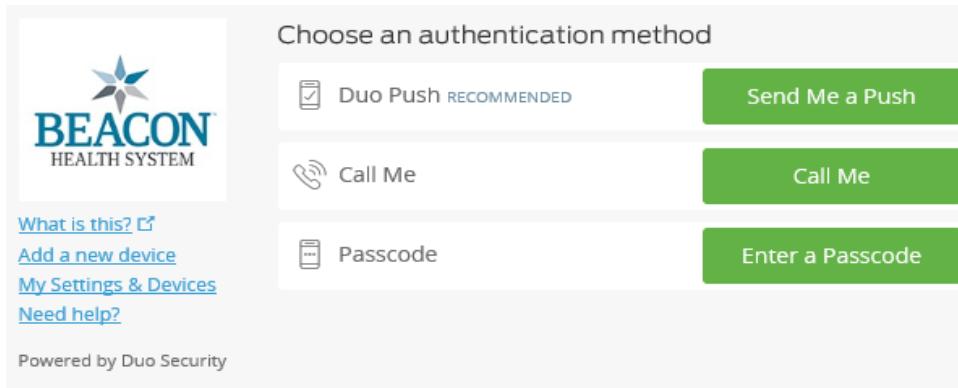


Updated DOCS Page will now require DUO Authentication starting 5/31/2017

When users go to <https://docs.beaconhealthsystem.org>

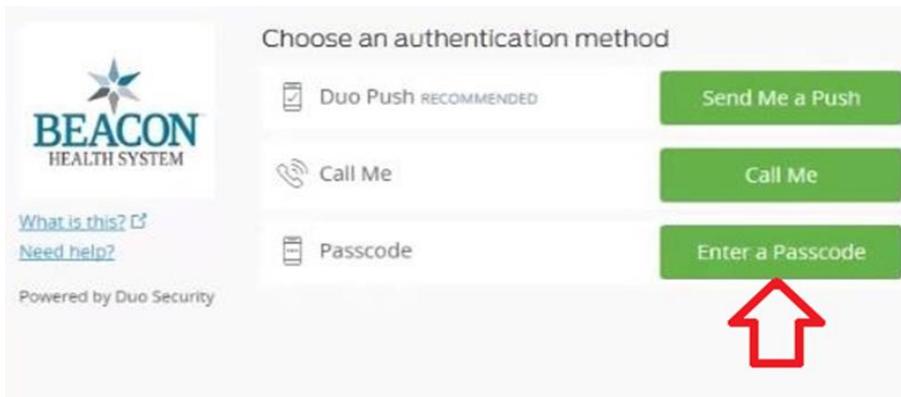
- If users do not have an existing DUO account,
please call Beacon **Helpdesk 574-647-7254**.
DOCS page access is strictly for providers and approved users.

If users already have a DUO account setup on their smartphones, users will just choose “Send Me a Push” and users will receive a message from the DUO mobile app to confirm.

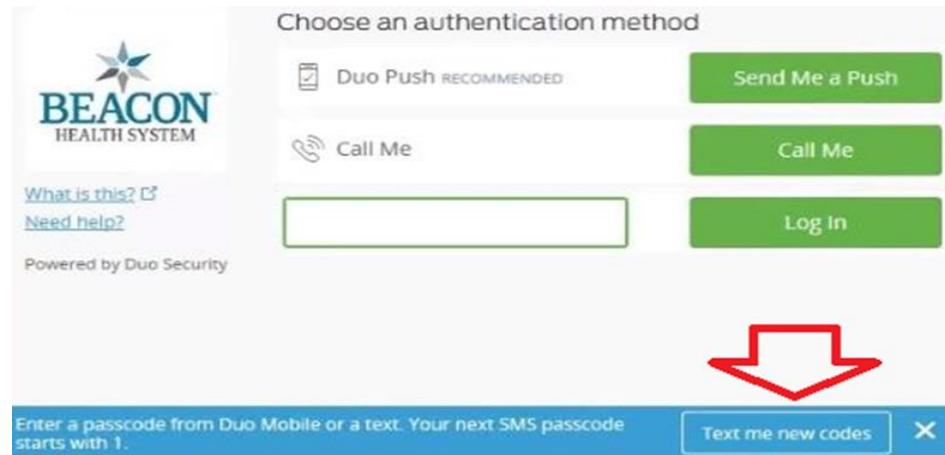


For users with standard cell phones, or when data service isn't available but still have cell service for text messages.

