

Physicians & APPs

Action required to continue ePrescribing (EPCS) and Remote Access to BSWH & EHR Applications



NAVIGATION TIP FOR THIS DOCUMENT: Click on the Content You Want to Access, then Click Return to Contents

CyberArk® Registration Tips

- Complete two steps
 - Go to CyberArk.BSWHealth.org and register on a computer
 - Add the CyberArk® Identity app to your mobile device using customized QR codes
- It's highly recommended you are at a BSWH facility on a BSWH computer when you register as it greatly simplifies the process

How to Register

- At a BSWH facility on a BSWH computer
- At home/office off the BSWH network
 - EpicCare Link users follow these steps

Add Mobile Device for Authentication

- Add the CyberArk® Identity app to your mobile device using customized QR codes

ePrescribing (EPCS) and TX PMP



How to register at a BSWH facility on a BSWH computer

- Go to CyberArk.BSWHealth.org
- Enter your **BSWH USER ID**
Click **Next**

- Enter your **BSWH PASSWORD**
Click **Next**

- Once you have logged in, you will be taken to the CyberArk® Welcome screen
- Click **Get Started**



How to register at a BSWH facility on a BSWH computer

- If you are currently using your mobile phone for BSWH SecureAuth second-factor authentication, it has been ported over. At this point, you can choose to replace the mobile number associated with your account
- If a number was not ported over, enter the mobile device number you will be using to authenticate
- Click **Save**

CYBERARK
Authentication Setup
Welcome to the User Portal. Before we get started, please set up 1 or more mechanisms for Multi-factor Authentication. Multi-factor Authentication may be required when you sign in to the user portal or an application from the user portal.

☐ Text Message
Pending

☐ OATH-OTP Client
Pending

Mobile Number:

Save

0 of 1 required mechanisms configured **Done**

- Enter your **BSWH PASSWORD**
Click **Proceed**

Authentication Required

User Name:

Password:

Proceed **Cancel**

- You will see a Congratulations Screen. To navigate to the CyberArk® portal click **Done**
- Then follow the [steps shown here](#) to add the CyberArk® app

CYBERARK
Authentication Setup
Welcome to the User Portal. Before we get started, please set up 1 or more mechanisms for Multi-factor Authentication. Multi-factor Authentication may be required when you sign in to the user portal or an application from the user portal.

☒ Text Message
Configured

☐ OATH-OTP Client
Pending

Congratulations! You are done configuring the recommended authentication factor(s)

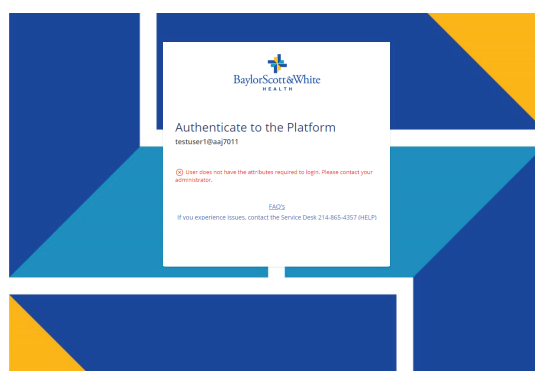
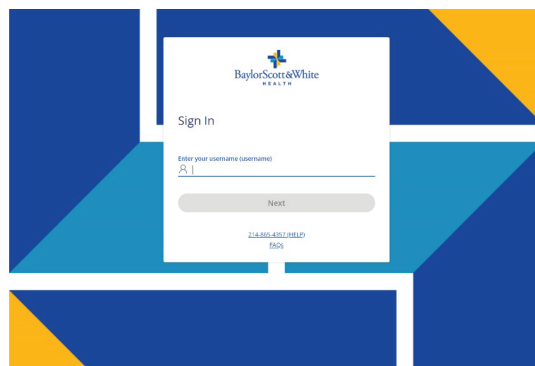
1 of 1 required mechanisms configured **Done**



