

## Lahey Health System Access Instructions

This sheet includes information about your unique User ID. You will use this to login to computers and various systems while at work. **DO NOT SHARE YOUR USER ID INFORMATION!**

You will receive an email containing your User ID login information. The email will come from [Talent@lahey.org](mailto:Talent@lahey.org). I am including a sample below of what the email will look like. **PLEASE NOTE:** you will need the "Login ID" and "Password" listed in this document. Your temporary password is LHnew plus the last 4 digits of your social security number, for example "LHnew1234". Occasionally, someone will try entering LHnew without adding the last four (4) numbers, so please double check you are not doing that if you have any trouble. Once you login successfully, it will prompt you to create a new password. Your password will need to be at least eight (8) characters with at least one (1) uppercase and one (1) number or character.

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### Lahey New Hire Information

1 message

Talent@lahey.org <Talent@lahey.org>

Tue, Mar 17, 2020 at 6:00 AM

To:

Congratulations!

You have been hired into the Colleague Connection. Please see the below details related to your hire and job information.

Your Info:

Login ID:

Password: The initial password for your User ID is "LHnew" plus the last four digits of your SSN.

Email Address:

Employee ID:

Job Code:

Job Title:

Department:

Department Title:

Supervisor Name:

Last Hire date: 03/30/2020

Position Number:

Regular/Temporary:

Full Part Time:

FLSA Status:

Shift:


Std Hours:

Please contact your recruiter if you have any questions.

We are glad you are here!

Please go to [connect.lahey.org](https://connect.lahey.org) to login. You will see the screen below:

Please use the Login ID for your "User name" and the temporary password provided.



Please Log On

User name

Password

Log On

As an extra measure of security, Lahey requires use of the Duo Mobil app for offsite authentication for logging into the system. This can be found in your mobile providers App Store, it is free to download. Initial authentication must occur at your physical worksite. Please do so on your first day.