New **Multi-Factor Authentication** step when logging into the NER Web Portal

For Registered User First-time Login to New Version of NER Web Portal

As a NER registered user, when logging into the new version of the web portal for the first time (<u>https://nchder.ie</u>), the following pop-up window will appear.

Sign in to NER Portal You are logging into a new version of NER Web Portal. Please, enter a valid mobile phone number. This number will be used to send text messages with 6-digit authentication codes that you will need to provide each time when you log into the portal. If you provide an invalid number, you will not be able to log into the portal	Executive	
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Country Prefix * Mobile Phone Number *	īx *	Mobile Phone Number*
Ireland (+353) 👻 & &xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	53)	♥ 8xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

The pop-up window contains the following message:

- 'You are logging into a new version of NER Web Portal. Please, enter a valid mobile phone number. This number will be used to send text messages with 6-digit authentication codes that you will need to provide each time when you log into the portal. If you provide an invalid number, you will not be able to log into the portal'.
- 'Country Prefix' field after clicking the field a drop-down list appears that contains a complete list of countries and their prefixes. The field is by default prepopulated with a prefix for Ireland.
- 'Mobile Phone Number' field You must enter your mobile phone number here. The field is mandatory. It has a default prompt '8xxxxxxx' displayed, indicating the format of the phone number to be entered. The prompt is displayed for Irish Country Prefix only and vanishes when a different country is selected in the Country Prefix field. The field allows you to only enter digits, no other characters are allowed. If you selected "Ireland' in the Country Prefix field, you are only allowed to enter a maximum of 9 characters starting with 8. If you select a different country in the Country Prefix field, you are allowed to enter up to 25 characters.

• Once you have entered your mobile number and select the 'Confirm' button, the pop-up window disappears and you can then continue to login to the NER portal as per below image.

Health Service Execution	al	W	/elcome to your secure National Employment Record	
LOGIN				
Welcome to the National E	Employment Record (I	NER)		
The NER has been developed by Review of Medical Training and C from NCHDs. The system has bee duplication as possible when rotal	HSE – National Doctors Tra Career Structure Report' (Ma en specifically designed to n ting employers.	aining & Planning, in respo cCraith Report). This reco ninimise repetitive paperw	onse to one of the key recommendations of the 'Strateg mmendation was based on feedback received directly vork requirements for NCHDs and eliminate as much	ic
Your NER is completely private, c relevant employer/prospective em your Medical HR/Manpower Depa details on access are available in	confidential and secure. The nployer or Occupational Hea artment. Occupational Healti the NER terms and condition	information contained witi lth Department (OHD)/pro h data will only be visible/a ons, link at the bottom of th	hin your NER will only be available to you and your ospective OHD. HR data will only be visible/accessible to accessible by your Occupational Health Department. Fu his page.	yc Ill
If you are a first time user of the s the screen to begin.	system you must register a n	new account – click on the	Register new account' link at the top right-hand side of	f
If you have already registered an Birth and Password.	NER account and wish to lo	og on this will require three	e pieces of information. These are E-mail Address, Date	; of
It is the responsibility of each indiv 8 character, containing characters	vidual that their password is s both uppercase and lower	in line with the requireme case, numbers and 1 spe	ant of the HSE Password Standards Policy i.e minimum scial character e.g. ", \pounds , $\$$, $\%$, \land , $\&$, $*$, $@$, $\#$, $?$, $!$, \in .	of
After clicking the login button you via text message to the mobile pl	u will be requested to provid hone number you provided	de a 6-digit code as addit at registration.	ional authentication. At each login this code will be see	nt
	Email			
	Lemail			
	Date of Birth			
	DD ~	MM ~	YYYY ~	
	Password:			
	a password			
		+) LOGIN	Forgot your password?	

Please continue to log in to the NER Portal by completing the following fields:

- Email –input your email address provided during registration process;
- Date of Birth three separate fields with drop-down lists, where you have to select day, month and year;
- Password enter your password.

There is a 'Forgot your password?' Link option if required.

After entering the required login data, click the 'Login' button and you will be requested to provide a 6-digit code as additional authentication. At each login this code will be sent via text message to the mobile phone number you provided.

Please provide a 6-digit authentication code sent in a text message to your phone number. The code you received is only valid for 5 minutes. If you do not receive the text message within 30 seconds or your code has already expired, select 'Resend Code' option below. 'Resend Code' will only activate 30 seconds after the original code was sent. You can use the 'Resend Code' option twice. If you still do not receive the message with the code after the second attempt, your account will be temporarily locked for 2 hours. Please try logging in again after this time or contact the Support Team at dime team@hse.ie.	Sign in	to NEP Portal
	Please provide a 6-digit authentication code sent in a text n minutes. If you do not receive the text message within 30 seconds o 'Resend Code' will only activate 30 seconds after the origin You can use the 'Resend Code' option twice. If you still do u account will be temporarily locked for 2 hours. Please try lo dime.team@hse.ie.	message to your phone number. The code you received is only valid for r your code has already expired, select 'Resend Code' option below. Ial code was sent. not receive the message with the code after the second attempt, your gging in again after this time or contact the Support Team at

TEXT Message Received

"xxxxxx - this is your NER verification code; do not share this code with anyone. This is an automatic message, please do not reply."

When you have entered the code correctly, you can log into the portal using 'Login' button.

Please note that the code you received is only valid for 5 minutes.

You also notice that below the 'Login' button, there is a 'Resend Code' option, which will allow you to generate a new 6-digit code in case your previous code has expired or if you have not received a text message within 30 seconds.

If you do not receive the text message within 30 seconds or your code has expired, select 'Resend Code' option.

<u>You can use the 'Resend Code' option twice.</u> If you still do not receive the message with the code after the second attempt, your account will be temporarily locked for 2 hours. Please, try logging in again after this time or contact the Support Team at <u>dime.team@hse.ie</u>

DIME Team

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