At home/office off the BSWH network

EpicCare Link users follow these steps

- Go to CyberArk.BSWHealth.org on your PC or Mac
- Enter your **BSWH USER ID**
Click **Next**
- If you are currently using your mobile phone for BSWH SecureAuth second-factor authentication, it has been ported over. You do not need to call the IS Service Desk unless you notice the number needs to be changed
- If you receive an error message or the screen does not update after entering your **BSWH USER ID**, you do not have a mobile device number associated with your BSWH account. Call the IS Service Center at **214-865-4357 (HELP)** to update your number
- Once the IS Service Center confirms the number associated with your account is updated, go to CyberArk.BSWHealth.org on your PC or Mac. Enter your **BSWH USER ID**
Click **Next**
- Enter your **BSWH PASSWORD**

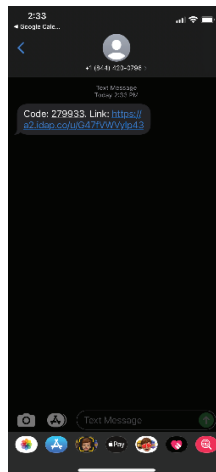


At home/office off the BSWH network

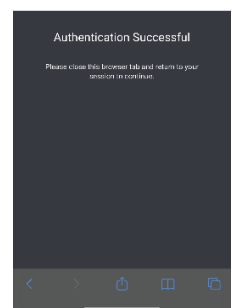
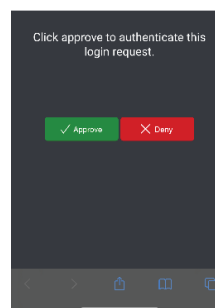
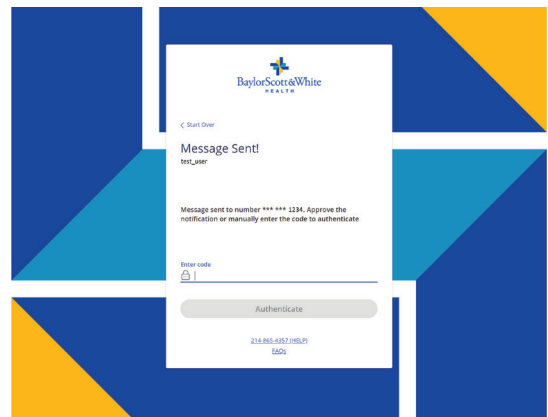
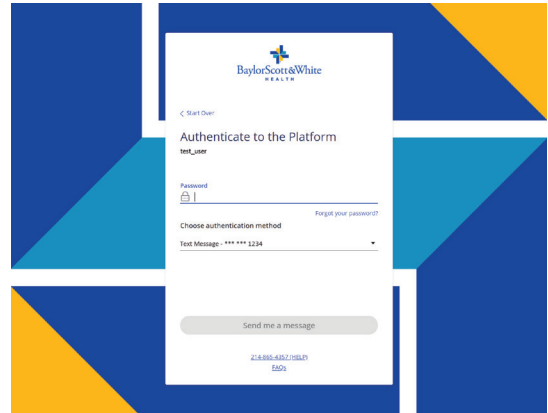
EpicCare Link users follow these steps



- The last four digits of your mobile device number will appear under Choose authentication method. To receive a text message to authenticate registration click **Send me a message** (Do not close the portal window)
- You will receive confirmation. To authenticate on your mobile device, click the **Link**
NOTE: It is recommended you use the **Link** and authenticate on your mobile device rather than using the code
- Click **Next**



- Click **Approve**
- You will receive a confirmation of success
- To authenticate on the portal, enter the 6-digit code you received on your mobile device to be taken to the portal welcome screen

