MYBAYSHORE WITH SINGLE SIGN-ON AND PASSWORD MANAGEMENT

July 2015

End-User guide to using myBayshore & Single Sign-On application

myBayshore with Single Sign-On & Password Management

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MYBAYSHORE: WHAT HAS CHANGED?

myBayshore has been revamped to be more secure, more user friendly, and to offer more functionality in the form of single sign-on capabilities for the applications Bayshore presents to the end user.

You will first notice that **myBayshore** now has a login prompt. This will help secure **myBayshore** from non-Bayshore traffic. This is also a stepping stone to the registration process for the Single Sign-On and Password Management functionality.

Please use your Windows username and password to login. (first initial, last name example: **jsmith**).
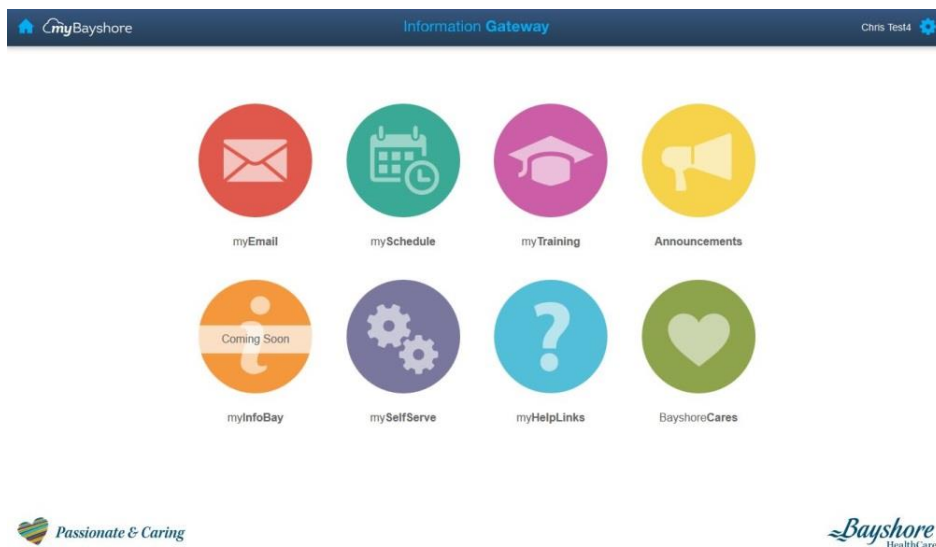

Users will notice a more airy, bubbly feeling to the web site.

Applications have been consolidated so that it is easier to select and not have to filter through a list of branches to choose what you want.

myBayshore Title Bar

Your name will appear on the top right corner when you have successfully logged in.

Clicking on the **Home** icon on the top left will bring you back to the main screen.
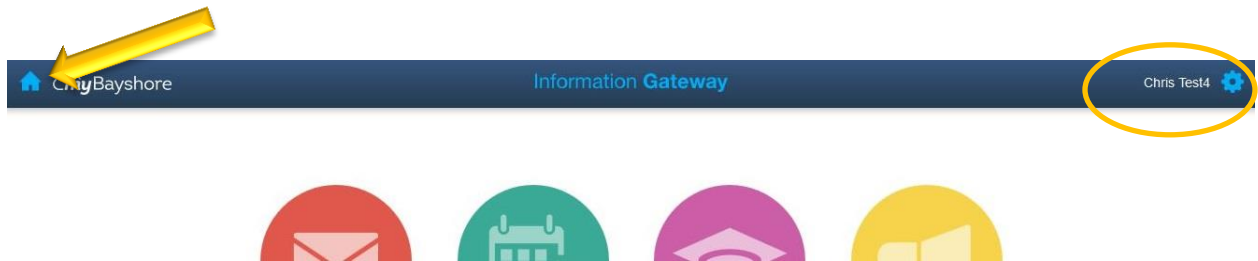
Clicking on the **Gear** icon on the top right will bring you to the Single Sign-On application portal where you can change your Windows and application passwords.

When situated outside of the home screen, clicking on the title will provide a drop down menu to selected items.

