

HTNYS Board Member Portal Access Instructions

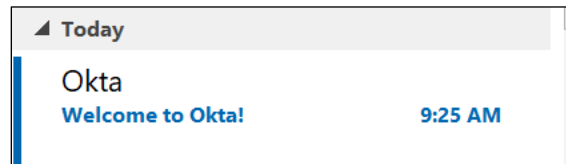
HANYYS member hospitals/health systems should update their board members' names and contact information on our online portal, Okta, throughout the year as necessary.


New to Okta? Email Wendy Preedom at wpreedom@hanys.org to request a new account and follow the instructions below, beginning with Step 1.

Already have an Okta account? Simply log in to <https://quality.askflorence.org/HTNYSTrustees> and skip to Step 3 below.

STEP 1: Activate Your Okta Account

You will receive an email from noreply@okta.com requesting that you activate an Okta account. You may have to check your spam or junk folder for this email. Within an hour of receiving the Okta email, please follow the prompts to set it up, making note of your password.



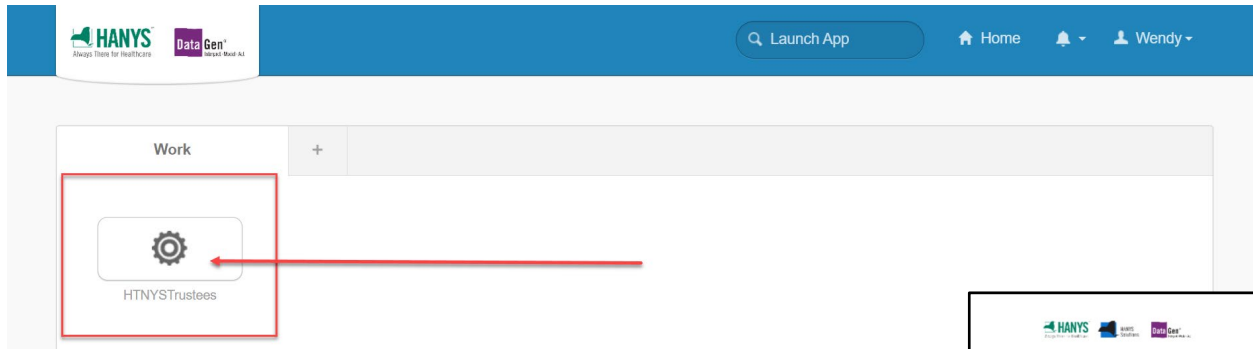
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|--|--|
| <p>From: Okta [mailto:noreply@okta.com] Sent: Monday, March 1, 2021 3:35 PM To: [REDACTED] Subject: Welcome!</p> <p>Welcome!</p> <p>Hi [REDACTED]</p> <p>HANYYS and its analytic subsidiary DataGen have implemented a new login process so that you can access our data and analytic services safely and securely. We've created a user account for you. You can activate it by clicking the link below:</p> <p style="text-align: center;"> Activate Okta Account</p> <p style="text-align: center;">This link expires in 7 days.</p> | <p>Create your "Okta" account by clicking on the green "Activate Okta Account" button in the email and it will ask you to answer a couple of quick security questions.</p> |
|--|--|

Your username is [REDACTED]

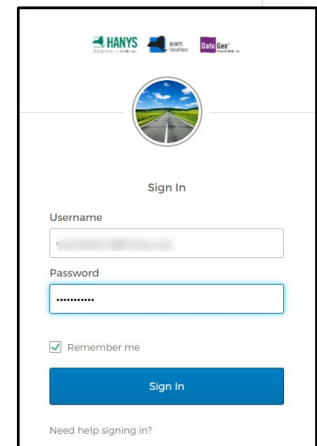
Your organization's sign-in page is "<https://hanys.oktapreview.com>"

STEP 2: Log in to Okta

Once you have activated your account, you will be automatically directed to the Application screen. Click on the icon in red below:

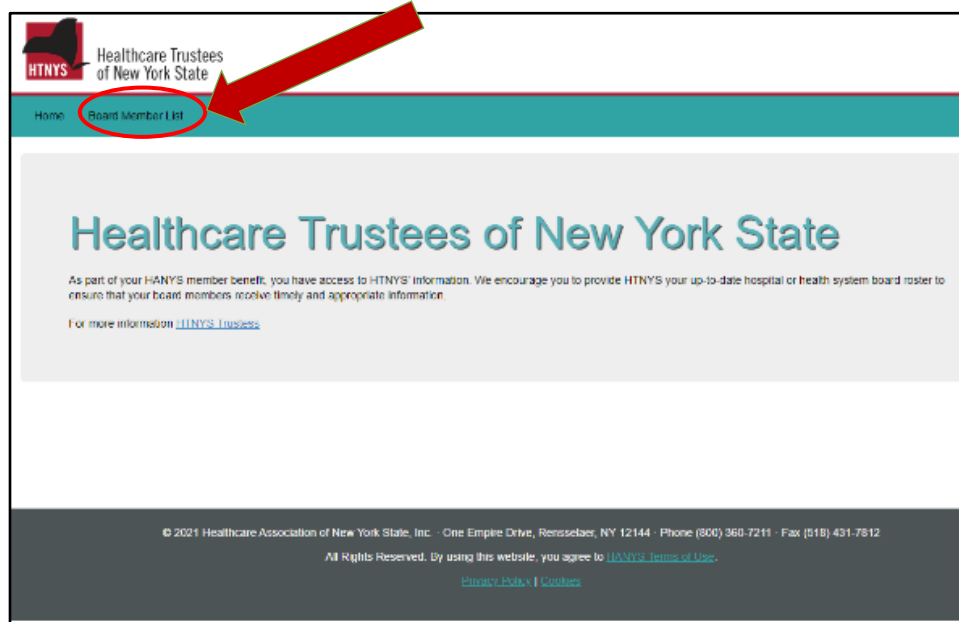


- **After** you have successfully activated your Okta account, it will take you to a login screen. Your user name is the prefix of your email address, not your entire email address.
For example: your user name is jdoe not jdoe@xxxx.com
- You may access the portal anytime at <https://quality.askflorence.org/HTNYSTrustees>
- Please update this information throughout the year as necessary.



STEP 3: Access Your Facility's Board Portal

After logging in you will be directed to our portal website. Click "Board Member List."



STEP 4: Update Your Facility's Board Member Names and Contact Information

Here you can update your facility's board member's names and contact information:

Healthcare Trustees of New York State

Hello, Kristin Phillips Log off

Home Board Member List

Hospital Name : All

Show 10 entries

Your hospital(s) will be listed here in this dropdown menu, by individual facility. Each one will need to be updated if you have more than one in the dropdown.

Create New

| Board Member Name | Board Title/Role | Email Address | Phone | Edit | Delete |
|----------------------|----------------------------|---|-------|------|--------|
| Aaron Twerski | Trustee | Aaron.twerski@brooklaw.edu | | Edit | Delete |
| Adrienne Birnbaum | Trustee | adrienne.birnbaum@nbhn.net | | Edit | Delete |
| Adrina Banks | Trustee | ambanks29@aol.com | | Edit | Delete |
| Alan Protzel | Trustee | | | Edit | Delete |
| Alice Layne | Board Coordinator | alayne1@northwell.edu | | Edit | Delete |
| Alice Layne | Assistant to the President | alayne1@northwell.edu | | Edit | Delete |
| Alireza Esmaeilzadeh | Trustee | alireza.esmaeilzadeh@brookfieldproperties.com | | Edit | Delete |
| Amy Gildemeister | Trustee | amy.gildemeister@co.schoharie.ny.us | | Edit | Delete |
| Amy Pedrick | Trustee | apedrick@nlh.org | | Edit | Delete |
| Andrew Heck | Trustee | aheck@alpinhaus.com | | Edit | Delete |

ADDITIONAL INFORMATION

If you forgot your password, please follow these instructions:

Password reset

On the login page there is small print under the "Sign In" button that reads "Need help signing in?" Select this link and a few options will accordion out from underneath it, "Forgot Password" and "Help."

Select the "Forgot Password" option and it will ask you for your email/username" (a), both of which are the organizational email you were set up under. Then select "Reset Via Email."

HANYS Always There for Healthcare Data Gen Hospital Model Act

Reset Password

Email or Username a

Reset via Email

Back to Sign In

HANYS Always There for Healthcare Data Gen Hospital Model Act

Sign In

Username

Password

Remember me

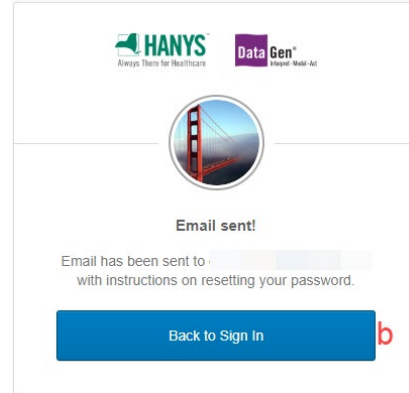
Sign In

Need help signing in?

