



HEALTH
ROUNDTABLE

How to set up your user access

Questions or issues?

Email contact@healthroundtable.org

Version 1.1 | June 2024

Background

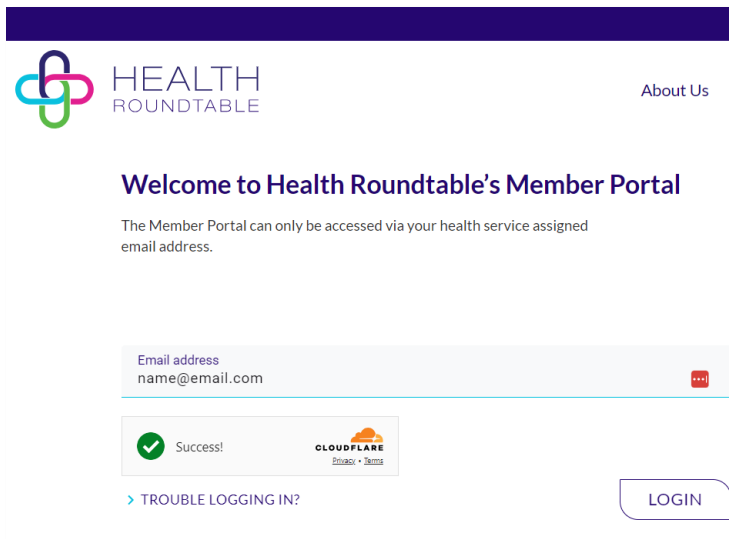
To access the new Health Roundtable platform, members will need to accept an invitation to set up single sign-on authentication using your hospital email address. This new method of login provides improved security and will promote a quicker login experience.

This guide will outline the steps required to set up your authentication to access the Health Roundtable platform. For any follow up questions related to the user access set-up, please email contact@healthroundtable.org.

Step 1: Invited users

If you have been migrated to the new platform, please navigate to <https://platform.healthroundtable.org/member-login>

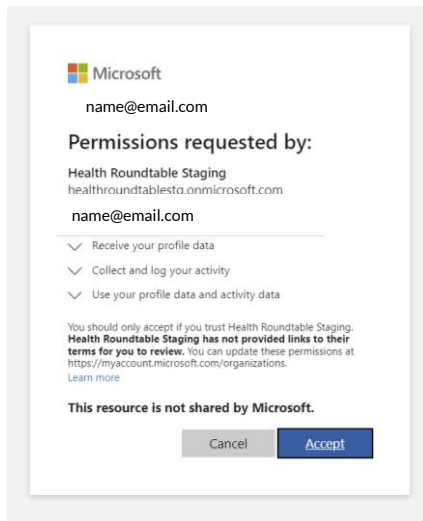
Enter your email address and select login



The screenshot shows the Health Roundtable Member Portal login page. At the top left is the Health Roundtable logo. To the right of the logo is the text "HEALTH ROUNDTABLE" and a link "About Us". Below the logo, the heading "Welcome to Health Roundtable's Member Portal" is displayed. Underneath, a message states: "The Member Portal can only be accessed via your health service assigned email address." A text input field is present with the placeholder "Email address" and the example "name@email.com". Below the input field, there is a success message: "Success!" with a green checkmark icon and the Cloudflare logo. At the bottom left, there is a link "> TROUBLE LOGGING IN?". At the bottom right, there is a "LOGIN" button.

Step 2: Permissions request

You will be required to accept permissions to associate your hospital email address to the Health Roundtable platform. After selecting *Accept*, followed by *Next*, you will need to enter the password for your organisation. By entering this, Microsoft assists by verifying your identity and granting you limited access the Health Roundtable environment. Select *Sign in*.



Microsoft

name@email.com

Permissions requested by:

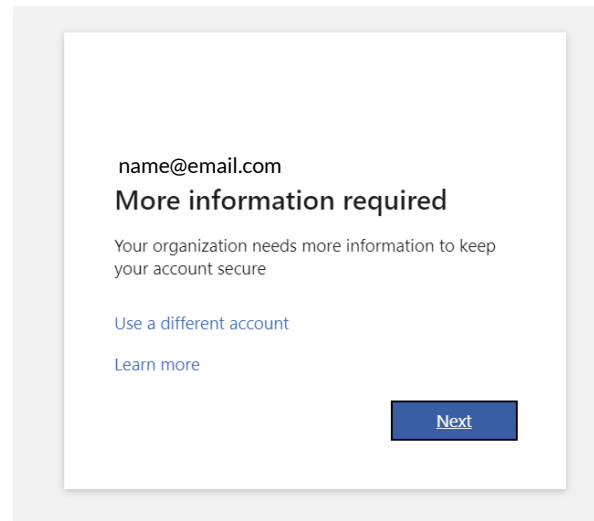
Health Roundtable Staging
healthroundtablesta.onmicrosoft.com
name@email.com

- Receive your profile data
- Collect and log your activity
- Use your profile data and activity data

You should only accept if you trust Health Roundtable Staging. Health Roundtable Staging has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>.
Learn more

This resource is not shared by Microsoft.