myBayshore with Single Sign-On & Password Management
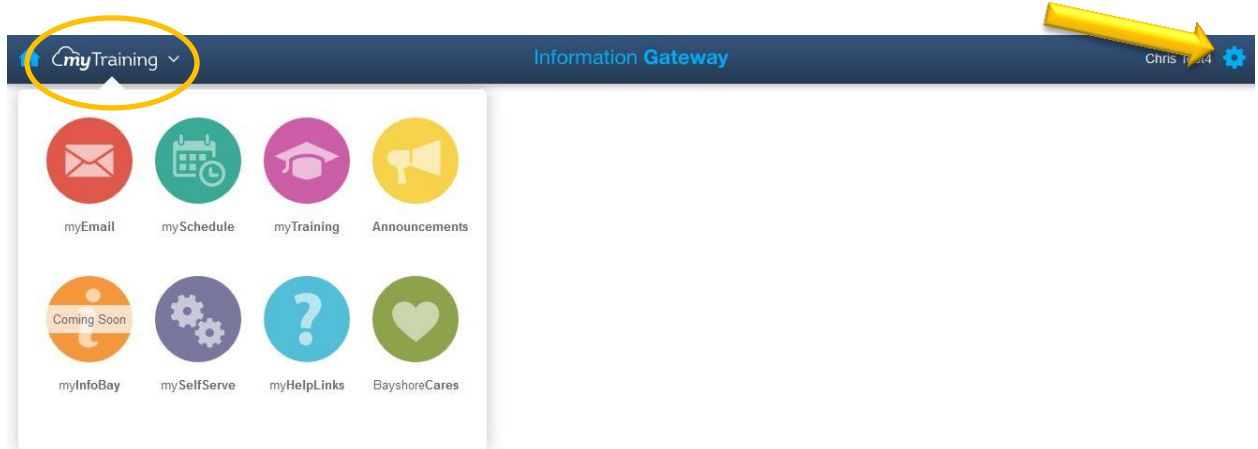
myMail (Application)
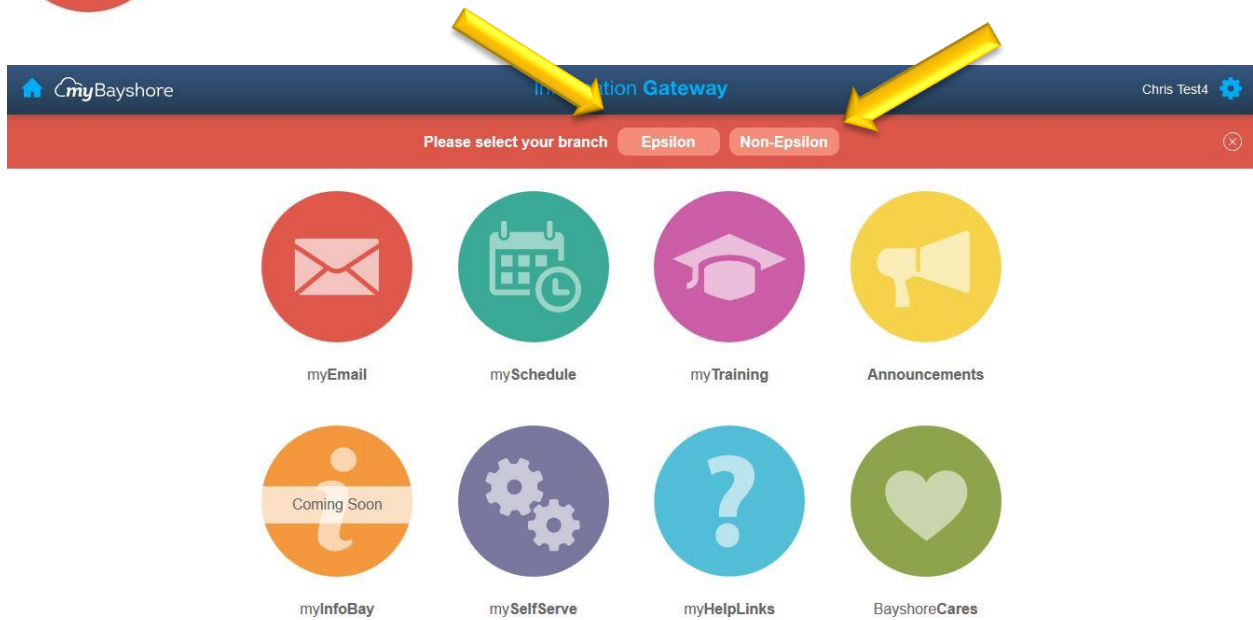
When selecting **myEmail**, you will now have a choice of selecting *Epsilon* or *Non-Epsilon*. Each choice will have its own application
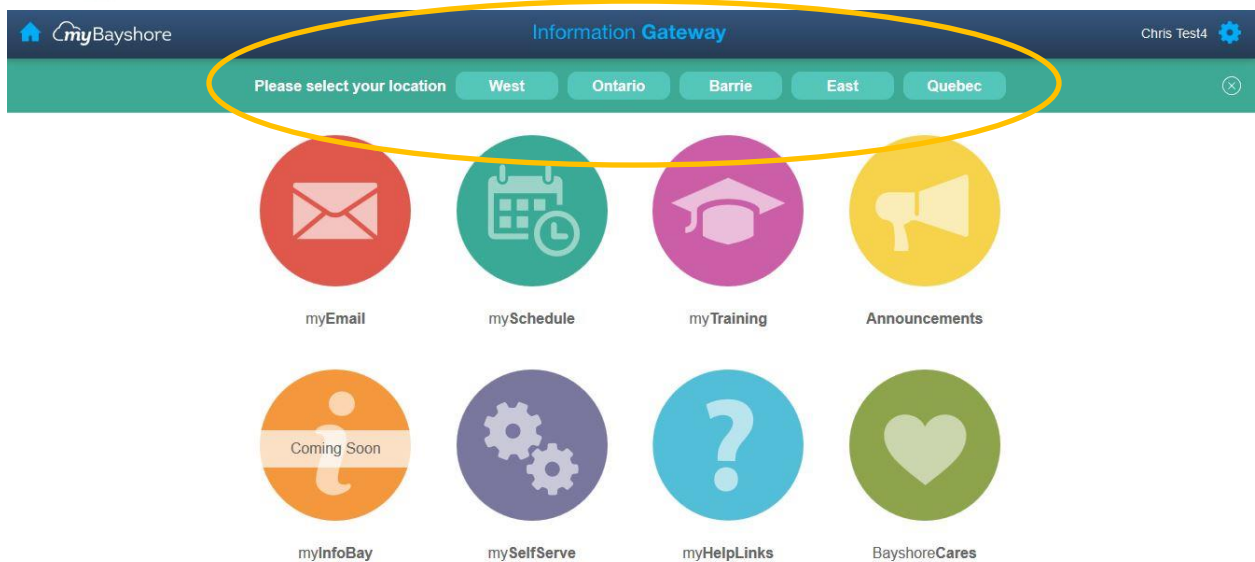
myMail - Epsilon

Epsilon users are people who work in a branch that has rolled out Procura Mobile and Blackberries and Procura Point of Care on laptops.

myMail – Non-Epsilon

Non-Epsilon users are people who work in a branch that log into **myBayshore** for their Schedule and eMail.

