

Logging in to MedSIS 3C for first time

(with an email that does not end in @ucalgary.ca)

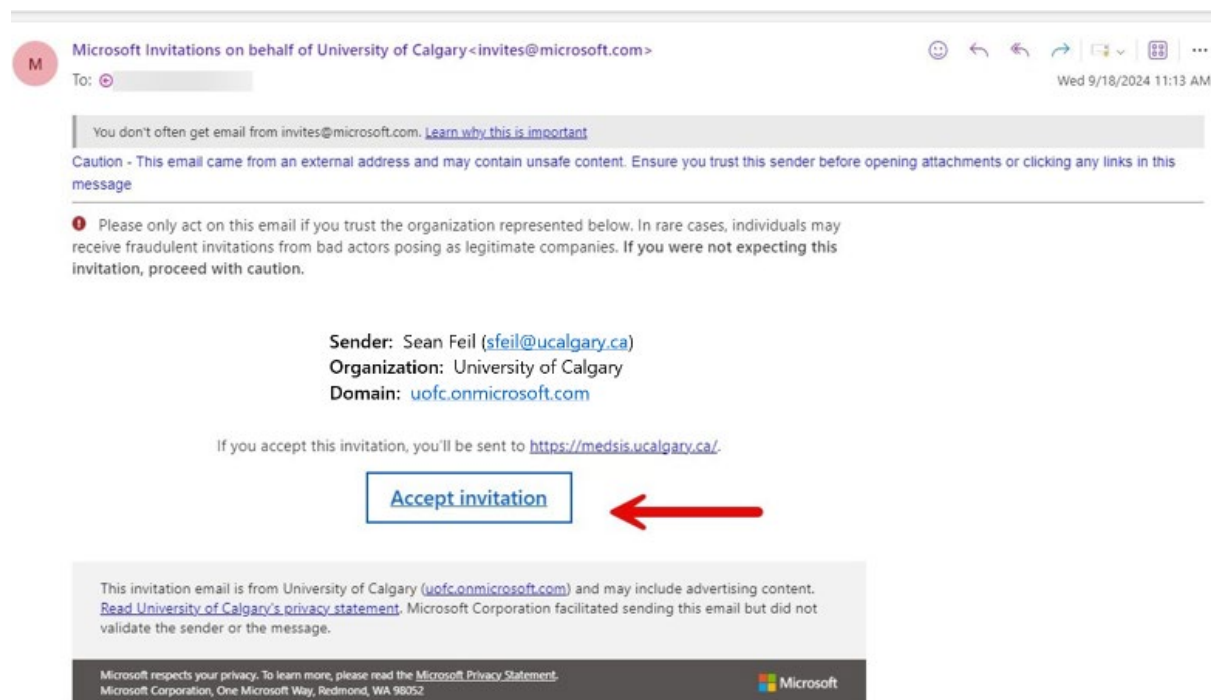
If you are accessing MedSIS 3C for the first time, and your email ends in **something other than @ucalgary.ca**, you will be required to **accept permission from Microsoft**. Accepting this invitation will allow you to access MedSIS using your AHS (including affiliates) email address. If you do not accept this invitation, you will not be able to access MedSIS.

Below you will find several screen shots, highlighting the “pop-up windows” you will encounter as you log-in.

You must complete this process to accept permission from Microsoft. Once you have granted permission to Microsoft, future logins will be much easier. You will not be required to complete these steps each time.

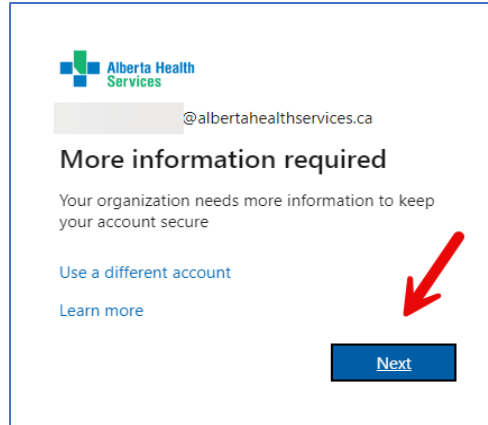
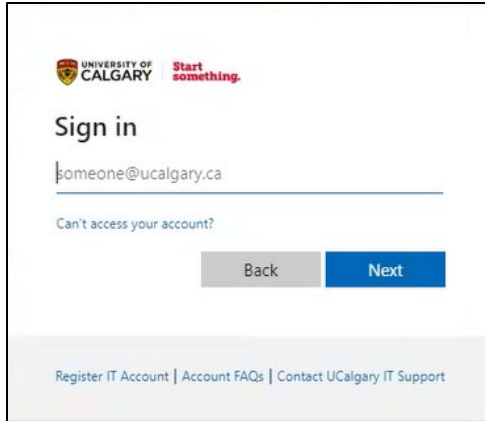
- 1) You will receive an email from “**Microsoft Invitations on behalf of University of Calgary**”. The email may have been sent to your junk mail folder.

