

MyEHS Guide to Single Sign On for Employees

MyEHS is an online application that gives employees instant access to their employment related immunization records and surveys (questionnaires) assigned by Employee Health Services. You may access MyEHS 24 hours a day through any Internet connection—including smartphones, tablets and most other devices with a web browser.

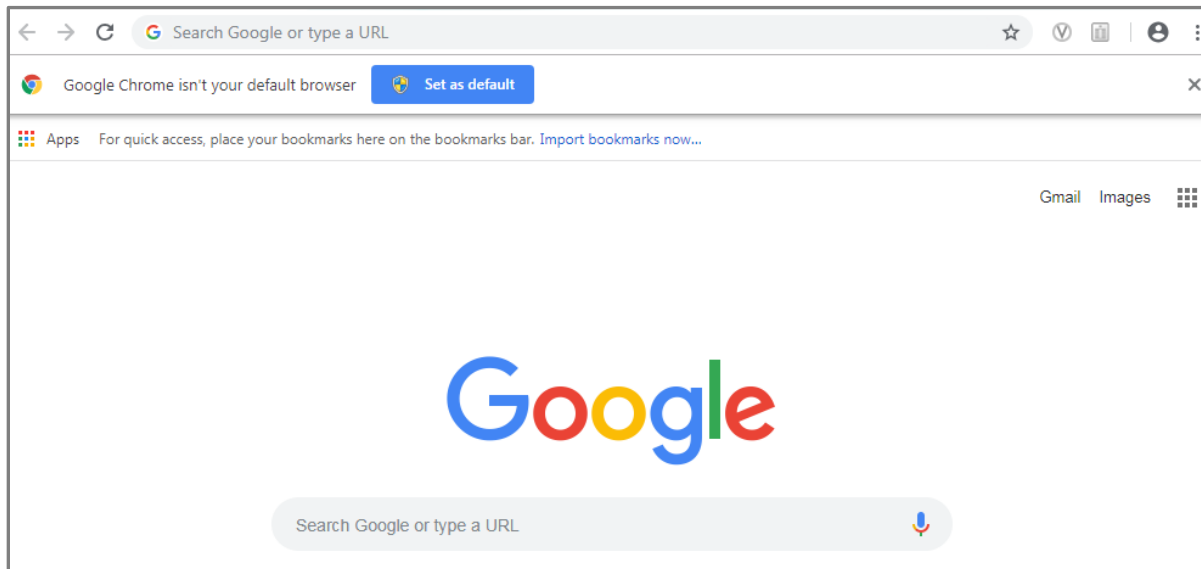
In this document, learn how employees can access the application:

1. **At Work (In Network)**
2. **At Home (Out of Network)**

Logging into MyEHS

Step 1:

Open Google Chrome* or Internet Explorer to begin.

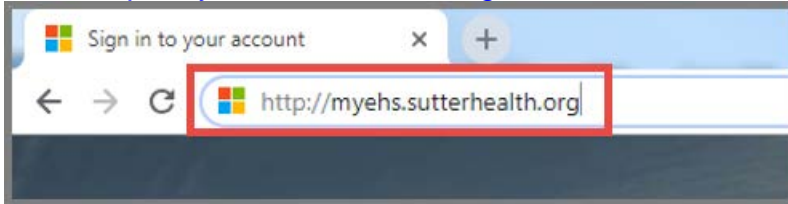


****Google Chrome is recommended for the best user experience.***

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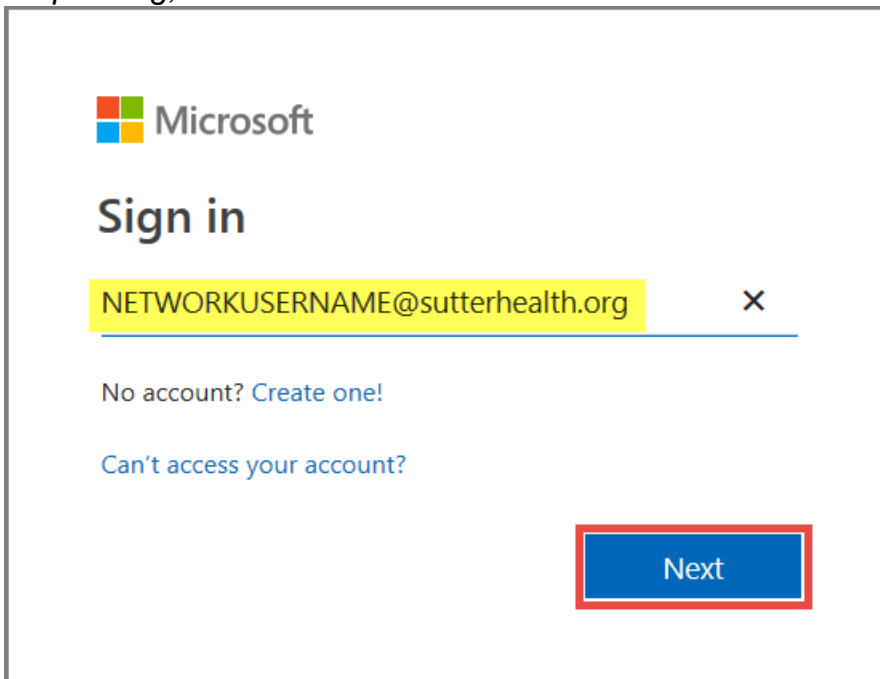
Step 2:

