

Completing the COVID-19 Daily Symptom Questionnaire *If you have a PeopleSoft ID*

There are 3 options for accessing the portal to complete your daily symptom questionnaire

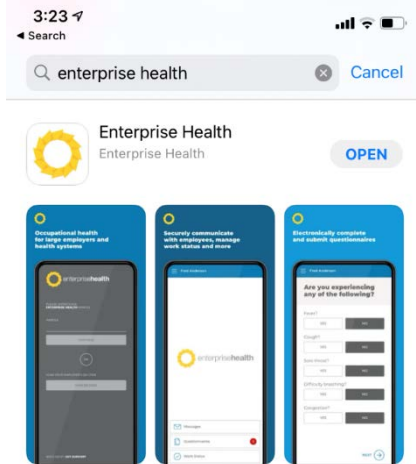
1. From your computer, follow this link and bookmark this page for easy daily access:
https://webchartnow.com/hmh/webchart.cgi?svar_cobrand_patid=66314

2. From a smart phone or tablet, scan this QR Code:



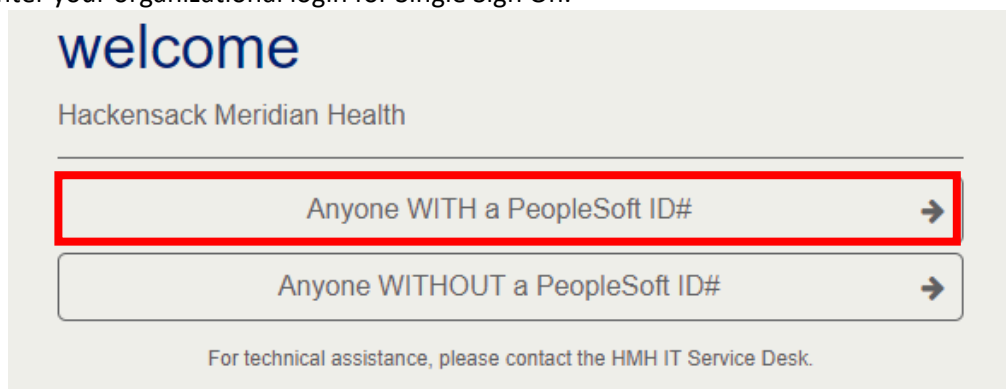
3. From a smart phone or tablet, download the Enterprise Health App

- Search in App Store for "Enterprise Health" and download the app to your phone.
- Open the app and enter "HMH" as the handle upon initial login and click "CONTINUE"



How to Log in to the portal

1. From the website or app, select the button labeled "Anyone with a PeopleSoft ID#" and you will be prompted to enter your organizational login for Single Sign On.



- On the next screen, you will enter your organizational login/password for Single Sign On and be prompted to authenticate using DUO (if you are not set up to use Duo, please see the instructions below):
 - NOTE: This is **not** your @hmhn.org email address.

Hackensack Meridian Health

Hackensack Meridian Health

Welcome MERIDIANHEALTH\KelseyA.Sullivan
 For security reasons, we require additional information to verify your account

Sign in with your organizational account

someone@example.com

Password

Sign in

Settings

Device: HMH iPhone (XXX-XXX-0805)

Send Me a Push

Call Me

Enter a Passcode

Pushed a login request to your device...

Cancel

Home Domain:	Office Online user account / User Logon Name format:
HUMC	first.last@hackensackumc.org
JFK	first.last@jfkhealth.org
Palisades	first.last@palisadesmedical.org
Meridian	first.last@hackensackmeridian.org

- Once logged in, you can access the Daily/Travel form and your current monitoring status.
 NOTE: Please ensure you carefully review your responses prior to submitting the daily questionnaire. **Only 1 email per day will be sent** with your status and next steps (i.e. antigen testing required).

