

Multi-Factor Authentication (MFA) will be required when **remotely** accessing the “Active Users” link on MyTHR.org starting Monday, Aug 8.

Why is this changing?

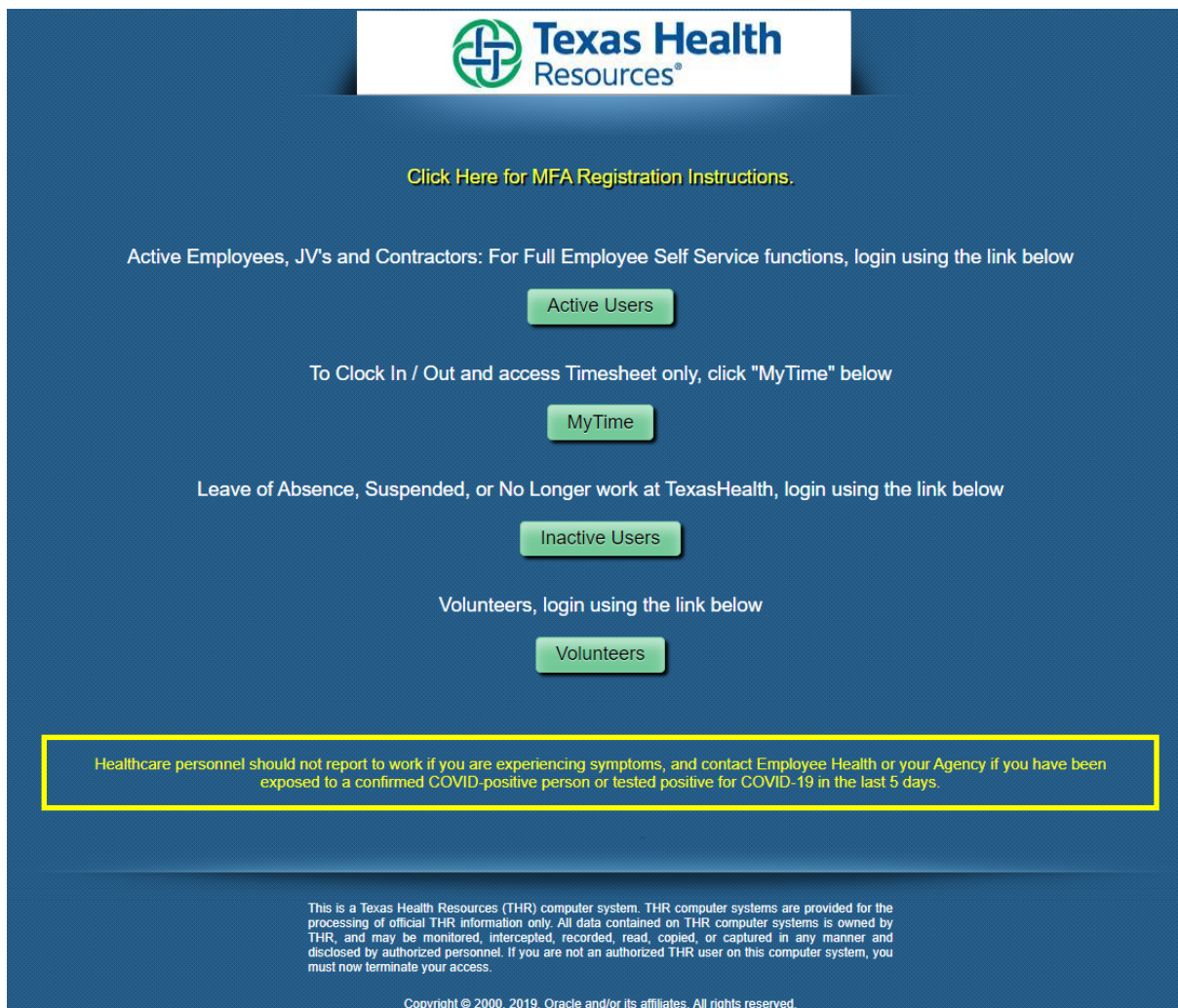
- To add an additional layer of security around the confidential data residing withing MyTHR.org
- To continue to securely provide employee self-service functions such as the following:
 - Viewing paychecks and updating direct deposit information
 - Viewing and updating personal information: address, phone number, email
 - Viewing benefits and updating dependent and beneficiary information

What is changing?

- MFA will be required when using the “Active Users” button to access all Employee Self Service Functions remotely (***on personal devices and not connected directly to a Texas Health Network***).
- To use MFA, you must first be registered. If you have not registered for MFA, please do so prior to Aug 8. MFA registration Instructions are on the MyTHR.org homepage.
- To determine if you are registered for MFA, you can check [here](#).