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mySchedule (Application)

mySchedule has been consolidated into regions for easy selection.

West – Western Regions – British Columbia to Manitoba

PLEASE NOTE THAT REGINA AND SASKATOON ARE CURRENTLY LOCATED UNDER THE ONTARIO DATABASE

Ontario

Barrie – This is currently the **LEAP FROG** database.

Quebec – French database

East – Eastern Regions – New Brunswick, Nova Scotia, Prince Edward Island

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myTraining

Contains Bayshore Specific Online Training Curriculum

Announcements

Your one stop shop for Bayshore News and Events

myInfoBay (Application)

Coming Soon

Bayshore's depository for information and documentation

myBayshore with Single Sign-On & Password Management

mySelfServe (Application)
Your portal into your HR profile and Online Pay Stub

Bayshore
HealthCare

PEOPLESOFT ENTERPRISE

User ID: cderlago

Password:

Sign In

Select a Language:

English

Français du Canada

myHelpLinks
Contains useful links and resources

Bayshore Cares (Application)

Bayshore Home Health's exciting recognition program. This program is currently available to the western branches.

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SINGLE SIGN-ON AND PASSWORD MANAGEMENT

Single Sign-On and Password Management is the new powerful feature of **myBayshore**. Registration is a one-time process and is required to use this functionality.

 To register, please click on link off of the initial login page.

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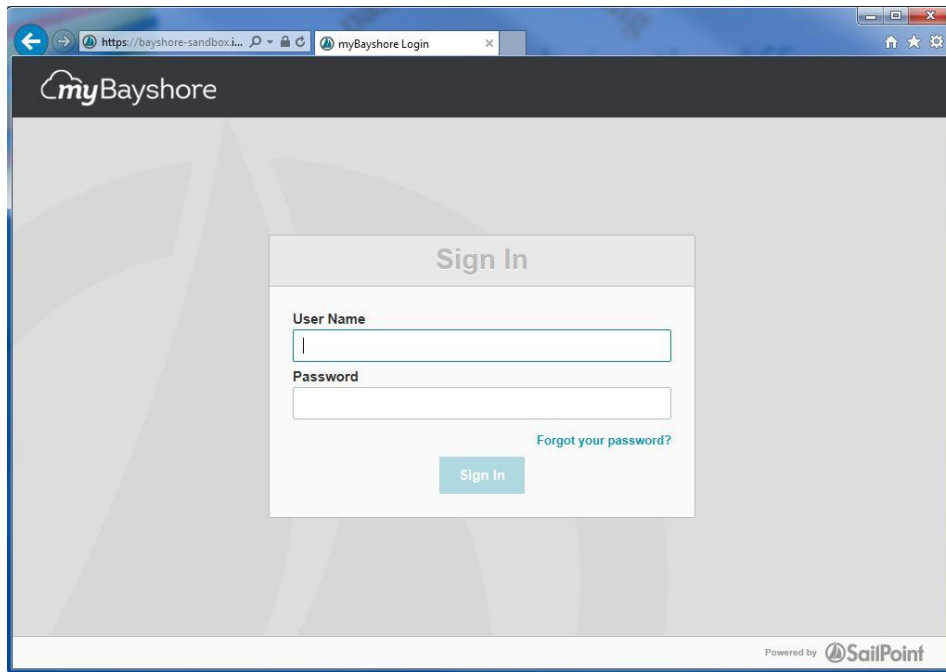## STEP 1: Single Sign-On Registration

You will be redirected to our Single Sign-On Provider for registration. Please use your Windows username and password to login. (first initial, last name   example: **jsmith**).

Once logged in, the registration process will start. You will first be prompted to answer selected security questions. This will be used to validate you when changing your password.

