

Quick Guide – Creating a Connect@UPMC Account

Subject: Connect@UPMC Account Utility

Intent: Instructions for creating a Connect@UPMC account.



Overview

The Identity Management System (IMS) online Account Request form enables UPMC managers to submit online user account requests to the Information Security Group for specific UPMC computer applications. Online Account Requests use a series of Web-based forms available on the IMS Web site.

One of the accounts for which requests can be made is a Connect@UPMC account. With a Connect@UPMC account, you can log into your UPMC network account from a computer that is not your primary UPMC workstation. This will let you perform work-related functions remotely such as checking e-mail or accessing data and applications.

In this Quick Guide, you will learn how to:

- [Register a New Connect@UPMC account](#)
- [Log in to a Connect@UPMC Account after Initial Registration](#)
- [Log in to Connect@UPMC from a Different PC](#)

Registering a New Connect@UPMC Account

If you do not have a Connect@UPMC account, you must register for a new account. To register a new Connect@UPMC account, perform the following:

1. Go to the Connect@UPMC Web site (<http://connect.upmc.com>), and apply for Connect@UPMC access.
 - a. To apply for an account, click the **Request an account** link and follow the application instructions.
 - b. After successful application, you will receive an **IMS Activation Code** via e-mail. When you receive the IMS Activation Code, return to <http://connect.upmc.com> to complete the registration process.
2. Type your **UPMC Network Username** and click **Submit**.

The screenshot shows a web page titled "Connect @ UPMC Announcements". It contains a list of links: "Connect@UPMC Help Center", "Connect@UPMC Training Video", and "Connect@UPMC Quick Setup Guide". Below the links is a form with a text input field labeled "UPMC Network Username" and a "Submit" button. To the right of the input field is the "CONNECT@UPMC" logo and a "Request an account" link. A disclaimer is visible below the input field, stating that the user agrees to the terms of use by clicking "Submit".

3. Type your **UPMC Network Username**, **UPMC Network Password**, and **IMS Activation Code** in the corresponding fields and click **Submit**.

The screenshot shows the 'CONNECT@UPMC User Registration' page. It includes a header with the logo and title. Below the header is a blue bar with the text 'Connect Online Registration'. The main form area contains three input fields: '* Network UserName :', '* Network Password :', and '* IMS Activation Code :'. A 'Submit' button is located at the bottom right of the form. A small blue text box above the form provides instructions: 'Prior to logging into Connect@UPMC, you must register to use the service. To begin registration, enter your Network Password in the first field, your IMS Activation Code (which you should receive through e-mail) in the second field, and click Submit.'

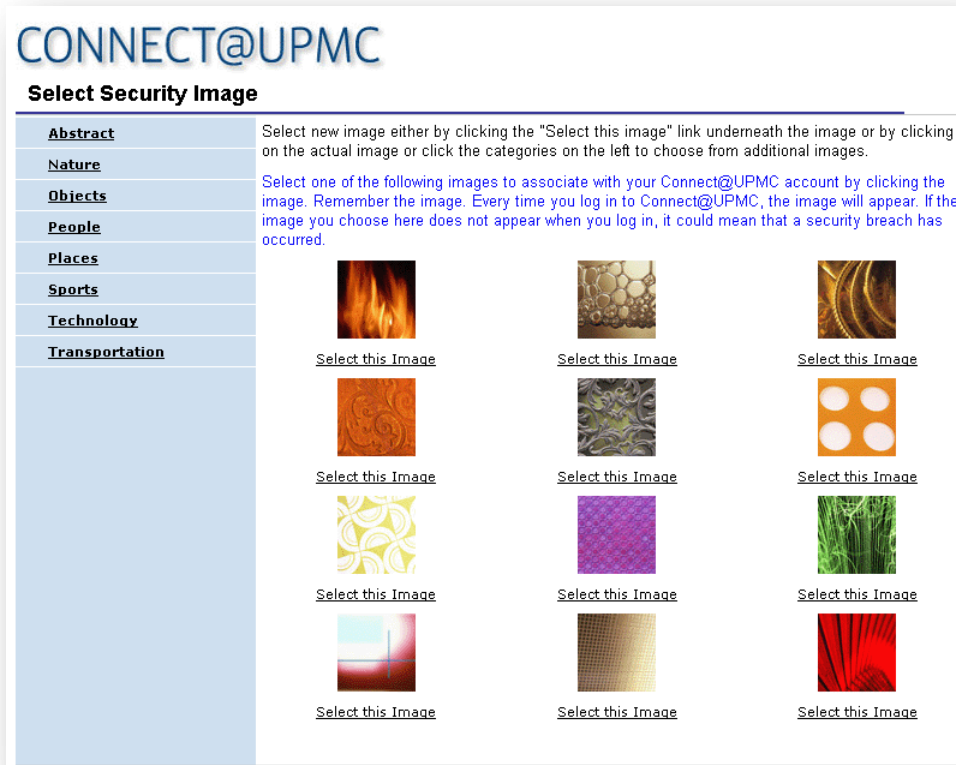
4. Upon your initial login to Connect@UPMC, you must choose **three Challenge Questions** and **Responses**. Remember your questions/responses. As an added security measure, you will be asked to provide them when you attempt to log in to Connect@UPMC from a computer the system does not recognize.

