



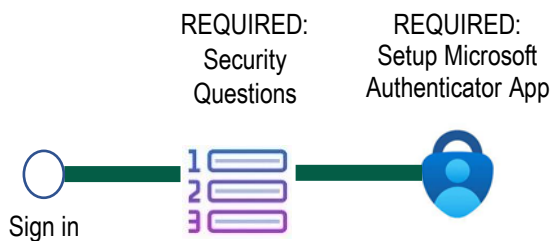
Boca Raton Regional Hospital and Bethesda Hospital Self-Service Password Reset Enrollment

Welcome to the steps to enroll in Self Service Password Reset (SSPR) designed for the Boca Raton Regional Hospital and Bethesda Hospital staff. Completing this enrollment will allow you to change your password without having to call the help desk.

NOTE: this document helps you enroll to change the password for Boca and Bethesda accounts *only*.

To change your @baptisthealth.net password, visit: [Azure MFA and SSPR Enrollment Job Aid](#)

The 5-10 minute enrollment process is completed in the following stages:



For assistance in completing this process, please contact the help desk at **833-894-2473**.

Sign in

For the best experience, follow these steps using a computer (not from a mobile app):

Instructions	Description
1. Open a browser and type: https://myssp.apps.baptisthealth.net/	

2. When prompted, enter your Boca or Bethesda <yourUsername> and <yourPassword>

<yourUsername> and <yourPassword> are the same entries used to sign into Imprivata or Cerner

ADSelfService Plus

Log In

Username

Password

- Select Domain -

Login

Forgot your password?

Account locked out?

3. Select BETHESDA or BRCH depending on the entity you are a member of.

4. Click **Login**

ADSelfService Plus

Log In

SSPRTest1

.....

BRCH

- Select Domain -

BETHESDA

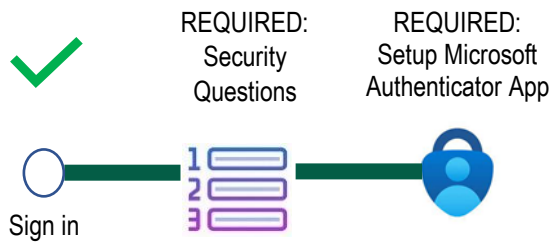
BRCH

ADSelfService Plus Authentication

Account locked out?

Setup Security Questions

In this section, you will set up the required security questions to enable Self-Service Password Reset.



5. For each of the three questions, select a unique question and enter an answer.

6. Once you have selected three security questions and added answers, click **Next**

Please enroll for the forced verification methods enabled for your account.

Security Questions

Question : -- Please Select a Question --

Answer Confirm Answer

Question : -- Please Select a Question --

Answer Confirm Answer

Question : -- Please Select a Question --

Answer Confirm Answer

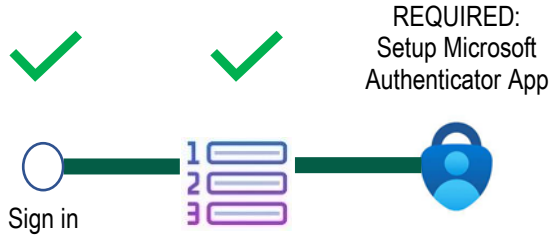
Hide Answer(s)

- The minimum length of the answer(s) should be 3 characters and maximum allowed is 255 characters

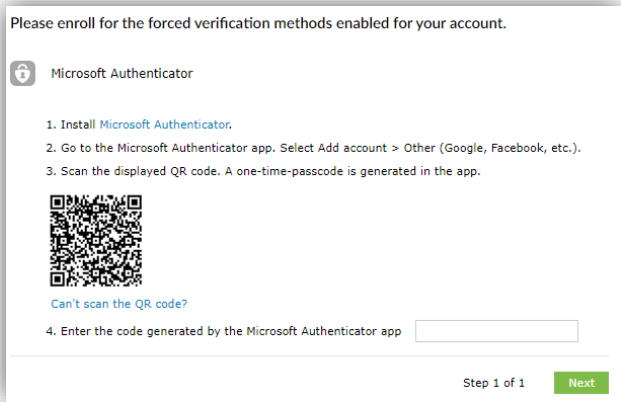

Step 2 of 2 [Next](#)

Setup Microsoft Authenticator App

In this section, you will set up the **Microsoft Authenticator App** to receive notifications to enable the Self-Service Password Reset.



NOTE: If you have the Microsoft Authenticator application already on your mobile device, skip to step 8.