Go to <http://myehs.sutterhealth.org>



Step 3:

At the **Sign In** page, enter your networkusername@sutterhealth.org then click **Next**. You must use **@sutterhealth.org**. The system will not recognize @pamf.org, @cpmc.org, etc.

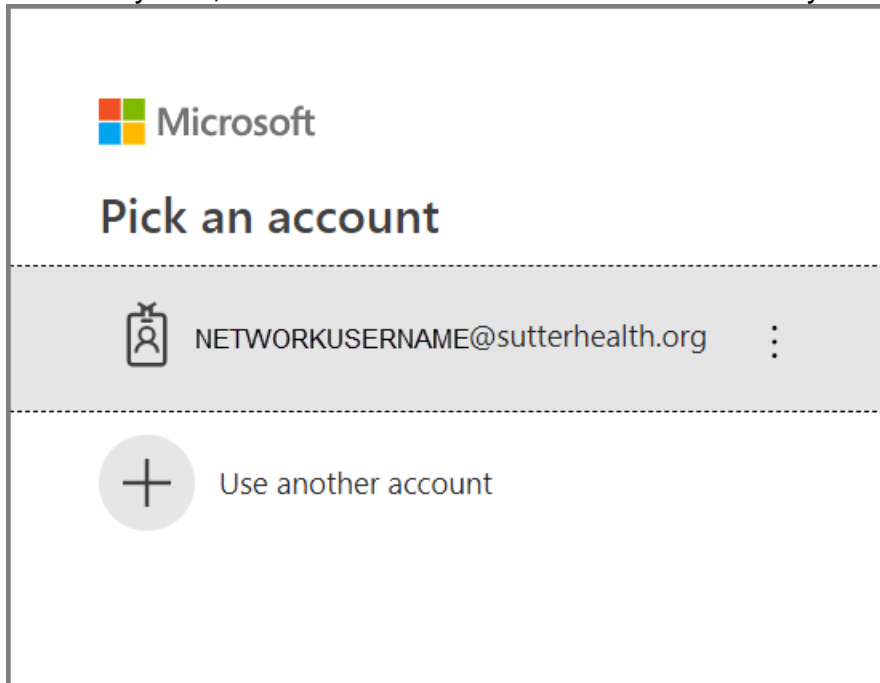


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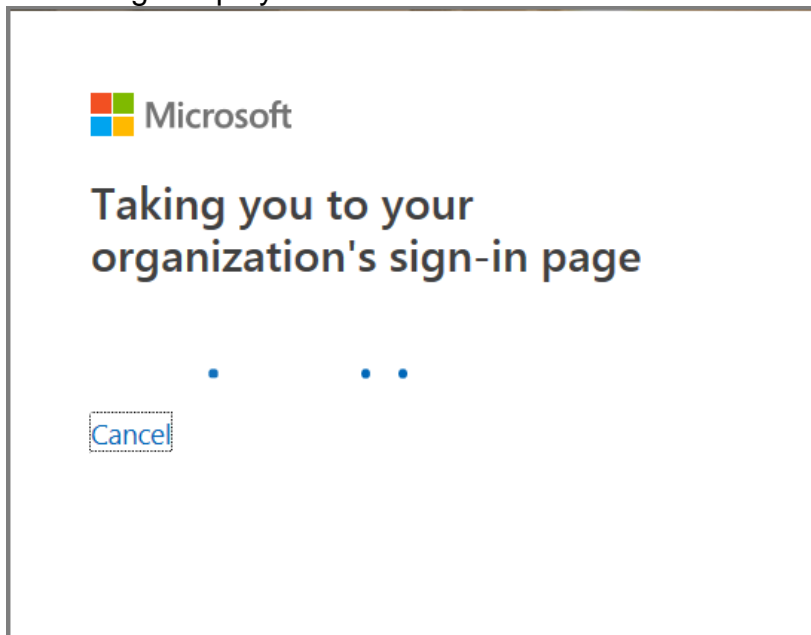
Or you may be prompted to choose a user name.