Sullivan

Hackensack Meridian Health

WELCOME TO THE HACKENSACK MERIDIAN HEALTH COVID-19 TEAM MEMBER PORTAL — PLEASE SELECT FROM THE MENU BELOW.

C19 Daily / Travel Form

Monitoring Status

Please call the IT Help Desk at 848-237-3333 if you are

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Sullivan

WELCOME TO THE HACKENSACK MERIDIAN HEALTH COVID-19 TEAM MEMBER PORTAL — PLEASE SELECT FROM THE MENU BELOW.

Hackensack Meridian Health

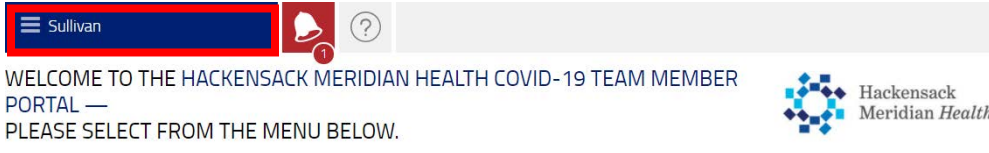
C19 Daily / Travel Form

Monitoring Status

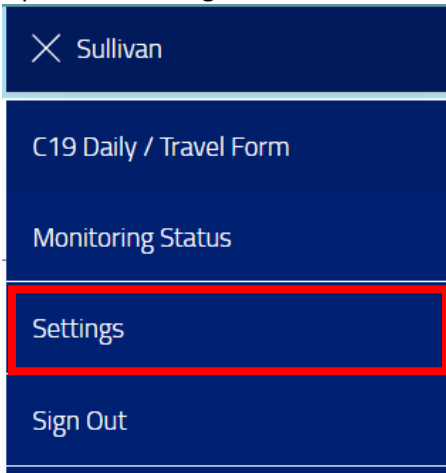
Please call Occupational Health COVID Hotline at: 732-897-3800 for COVID related questions.

How to set your preferred language to Spanish

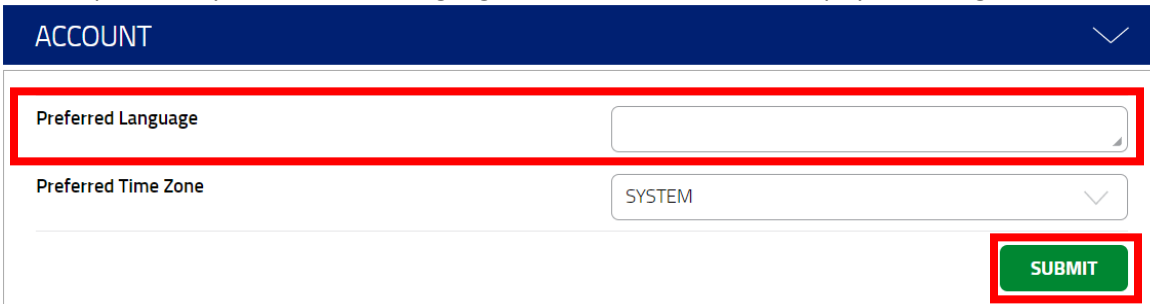
1. Once you are logged in to the COVID-19 Team Member Portal (app or website), select the menu button (☰) next to your last name in the top left corner.



2. Open the “Settings” Menu.



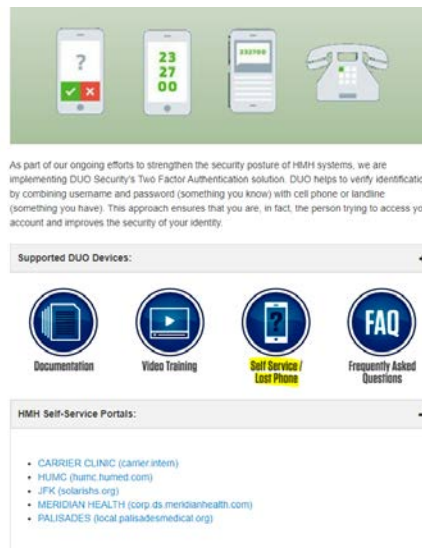
3. Select Spanish as your Preferred Language and click “Submit” to accept your changes.



