



Hub Is All You Need.

Powered By Hubspring Health

What is The Hub?

All the information you need to do your job available in 3 clicks or less!

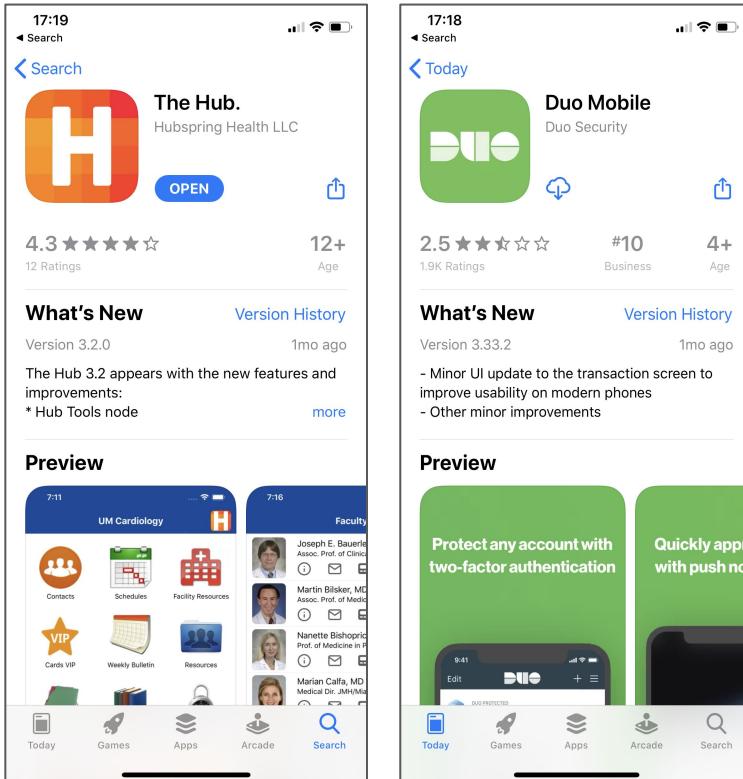
- Live Contact Directory
- HIPAA Compliant Communications Suite
- Quickly find and share mission critical information
- Instant Access to Resources (schedules, protocols, etc)

Available on iOS, Android, and Desktop devices.



Step 1: Download

- Check your **JMH Email** for an invite from 'TheHub@Hubspring.com'
- Click the link to download or search '**Hubspring Health**' in your **App Store**
- Be sure to have '**Duo Mobile**' downloaded on your device for UM's Single Sign On Authentication

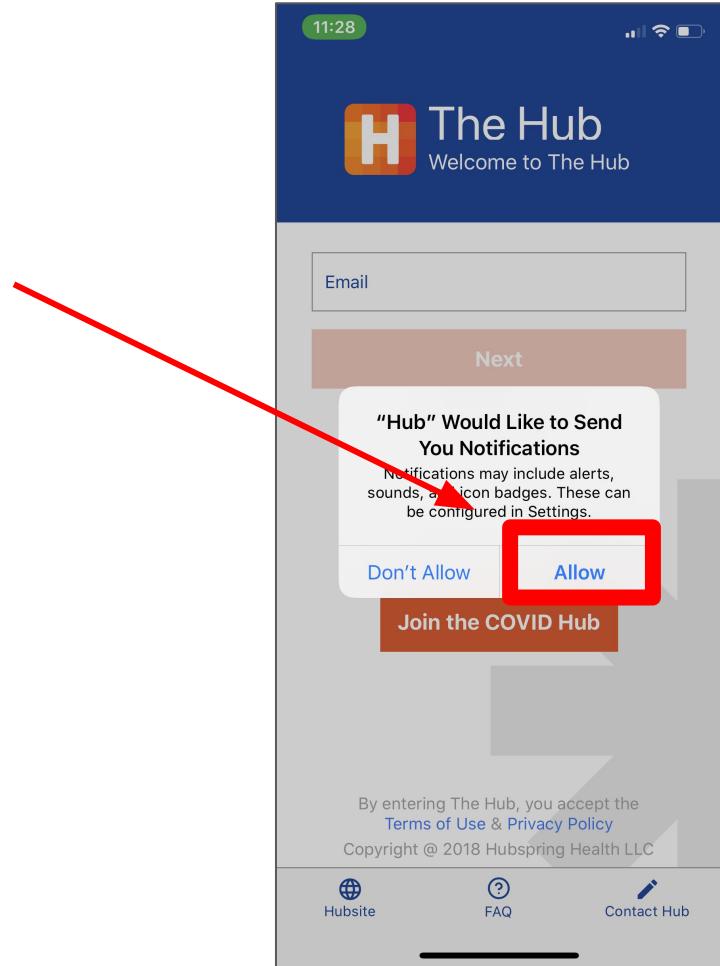


Set up your notifications:

At first open, please select 'Allow'.