myBayshore with Single Sign-On & Password Management
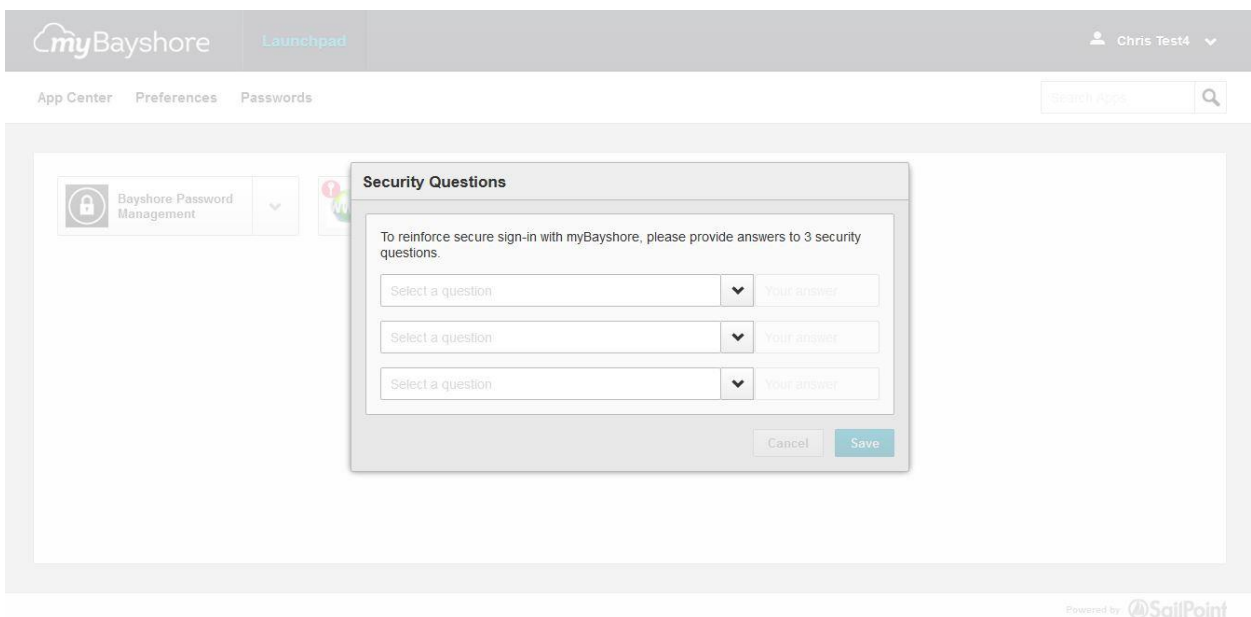
STEP 2: Single Sign-On Plugin Installation

After you save your answers, another window will prompt you to install the SailPoint browser plugin. This is required for the Single Sign-On to work with Bayshore's applications.
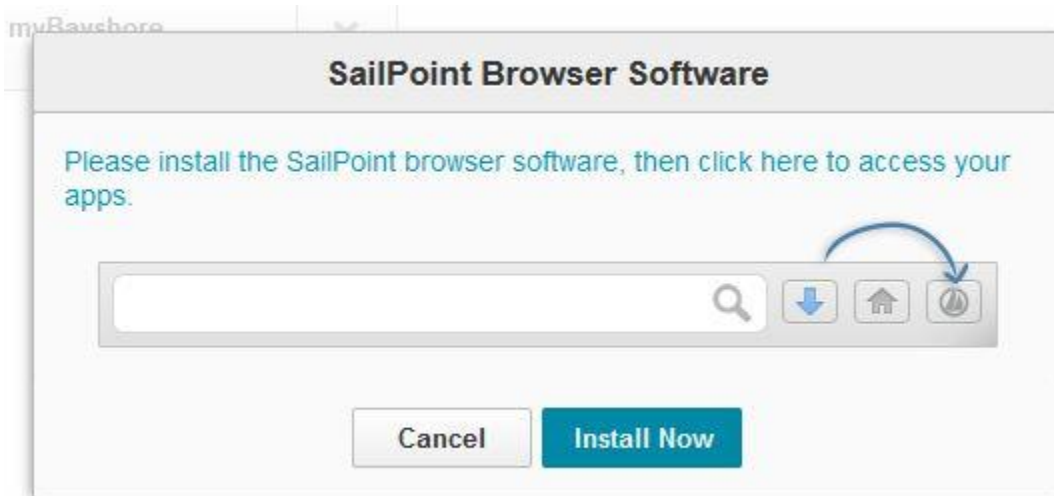

For Google Chrome and Mozilla Fire Fox browsers, the installation will be instantaneous.

Please note that Microsoft Internet Explorer will require you to close your browser before the installation can begin. Once installed please click on the Browser plugin to continue registration.

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STEP 3: Single Sign-On Application Selection

After the plugin is installed, you will be directed to the Single Sign-On configuration page. This is the final step of registration.   You must select the applications that you use and then enter your credentials for the application. You will only need to do this once as the Single Sign-On plugin will remember this information for future use.
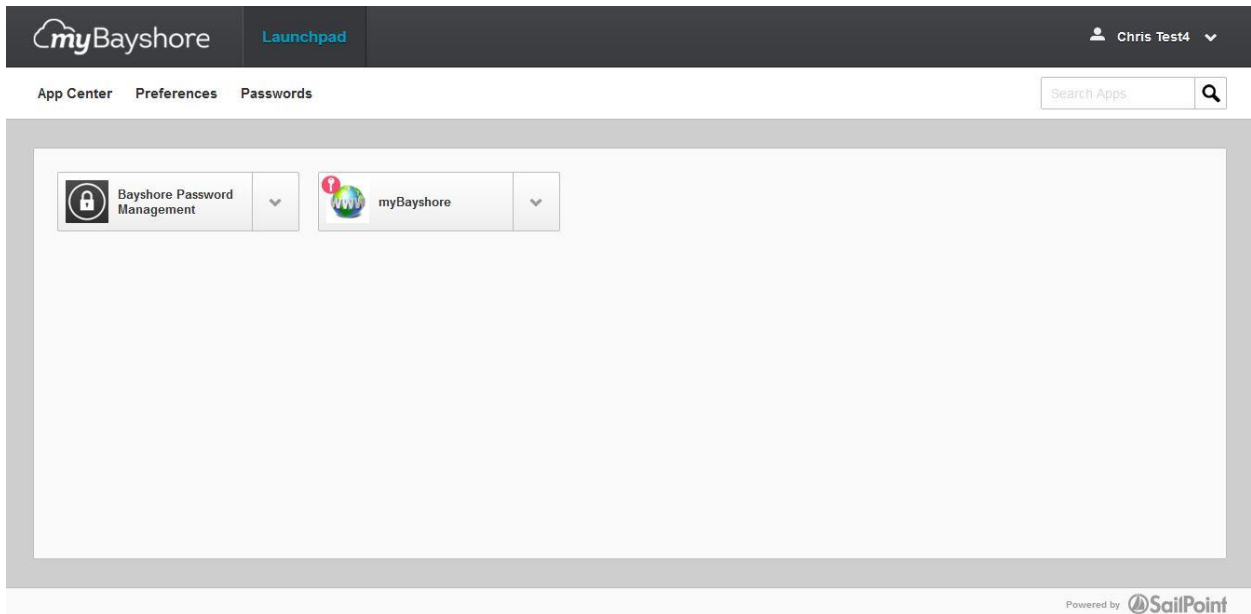