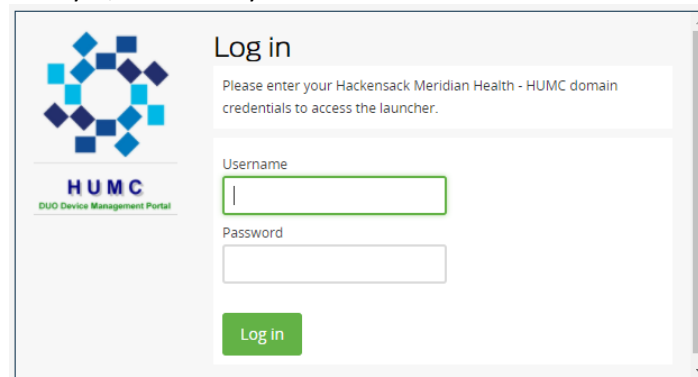
How to enroll in Duo

The following is a step-by-step guide to setting up your Duo authenticator.

1. Logon to Duo Self-Service Portal: <https://myduo.hmhn.org> (note: Portal can be accessed from either inside HMH network or outside HMH network)
2. Select Self Service/Lost Phone, then pick proper domain where your network account resides on.



3. If you have not enrolled to Duo yet, fill in with your network account credentials



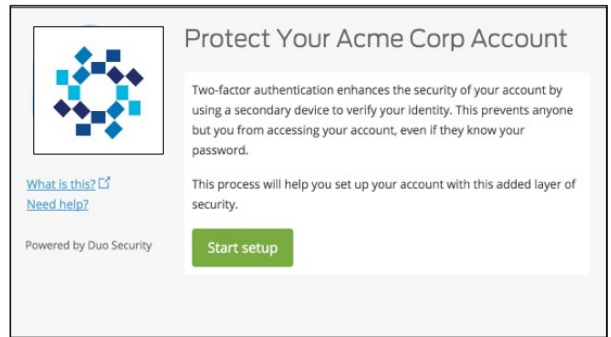
The screenshot shows the login page for the HUMC Duo Device Management Portal. The page has a logo on the left consisting of a blue and white geometric pattern above the text 'HUMC DUO Device Management Portal'. The main heading is 'Log in'. Below the heading is a message: 'Please enter your Hackensack Meridian Health - HUMC domain credentials to access the launcher.' There are two input fields: 'Username' and 'Password'. Below the input fields is a green 'Log in' button.

If you have enrolled in Duo already and want to add/modify, then it will require you to go through Duo authentication first before you can make any changes.

1. WELCOME SCREEN

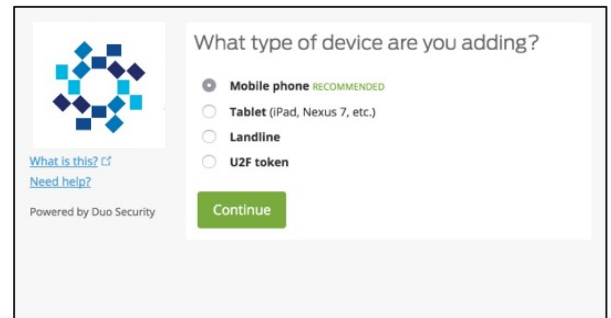
If you have not already enrolled in Duo, you will be prompted to complete a short enrollment process upon using your HMH credentials.

Click **Start setup** to begin.