If the Network Username that displays is yours, click on it.

If it's not yours, click to "Use another account" and enter your Network Username.



A message displays.

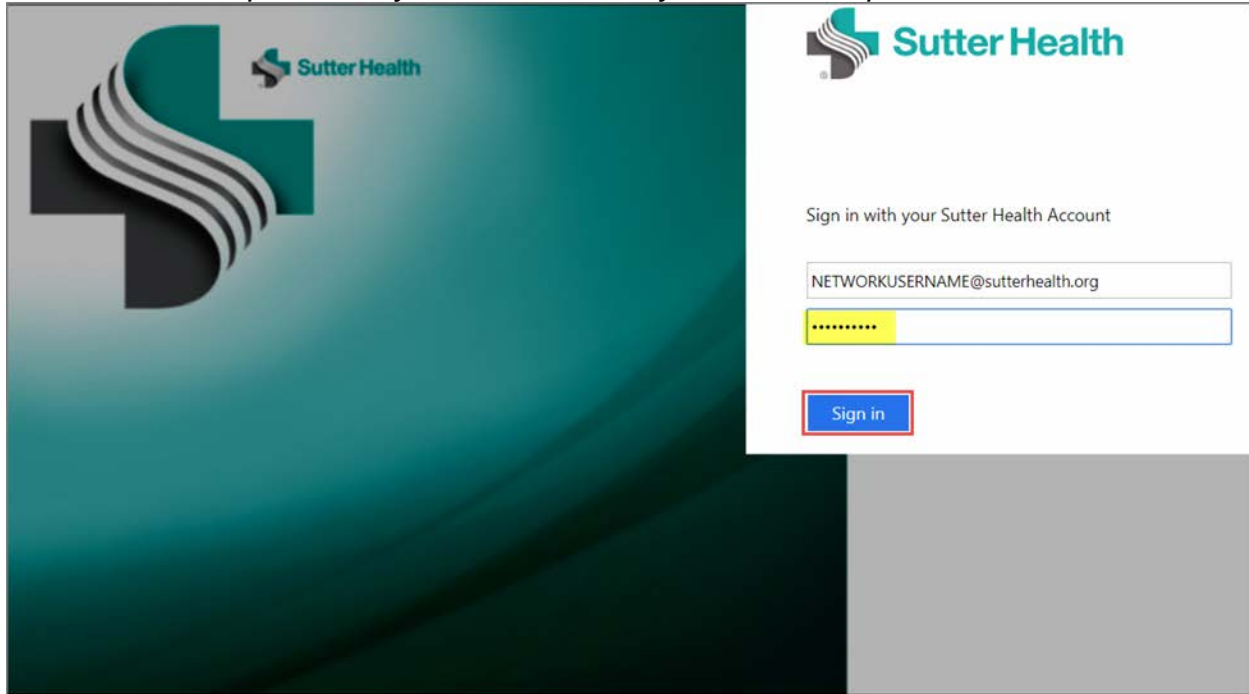


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Step 4:

Enter your Network Password and click **Sign in**.

This is the same password you use to access your work computer.



The screenshot shows a sign-in interface for Sutter Health. On the left is a large teal and grey graphic of the Sutter Health logo. On the right, there is a white sign-in box with the Sutter Health logo and the text "Sign in with your Sutter Health Account". Below this text are two input fields: the first contains the placeholder text "NETWORKUSERNAME@sutterhealth.org" and the second contains a masked password "*****". A blue "Sign in" button is located below the password field.

If you are logging in from within the Sutter Health Network, your log in is complete. If not, proceed to Step 5.

