

Remote Login Instructions for myCareer@CHOP – Non-Token Users

Note: These instructions apply to users accessing myCareer@CHOP remotely *without an Entrust Token*.

1. Go to <http://mycareer.chop.edu> and enter your CHOP network login and password. Click Submit.

Note: If you click the checkbox next to **Remember me on this computer**, the one-time passcode (explained in the next step) will register your device and you will only be prompted for your CHOP network login and password in future access attempts from this same device.

The screenshot shows the myCareer@CHOP login interface. At the top left is the logo 'myCareer@CHOP'. Below it is a 'Login' section with a 'User Name' field, a 'Password' field, a 'Submit' button, and a checkbox labeled 'Remember me on this computer'. To the right is a dark teal sidebar with the word 'Careers' at the top, followed by a 'Search for Jobs' button and a 'Login/Create Account' button. At the bottom of the page, there is a small text block: 'If you are experiencing login issues, please contact the CHOP Service Desk at 215-590-4357 (x4-HELP)'.

2. When you click submit, a screen will prompt you to select where you would like your one-time password (OTP) to be sent. A customized list will be displayed listing only those contact types we have on file for you. Choices are:
 - a. CHOP issued Mobile Phone
 - b. Personal Mobile Phone
 - c. Personal Email
 - d. CHOP Email

Example of the email content is below:

From: IdentityGuard@email.chop.edu [mailto:IdentityGuard@email.chop.edu]
Sent: Monday, February 22, 2016 9:47 AM
To:
Subject: Your One-Time CHOP Password

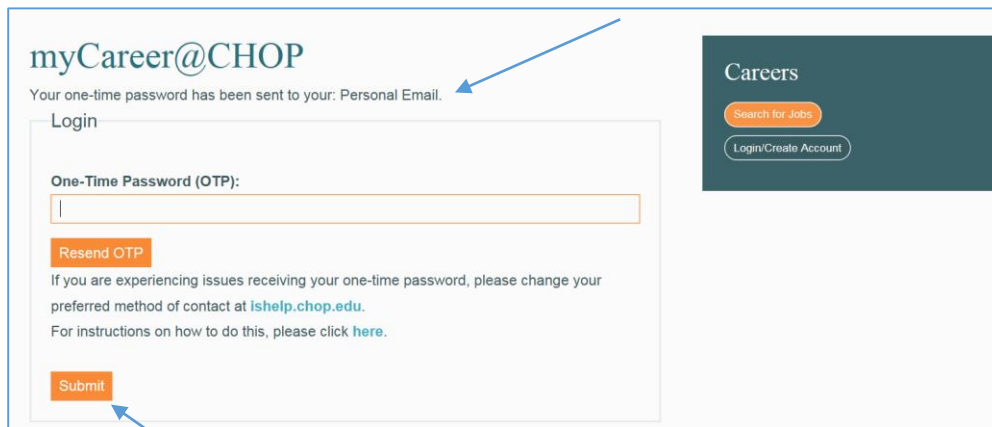
 The Children's Hospital of Philadelphia
Hope lives here.

Your one-time password is **7P9MVF75**. It expires on Mon Feb 22 10:46:43 EST 2016.

If you run into any issues or are not sure why you received this email, please contact the CHOP Service Desk at [\(215\) 590-4357](tel:215-590-4357) (x4-4357).

Thank you,
CHOP Technology Administration

3. Enter the One-time passcode that was sent via SMS text messaging or emailed to you. (In this example, it was sent to the personal email address on file.)



4. Click Submit. You will then be authenticated into the myCareer@CHOP application and should see your personal home page.

Note: In order for the myCareer application to work properly, cookies must be enabled in your Internet browser. See instructions below:

To enable third party cookies:

Internet Explorer

1. Click the "Tools" menu
2. Click "Internet Options"

3. Select the "Privacy" tab
4. Click "Advanced"
5. Select "Override automatic cookie handling"
6. Select the "Accept" button under "Third-party Cookies" and click "OK"

Firefox

1. Click the "Tools" menu
2. Click "Options..."
3. Select the "Privacy" menu
4. Make sure "Keep until" is set to "they expire"
5. To enable third party cookies for ALL sites: Make sure "Accept third-party cookies" is checked

Safari

1. Click the "Safari" menu
2. Click "Preferences..."
3. Click the "Security" menu
4. For "Accept cookies" select "Always"

Chrome

1. Select the Wrench (spanner) icon at the top right
2. Select "Options"
3. Select the "Under the Hood" tab
4. Select "Allow all cookies" under "Cookie Settings" and click "Close"