Following successful MFA registration:

Remotely access the MyTHR.org homepage, select “Active Users” link

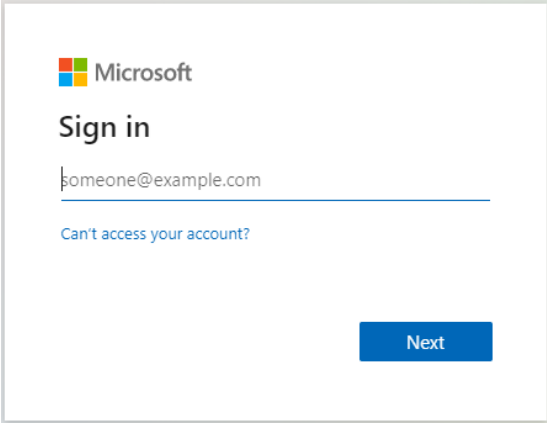
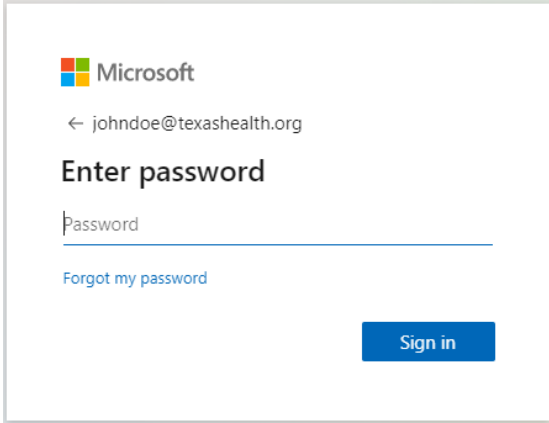


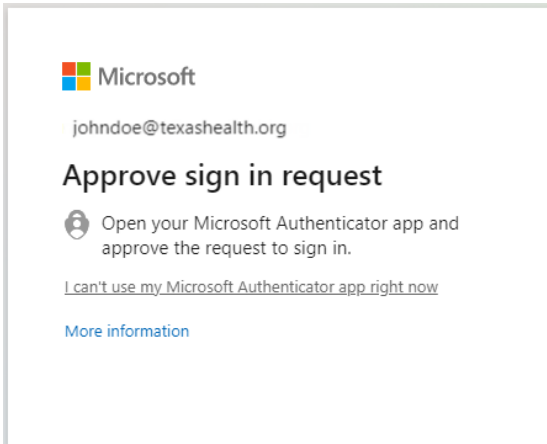
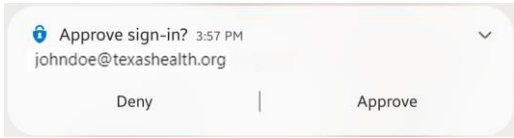
The screenshot shows the MyTHR.org homepage with the Texas Health Resources logo at the top. Below the logo, there is a yellow link: "Click Here for MFA Registration Instructions." The main content area is divided into four sections, each with a corresponding button:

- Active Employees, JV's and Contractors: For Full Employee Self Service functions, login using the link below**
Active Users
- To Clock In / Out and access Timesheet only, click "MyTime" below**
MyTime
- Leave of Absence, Suspended, or No Longer work at TexasHealth, login using the link below**
Inactive Users
- Volunteers, login using the link below**
Volunteers

A yellow-bordered box at the bottom contains the following text: "Healthcare personnel should not report to work if you are experiencing symptoms, and contact Employee Health or your Agency if you have been exposed to a confirmed COVID-positive person or tested positive for COVID-19 in the last 5 days."

At the very bottom, there is a copyright notice: "Copyright © 2000, 2019, Oracle and/or its affiliates. All rights reserved."

<p>On the Microsoft sign-on page, enter your business email address</p>  <p>The screenshot shows the Microsoft sign-in page. At the top is the Microsoft logo and the text "Sign in". Below that is a text input field containing "someone@example.com". Underneath the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".</p>	<p>Enter your network password.</p>  <p>The screenshot shows the Microsoft password entry page. At the top is the Microsoft logo and the text "Enter password". Below that is a text input field containing "Password". Underneath the input field is a link that says "Forgot my password?". At the bottom right is a blue button labeled "Sign in".</p>
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<p>After successful initial login, you will be prompted to authenticate on your Microsoft Authenticator app.</p>  <p>The screenshot shows the Microsoft Authenticator app approval screen. At the top is the Microsoft logo and the email address "johndoe@texashealth.org". Below that is the heading "Approve sign in request". Underneath is a lock icon and the text "Open your Microsoft Authenticator app and approve the request to sign in." Below that is a link that says "I can't use my Microsoft Authenticator app right now" and another link that says "More information".</p>	<p>On your registered device, you will see an option to Approve or Deny the login request.</p>  <p>The screenshot shows a mobile notification for sign-in approval. It says "Approve sign-in? 3:57 PM" and "johndoe@texashealth.org". Below that are two buttons: "Deny" and "Approve".</p> <p>Once you confirm the login request, select the Approve option and you will be successfully logged into MyTHR.org to access all Self-Service Functions.</p>
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What is not changing?

MFA will not be required for the MyTime, Inactive Users or Volunteer links. These users will continue to login the same manner as today using the links specified on the MyTHR.org homepage.

Users of MySWHRCIN.org are not impacted with this change.

Thank you for your support and patience while the ERP, IT Security and Networking teams continue to strengthen the security of our network.