By default, **Password Management** and **myBayshore** is already enabled. You must click on the **App Center** tab to choose your **eMail**, **Scheduling**, **Self Serve** and for users out west, **Bayshore Cares** applications by clicking on the **"+"**.

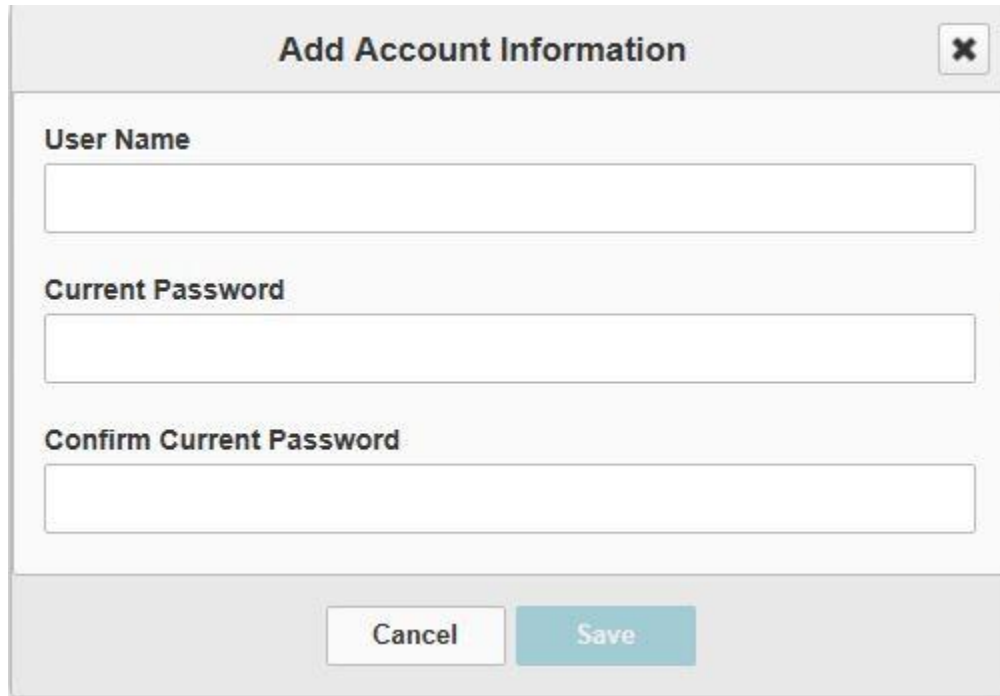myBayshore with Single Sign-On & Password Management
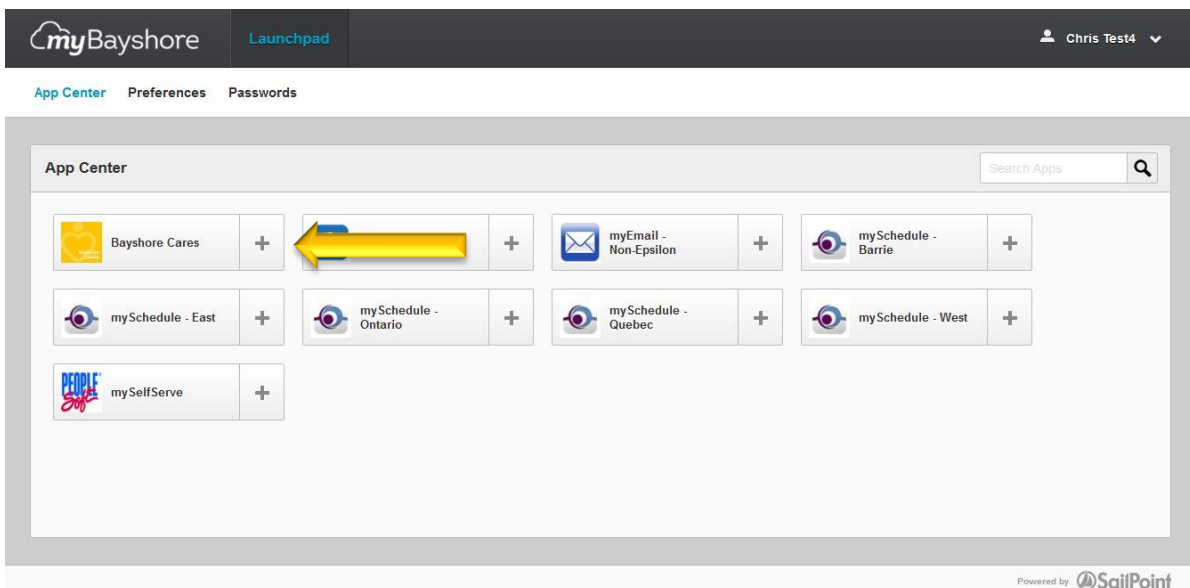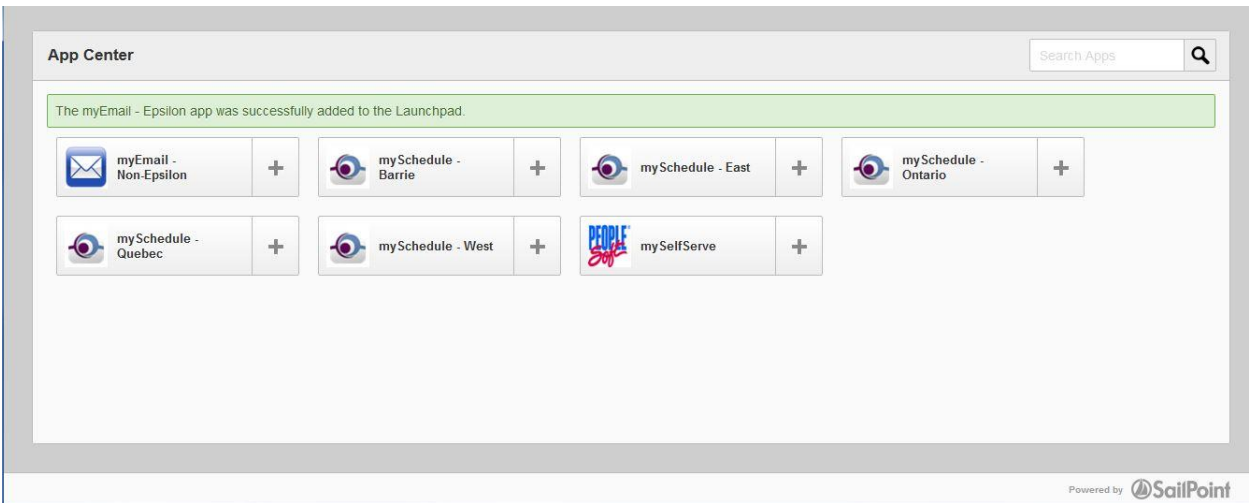
Once all of your applications have been selected, click the **LaunchPad** to go to your application area.
You will notice a lock on each application. This indicates that you must enter a username and password.

