![Memorial Sloan Kettering Cancer Center logo](Memorial Sloan Kettering Cancer Center™)

# MSK GME Account Claiming: Getting Started

For assistance, please contact the Help Desk 646-227-3337

I.  **Need to reset a password?**
    If you've previously set a Password with MSK, you can reset your access at the following site: https://sailpoint.mskcc.org/IAMSelfService/accountassistance/forgotPassword.xhtml (internally or externally with PingID).  If you have issues, please call the Help Desk.

II. **Setting Up your MSK Password and Enrolling in PingID (Multi-Factor Authentication)**

    New trainees and students will need to establish an MSK password and enroll in PingID before accessing MSK applications (e.g., Microsoft Outlook, Workday, etc.).

    **You must claim your MSK account within 72 hours of your enrollment date/hire date**. This must be completed remotely on your personal device (PC, Mac, or mobile). In the event you require additional assistance please contact the MSK help desk at 646-227-3337.

    Account Claiming while **off-site** WITHIN 72 hours of your hire date (all messaging goes to your personal email on record):

    1. You will receive a message from Identity and Access Management (will come from sailpoint@mskcc.org) with instructions to claim your account on your hire date.  This message will contain a link that is time sensitive (72 hours) to complete the account claiming process.
    2. For account claiming after 72 hours call the Help Desk to have the window reset for an additional 24 hours.

    Account Claiming while **on-site** at MSK WITHIN 72 hours of your hire date:

    1. Login to a MSK workstation with the following credentials:
            Username: mskpwdmgr     Password: mskpwdmgr
    2. Log into your personal email via a browser.
    3. Open the message from Identity and Access Management (sailpoint@mskcc.org) with instructions to claim your account and follow the instructions onscreen.
    4. For account claiming after 72 hours call the Help Desk to have the window reset for an additional 24 hours.

III. Using PingID After Enrolling a Mobile Phone

1. After you have enrolled in PingID, you are ready to procced with authentication from an offsite location. To access MSK applications remotely, visit this page http://mskoffice.mskcc.org/.
2. Click on one of the MSK app logos. You will be directed to the Secure Login page. Input your MSK username and password to proceed.
3. After entering your username and password from an offsite location, the page will transition to the page shown below where you can either confirm with the swipe interaction on your mobile phone.
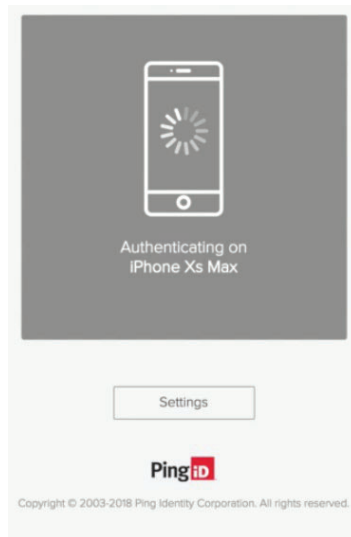


4. After completing authentication by using the swipe interaction, please wait until your desktop transitions from the transitional page to the application you intended to access.

For more information about PingID visit OneMSK: https://mskcc.sharepoint.com/sites/pub-InfoSec/SitePages/MFA.aspx

IV. Accessing MSK Clinical Applications Remotely

Remote access to clinical systems at MSK is restricted.  You will receive separate instructions from your Program Coordinator if you are authorized to request remote access via a Virtual Desktop.

# Required Regulatory Training for GME

All GME must complete their training within their <u>first</u> week at MSK. After a one-time setup with PingID, courses can be completed remotely, including from a mobile device.

## Set Up Access and Complete Courses:

**1)** The following must be completed on the first day of your rotation:

    **a)** Set up your password

    **b)** Register for PingID to complete your courses remotely

**2)** Log in to Workday:

    **a)** If at an MSK location, go to workday.mskcc.org

    **b)** For remote access, visit MSK Office (https://mskoffice.mskcc.org), select Workday, and log in using PingID.

**workday.**

**3)** Select "**My Learning**" and then "Click here to access My Learning"

My Learning

My Learning
Click here to access My Learning
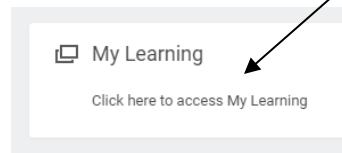
**4)** Select "**My Courses**" to access the courses assigned to you.

My Courses
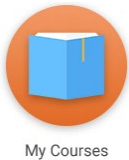
**5)** Select the **title** of the course you would like to complete.

**6)** Select "**Launch**" to begin the course.*
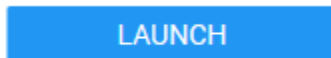
LAUNCH

    *For "**MRI Safety: Level 1**," select "**View Summary**" and then "**Launch**" for each of the activities listed. You must complete the first activity before the second can be launched.

## View Your Certification Status:

1. On the home page, select **"My Reports"** to view the status of your training certifications.

My Reports

2. Each training certification will have one of three potential statuses:
   - Assigned: The employee has not yet completed the certification
   - Acquired: The employee has completed the certification and no action is required
   - Overdue: The employee has not yet completed certification and is out of compliance

## Self-enrollment for Special Cases Only:

You may be asked to complete additional training outside of the standard requirements for your position. In these situations, follow the instructions outlined below:

1. Log in to Workday

2. Select "**My Learning**."

3. Scroll to the bottom of the home page and select the appropriate course from the table.

4. Select the "**Register**" button under the course title.

   REGISTER

5. Select either of the two "**Complete Registration**" buttons and receive a confirmation message.

   COMPLETE REGISTRATION

6. Select "**Launch**" to begin the course.*

   LAUNCH

   *For "**MRI Safety: Level 1**," select "**View Summary**" and then "**Launch**" for each of the activities listed. You must complete the first activity before the second can be launched.