

Generate a code on the token

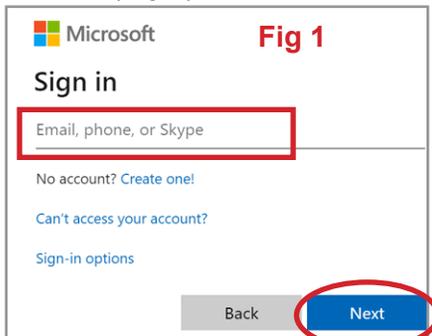
1. Press the power button to turn the token on and generate a unique code.
2. The code will be used to log into iScheduler as shown in the section below.
3. Press the power button to turn the token off (it will automatically turn off after 45 seconds).



i Note: If you turn the power off within the 45 seconds and turn it on again, the same code will appear until the 45 seconds has passed at which time a new code will be generated.

Initial log in to iScheduler

1. Click on the iScheduler login link https://schedule.mbtelehealth.ca/default_login.aspx . The first time you log in, enter your Shared Health network email address and click **Next** on the Microsoft Sign in screen (Fig 1). The next time you log in, you will just pick your account (Fig 2).



Microsoft **Fig 1**

Sign in

Email, phone, or Skype

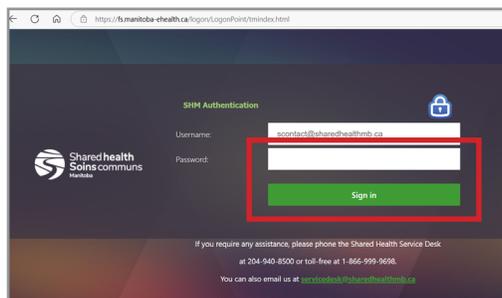
No account? [Create one!](#)

Can't access your account?

[Sign-in options](#)

Back **Next**

2. Enter your password and click **Sign In**.



SHM Authentication

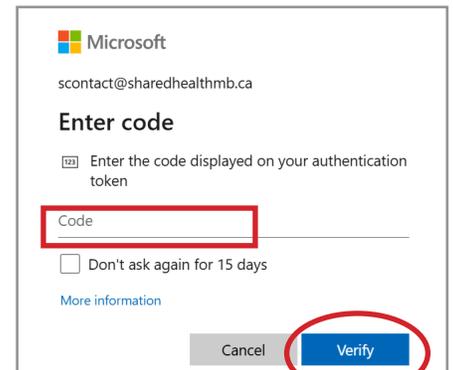
Username: scontact@sharedhealthmb.ca

Password: [Redacted]

Sign In

If you require any assistance, please phone the Shared Health Service Desk at 204-940-8500 or toll-free at 1-866-999-9698. You can also email us at scontact@sharedhealthmb.ca

3. Press the power button on your hardware token, enter the code, and click **Verify** which will take you to the iScheduler Home screen. (Note: You will need to accept the Terms of Use the first time you log in.)



Microsoft

scontact@sharedhealthmb.ca

Enter code

Enter the code displayed on your authentication token

Code [Redacted]

Don't ask again for 15 days

[More information](#)

Cancel **Verify**



Microsoft **Fig 2**

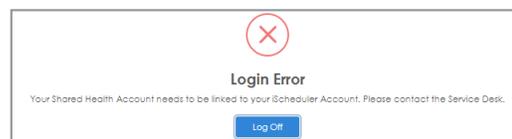
Pick an account

scontact@sharedhealthmb.ca

Use another account



Contact the Service Desk if you see this message as your accounts will need to be



Login Error

Your Shared Health Account needs to be linked to your iScheduler Account. Please contact the Service Desk.

Log Off