**InfInformation & Technology**

**Two-Factor Authentication VPN**

Provides information on how to log into the Bon Secours Mercy Health VPN client.

Once you enter your user name and password, you will be emailed and/or texted a one-time passcode to enter in the system to be able to gain access. [Update your mobile numbe](http://bshsiupdate/DirectoryUpdate/default.aspx)r in the Outlook/Exchange Directory to receive txt message passcodes.

# Logging In

1. Log into Windows (you **must** be logged into Windows before you can connect to the VPN).
2. Select **Mercy Health VPN > MercyVPN Access** from your list of programs. (Your screen will vary depending if you are using Windows 7 or Windows 10).
3. Select the **Connect** button. The connection may initialize automatically.



1. Enter your network username and password. Select the **Logon** button.
2. Select ADS in the domain drop-down.

**MDCO**. If you are in the Atlantic group, select **ADS**.



1. Once you login with your username and password, the passcode will be sent to your e- mail address (and also to your mobile phone number if it is tied to your account).
2. Clear any existing passcode and enter the 6-digit passcode and select the **Logon** button.



 **Information & Technology**

1. As the connection is being established, you may notice a series of messages (Initializing, Authenticating, Finalizing.)
2. You are now connected to VPN. (The F5 icon appears Red in the system tray when the VPN connection is active).



# Logging Out

1. From the system tray, double-click the  icon and select the **Disconnect** **button**