



# Your New Launchpad to Applications

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## Better is Coming!

The VCU Health System has selected a new application referred to as Launchpad, which provides identity and access management solutions. Launchpad was built to allow you access to all your applications from a single portal, you only have to log in once. This application is easy to use, whether you are on the health system campus or working remotely. All while providing enhanced security measures to keep our sensitive information safe.

## Introduction to Single Sign On:




One challenge in our current environment is that while you have the same username and password for most systems; you enter that password for every system you log into an application. Launchpad brings us Single Sign On (SSO). SSO, is exactly what it sounds like: you sign in once, and you have access to your applications, without being prompted to sign into each one. Launchpad's SSO platform allows users to enter one username and password to access multiple applications. The Launchpad dashboard is tailored for each of your devices, providing a seamless experience across PCs, laptops, tablets, and smartphones. Until we transition all applications to the Launchpad you will need to log separately into every system that has not yet transitioned.

## What to Expect:

There will be several actions that you will have to take. This guide will help you acquainted with navigating the Launchpad dashboard and will outline any immediate actions that need to be taken.



1. You should have received an e-mail from [Accounts Management <noreply\\_accountsmanagement@vcuhealth.org>](mailto:noreply_accountsmanagement@vcuhealth.org) inviting you to claim your new account. The message contains a personalized link for you to follow that will take you to the Launchpad site. You can see an example of the e-mail below.

 Reply  Reply All  Forward

Fri 5/7/2021 2:07 PM



Accounts Management <noreply\_accountsmanagement@vcuhealth.org>

Welcome to Launchpad, Your Gateway to Workday and More!

To David [redacted]



Hello Nathan,

Welcome to Launchpad. VCU Health has implemented a product to help you manage access to your applications. As we continue to move through our Better is Coming transition, you will be able to access all the applications you normally use, through a single, secure portal. This same portal will be available to you both on the medical campus and at your home.

We have created a Launchpad account for you. You will need to click the link below to activate your account, set your password reset questions, and setup a two factor token to secure your login.

[Activate Launchpad Account](#)

This link expires in 30 days.

Your username is [Nathan \[redacted\]@vcuhealth.org](mailto:Nathan [redacted]@vcuhealth.org)

Your organization's sign-in page is <https://launchpad.vcuhealth.org>


If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: <https://launchpad.vcuhealth.org/help/login>

This is an automatically generated message from VCU Health Information Security.




- When you reach the Launchpad site, you will see the screen below. You will enter your existing password to validate your identity, and then set a password reset question. Setting a challenge question will allow you to recover your account should you lose access to your password. Click “Create My Account” at the bottom of the screen.

Welcome to VCU Health, Nathan!  
Create your VCU Health account

 Username  
Na [redacted] @vcuhealth.org


Windows password

 Choose a forgot password question













Answer



3. Next, you will be asked to select a security image. This image will help provide additional assurance that when you are logging into Launchpad that you are at the correct site. Once you have selected an image, click “Create My Account”.

 Click a picture to choose a security image

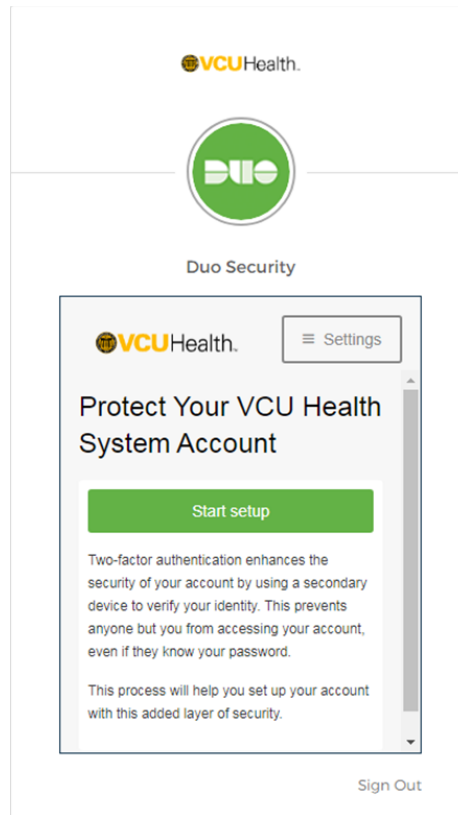
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account

