

CONNEX Portal activation user guide (from outside the work site)

If you access eEspresso only from a kiosk (guichet) or from a computer at a work site, you don't need to follow this procedure.

If you do not have a cell phone, eEspresso will continue to be available without the MFA requirement, from any CIUSSS computer or eEspresso kiosk. You don't need to follow this procedure.

What is the CONNEX portal?

The CONNEX portal is a new connection platform, which will replace our current platform and add the multifactor authentication security (MFA) to eEspresso.

The new portal will improve protection of our data and increase security on the users' personal information. It also complies with new MSSS rules for deploying external applications. The eEspresso content remains the same. Access is from anywhere, anytime, when you are away from your work site.

How to activate the CONNEX portal?

In order to use the CONNEX portal, you need to authenticate yourself with an MFA (Multi-factor authentication). We will be using DUO Mobile to generate a passcode.

To activate CONNEX you will need your cellphone and a computer with web browser access.

If you don't have Duo mobile installed, please execute Step 1 otherwise go to Step 2.

STEP 1

Download and install **Duo Mobile on your phone** from the [Google Play Store](#) on your Android phone or [Apple App Store](#) on your iPhone.



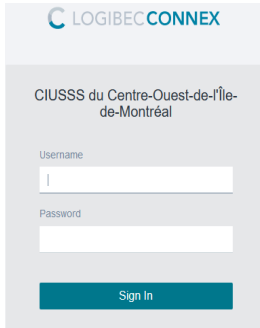
STEP 2

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On your computer, click on the link or copy and paste the following URL into your web browser:

<https://c1.authlogibec.com/auth/realms/CCOMTL/account/totp>

The LOGIBEC CONNEX login window will appear



NOTE : This URL is only used to activate the MFA not to access eEspresso

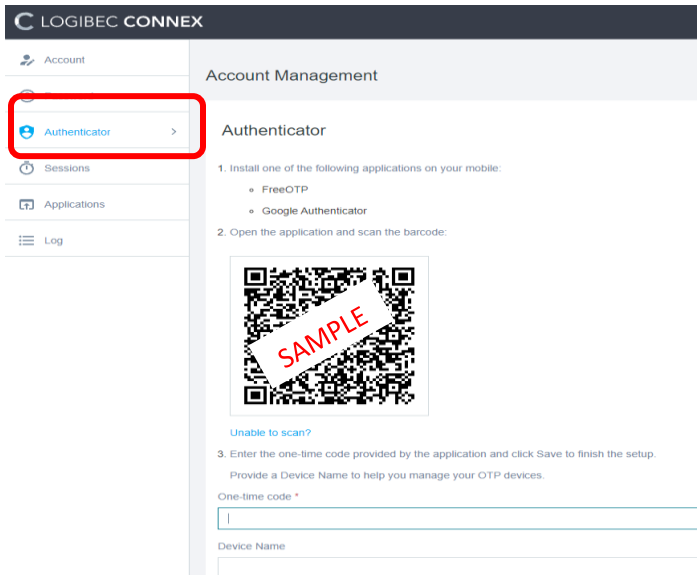
STEP 3

On the login page, enter your login information:

- Username (your eEspresso/Windows username, *i.e.*: WXYZ2620)
- Password (your eEspresso/Windows password)
- Click **Sign In** or press Enter on your keyboard

STEP 4

From the Logibec CONNEX portal menu
Go to the **Authenticator** tab:

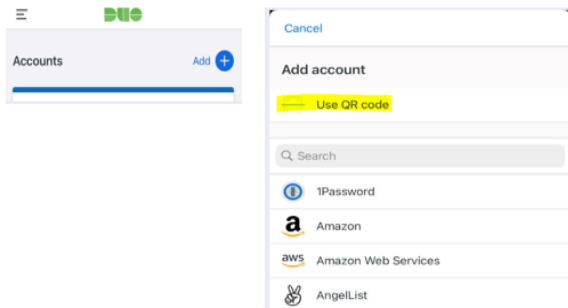


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STEP 5

Open your **DUO Mobile** application and select the **ADD button**

Duo Mobile will ask you to name the account and scan the QR code provided in STEP 4 to link the account to the Authenticator QR code.



Note: Name the account to easily identify it, for example 'eEspresso'.

STEP 6

Enter the one-time passcode, which was generated in the DUO Mobile application, into the **CONNEX** portal after scanning the QR code. Then, enter a name in the Device box, for example John Doe's iPhone, and click on Save.

The image shows a screenshot of a web form for activating a device. At the top, it says '3. Enter the one-time code provided by the application and click Save to finish the setup. Provide a Device Name to help you manage your OTP devices.' Below this are two input fields: 'One-time code *' and 'Device Name'. Both fields are currently empty.

Attention:

Remember that Duo Mobile issues a new passcode every 30 seconds. Be sure to execute this step within 30 seconds.

For now, you will be redirected temporarily to your eEspresso login page