To select your three questions, click the drop-down boxes for the **Challenge Question** fields and select a question for each. The choices are the same for all three fields, but you may not select the same question multiple times. Type your answers to the questions in the **Challenge Answer** fields, and click **Submit**.

The screenshot shows the 'CONNECT@UPMC Set Challenge Questions/Responses' page. It includes a header with the logo and title. Below the header is a blue bar with the text 'Set Challenge Questions/Responses'. The main form area contains a table with three rows for challenge questions and answers. The first row shows 'Challenge Question #1' with a dropdown menu containing 'What is your mothers maiden name?'. The second row shows 'Challenge Answer #1' with the same text. The third row shows 'Challenge Question #2' with a dropdown menu containing 'What town were you born in?'. The fourth row shows 'Challenge Answer #2' with the same text. The fifth row shows 'Challenge Question #3' with a dropdown menu containing 'What is your favorite Sports team?'. The sixth row shows 'Challenge Answer #3' with the same text. A small blue text box above the form provides instructions: 'For additional security, please select three unique challenge questions and provide answers for each. The system will not let you choose the same question more than once. You will be asked to answer these questions when you log in to Connect@UPMC from a computer that is not recognized by the UPMC network.'

5. Select a **Security Image** to associate with your Connect@UPMC account by clicking the image. To browse for additional images, click a category link at the left of the page. Each category contains 12 images to choose from.

The Security Image you select here will appear every time you log in to Connect@UPMC. If the image does not appear, it could be the result of a security breach.



6. Type a unique **Welcome Message** to associate with your Connect@UPMC account in the **Enter Welcome Message** field.

The Welcome Message you type here will appear just below your Security Image every time you log in. If the message does not appear, it could be the result of a security breach.

Note: The Welcome Message cannot be longer than 50 characters. It cannot contain any special characters (e.g. @, #, !, &) either.

CONNECT@UPMC

Enter Welcome Message

In the box provided, type a short Welcome Message (no more than 50 characters) to associate with your Connect@UPMC account, and click Next. Every time you log in to Connect@UPMC, the Welcome Message will appear along with the Security image you chose in the preceding step. If this message does not appear upon logon or if it differs from the one you enter here, it could mean that a security breach has occurred.

By clicking "Permanently Register this Device" the network will remember the information about your PC/device and you will not have to answer your challenge questions every time you log in.

Secure Welcome Message

Enter Welcome Message

How are you

Permanently Register This Device.
 Do Not Permanently Register This Device.

