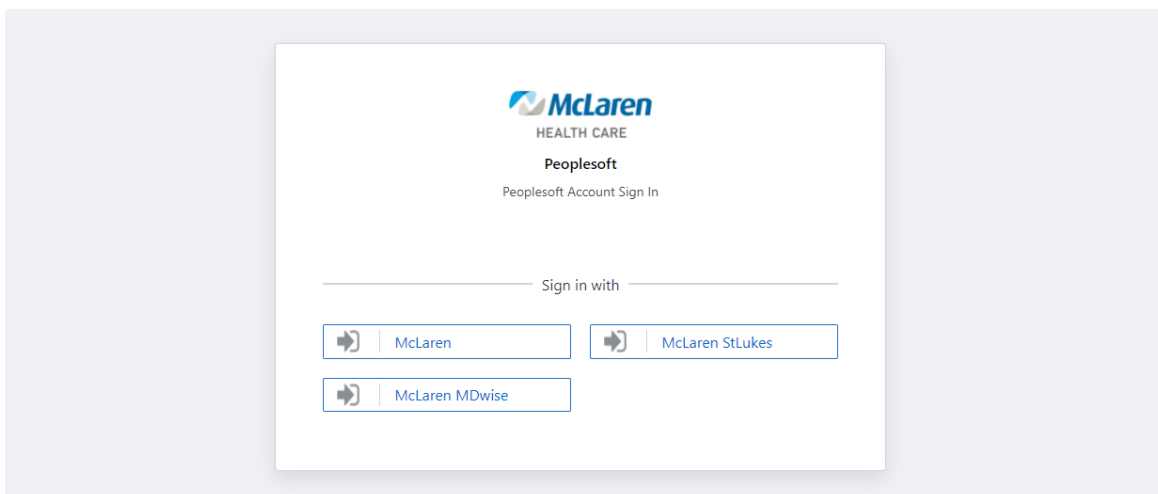


We have updated MyHR with this new version, the log in has changed. If you have the address bookmarked please delete. You will need to use the shortcut from your desktop.

| Step | Action                        |
|------|-------------------------------|
| 1.   | Click on Shortcut on Desktop. |



| Step | Action  |
|------|---|
| 2.   | Choose your Network <ul style="list-style-type: none"><li>• There are separate Networks for St. Luke’s Hospital and MDwise</li><li>• All others use McLaren</li></ul> |



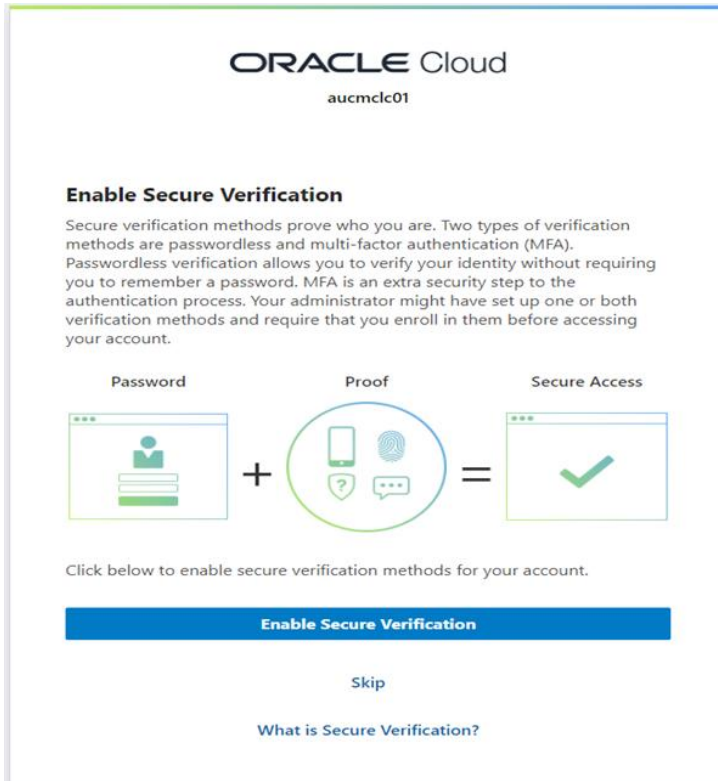
| Step | Action   |
|------|--|
| 3.   | <p>Sign into the account. You must sign into the Network you are assigned to.</p> <ul style="list-style-type: none"><li>• You can type in your email and password you use to sign into your computer or</li><li>• You can type mclaren\&lt;(your computer login username) and password for McLaren or</li><li>• You can type stlukes\&lt;(your computer login username) and password for St. Luke’s or</li><li>• You can type mdwise\&lt;(your computer login username) and password for MDwise.</li></ul> |



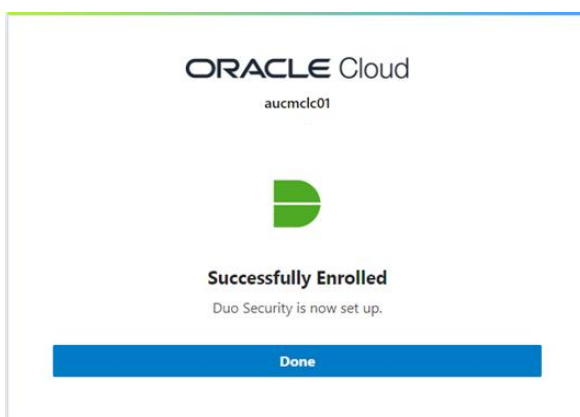
Sign in with your organizational account

