Memorandum

DATE September 12, 2014

TO All MUHC employees

FROM Vincenzo Altomonte, Associate Director
Operations, Human Resources and Organisation Culture Directorate

**SUBJECT** **Remote access to eEspresso software application**

We are pleased to announce that remote access to eEspresso, the application that allows employees to electronically access their employee information, paystubs, etc, is **now available.**

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- Remote access requires a two level security procedure (ie: two passwords) as per the directives from the Ministry of Health and Social Services.

- Employees must **possess a cell phone** in order **to receive by text message** a secondary password consisting of 4 digits.

- Employees will need this second password in order to access eEspresso from home, or any other location, on devices supporting Internet Explorer.

How to register your cellular phone number on your eEspresso profile
   After you enter in eEspresso:
- Go to the "Employee file" menu
- Go to the sub-menu: Personal Data.
- Click on "New" button (indicated in red in the picture below) to make your modifications or add your cellular number.
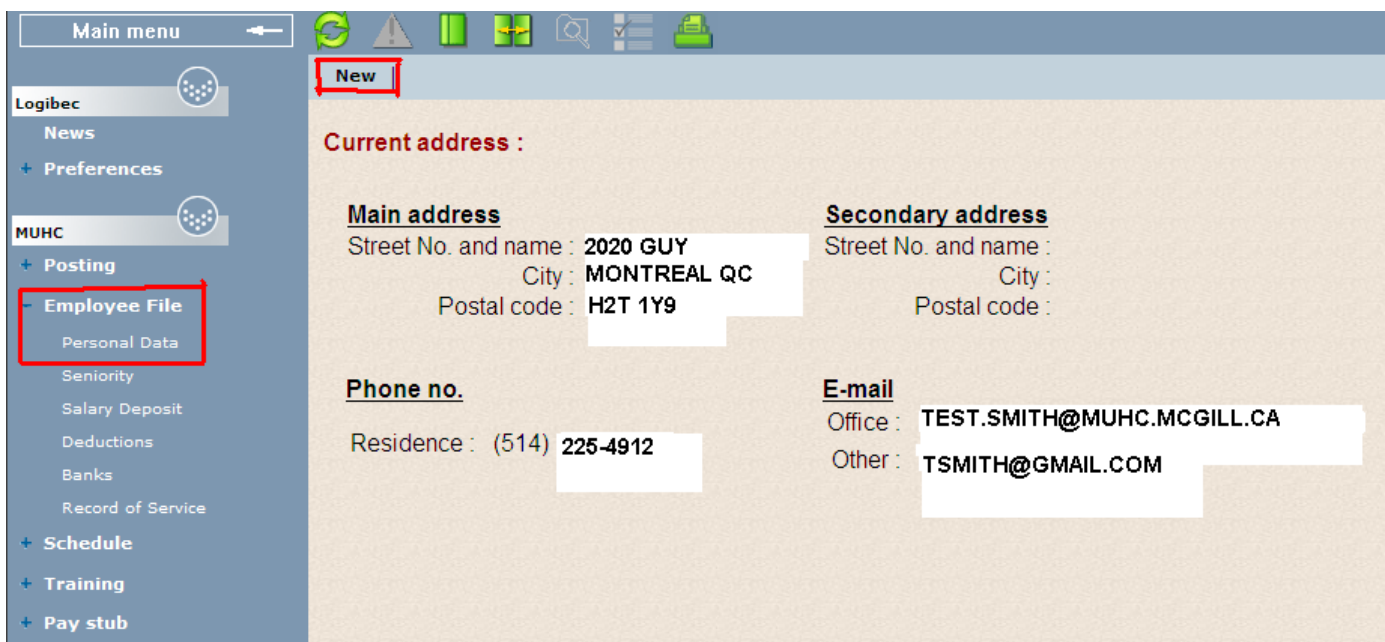
Next steps

- Select an empty field in the « Phone no. » section
- With the dropdown menu select the « Cellulaire » option
- Enter you cellular phone number
- You can also take the opportunity to register your personal email address
- Click on the « Save » button (indicated in red in the picture below)

This step is required before remote access is available. **You need at least 2 weeks after** entering your cell phone number to access this feature. This delay is necessary to allow data update. If your cell number is already entered, you can access it immediately. You just need to validate that it is correct.

How to access this system?

Remote Access for users not on the MUHC network or for those seeking access to the application **from outside the MUHC Network, home or any other location:**
Only with Internet Explorer Version 6, 7, 8, 9 ,10 and 11, (because Logibec is not compatible with other browsers)
1. In your home computer/tablet, write the following link in Internet Explorer: https://grhp.muhc.mcgill.ca/.
Attention: this link doesn't work if you are on the MUHC network
2. Enter your User Name and password that you use to access eEspresso - in the Domain field, select "Lachine domaine" if you work at Lachine or "MUHCAD domaine" if you work at any other site.
3. Once authenticated, you will receive **a code by way of text message on your cell phone**.
4. Enter this code on the second page on your computer/tablet. **You have 1minute** to enter the code. If you past this delay, you need to return to step 2
5. Please note that you must follow this procedure **each time you wish to access eEspresso** from outside the MUHC network.
6. The Logibec Login Page will then appear.

Please refer to the **MUHC website www.muhc.ca.** Look for the "Focus" section at the bottom of the page and click on the link "Remote access to eEspresso". Once there, you will find the necessary documentation.

For additional information, please **contact IS support at 48484** Monday to Friday from 7am to 5pm. In case you received an error message, please write it down it will help to solve the problem.