Founded as a Christian ministry of healing, Baylor Scott & White Health promotes the well-being of all individuals, families and communities.

MISSION

STRATEGIES

We serve faithfully

We act honestly

We never settle

We are in it together

I commit to _____
_____

so that patients and members
_____
_____

Health
Experience
Affordability
Alignment
Growth

To be the trusted leader, educator and innovator in value-based care delivery, customer experience and affordability.

VALUES

AMBITION

Notes from today:
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WHAT'S NEXT ?

Day 1: Claim User ID and Password
- **WAIT UNTIL 3:00 PM on YOUR FIRST DAY**
- Instructions on page 2

Access Your Email
- Outlook.office.com > sign in with UserID@bswhealth.org

Day 2: Report to Training or Your Department
- Receive Instructions from Your Manager

Enter Direct Deposit & W4 Information
- mypeopleplace.com > Payroll > Direct Deposit or W-4 Tax Info
- mypeopleplace.com > About Me > Verify Home & Mailing Address

Enroll in Benefits (within first 30 days if eligible)
- mypeopleplace.com > Benefit Details > Benefits Enrollment

Complete Assigned Learning (within due dates)
- mypeopleplace.com > Learning > Active Transcript

Submit Your Commitment Statement
- BSWconnect.com > Make a Commitment

Review Safety in the Workplace Resources
- BSWconnect.com > Life & Career > Safety in the Workplace

Check out the New Hire Site

Contact PeoplePlace: (844)-41-PLACE

Sites to Visit

BSWconnect.com

BSWHealth.com/benefits

thriveforwellness.com

PeoplePlace Info Center

BSWconnect > Investment In You

AccessOne: Claiming User ID & Password

1. **Go to:** https://accessone.bswhealth.com/accessone/external/registration.jsf

2. **Enter Date of Birth** (MM/DD/YYYY), and press **Tab**.

3. **Enter SSN** (with no dashes: 123456789), press **Tab**, and wait for the remaining fields to auto populate.

4. **Write down Network Account Name**. This is your User ID. Verify that the information on your screen is correct. You will NOT receive an email from IS with this information. **Click Continue**.

5. **Enter** a new **Password**, and **Confirm Password**.
   NOTE: Be sure your new password meets the **Password Criteria** shown.

6. **Enter** your **Cell Phone number** to be used for Multi-Factor Authentication.

7. **Click Submit**.

8. The BSWH Confidentiality and Security Agreement will display. **Read** the agreement and **click Accept**.

9. To confirm your password has been set up, **click Login**.

Personal Information

Date Of Birth *	SSN *
08/17/1965	321549876
Network Account Name	First Name
RAM9876	Ronnie
Last Name	Middle Name
Montero	A
Display Name	Home Division
Montero, Ronnie	CTX
Identity Type	Account Type
Carbon	Employee
Department	Job Title
Talent & Organization Dev	Learning Tech Consultant
Manager	Effective Date
Becker, Charlene	10/2/2017

Cancel   Continue

CyberArk: Set-up Guide

1. **Go to:** https://CyberArk.BSWHealth.org using Chrome, Edge or Safari (you will be redirected to the CyberArk® login page).

2. **Enter** your **Network Account Name** (see Part 1, Step 4) in the username field and **click Next**.

CyberArk® Identity

3. **Enter** the **Password** you created in AccessOne.

4. **Verify** that the last 4 digits of your mobile device number is the same one you entered in Acces One under **Choose Authentication Method**. **Click Send me a message**.

5. **Click** the link in the SMS/Text message you receive on your mobile device, and you will be taken to an approval page on your mobile device.

6. **Click Approve** on the approval page and you will receive an **Authentication Successful** message on your mobile device and the **CyberArk® Welcome Screen** on your computer.

7. **Add** the **CyberArk® Identity** app to your mobile device.

   It is important you follow the steps in **the guide** to add the **CyberArk® Identity** app to your mobile device using a customized QR code.

   Note: During the process, you will scan the QR code twice. This will connect you to your **BSW CyberArk® Identity** app account, which displays the landing page when opened. Follow the directions in the guide.

Questions on your User ID and Password?
For assistance, please contact the IS Service Center at 214-865-4357