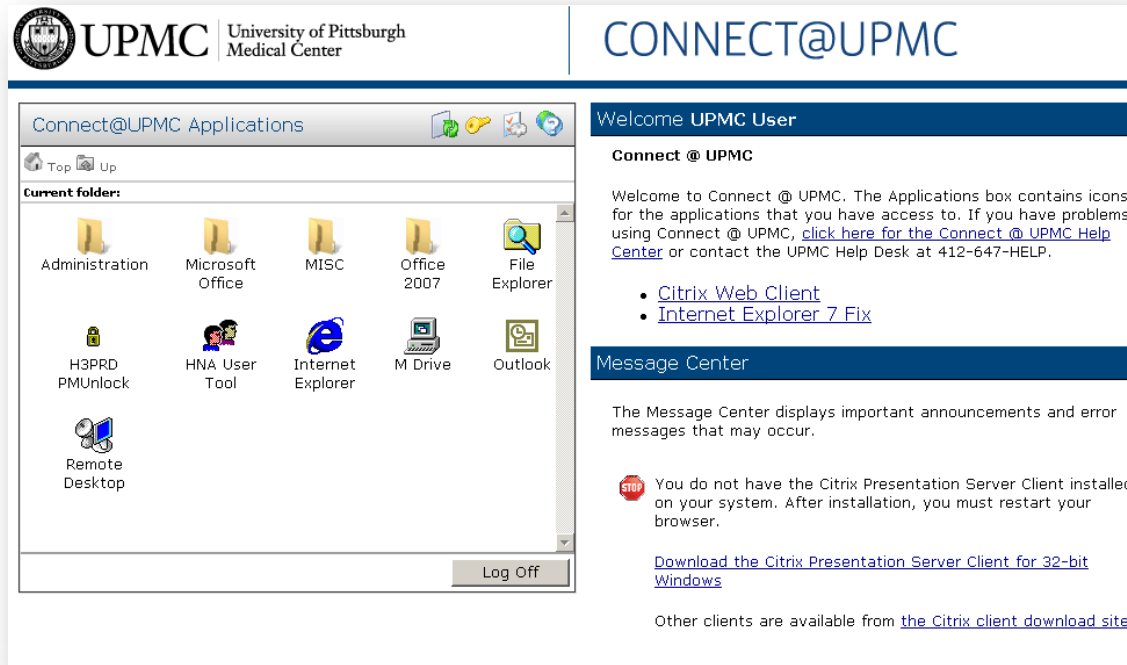
Next

7. Choose whether or not you want to register your PC/device with the Connect@UPMC system and click **Next**.

Choosing **Permanently Register This Device** lets the system recognize your machine so that future attempts to access Connect@UPMC from the machine will require only your network password.

Choosing **Do Not Permanently Register This Device** will require that you answer your Security Questions for future access requests from the machine.

8. You will be delivered to the Connect@UPMC applications page. The applications you have access to will be located in the **Applications box** in the left window of the screen.



Logging in to a Connect@UPMC Account after Initial Registration

If you already have a Connect@UPMC account and are using a machine that you registered with the system, you can log into your account by performing the following steps:

1. Go to the Connect@UPMC Web site (<http://connect.upmc.com>), type your **UPMC Network Username** and click **Submit**.

Connect @ UPMC Announcements

- Please note the software disclaimer below.

- [Connect@UPMC Help Center](#)
- [Connect@UPMC Training Video](#)
- [Connect@UPMC Quick Setup Guide](#)

UPMC Network Username

CONNECT@UPMC
[Request an account](#)

By clicking **Submit** you agree that the installation and use of this software is at your sole risk. This software is provided without warranty and on an **AS IS** basis. UPMC cannot guarantee that this software is error-free and is not liable for any damage to your computer equipment or data loss that may result from your installation and use of this software. You also agree to comply with any license terms for the software.


2. Type your **Network Password** in the corresponding field and click **Submit**.

CONNECT@UPMC

User Login

Check to ensure that the "Security Image" and "Welcome Text" are the same as those you indicated during the Connect@UPMC registration process. When you are certain they match, provide your UPMC network password in the Password field and click Submit.