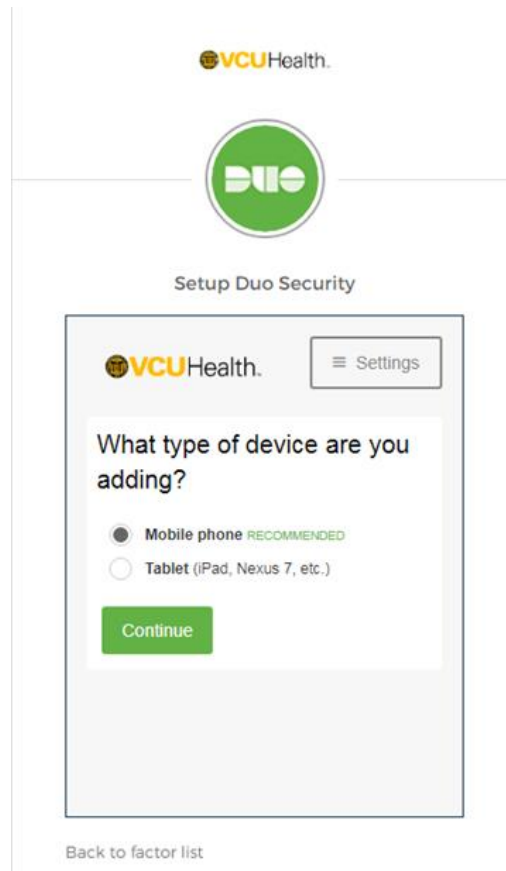


4. **Setting up Duo authentication:** Duo is a two-factor authentication system that you install on your smart phone. When you log into resources off campus, Duo will send a message to your smart phone to ensure that it is you attempting access. If you already have a Duo token, you can jump to Step 13.






5. For the type of device, we recommend you select “Mobile Phone”. Remember that you will need access to your two-factor token for any off-campus access to VCU Health Systems. -Click continue.



VCUHealth.



Setup Duo Security

VCUHealth. Settings

What type of device are you adding?

Mobile phone **RECOMMENDED**

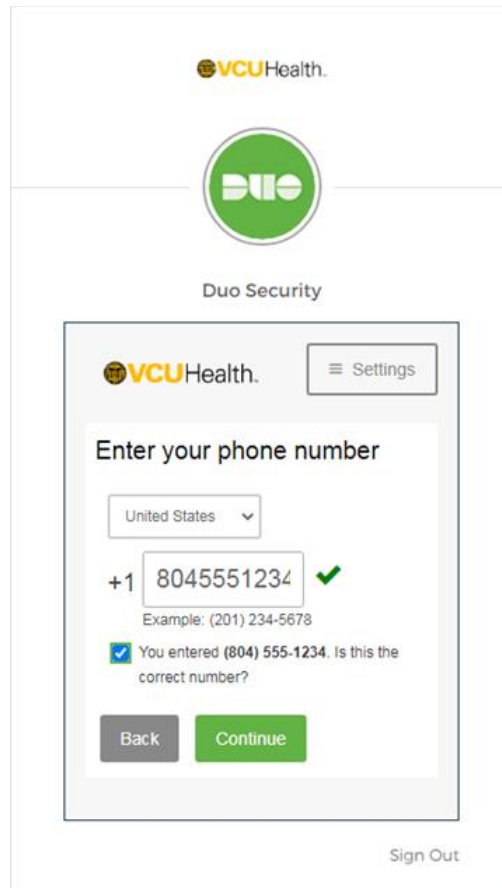
Tablet (iPad, Nexus 7, etc.)

