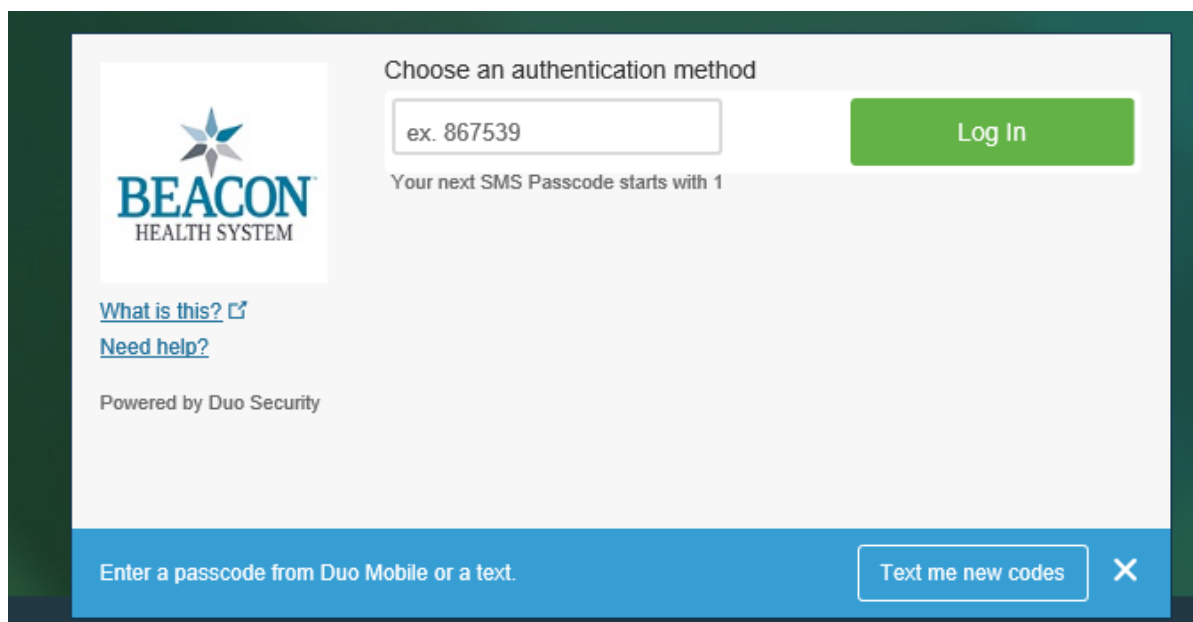
Users must have an active Beacon network and DUO account

Please contact Beacon **Helpdesk 574-647-7254** if need assistance.

- Log in with Beacon network username and password

The image shows the Citrix Receiver login interface. On the left, the text "Citrix Receiver" is displayed in white on a dark green background. On the right, under the heading "Please log on", there are two input fields: "User name:" and "Password:". Below these fields is a "Log On" button.

- Then users will see the DUO authentication pop up.

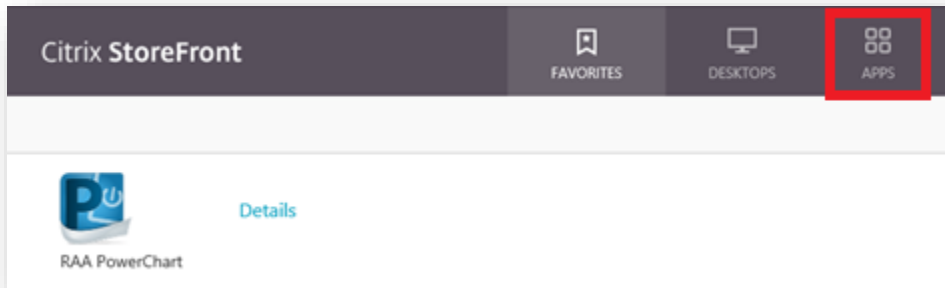
The image shows a DUO authentication pop-up window. On the left is the Beacon Health System logo. The main area is titled "Choose an authentication method" and contains a text input field with the example "ex. 867539" and a green "Log In" button. Below the input field, it says "Your next SMS Passcode starts with 1". There are links for "What is this?" and "Need help?". At the bottom, it says "Powered by Duo Security". A blue bar at the very bottom contains the text "Enter a passcode from Duo Mobile or a text." and a button labeled "Text me new codes" with a close icon (X).

- If users already have a DUO account setup on their smartphones, users will just open the DUO Mobile app and enter a new code from the app.
Or
If the DUO app is having issues
 - Click "Enter a Passcode"
 - Click on Text me new codes"
 - The cell phone set up for your DUO account will receive a text message with a list of 10 codes

The set of 10 codes will allow you to log in 10 times. Each code can only be used once.

If you forget which code you used last time, just click on "Send Me New Codes" and DUO will send you a set of 10 new codes to use.

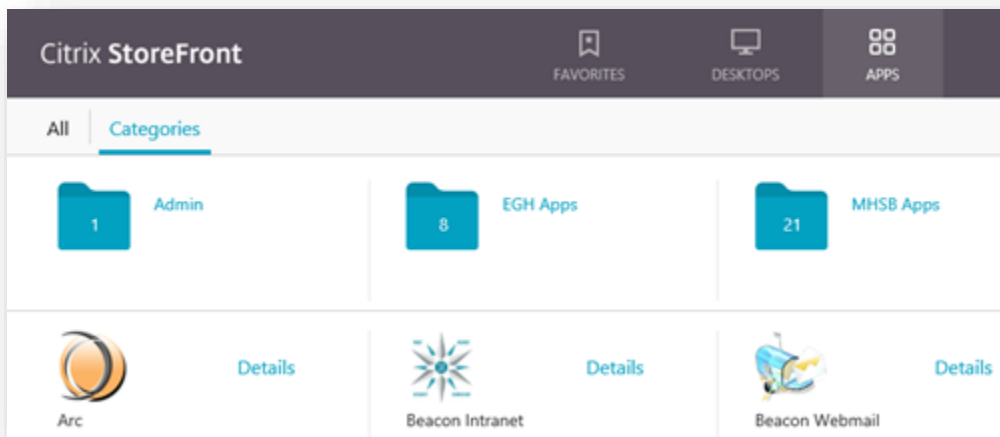
After logging in, the main page is the Favorites page. This will initially be blank. Select Apps at the top of the page to see the available applications.



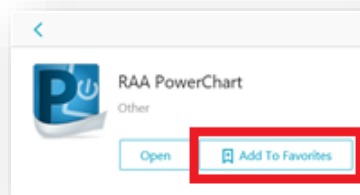
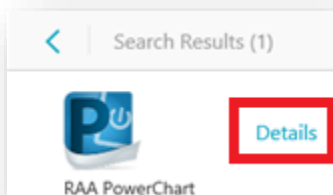
On the Apps page, applications can be listed by either 'All' or 'Categories'. Use the search bar on the right side of the page to search for your application. e.g. 'power' can be used to search for PowerChart.



With this upgrade the name of the application will become "RAA PowerChart" and all of the non-prod environments will no longer be listed, to make the correct application stand out better.



If you have an application you want to have added to the Favorites page, click the details button and you will have an option to 'Add to Favorites'. Selecting this option will list this application on the Favorites page for easy access next time you use the DOCS page.



Please contact the Beacon helpdesk 574-647-7254 if you have any questions or need further assistance.