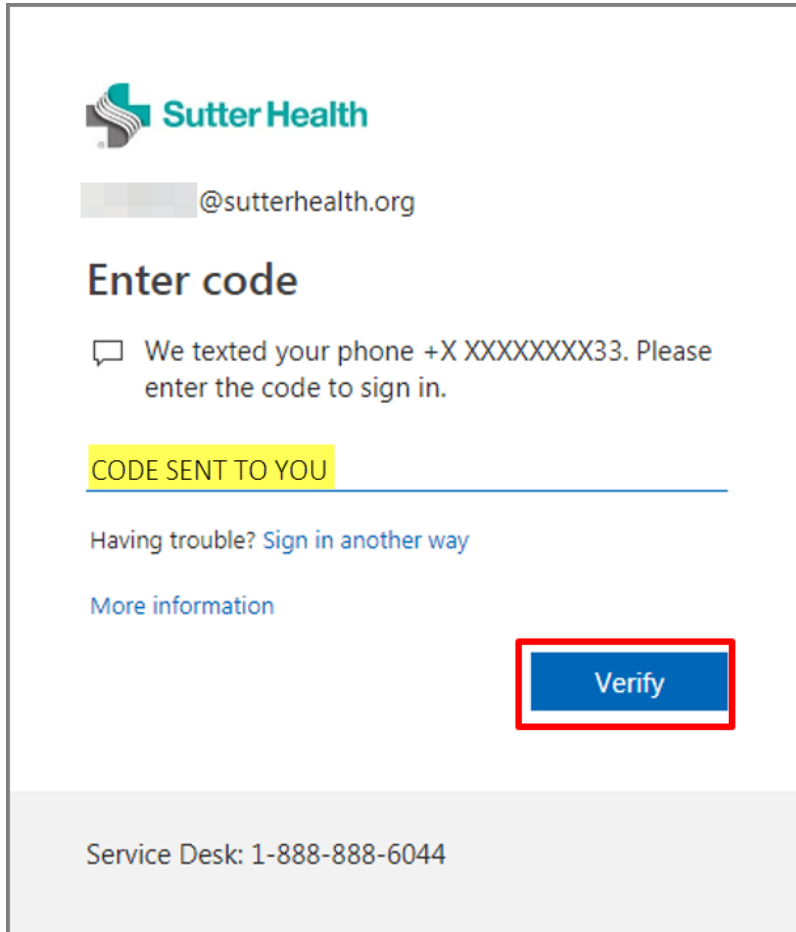
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Step 5 (Out of Network Log in Attempts):

If you are logging in from a remote location (ex: home, coffee shop, store, etc.), you may be prompted to enter a code that is sent to your registered mobile device.

Enter the code sent to you and click **Verify**.


- To access Sutter Health applications remotely, you must first register for Multi-Factor Authentication at <https://mfa.sutterhealth.org>.
- If you have already registered for Sutter Health multi-factor authentication for another application such as MySutter Connection, you do not need to complete this step.



 Sutter Health

@sutterhealth.org

Enter code

 We texted your phone +X XXXXXXXXXX33. Please enter the code to sign in.

CODE SENT TO YOU

Having trouble? [Sign in another way](#)

[More information](#)

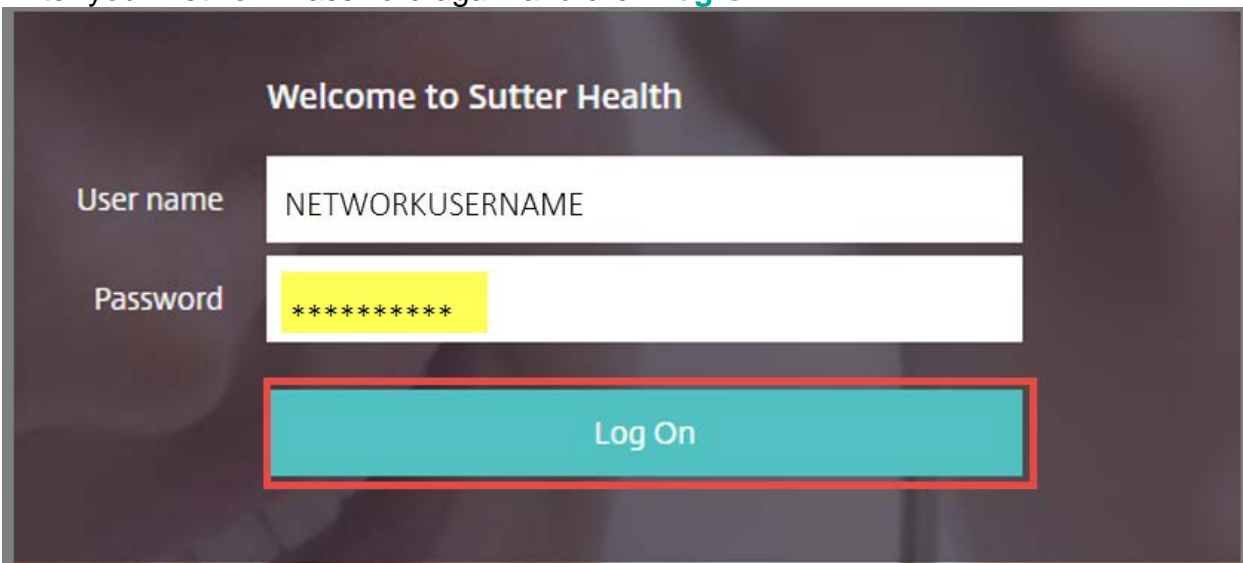
Verify

Service Desk: 1-888-888-6044

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Step 6

Enter your Network Password again and click [Log On](#).