[Continue](#)

[Back to factor list](#)



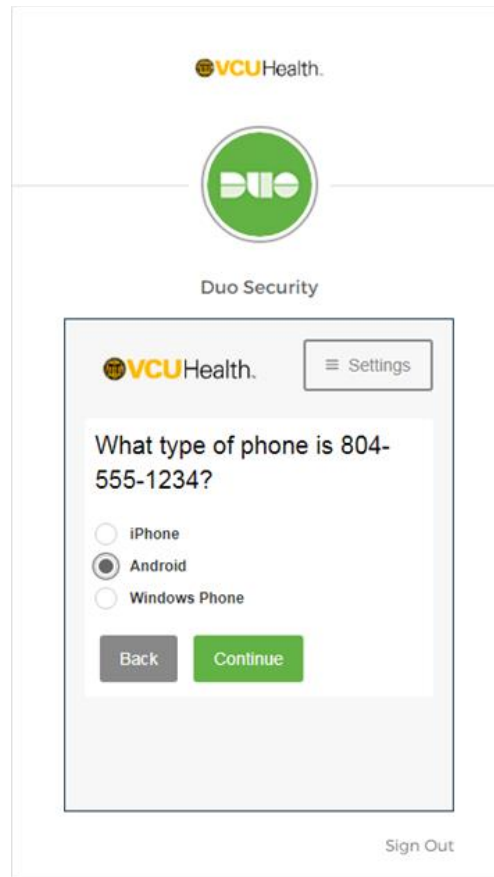
- Next, enter your mobile phone number. Check the box confirming your phone number and then click Continue.



The screenshot shows a Duo Security interface for VCU Health. At the top, there is the VCU Health logo and a green circular icon with the letters 'DUO'. Below this is the text 'Duo Security'. The main content area is a white box with a grey border containing the VCU Health logo, a 'Settings' button, and the heading 'Enter your phone number'. A dropdown menu shows 'United States'. Below that, a text input field contains '+1 8045551234' with a green checkmark to its right. Underneath the input field is the text 'Example: (201) 234-5678'. A checkbox is checked, and the text reads 'You entered (804) 555-1234. Is this the correct number?'. At the bottom of the box are two buttons: 'Back' and 'Continue'. Below the box, the text 'Sign Out' is visible.



7. Select the type of phone you have, then click Continue..

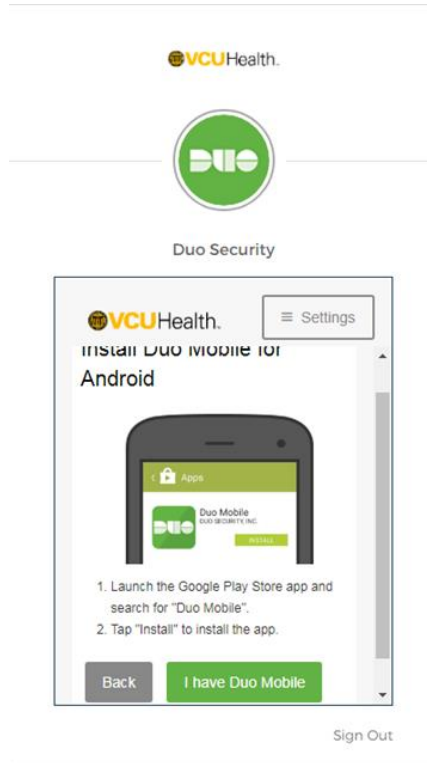


The screenshot shows the Duo Security mobile application interface. At the top, the VCU Health logo is displayed. Below it is a green circular icon with the Duo logo. The text "Duo Security" is centered below the icon. A modal window is open, containing the VCU Health logo and a "Settings" button. The main question in the modal is "What type of phone is 804-555-1234?". There are three radio button options: "iPhone", "Android" (which is selected), and "Windows Phone". At the bottom of the modal are two buttons: "Back" and "Continue". A "Sign Out" link is visible at the bottom right of the screen.