Cancel Accept



name@email.com

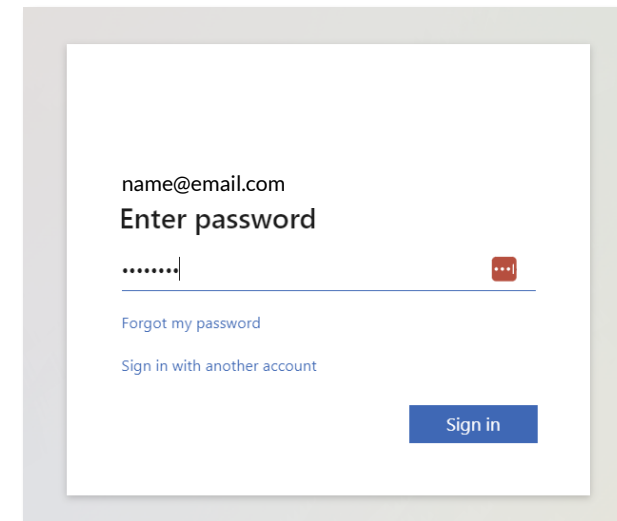
More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next



name@email.com

Enter password

.....

[Forgot my password](#)

[Sign in with another account](#)

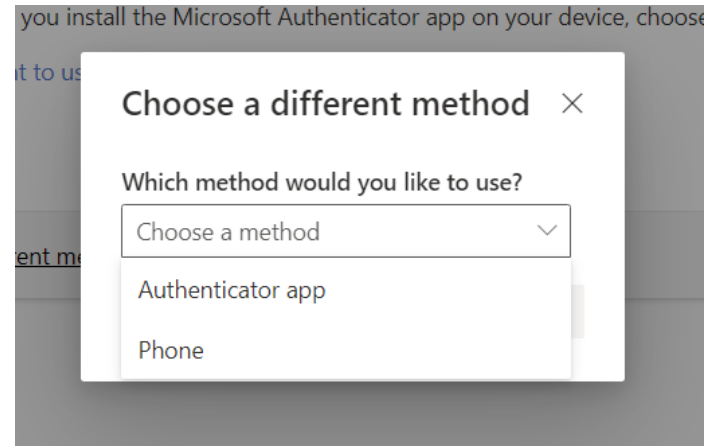
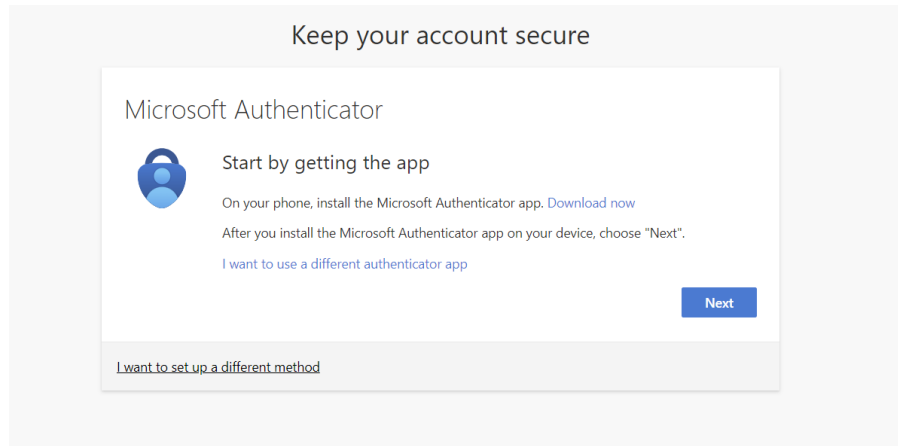
Sign in