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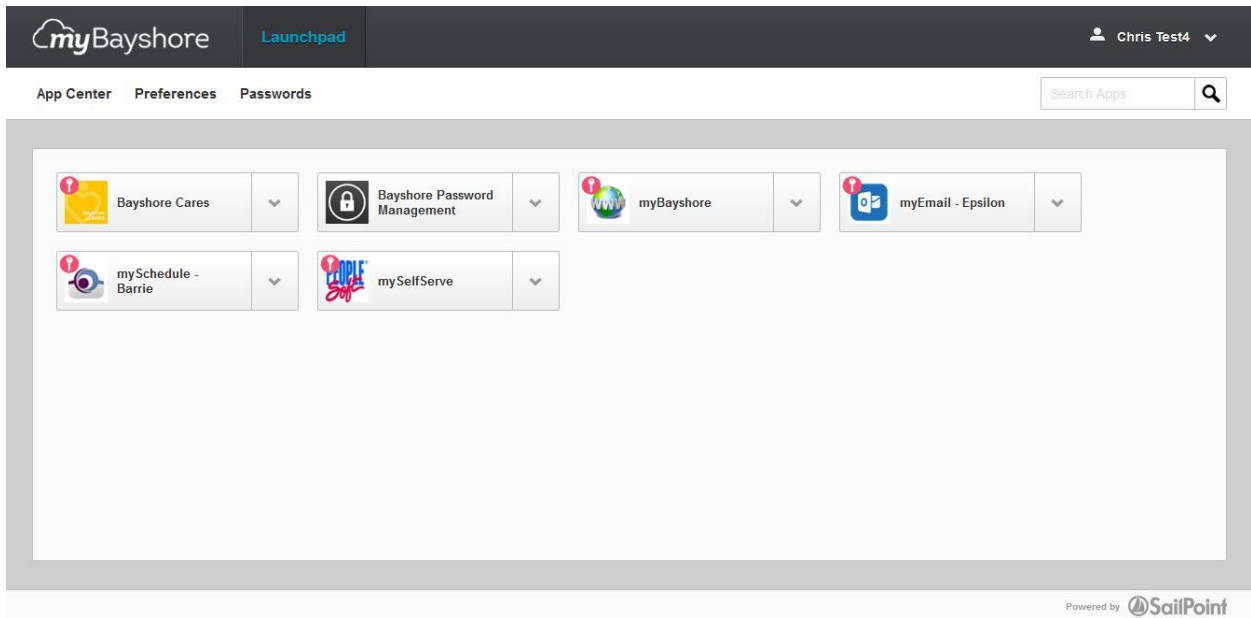
When you click on an icon, you will be prompted to enter your username and password.

myBayshore / **myEmail** / **mySelfServe** share the same Windows username and password. The username is your first initial and last name (example: jsmith). You can choose one of these to enter your credentials and it will flow to the rest of the application.

