Mary Free Bed Self-Service Password Reset

- 1. To access the password portal, open any internet browser (ex. Microsoft Edge, Google Chrome) and go to https://maryfreebed.com/password.
 - a. <u>SYSTEM STAFF</u>: Before going to this site, please find the menu button in the upper right corner (3 dots stacked or flat). Select New InPrivate/Incognito Window from the list. See below:

A [°] Edge 🧕 ଓ ∣ 🗲		Cł	nrome	-	٥	×
New tab	Ctrl+T		£ \$)		:
	Ctrl+N	ogik	New tab		Ó	trl+T
	Cultin		New window	. 🧲	Ct +Shi	rl+N ft+N
िंह New InPrivate window	Ctrl+Shift+N					

- 2. Once the page has loaded you will see the menu below.
 - a. If you have NOT enrolled, please begin with the middle option Password Reset Registration" to begin enrolling.
 - b. If you have already enrolled, please go to step 6.

Mary Free Bed Rehabilitation	Refer a Patient MyChart Pay A Bill About Us Conditions + Services	Careers Volunteer Kids Locations	Give & 800.528.8989 Patients + Visitors	f ♥ ◙ ◘ in Q Education + Research
Employee Password Reset				
Home / Employee Password Reset				
PASSWORD RESET PORTAL				
SELF SERVICE PASSWORD RESET REGISTRATION				
PASSWORD CHAINGE PORTAL				

3. After selecting the middle option above, log into your Mary Free Bed account. This page will use an email address format for the username (<u>Firstname.Lastname@maryfreebed.com</u>).

Mary Free Bed			
Sign	Sign in		
test.joe	@maryfreeb	ed.com	
Can't ac	cess your acco	unt?	
		Back	Next
Contact in.	the MFB IT I	Helpdesk with ar	ny issues logging
Q _	ign-in optio	ns	

Contact the MFB IT Help Desk at 616-840-8020 or by emailing support@maryfreebed.com for any IT assistance

4. Once logged in, you will see the following "Security Info" page. Select the + Add sign-in method. This allows you to pick options for your account to verify your identity, also known as Muti-Factor Authentication.

- Multi-factor Authentication is one more layer of security to prevent unauthorized logins. You may enroll one of two options for MFA:
 - i. A phone number that can receive calls or text message codes.
 - ii. Setup and enroll the Microsoft Authenticator app on your phone.

III Mary Free Bed My Sign-Ins V		
 Q Overview A Security info Organizations Devices 	Security info These are the methods you use to sign into your account or reset your password. + Add sign-in method No items to display.	
Privacy	Lost device? Sign out everywhere	

5. After enrolling at least one option you can use the password portal to reset or change your password at any time.

6. Once fully enrolled, you can use the two other options on the password portal homepage. You can get to password portal homepage any time buy going to <u>https://maryfreebed.com/password</u> (see step 1 and 1a if needed).



- a. Password Reset Portal use this option to reset your password when you <u>do not</u> remember what it is.
- b. Password Change Portal use this option when you <u>do know</u> what your password is, but you need/want to change it to something else.