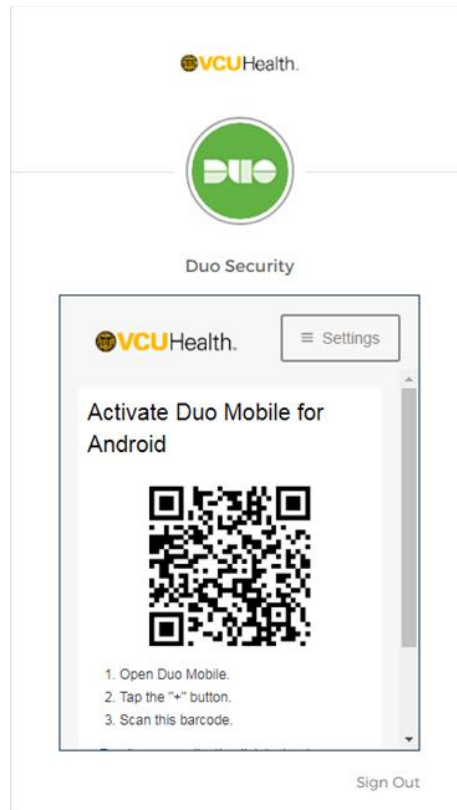


- Next, you will need to go to the application store for your specific device (App Store, Google Play, Microsoft Store) and download the application Duo. Once you have installed the Duo application from your specific store, then click "I have Duo Mobile".



