Indiana University Health

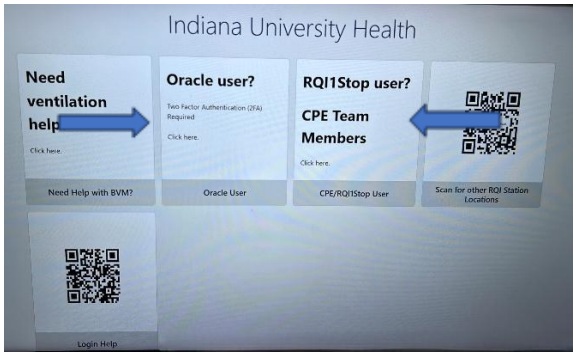
Navigating Various Login Prompts at the RQI Station

This job aid will assist you when logging into the RQI station. ***If you do not have authenticator on your phone, please call the Help Desk for a "One Time Access Code".***

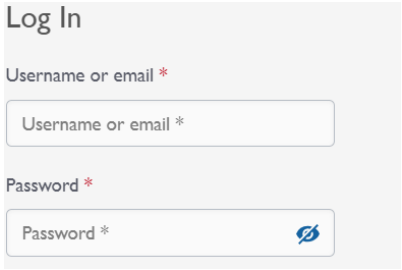
1) **Click** on "Start Skills Training."



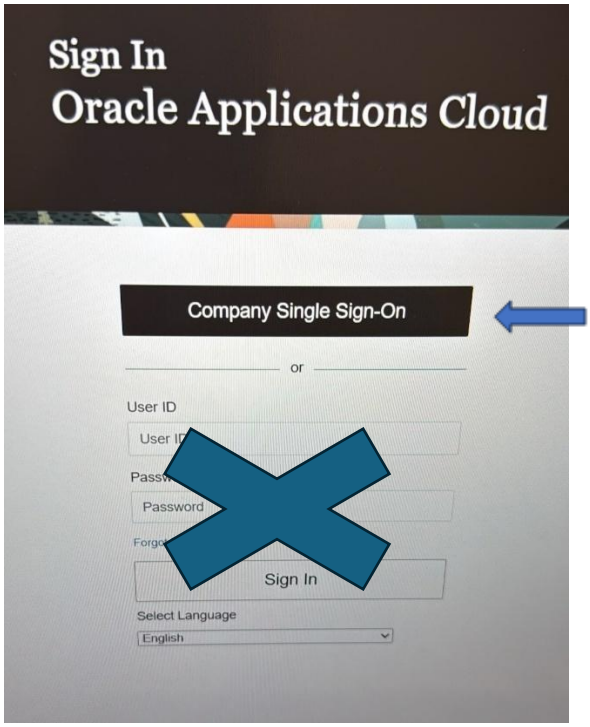
2) **Select** if you are a CPE (RQI 1 Stop) or Oracle user.



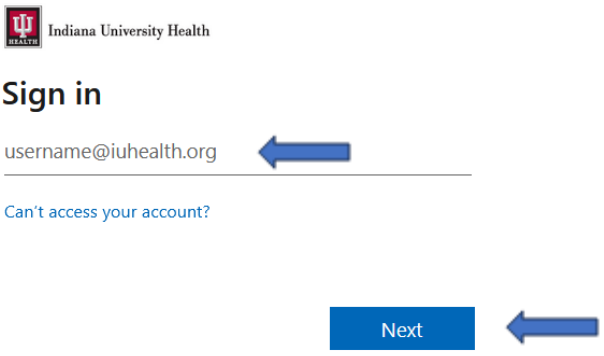
3) **For** CPE users: Continue as usual with log in. You will not need to authenticate.



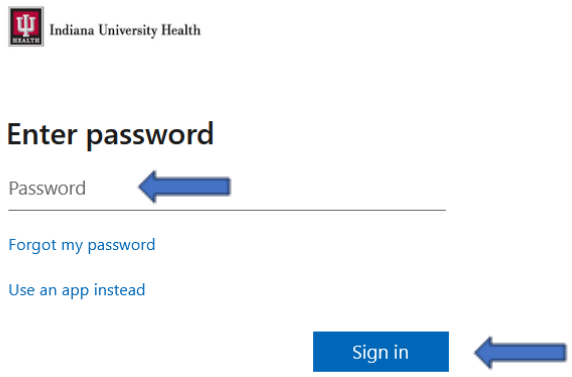
4) **For** Oracle users**:** Click on "Company Single Sign-On." Do not enter data in the fields below.