Instructions	Description
<p>7. Complete step 1 on the screen:</p> <p>Visit the Apple App Store or the Google Store depending on your mobile device type.</p> <p>Search for Microsoft Authenticator.</p> <p>Download the application with this logo:</p>	 <p>The screenshot shows a mobile screen with the title 'Please enroll for the forced verification methods enabled for your account.' Below the title is the Microsoft Authenticator app icon and name. There are three numbered steps: 1. Install Microsoft Authenticator. 2. Go to the Microsoft Authenticator app. Select Add account > Other (Google, Facebook, etc.). 3. Scan the displayed QR code. A one-time-passcode is generated in the app. A QR code is displayed in the center. Below the QR code is a link 'Can't scan the QR code?'. Step 4 is 'Enter the code generated by the Microsoft Authenticator app' with an input field. At the bottom right, it says 'Step 1 of 1' and a green 'Next' button.</p> 

8. On your mobile device in the Microsoft Authenticator App, Click the + (plus) sign in upper corner

NOTE: If you have an Android device, you will see three vertical dots



9. On your mobile device in the Microsoft Authenticator App, select **Work or School Account**



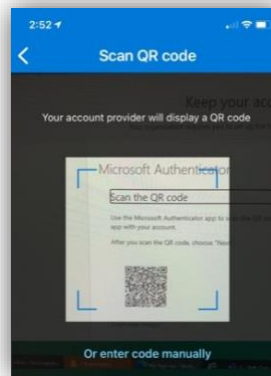
10. Click **Scan QR Code**

NOTE: Do not click Sign in

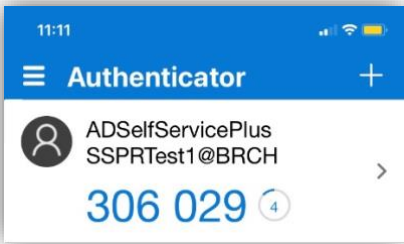


11. Using your mobile device, scan the QR code on your computer screen in the Microsoft Authenticator App.

NOTE: The QR code must be detected inside of the blue frame.

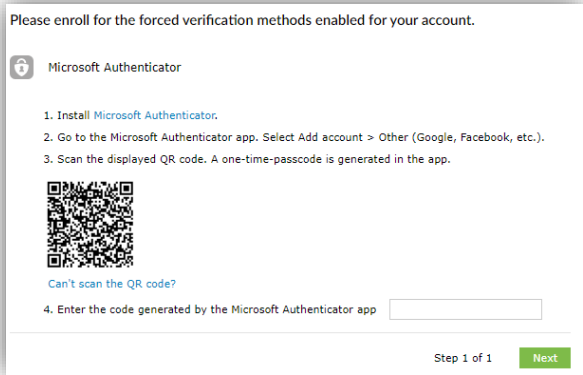


12. Confirm you see a new entry for ADSelfServicePlus in the Microsoft Authenticator App.

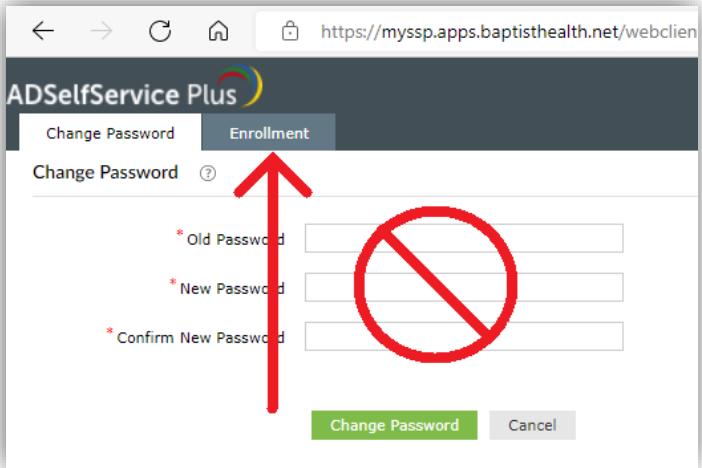


13. *On your computer, next to step 4, type in the six-digit code in the previous step and click **Next**.*

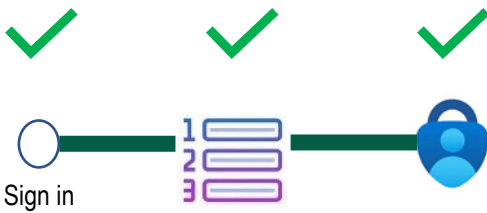
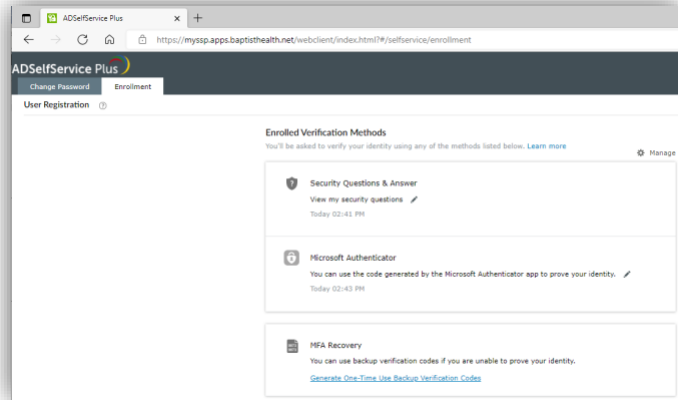
NOTE: The six-digit code changes every 30 seconds.



14. Click the **Enrollment** tab to confirm your enrollment.



15. The Enrollment tab confirms you have set up the security questions and the Microsoft Authenticator App.



You are now enrolled and can change your password without contacting the help desk!

Change Your Password

After you have enrolled in the two-authentication methods above, click [Boca and Bethesda SSPR Change Password Job Aid](#) to change your password.