Bayshore Cares and **mySchedule** have their own unique username and password.
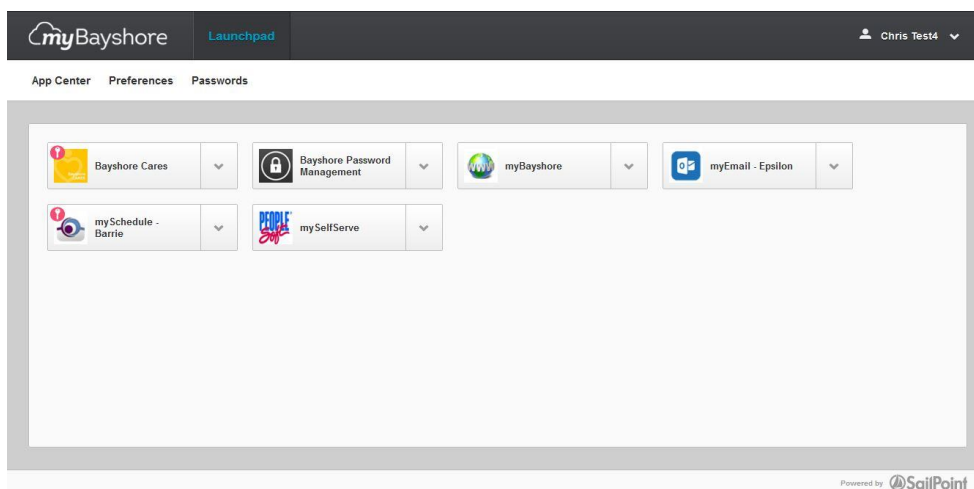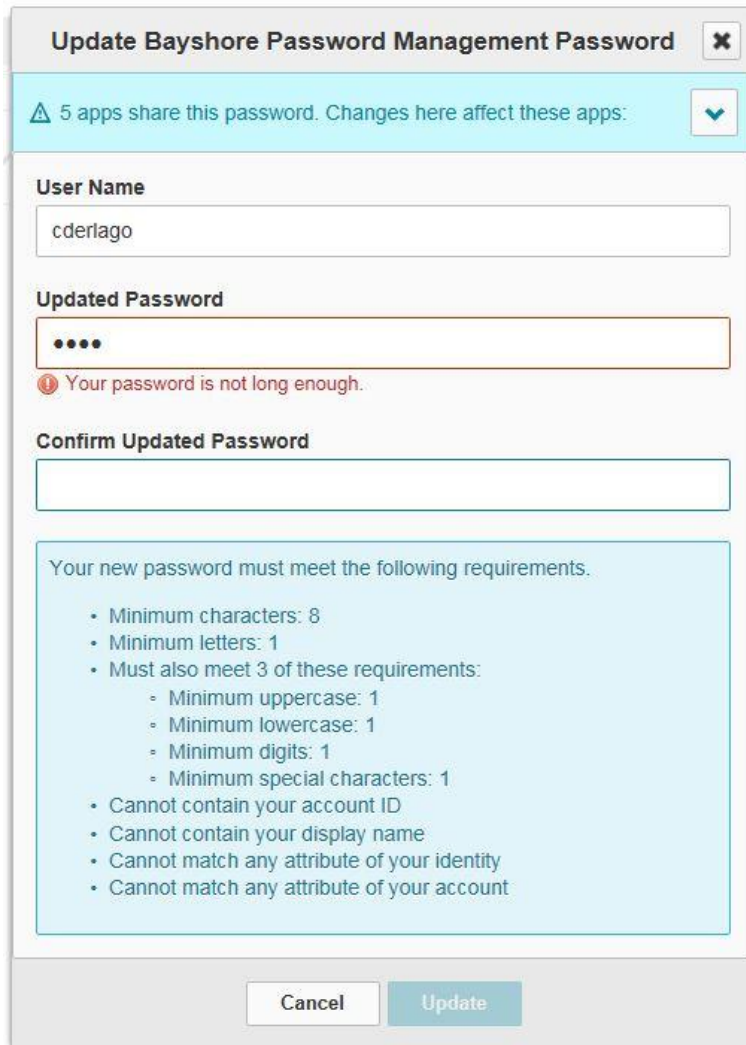
The lock icons will disappear once you have entered in your credentials.

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STEP 4: Application Password Update

If you make a mistake entering your username and password, you can redo it by clicking on the down arrow beside the application icon and select **Update Password**.