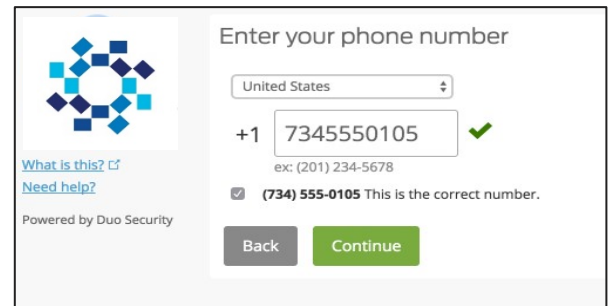
2. CHOOSING AUTHENTICATION TYPE

Select the type of device you will use to authenticate your HMH credentials. Smartphones are recommended; however, a tablet or landline can also be used in this process. Click **Continue** to proceed.



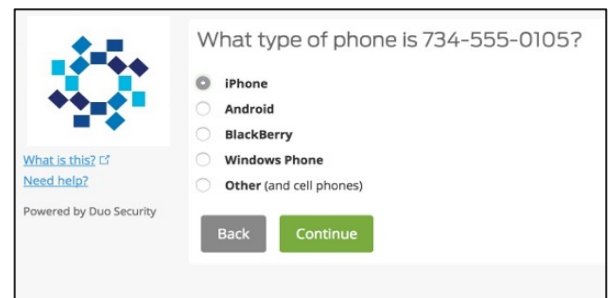
3. ENTER YOUR PHONE NUMBER

Enter the phone number you will use to authenticate your login. If you chose **Tablet** as your preferred device on the previous screen, you will not be asked for a phone number. Click **Continue** to proceed or **Back** to use a different device.



4. CHOOSE YOUR OPERATING SYSTEM

Choose your device's operating system and click **Continue** to proceed.

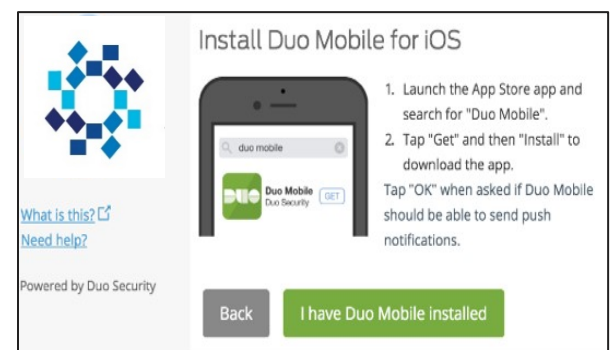


5. INSTALL DUO MOBILE

You will be prompted to install the Duo app on your smartphone.

You can still authenticate via a phone call or text message; however, installing the app will allow for a better overall experience and the use of push notifications.

After installing the app, return to this screen and select **I have Duo Mobile installed**.

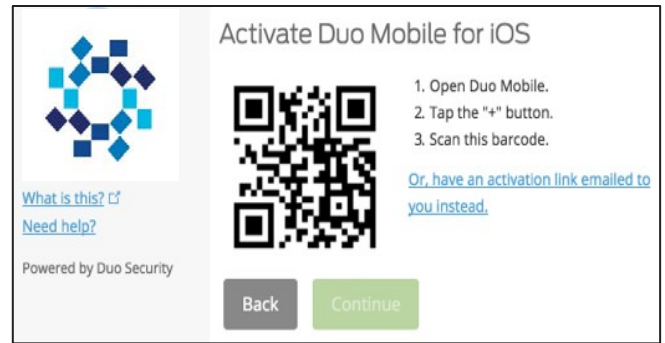


ACTIVATE DUO MOBILE

Once you have installed Duo Mobile, use either of the two options for syncing the app with your HMH account:

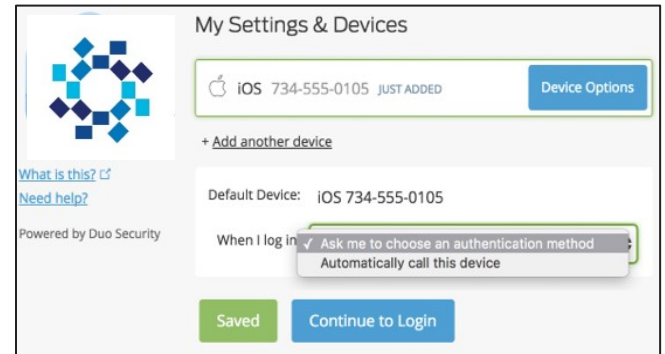
1. Scan the provided QR code, or
2. Click the provided link to have an activation link emailed to your HMH account.