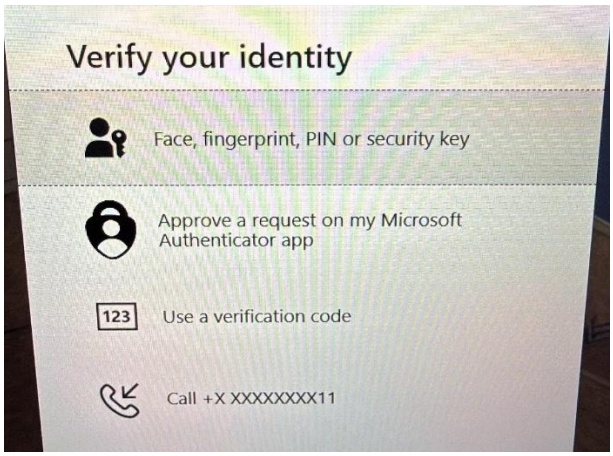
5) **Enter** your full email address, then click "Next" ***Oracle users, you will need to use Microsoft Authenticator to verify your account. If you do not have authenticator on your phone, please call the Help Desk for a "One Time Access Code".***



6) **Enter** your password, then click “Sign-in”.

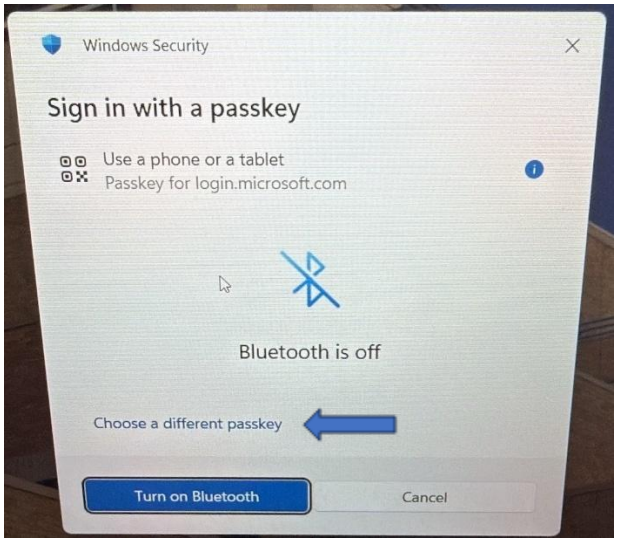


7) **Choose** your option, if you do not see this screen, goto step 8. If you see this screen and are able to authenticate, proceed to step 13.

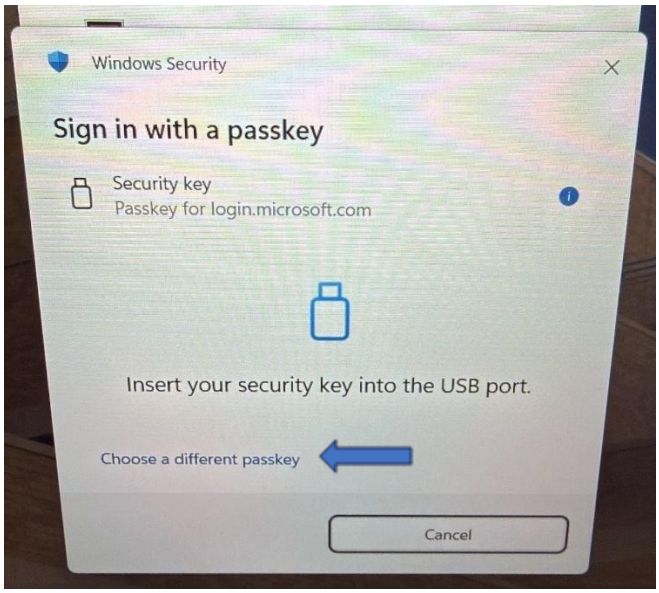


If you choose the “Call” option, the last 2 digits of your phone number will be displayed if already setup.

