

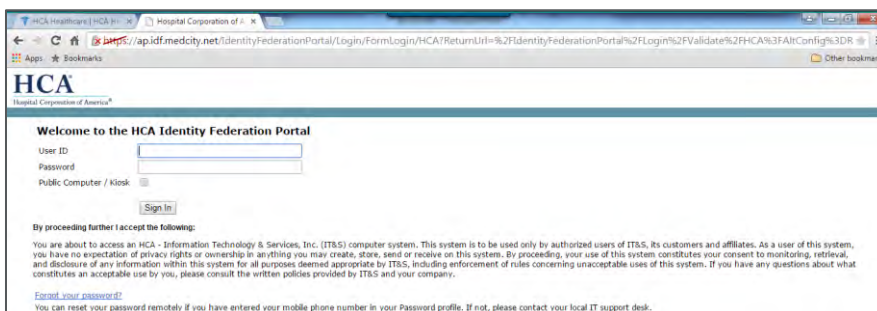
Scheduling Express - External Login from Outside of the HCA Network

Users may need to login to the Scheduling Express Application from outside of the HCA Network.

1. Open Google Chrome
2. Launch Scheduling Express:
 - a. URL: www.schedulingexpress.com.
 - b. Or scan from a Phone or Tablet to launch.



3. Login using 3-4 ID (or personal email if that was set up for your account) and network password.
 - a. If the computer is a public/shared device, click Public Computer / Kiosk.
 - b. If the computer is specific device that only the user accesses, disregard the Public Computer / Kiosk checkbox.



The screenshot shows a web browser window with the URL ap.idfmccity.net/identityFederationPortal/Login/FormLogin/HCA?ReturnUrl=%2FidentityFederationPortal%2FLogin%2FValidate%2FHCA%3FAitConfig%3DR. The page header includes the HCA logo and the text "Hospital Corporation of America". The main content area is titled "Welcome to the HCA Identity Federation Portal" and contains a login form with fields for "User ID" and "Password", and a checkbox for "Public Computer / Kiosk". A "Sign In" button is located below the form. Below the form, there is a section titled "By proceeding further, I accept the following:" followed by a paragraph of legal disclaimer text. At the bottom, there is a link "Forgot your password?" and a note: "You can reset your password remotely if you have entered your mobile phone number in your Password profile. If not, please contact your local IT support desk."

4. Select which method to confirm your identity (text, phone, email).



The screenshot shows a page titled "HCA 2 Step Verification". It prompts the user to "Choose a delivery method: Choose any option below:". There are three radio button options: "Text me at (***) ***-**-97.", "Call me at (***) ***-**-97.", and "Email me at *****@gmail.com.".

5. Enter the code that was delivered, click the **Don't ask again on this device** (optional) and click **Submit**.



The screenshot shows the HCA 2 Step Verification screen. At the top is the HCA logo. Below it, the title "2 Step Verification" is followed by a help icon. A message states: "A passcode was delivered to (***-***-97. Enter it below to continue." Below this message is a text input field containing the number "2476". Under the input field is a checkbox labeled "Don't ask again on this device." with a help icon to its right. The checkbox is checked. Below the checkbox is a dark blue "Submit" button. At the bottom of the form is a link that says "Get a new passcode." with a help icon.