Step 3: Authentication

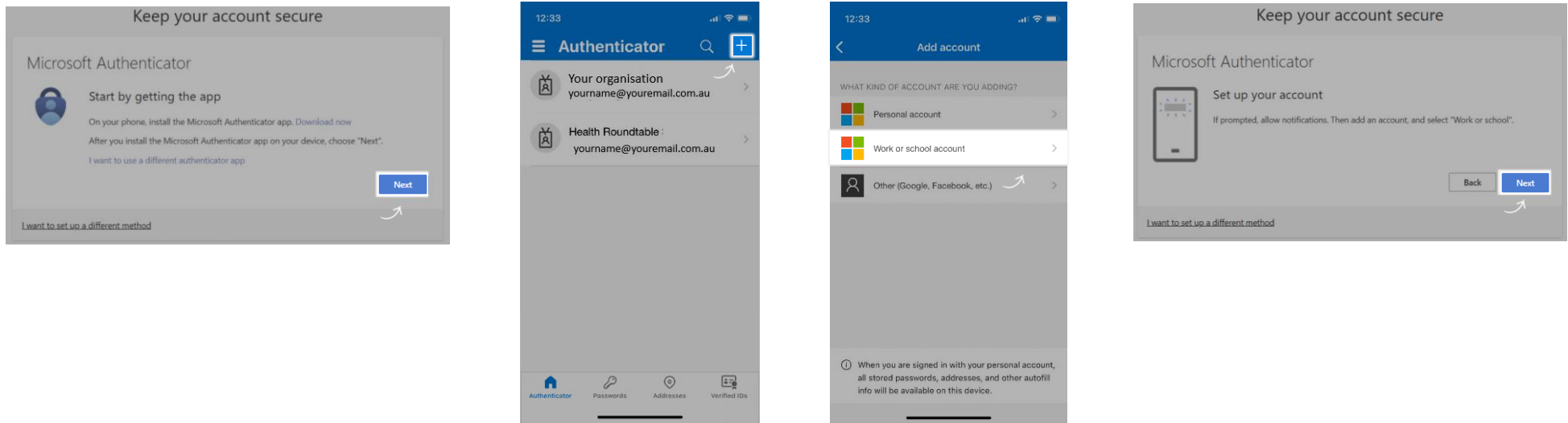
You will need to set up two-factor authentication by either using:

- a. Microsoft Authenticator app (see page 5)
- b. Phone/text message (see page 6)

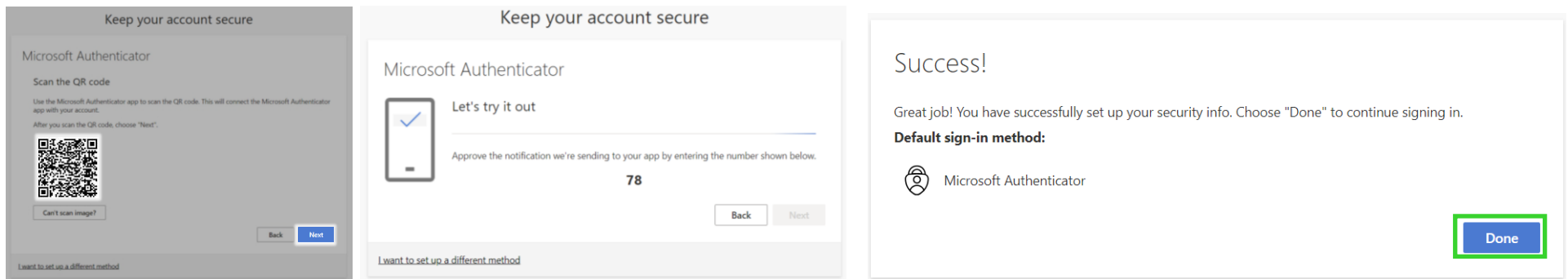


Step 3a: Authentication via Microsoft Authenticator app

Select 'Next' and within the app select the '+' button, followed by *Work or school account*. On your screen select 'Next' again.

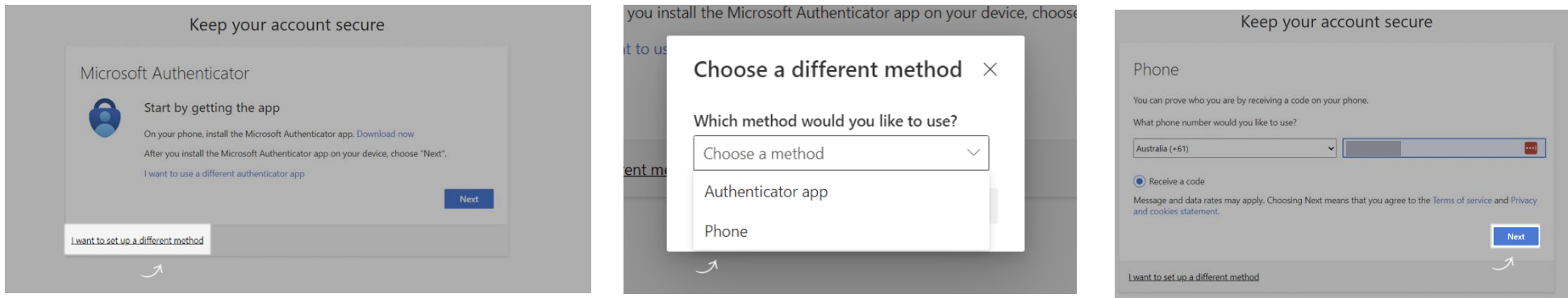


Using the authenticator app, scan the QR Code on the screen. Next enter the code shown into your App and you should then see a 'Success!' message. Select 'Done'.