You must click “**Accept Invitation**”.

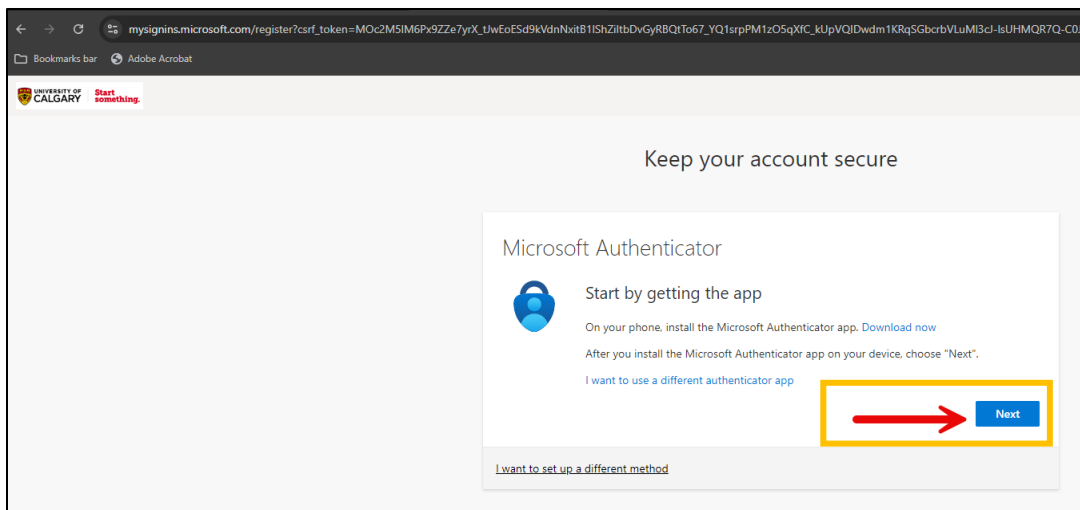


A screen may pop up, saying “**Sign in**”. Use your long-form AHS (or affiliated email address) for example yourname@albertahealthservices.ca NOT ahs.ca Click “**Next**”.

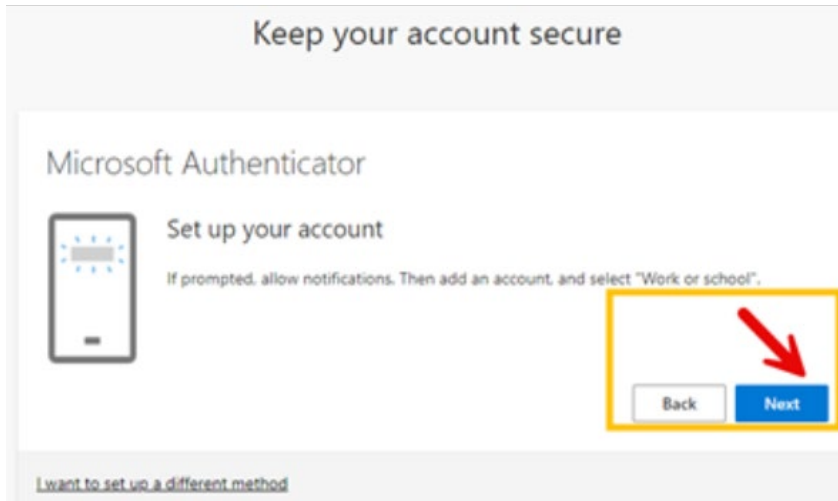
You will see another screen that says, “**More information is required**”. Click “**Next**”. The screen may have an AHS (or affiliated) logo, or it may have a U of C logo, depending on the device you are using.