Once you have activated the app, you can click **Continue**.



6. ADJUST YOUR SETTINGS AND DEVICES (OPTIONAL)

Device Options allow you to customize your phone's name and set up other devices with authentication privileges. If you are content with using this device for all or most of your authenticating, you can change the **When I log in** option to automatically call or send this device a Duo Push notification, bypassing the step of choosing an authentication method each login.

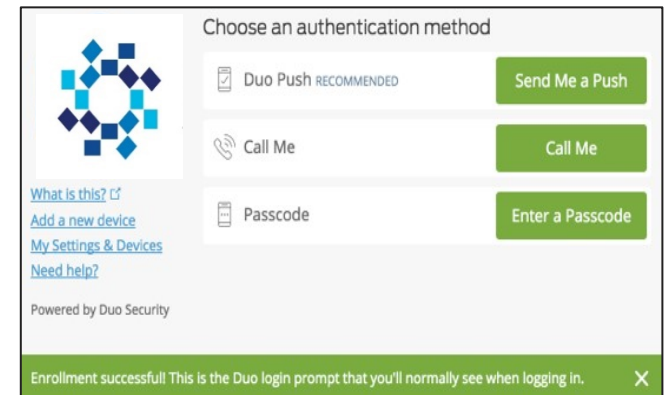


7. CHOOSE AN AUTHENTICATION METHOD AND COMPLETE ENROLLMENT

You have successfully enrolled in Duo's Two-Factor Authentication, and you can now receive and approve Duo's 2FA login verifications.

Click **Send Me a Push** to test it out; tap **Approve** on your mobile device, and you are good to go.

For support, please contact the IT help desk at x3333.