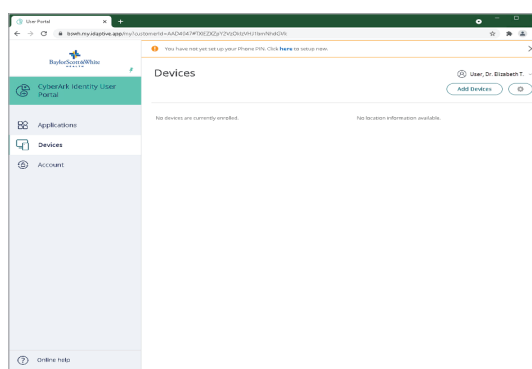
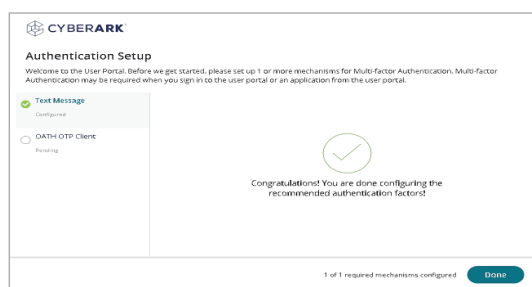
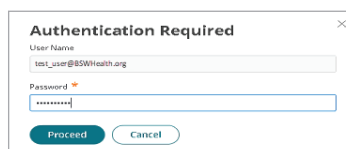
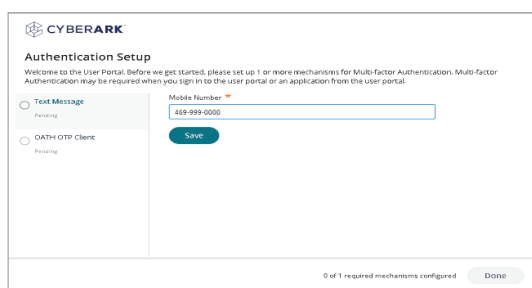
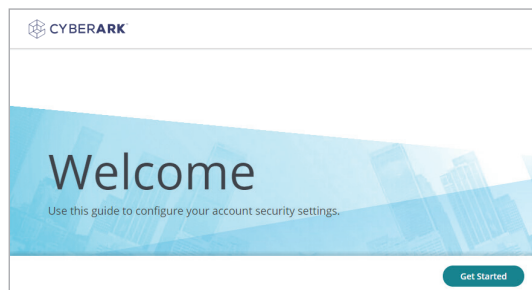




At home/office off the BSWH network

EpicCare Link users follow these steps

- Next, return to the portal on your PC or Mac. You will be taken to the CyberArk® Welcome screen to continue your registration
- Click **Get Started**
- At this point, you can choose to replace the mobile number associated with your account
- Click **Save**
- Enter your **BSWH PASSWORD**
- Click **Proceed**
- You will see a Congratulations Screen
- Click **Done**
- To add the CyberArk® Identity app to your mobile device using a customized QR code, in the left navigation select **Devices** (Do not close the portal window)
- Then follow the [steps shown here](#) to add the CyberArk® app



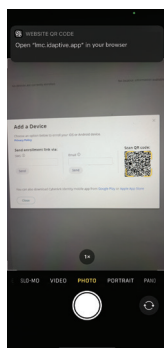
Add the CyberArk® Identity app to your mobile device using Customized QR Codes



These steps continue the CyberArk® set up:

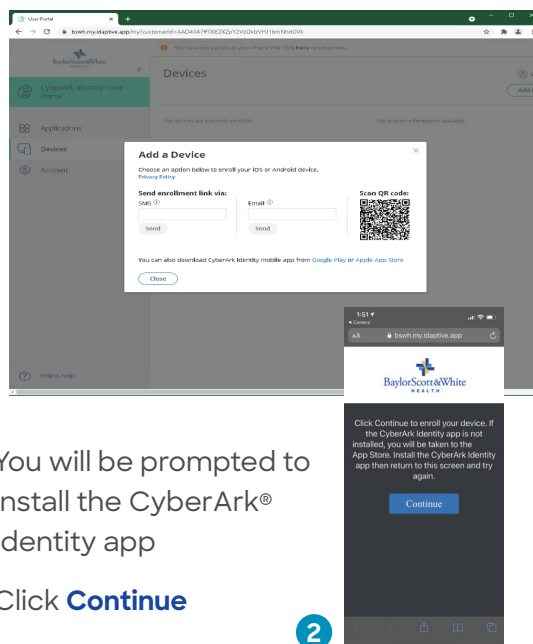
- After selecting **Devices**
- Select **Add Devices**
- You will be presented with a personal QR Code (Do not close the portal window. You will be scanning this QR code twice)
- Scan the device QR code with your mobile device camera

