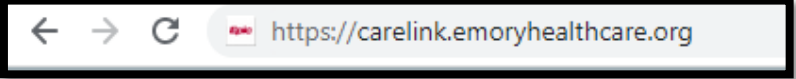









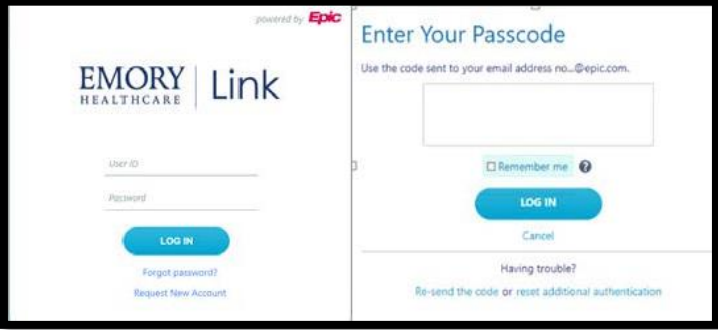


How to Log-In

Steps to Log-In:

<p>1 Select or copy/paste this URL into a browser such as Chrome: https://carelink.emoryhealthcare.org Note: Internet Explorer is not supported</p>	 <p><i>Recommend saving as a favorite</i></p>
<p>Supported Operating Systems</p> <ul style="list-style-type: none"> • Google Chrome - version 88 or above • Microsoft Edge – version 88 or above • Mozilla Firefox - version 78 or above • Apple Safari - version 14 or above 	<p>Not Supported Operating Systems</p> <ul style="list-style-type: none"> • Internet Explorer
<p>2 Enter User ID = Work email. <i>This is the email submitted with your request. If you have questions about your email. Contact your Site Administrator.</i></p>	
<p>3 Enter Password= Initial password is a combination of:</p> <ul style="list-style-type: none"> • First <u>3 letters</u> of your Last name with the First Letter a capital • Your birth year • Two # symbols <p><i>Example: Sally Jones, birth year 2000 Password is Jon2000##</i></p>	
<p>4 Change Password Old password=Initial Password from above. New password = (9 characters to include one Capital letter, one Numeric, and one Special character) Re-enter new= New Password Select "Accept"</p>	
<p>5 Select "OK"</p>	

<p>6</p>	<p>Set up Two-Factor Authentication (2FA) Choose Your Authentication Method</p> <p>Emory recommends DUO however any 2FA authentication vendor will do. Reminder! you will want to open your 2FA application (app)</p>	
<p>7</p>	<p>Set up account Open up your 2FA Application and follow the instructions for setting up account.</p> <p>Note: The screenshot is an example of Mobile App</p>	
<p>8</p>	<p>Enter Passcode Displayed from your 2FA Application</p> <p>Select "Verify"</p>	
<p>9</p>	<p>A reset code will appear on this view. Recommendation: You write down the code. You may need it in the future.</p> <p>Select "Finish"</p>	
<p>10</p>	<p>Review Terms and Conditions.</p> <p>Select "Accept"</p>	

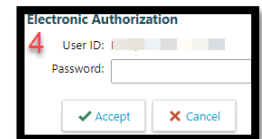
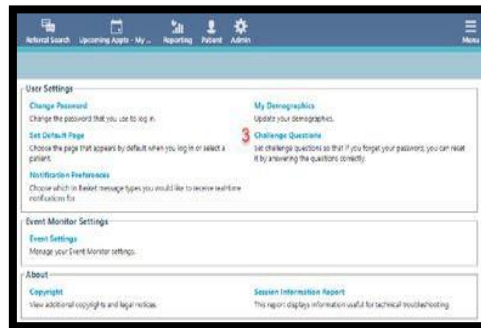
<p>11 To Log Out-select the <i>Log Out</i> icon Top Right</p> <p>Reminder: Job Aids and Quick Start Guides are located under "Quick Links"</p>	
<p>12 Future Login Select or copy/paste this URL into a browser such as Chrome: https://carelink.emoryhealthcare.org</p> <p>Enter USER ID Enter Password Enter 2FA Passcode</p> <p>Reminder: If you cannot remember if you set up email or mobile, see small print above box for a hint.</p>	 <p style="text-align: right;">Recommendation: Check remember me</p>

Recommendation: Set up Password Challenge Questions

Easy as 1-2-3-4

Set challenge questions so that if you forget your Emory Healthcare Link login password, you can reset it by answering the questions correctly.

Click on **Menu>Settings>Challenge Questions**. Enter you current Emory Healthcare Link password & click **Accept**



- Under the Questions column, click on the magnifier glass to populate s drop down list of questions.
- Left click to select a question. You are taken back to the Challenge Set up Screen.
- In the answer column, type your answer to the selected question.
- Click on the magnifier glass of the second question and select your desired question. Click accept and enter the answer.
- Click Accept

You have now completed the set up questions for Emory Healthcare Link password reset.

Reminder! Your Site Administrator can re-set your password.

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