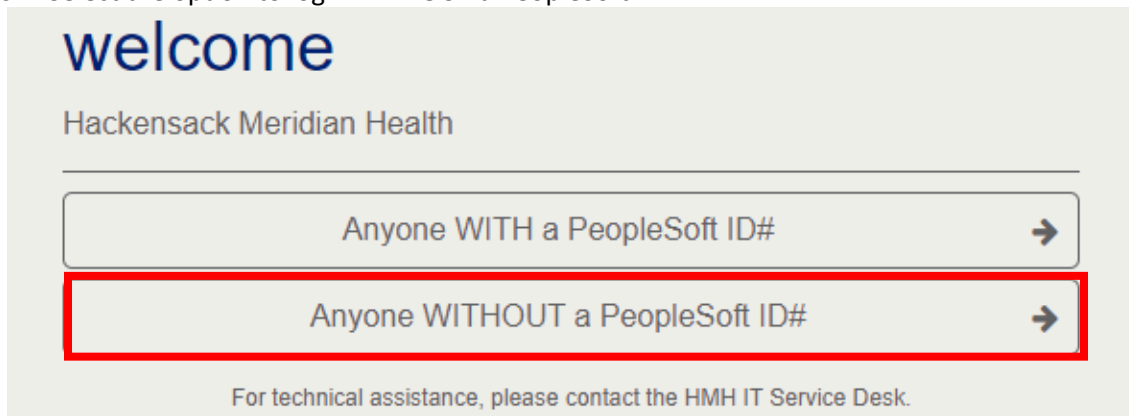


Completing the COVID-19 Daily Symptom Questionnaire

If you DO NOT have a PeopleSoft ID

Activate your account

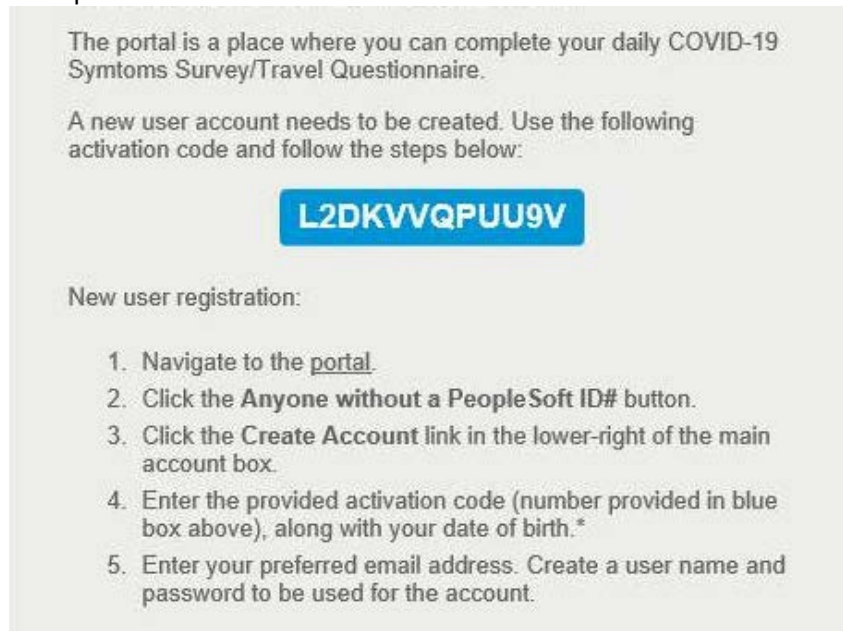
1. If you do not have a PeopleSoft ID, you must activate your account on a computer using the activation email sent to you from DoNotReply.OccHealth@HMHN.org
2. Follow this link and bookmark this page for easy daily access:
https://webchartnow.com/hmh/webchart.cgi?svar_cobrand_patid=66314
3. Select the option to login WITHOUT a PeopleSoft ID#



The screenshot shows a login selection interface. At the top, it says "welcome" in blue, followed by "Hackensack Meridian Health". Below this is a horizontal line. There are two buttons with right-pointing arrows. The top button is labeled "Anyone WITH a PeopleSoft ID#" and the bottom button is labeled "Anyone WITHOUT a PeopleSoft ID#". The bottom button is highlighted with a red rectangular border. Below the buttons, there is a link: "For technical assistance, please contact the HMH IT Service Desk."

4. Click "Create an Account" and follow the instructions in your activation email. Once the account is created, you can log in using your username and password moving forward.

Example Activation Email:



The portal is a place where you can complete your daily COVID-19 Symtoms Survey/Travel Questionnaire.

A new user account needs to be created. Use the following activation code and follow the steps below:

L2DKVVQPUU9V

New user registration:

1. Navigate to the [portal](#).
2. Click the **Anyone without a PeopleSoft ID#** button.
3. Click the **Create Account** link in the lower-right of the main account box.
4. Enter the provided activation code (number provided in blue box above), along with your date of birth.*
5. Enter your preferred email address. Create a user name and password to be used for the account.

- o Note: Activation codes are valid for 30 days. If your activation code has expired, please contact the IT Service Desk to request a new one.