1



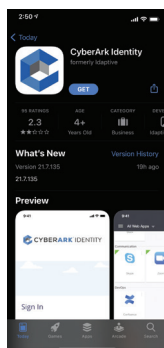
- You will be prompted to install the CyberArk® Identity app
- Click **Continue**

2



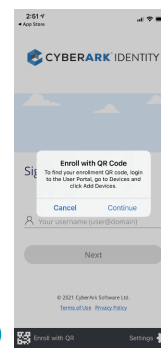
- You will be taken to the App or Google Play Store to install and open the CyberArk® Identity (formerly Idaptive) app

3



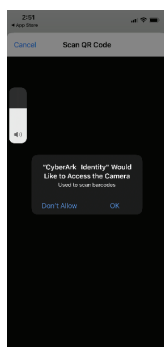
- Scroll down and select **Enroll with QR**
- Click **Continue**

4



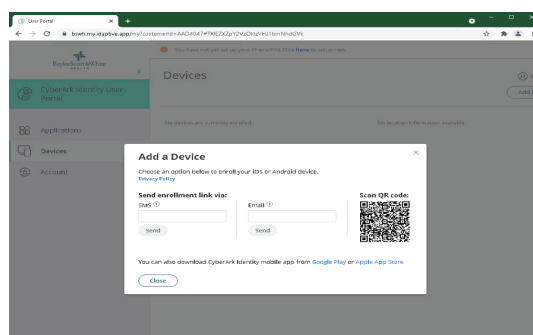
- Grant CyberArk® Identity permission to use camera

5



- Go to your PC or Mac and return to the CyberArk® portal
- Scan your device QR code one more time using your mobile device (Keep the portal window open on your computer)

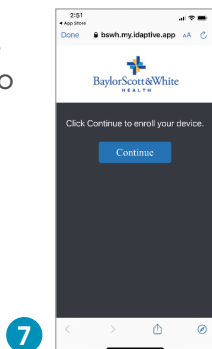
6



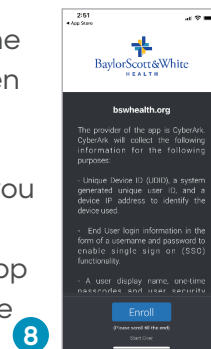
Add the CyberArk® Identity app to your mobile device cont.



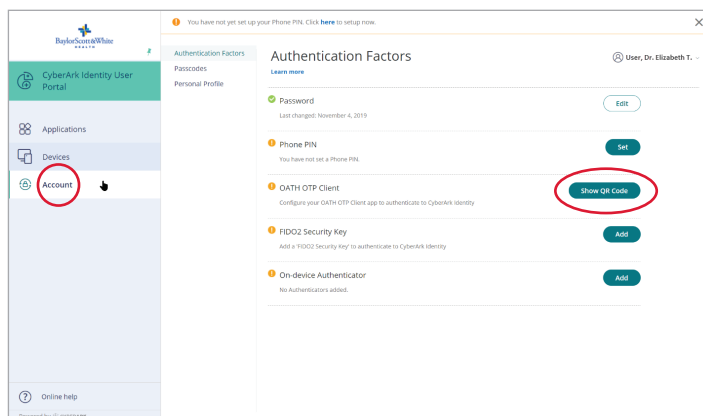
- After the second scan, you will be prompted to click **Continue** to enroll your device



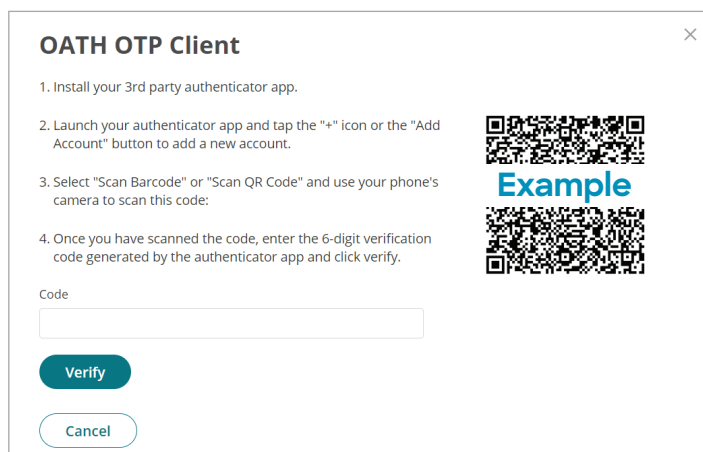
- Scroll to the end of the disclosures listed, then click **Enroll**
- After clicking **Enroll**, you will be taken to the CyberArk® Identity app on your mobile device and prompted for your preferences