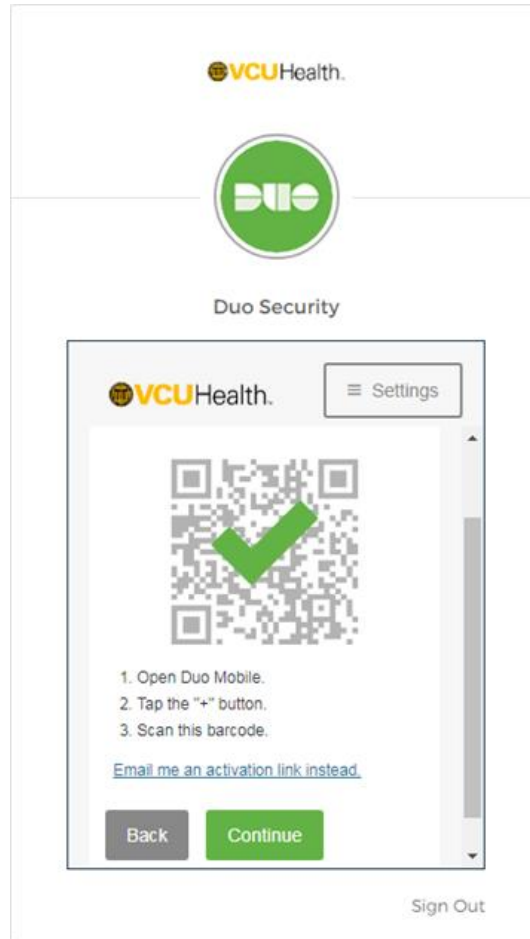


9. With the app open, tap the “+” button, point your camera at the screen and scan the barcode.



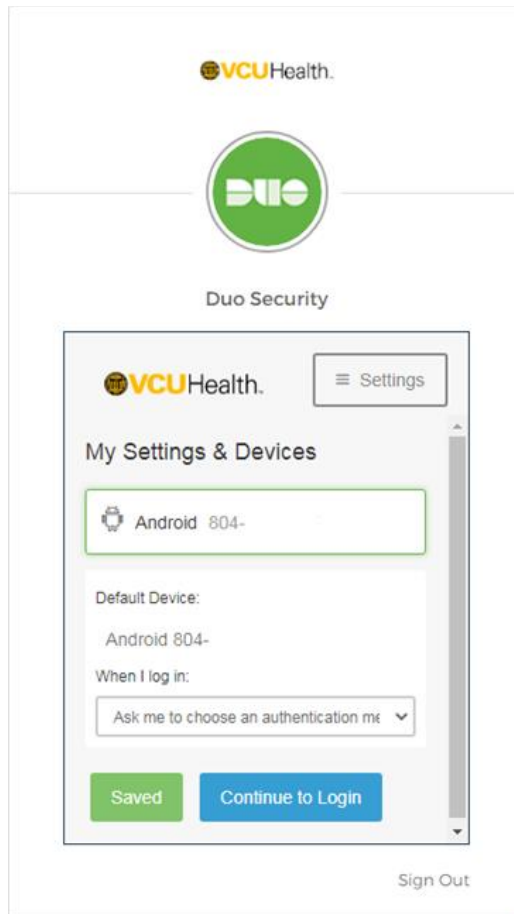


10. Once you have successfully scanned the code, you will see this check mark appear. Click “Continue”.



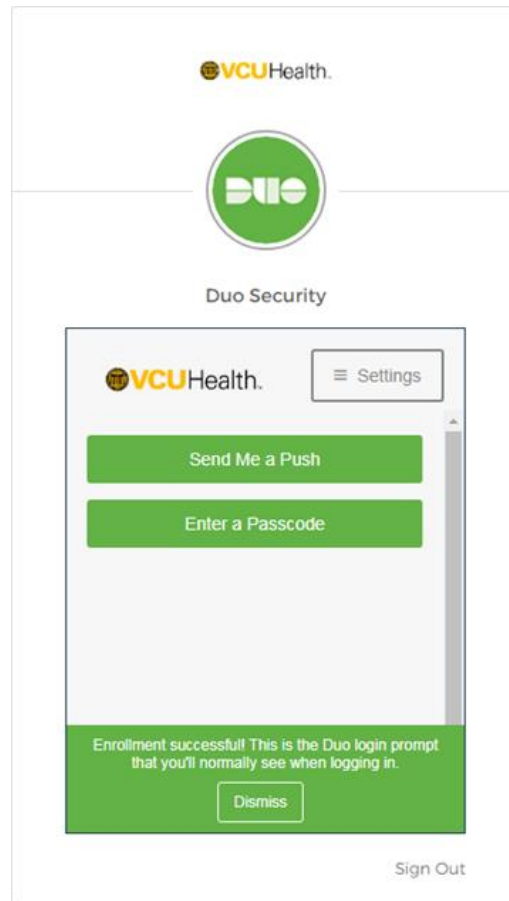


11. This screen will confirm that you have set up your device correctly. —You can click “Continue to Login”.





12. Now Duo will test your two-factor token. – Click on “Send Me a Push” Your mobile device should receive a notification shortly. – Click the notification and then click “Accept” You will need to do this any time you access VCU Health resources remotely.



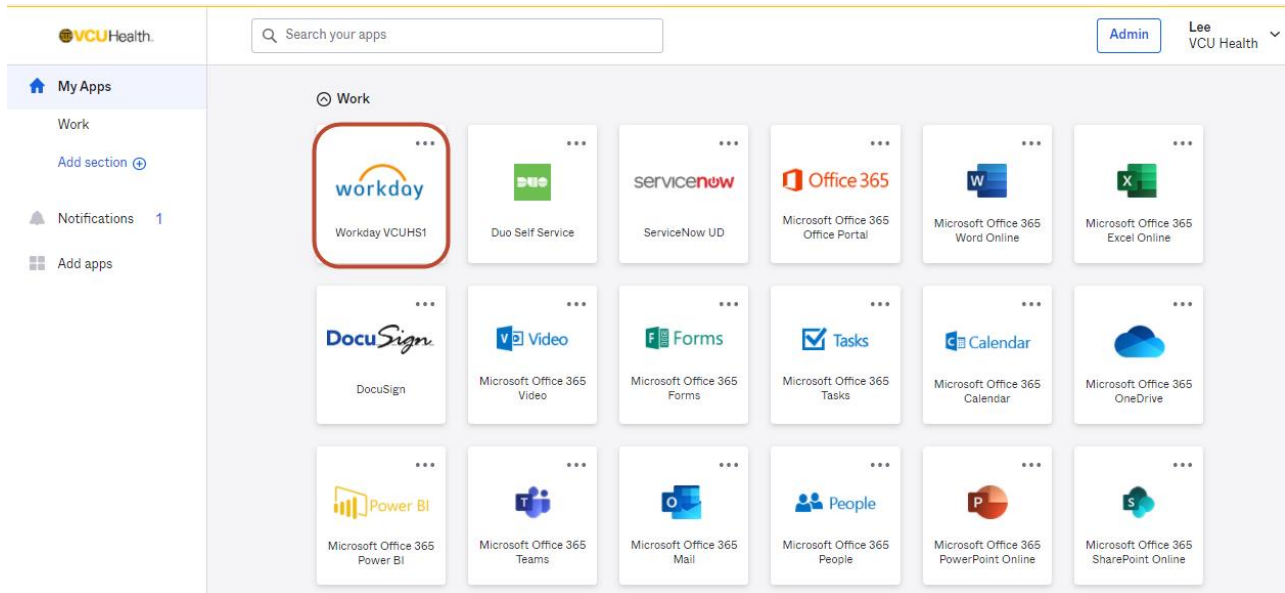
13. Once you have completed the above steps, you will reach the Launchpad app page. As you are assigned applications, they will show up here to allow you to quickly and securely login to them. Initially, as we begin, there will be a limited number of applications, but this will quickly grow as we continue our journey.
14. You can login to any of the apps simply by clicking their tile and you will be taken to the specific application that you want to login to.
15. You can now reach your Launchpad at any time by going to <https://launchpad.vcuhealth.org> or clicking on the rocket icon on your desktop.
16. If you need help, you can contact the IT Service Desk at (804) 828-6447.



