

How to log into LINK2CHOP One Time Passcode


Introduction

This tip sheet will show you how to log into Link2CHOP. Users must set up Multi-Factor Authentication as part of the first-time login. After MFA is complete, login requires only steps 1-3.

Logging into Link2CHOP

Link2CHOP can be accessed using the following URL: <https://link2chop.chop.edu/>

powered by **Epic**



CHOP is transitioning to a new, simplified authentication method that will not require you, our partners providers, to remember a separate CHOP user ID and password. You can now use your own organization's work email address to log in to Link2CHOP. This new authentication solution requires you to complete a one-time setup of Microsoft's multi-factor authentication tool when you first log in.

Link2CHOP New Logon Method

Use your organization's work email address rather than using your CHOP credentials. There is a one-time setup process which is defined in [step-by-step training resources](#). Leveraging the Microsoft Azure authentication method is preferred because it will allow you to use the same credentials you use within your organization (your existing work email and password). Not all organizations support this method, so if you are unable to enroll follow the **One Time Code Method** instructions. This new method will not support non-business email accounts (e.g., Gmail, Yahoo, Hotmail). If you are unable to logon with the new logon method, use the Link2CHOP legacy logon method and contact CHOPaccess@chop.edu for support during this transition.

Link2CHOP Legacy Logon Method

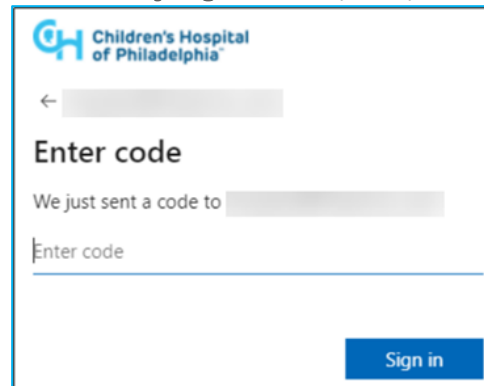
Use this method if you are unable to logon using the new method.

If you have any questions or need support, please contact the CHOP Information Services at CHOPaccess@chop.edu.

1. Select the **Link2CHOP New Logon Method** as shown in the screenshot on the left.
2. Enter you work email.

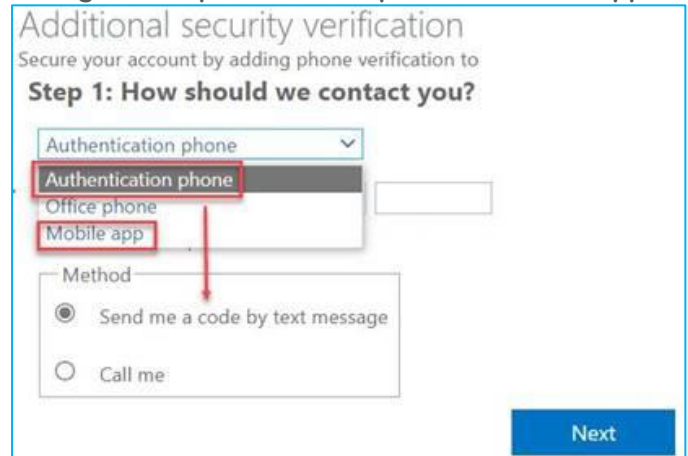


3. A one-time code will be sent to the e-mail you just entered. Enter that code here, then click **Sign In**. Check **"Stay Signed In"** if prompted.



4. Review Permissions, then click Accept.

5. MFA Set-Up: Choose a way to confirm your identity for future login attempts. Use Auth phone or Mobile App.



How to log into LINK2CHOP One Time Passcode

6. Verify your identity by text to auth phone (above) or MFA (next step).

Additional security verification

Secure your account by adding phone verification to your password.

Step 2: We've sent a text message to your phone

When you receive the verification code, enter it here

Verify

7. If you picked "Mobile App", download Microsoft Authenticator and/or configure it to work for your Link2CHOP logins. See help with microsoft authenticator for next steps.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured.

Next

8. Confirm the Department you are logging into. Click **Accept**.

Epic

LINK2CHOP

Children's Hospital of Philadelphia



Department

ACCEPT

CANCEL

9. You have officially signed into the application.

LINK2CHOP

Children's Hospital of Philadelphia

Select Patient | Case Queue | Print Order | My Groups

Unread Messages

Quick Links

No Show Event Notification

Receiving Messages in LINK2CHOP

HELP WITH MICROSOFT AUTHENTICATOR:

If you are setting up the Microsoft Authenticator Mobile App (Step 7 above) follow these steps:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Method 1 of 2: App

App

Phone

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app.


Next

[I want to set up a different method](#)

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for **Windows Phone, Android or iOS**.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 010 332 667

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/396661544/EUS>

If the app displays a six-digit code, choose "Next".

Next cancel

1. After clicking Set Up in step 7 above, if you don't already have it, go to the app store on your phone to download the MS Authenticator. [Microsoft Mobile Phone Authenticator App | Microsoft Security](#)

2. Once it has downloaded, or if you already had the application, Add Work Account and use your phone camera to **take a picture of the QR code** (square bar code) that will appear on your computer screen during the setup process and approve on your mobile device. (NOT the one in picture #2 below, which is just an example.)