

## Logging onto the Partners system

In order to log into a computer at the MGH, you must have a Partners User Name and password, or “NT logon.” You will be given a NT logon upon completing the process below and you must create and establish your own password. For security purposes you will need to change your password every 90 days.

## Access Password Self Service

### 1) There are two ways to access Password Self Service:

- A. On a **Partners Workstation**: Click the Password Self Service link
- B. On the **Internet**: Go to <https://myprofile.partners.org>

### 2) Log in to Password Self Service:

- A. Click **New User Registration**
- B. Enter your **First Name, Last Name and Date of Birth (MMDD)**. Click **Next**.
- C. You will be prompted to enter one of the following:
  - Last four digits of your **Social Security Number**; or
  - Last four digits of your preferred **phone number**; or
  - Last four digits of your **employee number** (i.e., your PeopleSoft number, located on the back of your ID badge)
- D. Click **Next**.



### 3) Choose your Security Questions

- A. Use the drop-down arrows to choose and respond to four security questions. Questions and answers cannot be changed once selected.
- B. Confirm your email address. If your email address is incorrect or not entered, make the appropriate changes.
- C. Click **Next**.

### 4) Select your Security Image and Phrase:

Your image and phrase will display whenever you change your Partners password.

- A. Choose a Security Image that you will remember. Click **Browse for more images** to find additional images.
- B. Type in a Security Phrase. Your phrase does not have to relate to the image.
- C. Click **Next**.



### 5) Remember your User Name:

Your Partners User Name will be displayed.

- A. You must remember your User Name to log on to the Partners Network.
- B. Click **Change Password**.



\* Example of a User Name. Your User Name will be different.

## 6) Create your new Password:

Enter your new Partners Password twice in the space provided, and then click **Next**.

Password criteria:

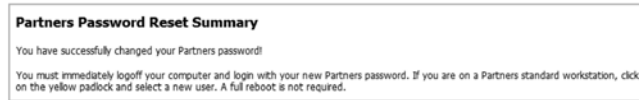
- Must be between eight to 15 characters
- Contains at least one alpha and one numeric character
- Case-sensitive
- Cannot contain all capital letters
- Cannot be re-used within a two-year timeframe



## 7) Review the Confirmation and log on again:

You will see a message indicating that you have successfully created your Partners password. An email also is sent to your Inbox as a record of the change.

Immediately log off your computer and log on with your new Partners password.



## 8) Register your phone number:

To access certain Partners applications from the internet (PeopleSoft, Outlook Web App), you must have at least one phone number registered.

- Go to <https://myprofile.partners.org>
- Enter your Partners user name, and then click **Log In**.
- Verify your Security Image and Phrase. Enter your Partners password, and then click **Log In**.
- Under My Profile Information, click **Update my Phone Numbers**.
- Add your phone number(s):

### Text-enabled Mobile

Your phone must be able to receive text messages.

- Under Phone Label, select **Mobile**.
- Enter your **Phone Number**.
- Select **Text-enabled**.
- Click **Add**.

### Alternate Method

Choose if your phone cannot receive text messages.

- Under Phone Label, select **Mobile** or **Home**.
- Enter your **Phone Number**
- Click **Add**.

## 9) Obtain a Clinical Key (optional):

For users who need a KEY to access applications such as BICS, Physician Order Entry (POE) or the Longitudinal Medical Record (LMR), go to: **Start > Partners Applications > Utilities > Partners Key Lookup**

## 10) Additional assistance:

- FAQs can be found at <http://helpdesk.partners.org/passwordselfservice>
- If you need additional assistance, please contact your IS Service Desk.

## IS SERVICE DESK

MGH 617-726-5085