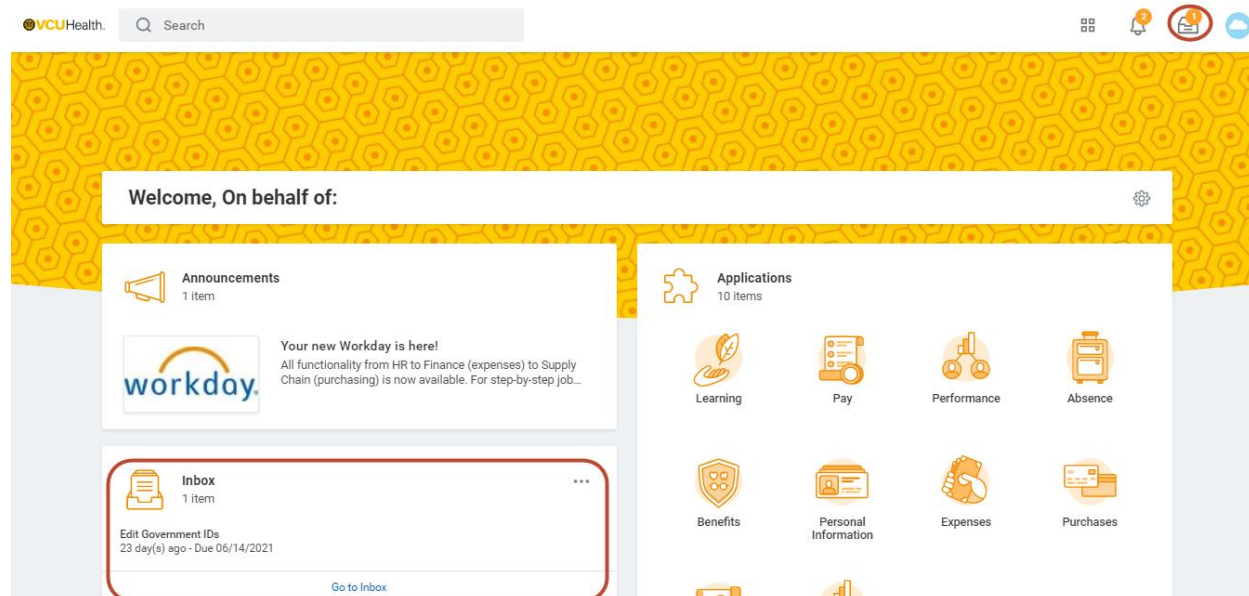


## From Launchpad

When you access the Launchpad click on the Workday icon to complete your new team member actions.



