

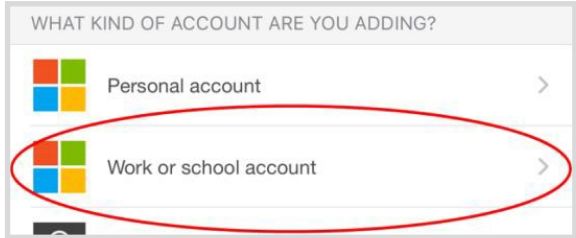

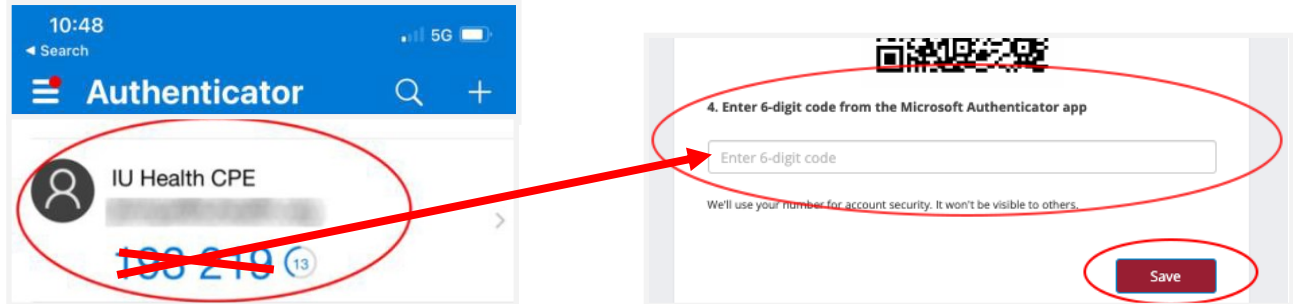
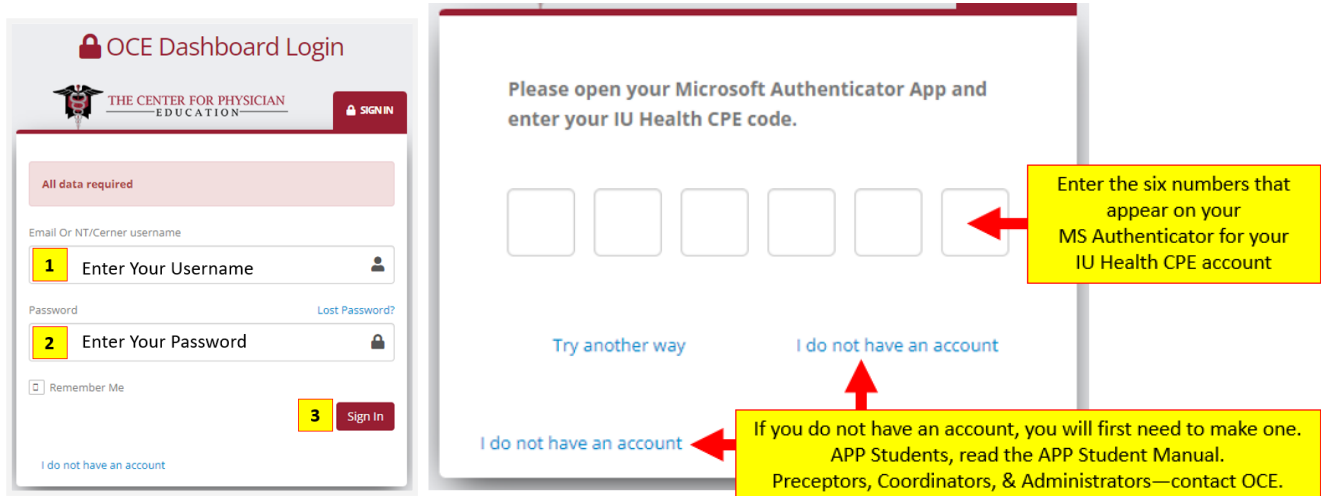




Office of Clinical Education

Topic: Multi-Factor Authentication for users of OCE’s website & database	Effective Date: 08.18.2023
Audience: OCE Preceptors, Administrators, Coordinators, Students	Contact: OCE@iuhealth.org
Overview: This document provides instructions for enrolling in multi-factor authentication (MFA) through Microsoft Authenticator. This enrollment will provide increased security when accessing OCE’s website/applications which is part of The Center for Physician Education website.	

OCE Multi-Factor Authentication

Step	Action
1	<p>Preceptors, Administrators, Coordinators and Students with existing OCE accounts will use the MFA process. Providers who are new to OCE and have not yet been given OCE preceptor designation, contact OCE@iuhealth.org.</p> <p>After signing in you will be prompted to the enrollment page.</p> <p>You will need to install the Microsoft Authenticator app through the App Store depending on your device</p> 
2	<p>Once you have downloaded the app, click the + sign at the top right corner</p> 
3	<p>Select “Work or school account” . Then, using your phone’s camera, scan the QR code that is displayed.</p>  
4	<p>After scanning the QR code, MS Authenticator should add “IU Health CPE” to the list on your phone. Enter the 6-digit code that appears, then click “Save”.</p> 
5	<p>From this point on, the MS Authenticator app will be required for users accessing OCE’s database and website.</p>  <div>Enter the six numbers that appear on your MS Authenticator for your IU Health CPE account</div> <div>If you do not have an account, you will first need to make one. APP Students, read the APP Student Manual. Preceptors, Coordinators, & Administrators—contact OCE.</div>