How to Perform SecureAuth Self Service Registration
The first time you access a System protected by SecureAuth, you must perform the SecureAuth Self Service Registration. After completing the Self Service Registration, you may register up to 5 non-wdh owned computers by using the information that you provide during your self-registration.

NOTE:
INITIAL REGISTRATION MUST BE PERFORMED “ON-SITE” WHILE ON THE WDH NETWORK. IF THIS IS NOT POSSIBLE, PLEASE CALL THE SERVICE DESK AT 603-740-2420 FOR ASSISTANCE.

SERVICE DESK HOURS: 6:30am to 11pm Mon – Fri, 2:30pm to 11pm Sat and Sun.

1. Open Internet Explorer and go to https://secureauth.wdhospital.com/secureauth2/.
   You may be prompted with a Java security warning. If so, check ‘Do not ask again’ and click Later:

2. For WDH and personal computers, click the radio button next to "This is a private computer". For all other computers leave the default “This is a public computer.” Enter your WDH Network Username in the box below and click the “Submit” button:
3. You will be prompted to select a registration code delivery method. Select your preferred option and click "Submit".

**NOTE: YOU MUST HAVE IMMEDIATE ACCESS TO THE DELIVERY METHOD SELECTED**

![Registration Code Delivery Method]

4. You will receive a one-time registration code either via the method selected above. Please enter this code on the page similar to that shown below and press the "Submit" button.

![Registration Code Entry]

5. You will be presented with a login screen. Enter your WDH password and press the "Submit" button.
6. Fill out all the fields to update your user registration.

**NOTE:** SecureAuth is configured to challenge users for a second factor periodically or when logging in from a new computer. In order to successfully authenticate when accessing WDH remotely, you must provide a mobile phone and email address that you have access to OUTSIDE of the WDH network to receive your registration code. Additionally, you can answer knowledge based questions that are asked in lieu of a code.

7. Click Update. Look at the top of the screen to confirm that your changes were saved. You should see:
8. If you see ‘Account updated successfully’, your registration is completed and you can close Internet Explorer. If you do NOT see this message, please contact the Service Desk for assistance.

About SecureAuth
SecureAuth provides Multi-Factor authentication for remote access to WDH resources. Once fully registered SecureAuth will prompt you to verify your identity using the following methods or questions:

- Office Phone (not editable, contact WDH Helpdesk to request a change)
- Personal Phone (Entered during registration process)
- Work Email Address (not editable, contact WDH Helpdesk to request a change)
- Personal Email Address (Entered during registration process)
- Knowledge Base Questions and Answers (Entered during registration process)

If you select the Phone or email option you will receive a Voice Call, SMS Text or email based on your selection that contains a PIN that you will need to enter into the site to verify your identity. Once your identity is verified, the SecureAuth system will register your machine for the next 3 days. After that time, you will be prompted by SecureAuth again for Multi-Factor Authentication.