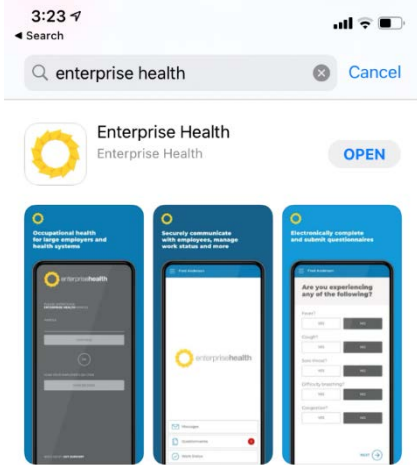
North Region: 551-993-4357
Central and South Regions: 848-237-3333
ITServiceDesk@hmhn.org

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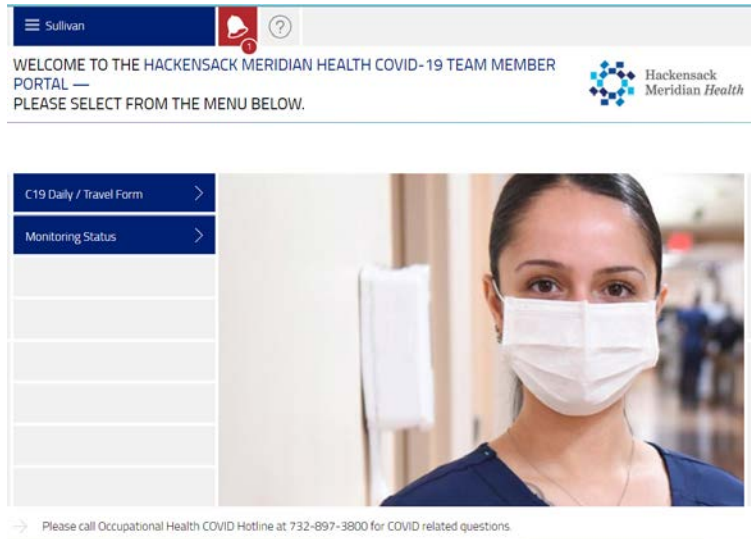
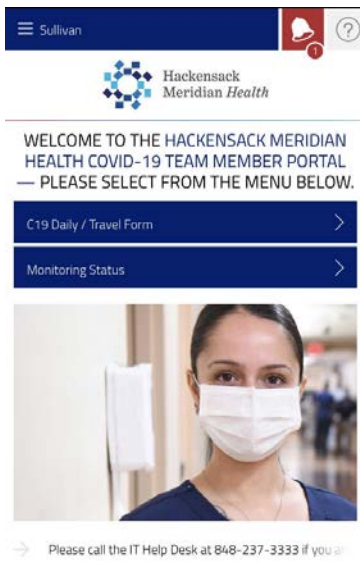


3. From a smart phone or tablet, download the Enterprise Health App. You CANNOT create a new account using the mobile app. Once you have an account, you may use your username and password to login on the app.
 - Search in App Store for "Enterprise Health" and download the app to your phone.
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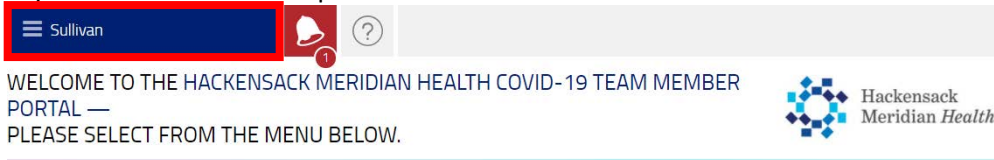
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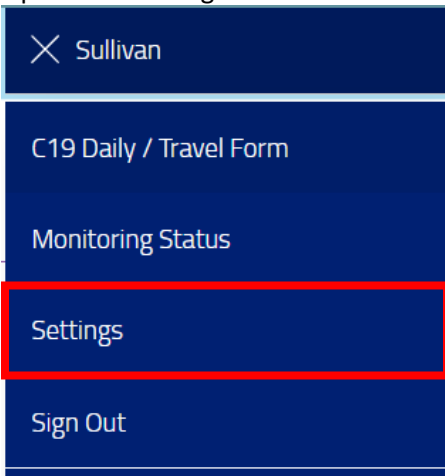


How to set your preferred language to Spanish

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2. Open the “Settings” Menu.



3. Select “Spanish” as your Preferred Language and click “Submit” to accept your changes.