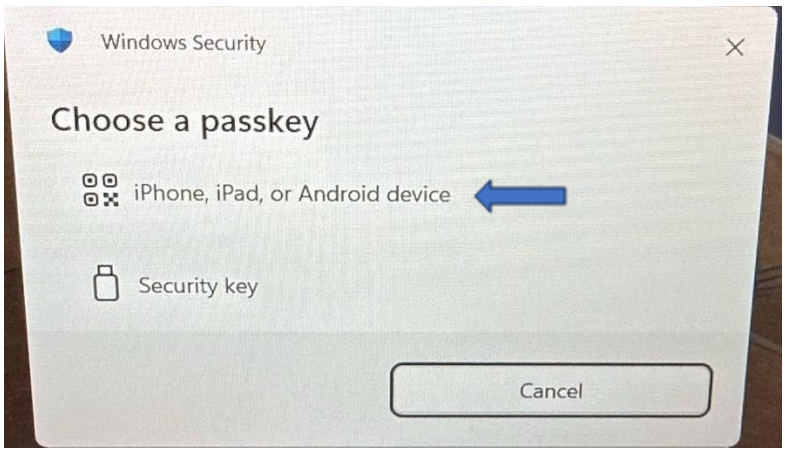
8) **Click** "Choose a different passkey" if you see the Bluetooth prompt. Proceed to step 11. If you do not see this prompt, proceed to step 9.



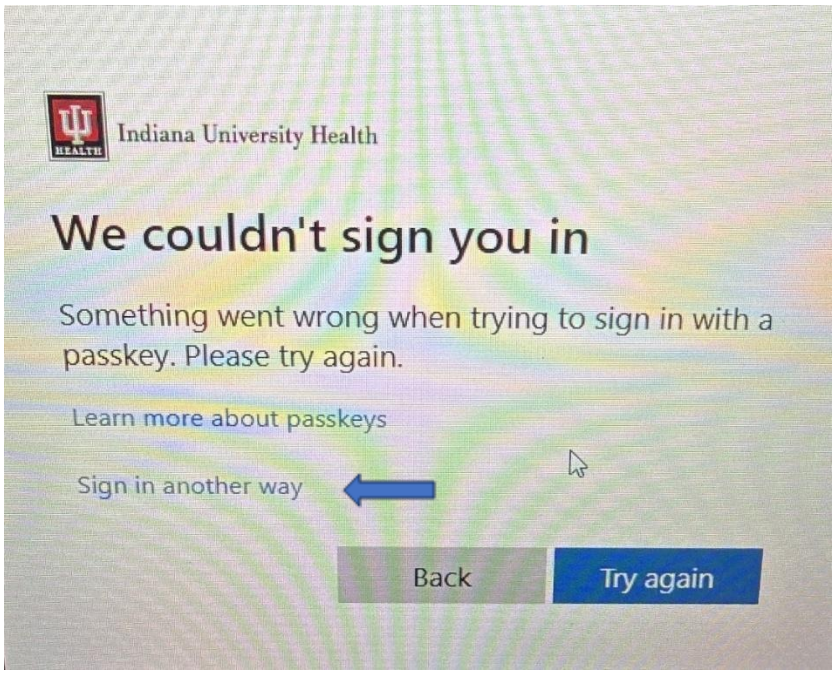
9) **Click** "Choose a different passkey" if you see the passkey prompt. Proceed to step 11. If you do not see this prompt, proceed to step 10.



10) **Click** "iPhone, iPad, or Android device" if you see this prompt. Goto step 11.



11) **Click** "Sign in another way" once this screen is displayed.

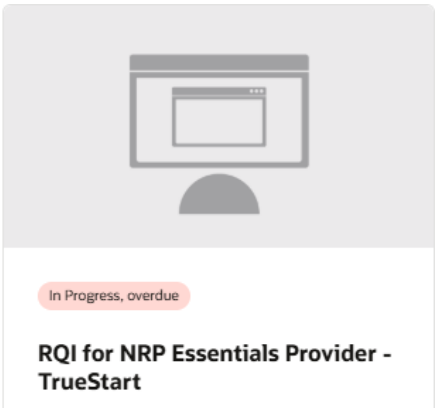


12) **Choose** your option.



If you choose the "Call" option, the last 2 digits of your phone number will be displayed if already setup.

13) **Find** your RQI BLS Lesson and proceed as usual.



Your lesson may be different then this one. This is an example.

14) **Contact** the IU Health Helpdesk for technical support, including Authenticator needs, at (317)-962-2828 or email helpdesk@iuhealth.org.