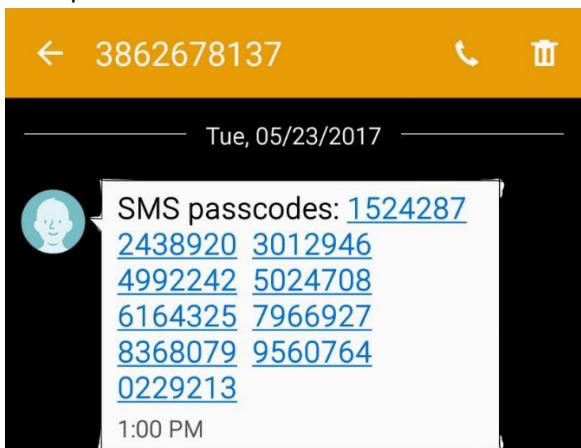
- Click “Enter a Passcode”



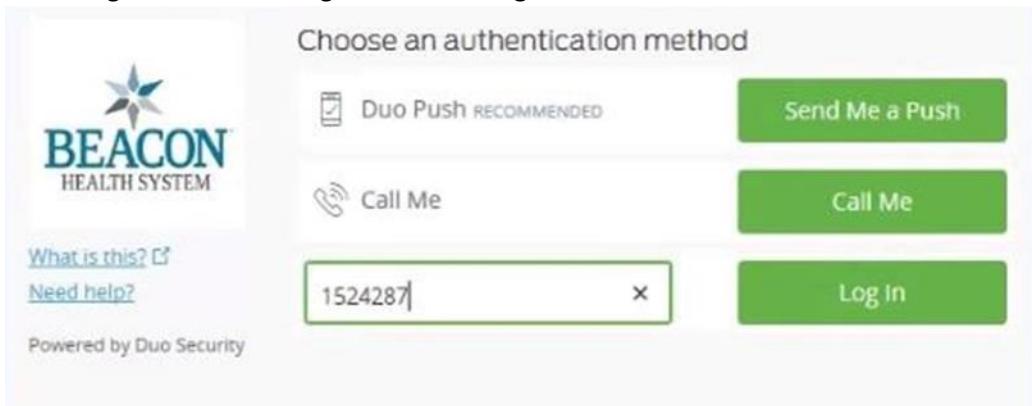
- Click on Text me new codes”



- The cell phone set up for your DUO account will receive a text message with a list of 10 codes
Example:



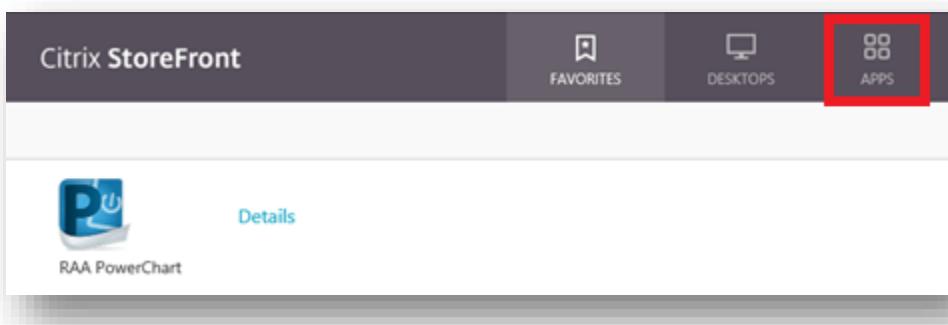
- Enter one of the 7 digit codes. Each code will only be used once.
Click "Log In" after entering one of the 7 digit codes



The set of 10 codes will allow you to log in 10 times.

