

Change Long Password from SHA Device over VPN

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Acronym List

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|-----|-------------------------------|
| eHS | eHealth Saskatchewan |
| SHA | Saskatchewan Health Authority |
| VPN | Virtual Private Network |

Review History

| Reviewed by | Review Date | Reason |
|-------------|-------------|--------|
| | | |
| | | |

Version History

| Version | Implemented by | Revision Date | Approval | Reason |
|---------|---------------------|---------------|----------|-------------------------------------|
| 1.1 | KBA – Nikki Zwirsky | June 01, 2021 | | Create for fSunrise Password Change |
| | | | | |

Important Pre-Requisites

- **Must** be logged into VPN before you can change your long password.

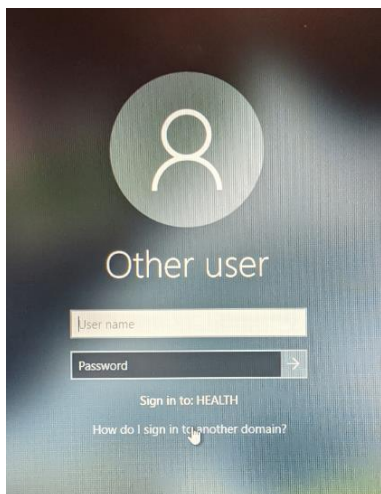
NOTE: If you do not know your long password, please contact the **eHealth Service Desk** at **1 888-316-7446** to have your password reset and use that password in this process.

- These instructions/processes assumes you have access to a SHA supplied physical computer (Laptop/workstation) that uses Windows, has Cisco AnyConnect (VPN) installed and DUO Mobile setup for your account.
- These instructions **do not apply** to people who connect to VDI or a SHA physical device on site.

Log into Network via VPN

1. Log In to Workstation

- a. Log into your SHA Device with your Sunrise username and password.



- b. Once you have entered your login credentials, press the **Enter** key or click the **right arrow** button to submit.

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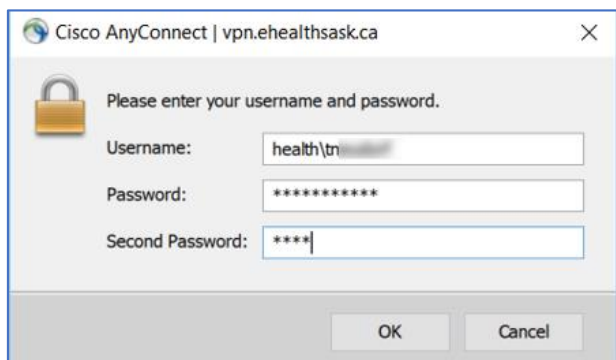
2. Log In to Cisco VPN

- a. Right click on the **Cisco AnyConnect** icon in taskbar (bottom right corner).



- b. Click on the icon to connect and enter **vpn.ehealthsask.ca** if not populated. Click **Connect**.

- c. Enter your network **Domain\Username** (*Username: sunrise\username*) and **Password**.

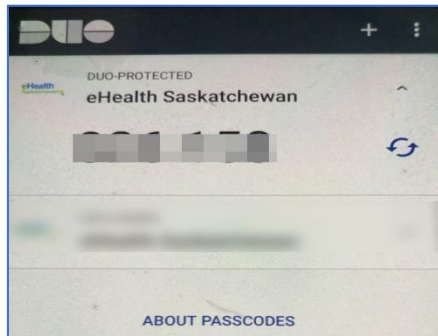


- d. In **Second Password** field you have two options:

- i. Type the keyword "push" (without quotes) and then **OK** to receive a push notification from **Duo** security to your cell phone. Cell phone will receive a notification from **Duo** press **Approve**.



- ii. Enter the six digit Duo-Protected code from the Duo Mobile app and then click '**OK**'. Enter as one number with no space (e.g. 612613 not 612 613).