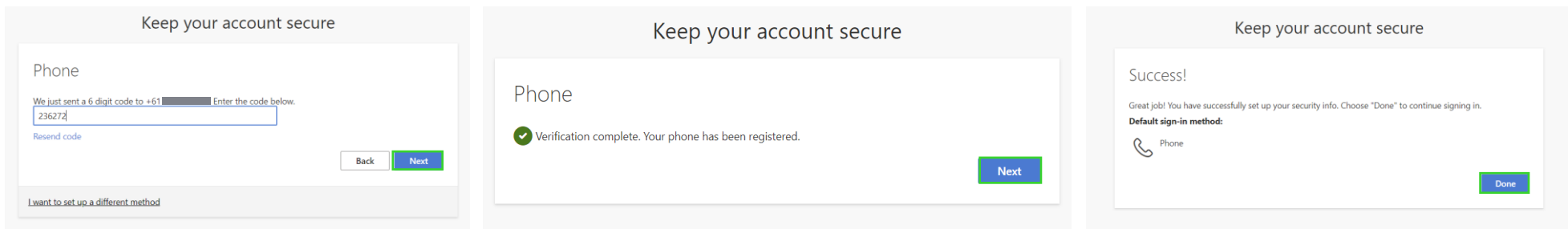


Step 3b: Authentication via mobile number.

Select 'I want to set up a different method' and choose 'Phone' from the dropdown. Enter your mobile number details and select 'Next'.



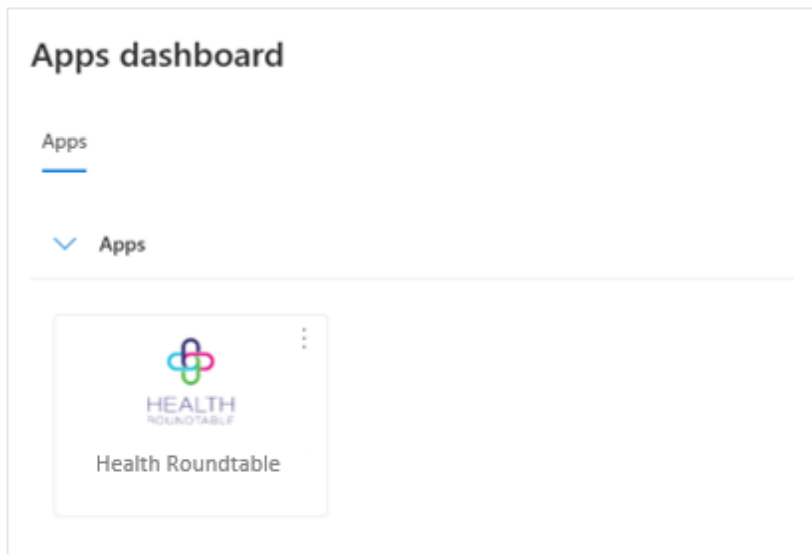
A 6-digit code will be sent to your mobile number; enter the code and select 'Next' and again once verification complete. The pop-up will confirm successful set up and select 'Done'.



Complete the final verification steps by entering the code texted to your phone number and selecting Done.

4. Access to Health Roundtable platform

After completing authentication using either the Authenticator app or text message, the Health Roundtable platform will display as an App in your Apps dashboard. Click the app to be directed to platform.healthroundtable.org, and select 'Member Login' to complete your single sign on into the platform.



FAQs

Q: Why do I need to authenticate?

A: To provide a more seamless experience for users, completing set-up using Entra ID will provide single-sign on access in the new Health Roundtable platform. This means you will no longer be required enter a password each time you sign in. Just select *Member Login*, confirm your email address and you will automatically be signed into the platform.

Q: What methods can I use for authentication?

A: Authentication can be completed using the [Microsoft Authenticator app](#) or via [SMS](#) using your phone.

Q: Where can I learn more about the Microsoft Authenticator app and how it works?

A: Review common questions: [Common questions about the Microsoft Authenticator app - Microsoft Support](#)

Q: Can I use my personal email address instead of my work email?

A: No, you must use your work-issued organisation email address.

Q: What if I've followed the above instructions and can't log in?

A: Email contact@healthroundtable.org