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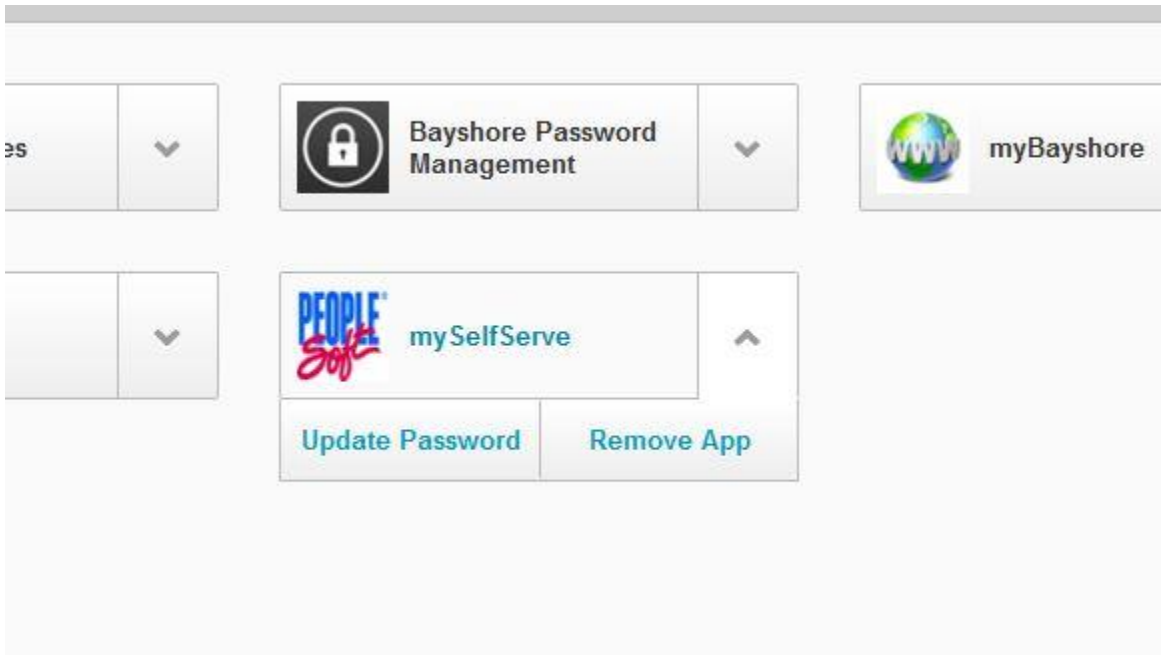
When updating your password, if your password does not meet the requirements, a notification will appear to inform you.

Update Bayshore Password Management Password ✖

⚠ 5 apps share this password. Changes here affect these apps: ⌄

User Name

cderlago

Updated Password

••••

🛇 Your password is not long enough.

Confirm Updated Password

Your new password must meet the following requirements.

- Minimum characters: 8
- Minimum letters: 1
- Must also meet 3 of these requirements:
    - Minimum uppercase: 1
    - Minimum lowercase: 1
    - Minimum digits: 1
    - Minimum special characters: 1
- Cannot contain your account ID
- Cannot contain your display name
- Cannot match any attribute of your identity
- Cannot match any attribute of your account

Cancel   Update

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STEP 5: Single Sign-On Registration Completion

You have completed your Single Sign-On registration once ALL locks have disappeared.

Please click on **myBayshore** to continue using the **myBayshore** web site.
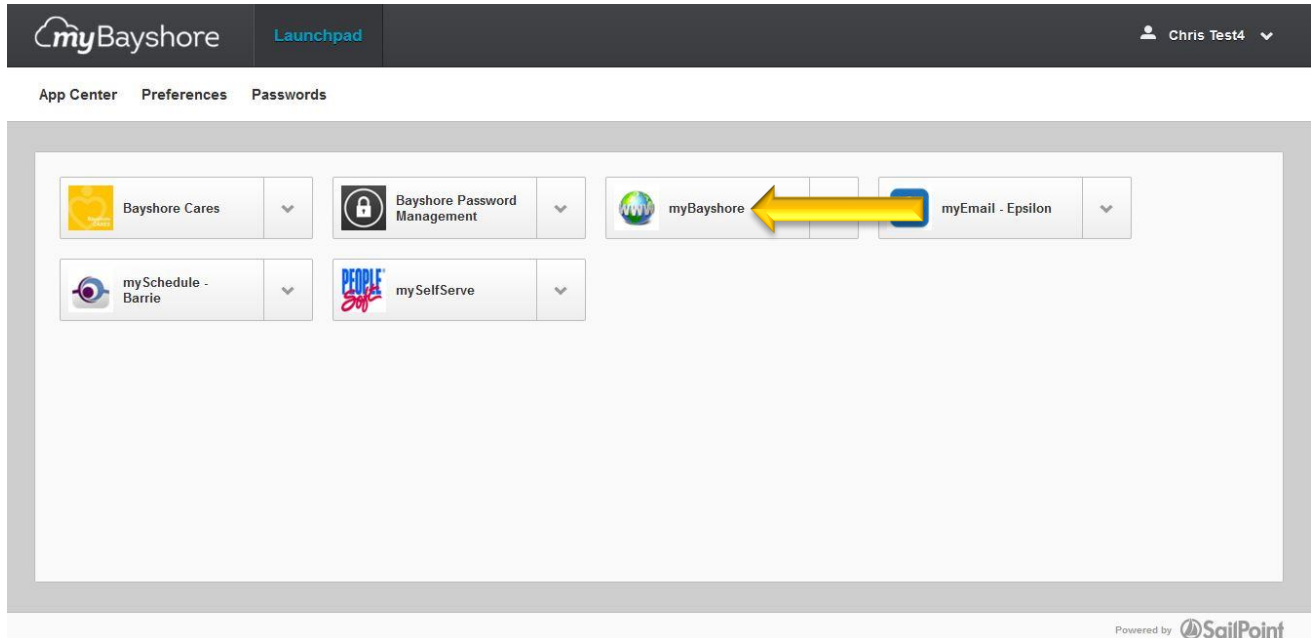
Once registration is complete, moving forward, you can access **myBayshore** by going to
http://www.mybayshore.ca

Single Sign-On will redirect you to an authentication page in which you will enter your Windows username and password. Once done it will redirect you to **myBayshore** automatically.

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