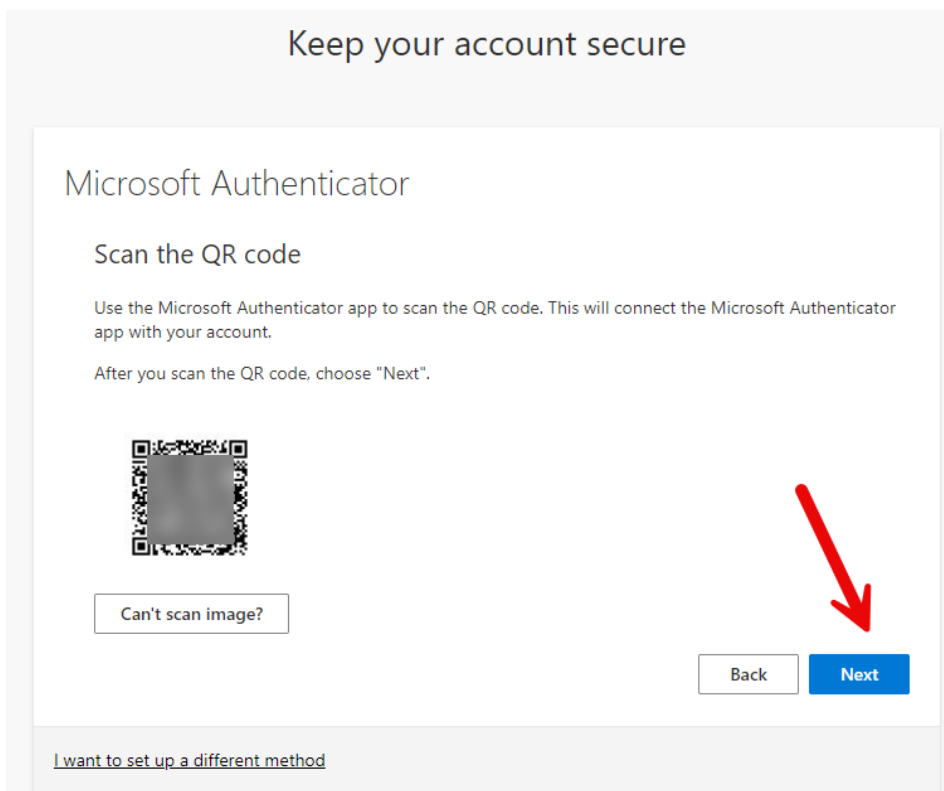
- 2) **If you do not already have the Microsoft Authenticator app** installed, Install the free Microsoft Authenticator app on your portable device by downloading it from the App Store or Google Play. After you install the Microsoft Authenticator app, return to your computer and choose Next. **If you already have the Microsoft Authenticator app installed**, you can proceed directly with the following steps.



- 3) Open the Microsoft Authenticator app on your mobile device. Click on "+" to add an account, select "Work or School account", if prompted, allow notifications and follow the steps through to completion.

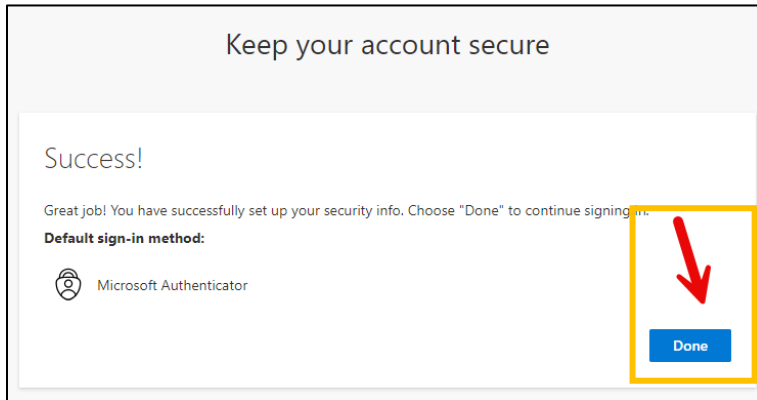


- 4) Open the app on your portable device and scan the QR code that is provided on your web browser screen. Return to your computer and select Next.



- 5) Microsoft Authenticator will send a notification as a test to your Microsoft Authenticator app on your mobile device. Enter the test code provided, you will know you have finished adding your new account when you see "Success!" in your web browser.

Click “Done” and you should be re-directed to the MedSIS 3C home page.



6) You will be re-directed to the MedSIS 3C home page. **If you are logging in before October 2, you will see an Error message.** MedSIS will be available for use on October 2 at 8am MST.