- On your computer return to the portal, and close the device QR code window only
- Select **Account**, then **Show QR Code** (This QR code is different from the device QR code you used previously)



- You will see this pop-up window that will display next steps and a **OTP QR Code** customized for you (Do not close the portal window)



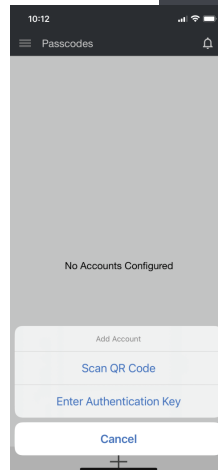
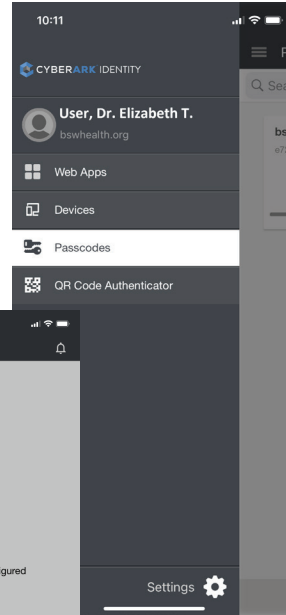
Add the CyberArk® Identity app to your mobile device cont.



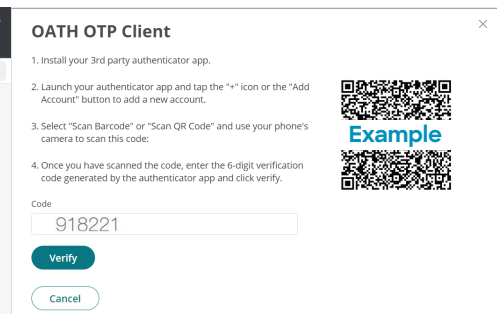
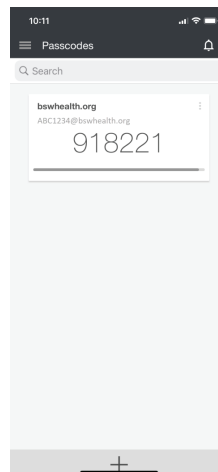
- Now open the **CyberArk® Identity app**



- Click **Menu** in the upper left
- Select **Passcodes**
- Scroll down and click the **plus sign** at the bottom of the window
- Select **Scan QR Code**



- You will be presented with a 6-digit passcode
- Go back to the **CyberArk® portal**
- Enter the **6-digit passcode** in the portal pop up window, then click **Verify**



- You will receive a confirmation message of OATH OTP verified! Select **Close**
- You have completed set up and are ready to use the CyberArk® Identity passcode generator to access BSW applications when a second factor authentication is required
- Access OTPs by clicking **Menu**, then **Passcodes** when needed



ePrescribing (EPCS) and TX PMP

If you are already registered in BSW SecureAuth for the TX PMP, once you create your CyberArk® account you have no further steps to complete.

If you are not registered for TX PMP, you must first create your CyberArk® account, then register with the Texas PMP by going to [Home – Texas Prescription Monitoring Program \(txpmp.org\)](#) then click [Register](#).

The Texas Prescription Monitoring Program (TX PMP) collects and monitors outpatient prescription data for controlled substances dispensed by pharmacies in Texas. This tool is used to review and address prescription misuse, diversion, and overdose. When prescribing controlled meds in Epic, a BPA appears, asking providers to review TX PMP. Providers must register for PMP to complete reviews.