Sign in

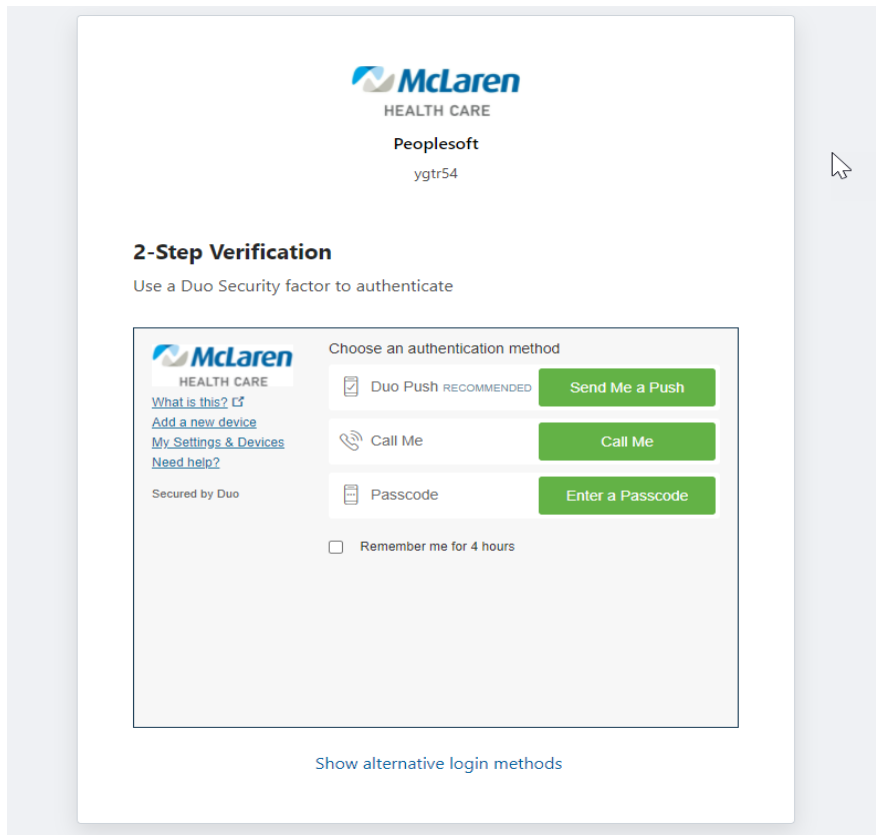
| Step | Action  |
|------|---|
| 4.   | The first time you log in you will get this screen. Click Enable Secure Verification. For subsequent logins go to step 5. |



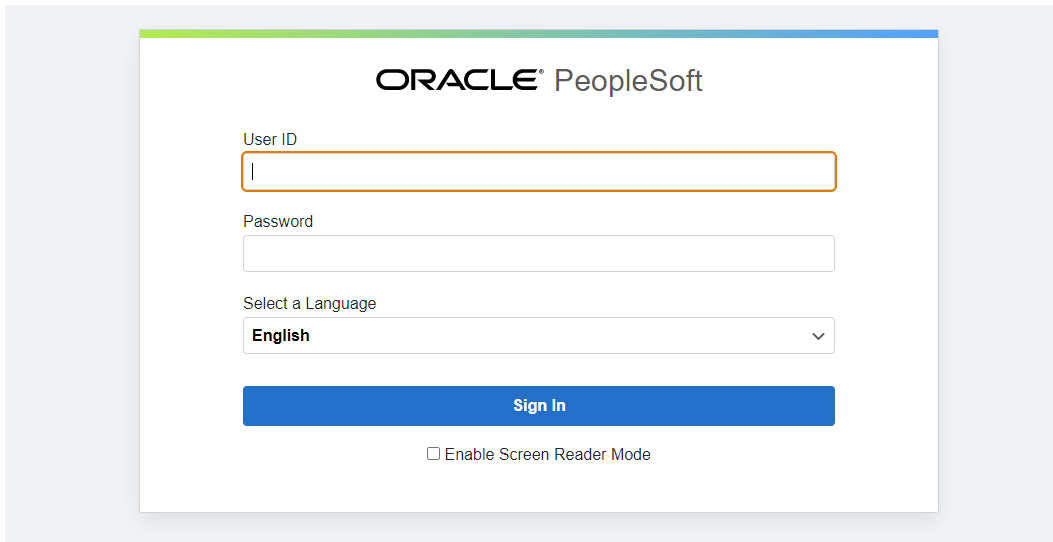
| Step | Action   |
|------|--|
| 5.   | You will get this screen (a second first time log in screen). Click Done |



| Step | Action                          |
|------|---------------------------------|
| 6.   | Confirm your identity with Duo. |



| Step | Action  |
|------|---|
| 7.   | Sign into MyHR using your current MyHR (computer log in) credentials. |



| Step | Action                 |
|------|------------------------|
| 8.   | You are now logged in. |