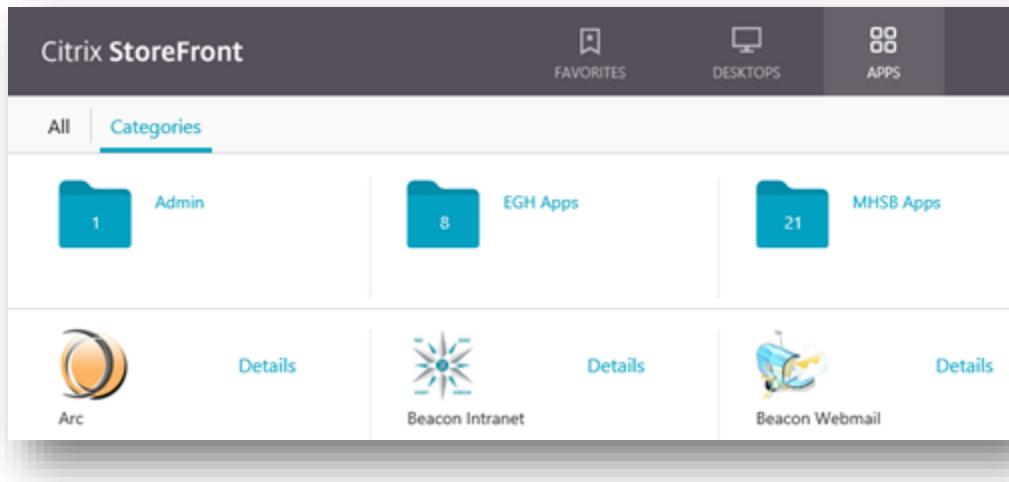
If you forget which code you used last time, just click on "Send Me New Codes" and DUO will send you a set of 10 new codes to use.

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.



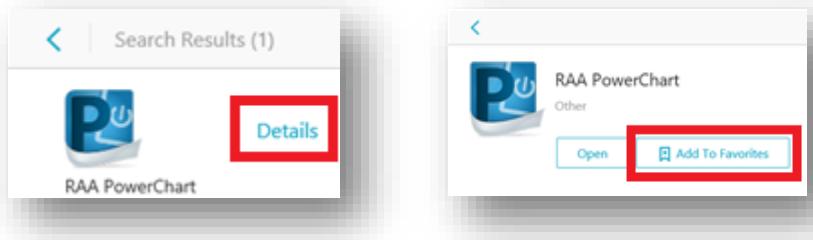
On the Apps page, applications can be listed by either 'All' or 'Categories'. Use the search bar on the right side of the page to search for your application. e.g. 'power' can be used to search for PowerChart.

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.



The screenshot shows the Citrix StoreFront interface. At the top, there are tabs for 'FAVORITES', 'DESKTOPS', and 'APPS'. Below these, a search bar contains the text 'power'. The 'Categories' tab is selected. Under 'Categories', there are three main sections: 'Admin' (1 item), 'EGH Apps' (8 items), and 'MHSB Apps' (21 items). Below these sections, three applications are listed with their icons and 'Details' buttons: 'Arc' (Icon: orange swirl), 'Beacon Intranet' (Icon: blue starburst), and 'Beacon Webmail' (Icon: blue envelope).

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.



The image contains two screenshots. The left screenshot shows 'Search Results (1)' for 'RAA PowerChart'. The application icon and name are displayed, with a red box highlighting the 'Details' button. The right screenshot shows the 'RAA PowerChart' application details page. It includes the application icon, name, and two buttons: 'Open' and 'Add To Favorites'. The 'Add To Favorites' button is highlighted with a red box.

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