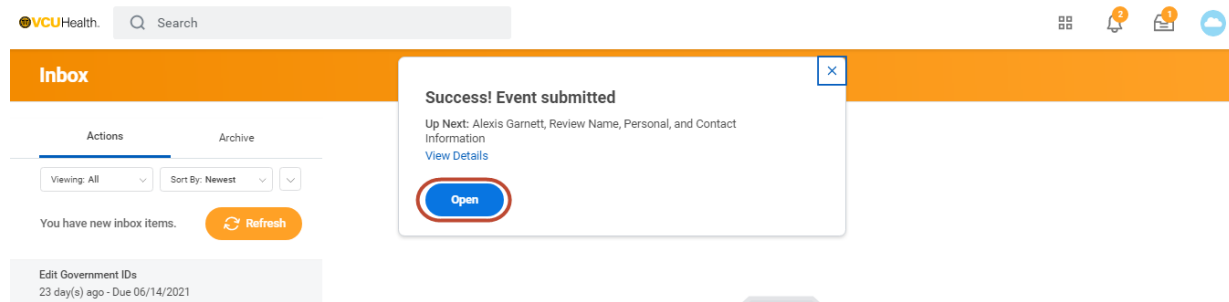
From the homepage in Workday, go to the Workday inbox by either clicking the inbox icon next to the cloud in the top right corner of the page or clicking into the inbox tasks in the middle of the page under Announcements



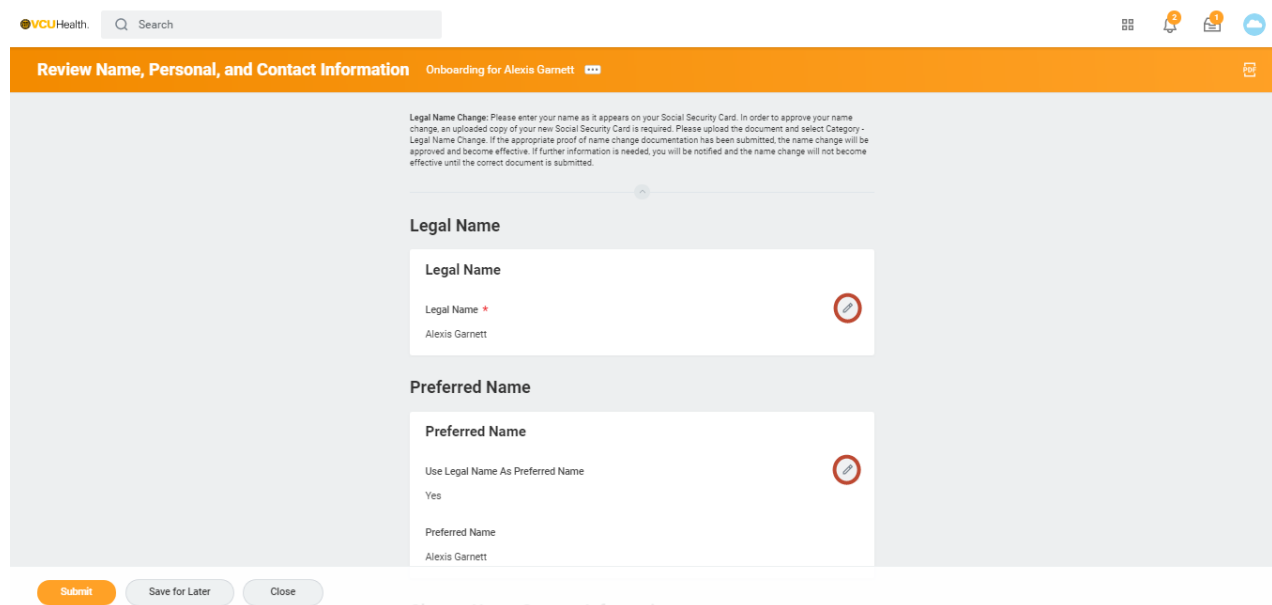
The first task will be to Edit Government IDs. Your social security number will be blocked out for security reasons, but is the same SSN you provided as an applicant. You do not need to make any changes and can simply click **submit**.



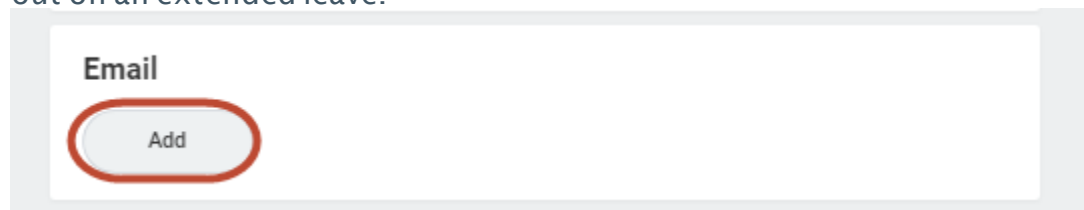
Once you submit your first task, a pop-up will appear for your next task. You can click “Open” to Review Name, Personal and Contact Information.



