

# MedHub Initial Login Instructions

## Follow these steps for initial login into MedHub

1. Reset AD Password
  2. Set-up Two-Step Login Authentication
  3. Login to MedHub
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### Reset AD password

If you do not know your current AD password, then you should call the UCSD Health Service Desk at (619) 543-4357 to have the AD temporary password reset. Then visit the password change website and update the password as the temporary one will expire after 24 hours: <https://password.ucsd.edu>. Click the "I know my current password" link and input the temporary password when prompted for the 'current' password. Input your permanent password and retain it for future use.

**PLEASE NOTE:** 2-Step Authentication using the Duo Mobile app is required to log into MedHub. Please use the information below to install and register Duo Mobile *prior to* logging into MedHub.

### 2-Step Authentication with the Duo mobile app

The links below provide information regarding the Duo two-step login for UC San Diego. Duo is required as part of the login process for MedHub and other UCSD secure sites. Please follow the instructions to install and register the Duo Mobile app on your mobile device (if you already have it installed on your device, then you do not need to install it again).

Two-Step Login with UC San Diego Health, UCOP and Other Institutions -

<https://blink.ucsd.edu/technology/security/services/two-step-login/health.html>


Register Your Main Device -

<https://blink.ucsd.edu/technology/security/services/two-step-login/register.html>

Additional Devices & Preferences -

<https://blink.ucsd.edu/technology/security/services/two-step-login/preferences.html>

### Login to MedHub [you **MUST** have Duo Mobile for UC San Diego registered and set up on your device(s)]:

1. Open a web browser to <https://ucsd.medhub.com/>
2. Click on the  button.
3. On the UCSD Single Sign-On screen, enter your UCSD AD credentials:
  - a. username

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- b. password
- 4. Click the **Login** button.
- 5. Confirm your login when you receive the authentication request from Duo Mobile.