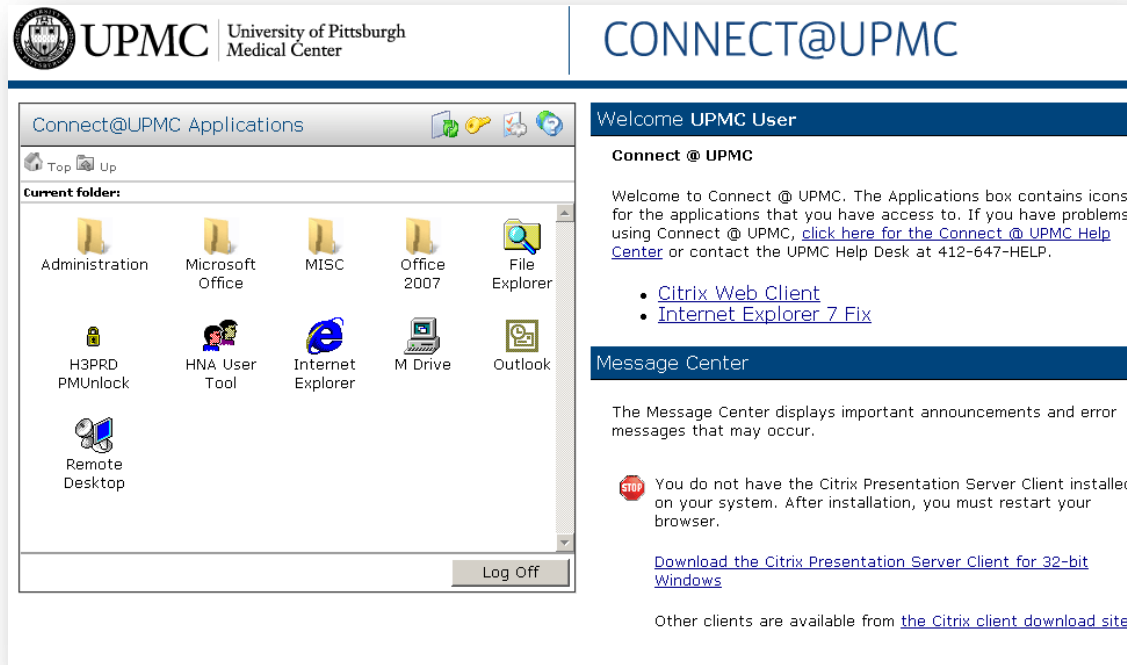
Security Image, Welcome Phrase, and Password



WelcomeText : How are you

Your Network Password :

3. You will be delivered to the Connect@UPMC applications page. The applications you have access to will be located in the **Applications box** in the left window of the screen.

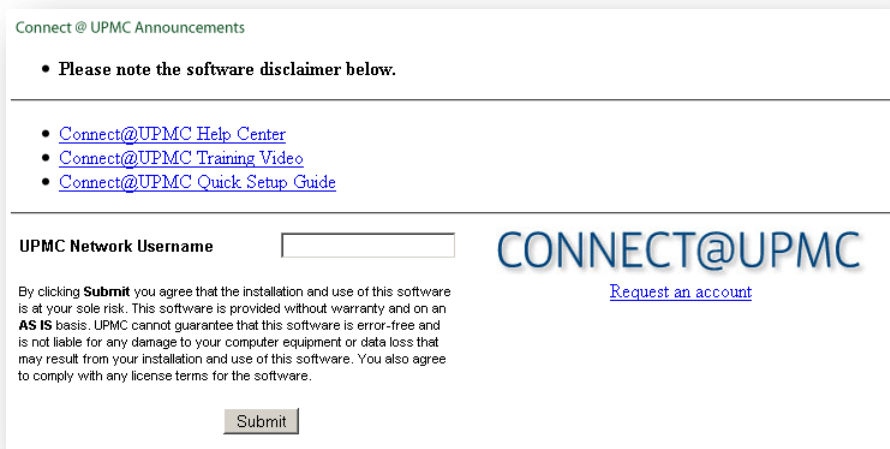


Logging in to Connect@UPMC from a Different PC

If you already have a Connect@UPMC account, but are logging in from a machine that you have never used to access Connect@UPMC, you will be required to answer the Security Questions you chose during registration. This is an added security function performed by the Connect@UPMC system when it receives log in requests from an unrecognized machines.

You will still be able to log in, but two extra steps are added to the process:

1. Go to the Connect@UPMC Web site (<http://connect.upmc.com>), type your **UPMC Network Username** and click **Submit**.