- e. You should now be able to use the eHealth Saskatchewan VPN.

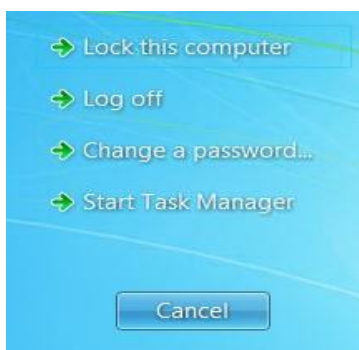
NOTE: Should you encounter any problems, please contact the **eHealth Service Desk** at **1-888-316-7446**.

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Change Long Password

1. Change Password

- a. While logged onto the workstation press **[Ctrl] + [Alt] + [Delete]** keys at same time.
- b. Choose **Change a password** from the following options:



- c. You will now see the **Change Password** screen.



- d. To change the password:
 - i. Type in the default password into the **Old Password** field.
 - ii. Type in a new password of your choice into both the **New password** and **Confirm password** fields.

NOTE: Password needs to be 8 characters with at least 1 upper case, 1 lowercase and 1 number (or special character).

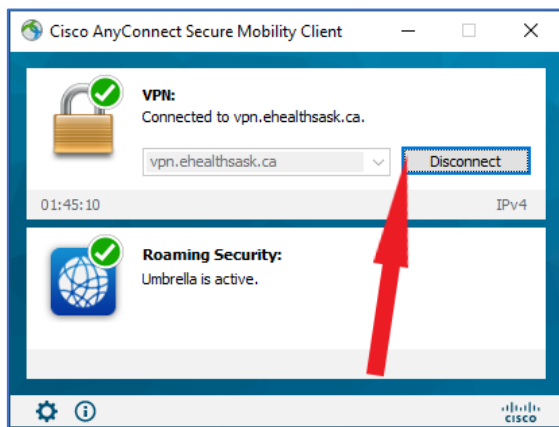
- iii. Press the **Enter** key or click the **right arrow** button to submit password changes.
- iv. You should receive a password change confirmation.

2. Verify Long Password Change via Locking Workstation

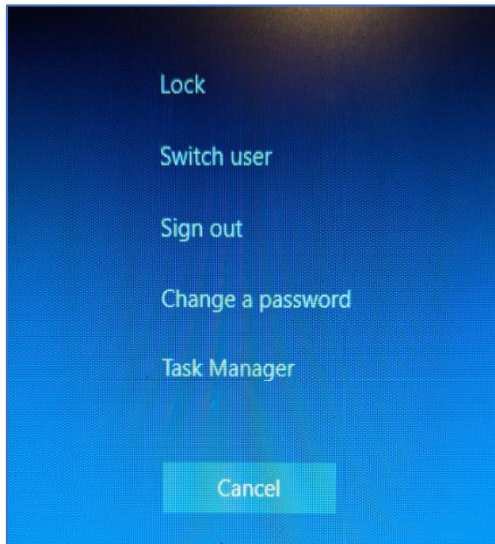
- a. While logged onto the workstation and VPN , lock your workstation by following either of these options:
 - i. Click the **Window** key + **L** key at the same time.
 - ii. Click **[Ctrl] + [Alt] + [Delete]** at the same time and then choose **Lock**.
- b. Log into workstation with **username** and new **password**.

3. Verify Long Password Change after Disconnecting From VPN

- a. While logged onto the workstation and VPN, save and close out any applications.
- b. Click the **Cisco AnyConnect Secure Mobility Client** icon from the Taskbar or from System Tray and click **Disconnect**.



- c. Click **[Ctrl] + [Alt] + [Delete]** and choose **Sign out** from the options below:



- d. Log into workstation with **username** and new **password**.
- e. Log into VPN with your network **Domain\Username** (*Username:sunrise\username*) and new **Password**.

NOTE: Should you encounter any problems, please contact the **eHealth Service Desk** at **1-888-316-7446**.

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