

SWIM – Access to Care

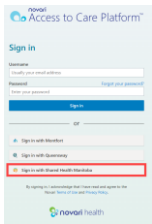
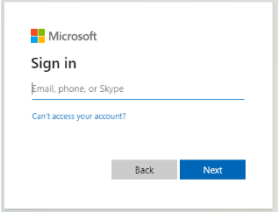



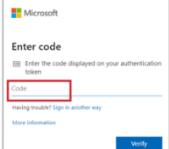
Log in and Change Password

Quick Reference Guide

Access the application and change password (not applicable for users on the Shared Health network)



Community Offices: when prompted for an email address, please use the username provided by Shared Health (user@sharedhealthmb.ca), your office email address is not valid in the application.

Application Login		
<p>1. Access Novari ATC</p>	<ul style="list-style-type: none"> Open web browser and enter https://mb-waitlist.ca.novarihealth.net/ Select Sign in with Shared Health Manitoba 	
<p>2. Enter your credentials</p>	<ul style="list-style-type: none"> On the Microsoft Sign in popup, enter your email address Click Next, this will change to the Manitoba eHealth sign in page Enter your password and click Sign in  <div style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p>Community Offices: a password reset is required upon first login and every 3 months after to align to Shared Health password security standards.</p> </div>	
<p>3. Confirm identity (MFA)</p>	<p style="text-align: center;">Soft Token</p> <ul style="list-style-type: none"> If prompted, Approve sign in request (multi-factor authentication) On Mobile Device (Smart Phone), view the pop-up from the Authenticator App. Enter the number that you see on your workstation and click Yes  	<p style="text-align: center;">Hard Token</p> <ul style="list-style-type: none"> Press the power button, the token will automatically generate a unique code and will continue to generate a new code every 30 seconds Enter the code from the token when prompted, click Verify  

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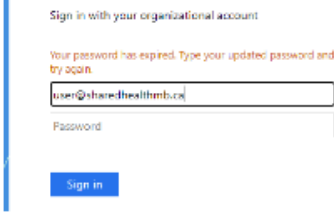
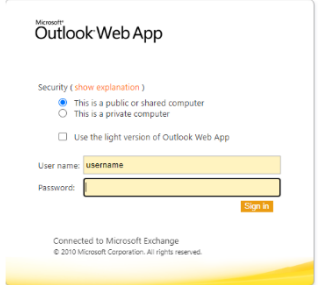
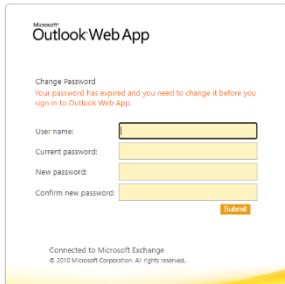


New users are required to reset their password on first login.

Password resets are required every 3 months per Shared Health security standards

Update Password

**Community offices only*

<p>1. Review password expiry warning message</p>	<ul style="list-style-type: none"> After entering your credentials, a Manitoba eHealth login pop-up indicates that your password has expired.  <p>The screenshot shows a login window with the text: "Sign in with your organizational account", "Your password has expired. Type your updated password and try again.", a text input field containing "user@sharedhealthmb.ca", a "Password" label, and a "Sign in" button.</p>
<p>2. Log in to Outlook Web App (OWA)</p>	<ul style="list-style-type: none"> Open a new browser window and go to https://webmail.manitoba-ehealth.ca/owa Enter your current User name and Password  <p>The screenshot shows the Outlook Web App login page with the title "Microsoft Outlook Web App". It includes a "Security" section with radio buttons for "This is a public or shared computer" (selected) and "This is a private computer". Below are fields for "User name" (containing "username") and "Password", with a "Sign in" button.</p>
<p>4. Change password</p>	<ul style="list-style-type: none"> The Change Password pop-up window will open Enter your User name, Current password, New Password and Confirm new password. Click Submit  <p>The screenshot shows the Outlook Web App "Change Password" page. It includes a "Change Password" section with the message: "Your password has expired and you need to change it before you sign in to Outlook Web App." Below are fields for "User name", "Current password", "New password", and "Confirm new password", with a "Submit" button.</p>