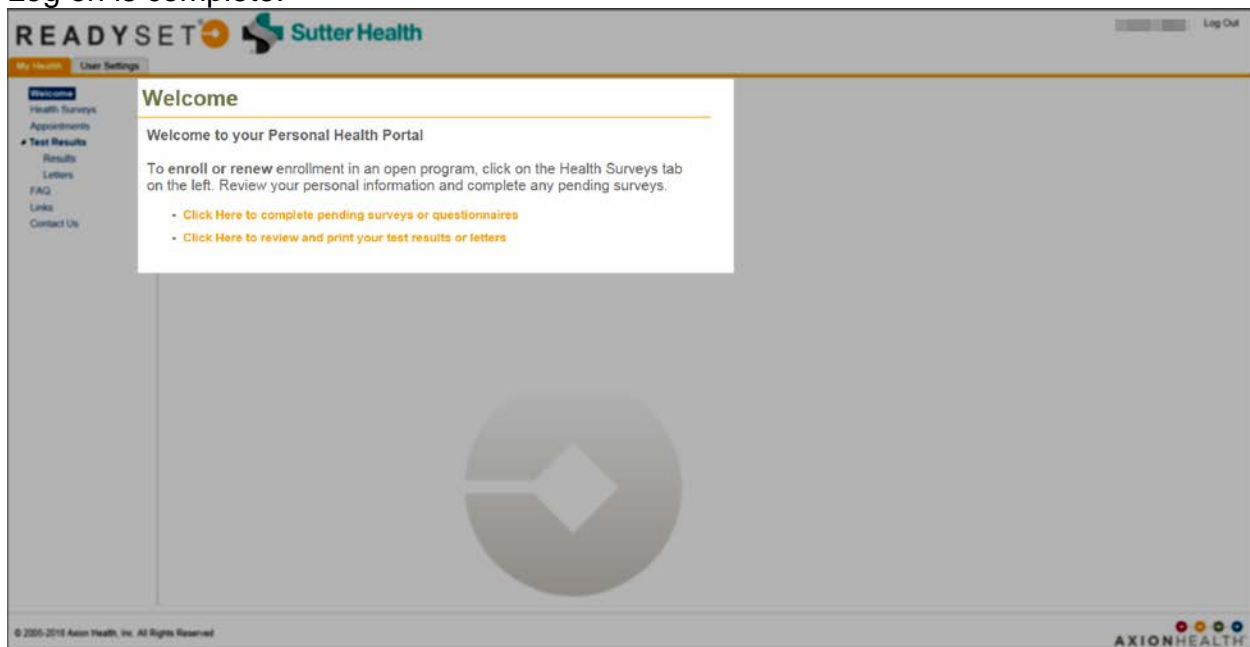


The screenshot shows a login interface with the following elements:

- Header: "Welcome to Sutter Health"
- User name field: Contains "NETWORKUSERNAME"
- Password field: Contains "*****" (masked)
- Log On button: A teal button with "Log On" text, highlighted with a red border.

Step 7:

Log on is complete.



The screenshot shows the Sutter Health MyEHS dashboard with the following elements:

- Header: "READYSET" and "Sutter Health" logos, with a "Log Out" link.
- Navigation: "My Home" and "User Settings" tabs.
- Left Sidebar: "Welcome", "Health Surveys", "Appointments", "Test Results", "Results", "Letters", "FAQ", "Links", "Contact Us".
- Main Content: "Welcome" section with the text "Welcome to your Personal Health Portal" and instructions: "To enroll or renew enrollment in an open program, click on the Health Surveys tab on the left. Review your personal information and complete any pending surveys." Below this are two links: "Click Here to complete pending surveys or questionnaires" and "Click Here to review and print your test results or letters".
- Footer: "© 2010-2011 Axion Health, Inc. All Rights Reserved" and "AXIONHEALTH" logo.