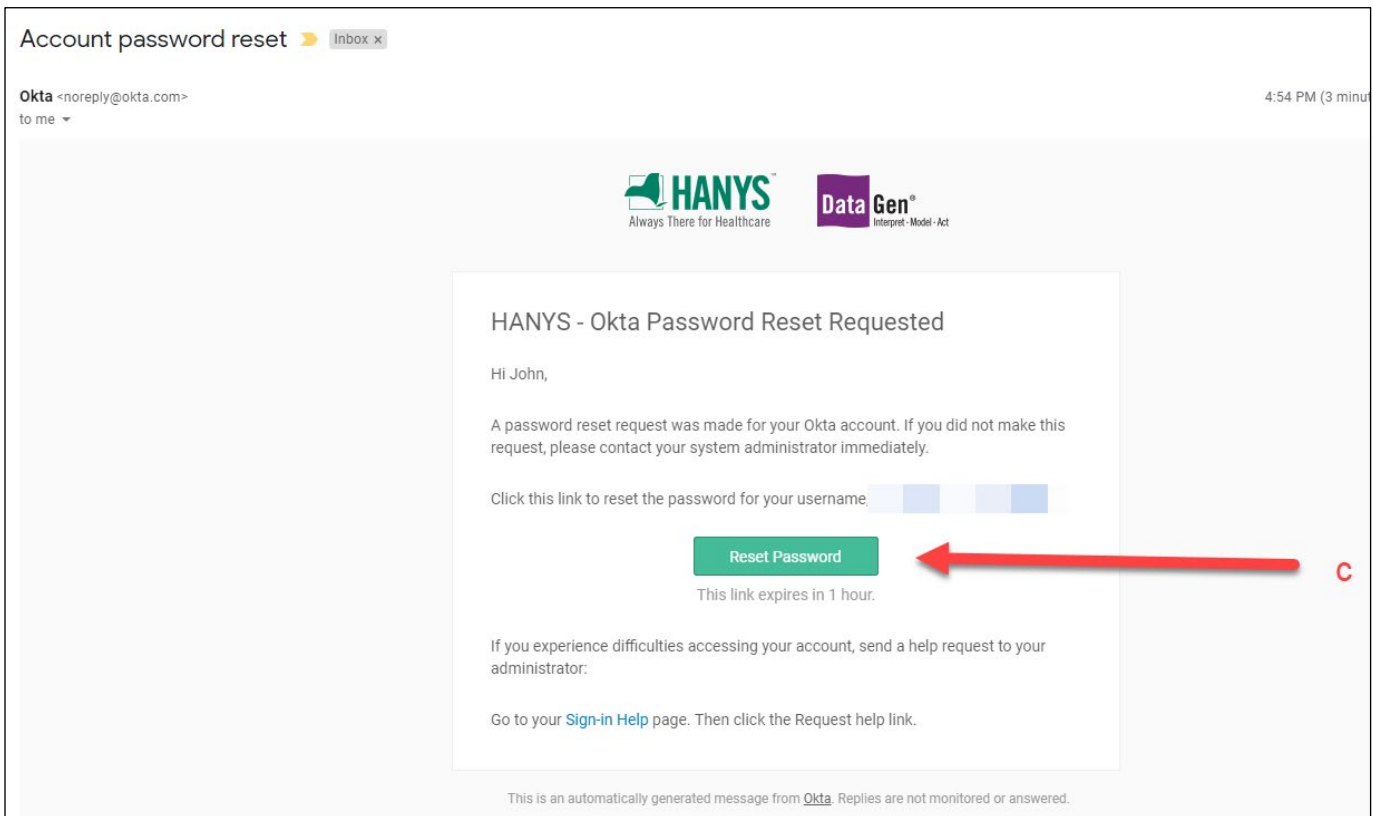
Forgot password?

Help

Next, a “Back to Sign In” page will appear (b). An email with a password reset link will be sent to your organizational email address linked to your Okta account.



Select the “Reset Password” button (c) and you will be challenged for your password reset question that was chosen during your initial setup.



Once you have answered the question, it will ask you to update your password and verify it. Upon completion, you will be taken to the Okta homepage. This password is now ready for use on the HTNYS portal.

The “Help” link will take you to an Okta frequently asked questions page with a few “how to” blurbs as well.