You will need to verify and/or update your personal information by clicking on the pencil icon to make edits.



If you do not have a personal email included, please click “Add” to update your profile with a personal email address. This will be needed to access Workday in the future should you go out on an extended leave.



Once all details have been captured correctly, click “Submit”



Submit

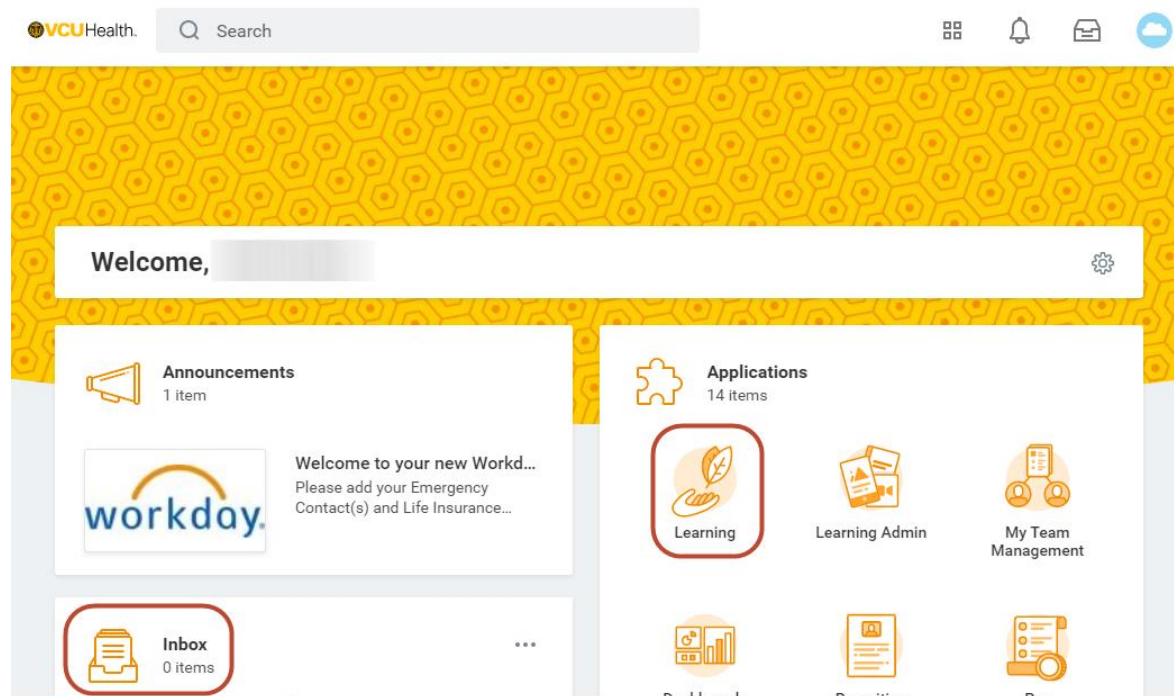
Save for Later

Close

Once you have completed these first two onboarding tasks (Edit Government IDs and Review Name, Personal and Contact Information), the remaining onboarding tasks relevant for you will appear in the Workday inbox. You will need to click into each task and complete.

### Orientation and Learning

Your orientation modules need to be completed within Workday. In Workday from the landing page you may access the required learning modules by selecting either Learning or by going into your Inbox. Your inbox will contain all the actions you need to complete in Workday.



Orientation modules will should be completed as follows:

Day one

- VCU Health New Team Member Enterprise Orientation
- Infection Prevention
- Code of Conduct
- Patient Privacy
- Information Security
- Site specific Orientation





## 2021 VCU Benefits- if applicable

You have 30 days to complete the remaining modules. Refer to your New Team Member Orientation Checklist for additional details. You may find this check list and other resources on the New Team Member Orientation intranet site.

Any clinical training that is needed will be assigned in the Learning Exchange which is also available through the Launchpad.