Connect @ UPMC Announcements

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- [Connect@UPMC Training Video](#)
- [Connect@UPMC Quick Setup Guide](#)

UPMC Network Username

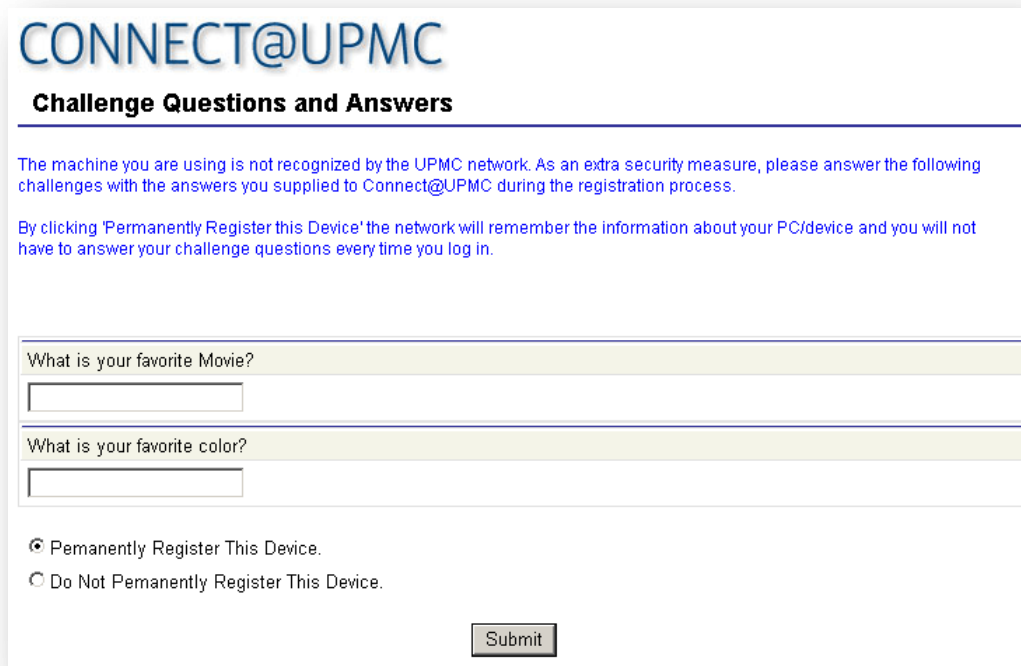
CONNECT@UPMC
[Request an account](#)

By clicking **Submit** you agree that the installation and use of this software is at your sole risk. This software is provided without warranty and on an **AS IS** basis. UPMC cannot guarantee that this software is error-free and is not liable for any damage to your computer equipment or data loss that may result from your installation and use of this software. You also agree to comply with any license terms for the software.

2. Answer the **Challenge Questions** with the same responses you provided during registration.

3. Select whether or not you want to **Permanently Register** the new device and click **Submit**.

Note: Permanently registering a device will prevent you from having to answer the challenges every time you log into Connect@UPMC with that same device.



The screenshot shows a web page titled "CONNECT@UPMC" with a sub-header "Challenge Questions and Answers". Below the header, there is a blue text block explaining that the machine is not recognized and that users should answer challenge questions. A second blue text block explains that clicking "Permanently Register this Device" will save the user's information. Below this, there are two challenge questions, each with a text input field: "What is your favorite Movie?" and "What is your favorite color?". At the bottom, there are two radio button options: "Permanently Register This Device." (which is selected) and "Do Not Permanently Register This Device.". A "Submit" button is located at the bottom right of the form area.

4. Ensure that the **Security Image** and **Welcome Text** are the same as those you indicated during the Connect@UPMC registration process.


5. Type your **Network Password** in the corresponding field and click **Submit** to be delivered to the Connect@UPMC applications page.

CONNECT@UPMC

User Login

Check to ensure that the "Security Image" and "Welcome Text" are the same as those you indicated during the Connect@UPMC registration process. When you are certain they match, provide your UPMC network password in the Password field and click Submit.

Security Image, Welcome Phrase, and Password



WelcomeText :*How are you*

Your Network Password :

Additional Help

For further help, please e-mail your request to imsreq@upmc.edu. An IMS representative will contact you within one business day.

Document Information

Subject: IMS Account Request Utility

Title: Quick Guide – Creating a Connect@UPMC Account

Date/Revision: 05/03/2010; Rev: 2.0

Audience: Connect@UPMC users.

Intent: Instructions for creating a Connect@UPMC account.