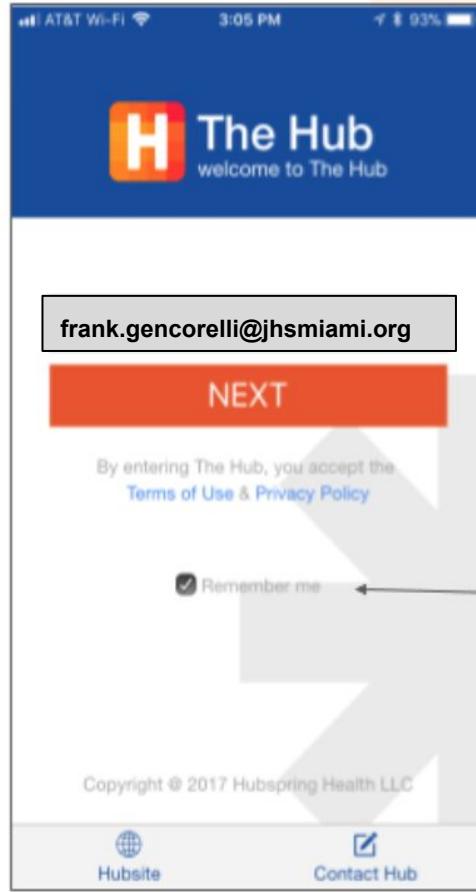
It is VERY important that you allow The Hub to send you push notifications

The Hub is used in various emergency situations where the possibility of missing a message could result in negative outcomes.



Steps 2-8: Login

- Enter your **JMH Email** credentials
- Enter your **CaneID / Password** - to authenticate through **UM's Single Sign On**
- A push will be sent to your '**Duo Mobile**' application for secure login

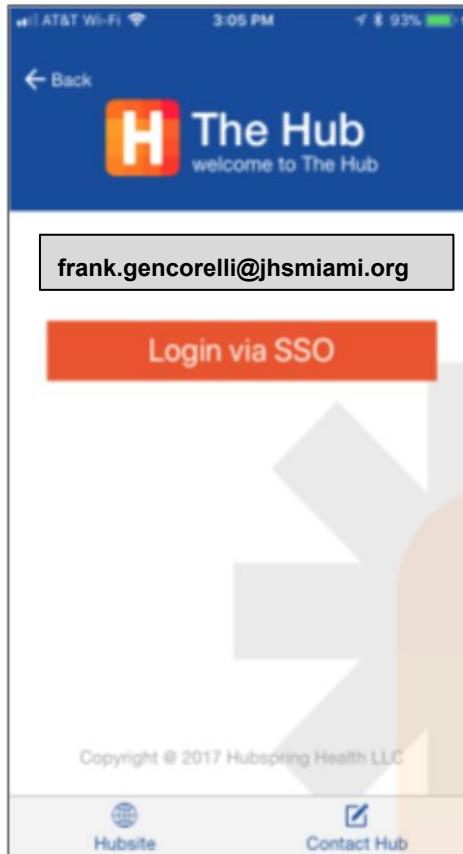


Step 2: Login with your UHealth email address listed in the Hub Invite email you received from TheHub@Hubspring.com.

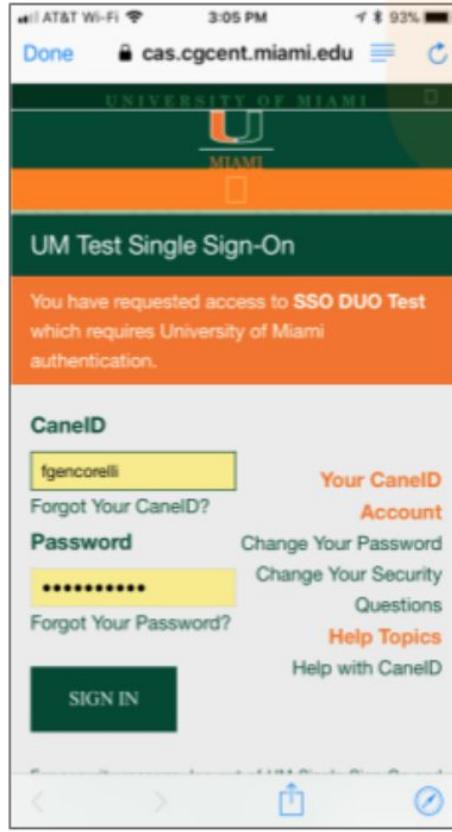
**You must login with the email that was used to create your Hub account.*

***Be sure to select the 'Remember me' checkbox so you do not need to re-type it.*





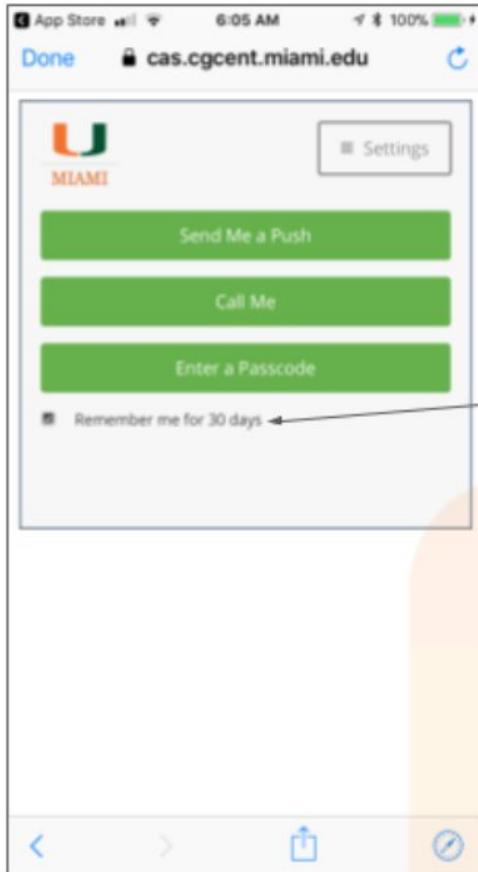
Step 3: The Hub should recognize your email and give you the option to select login via Single-Sign-On (SSO).



Step 4: Enter your CanelID username and password on the UM Single-Sign-On page.

**Note: when prompted by the browser, choose to allow to remember your login credentials so you do not have to retype them in the future.*

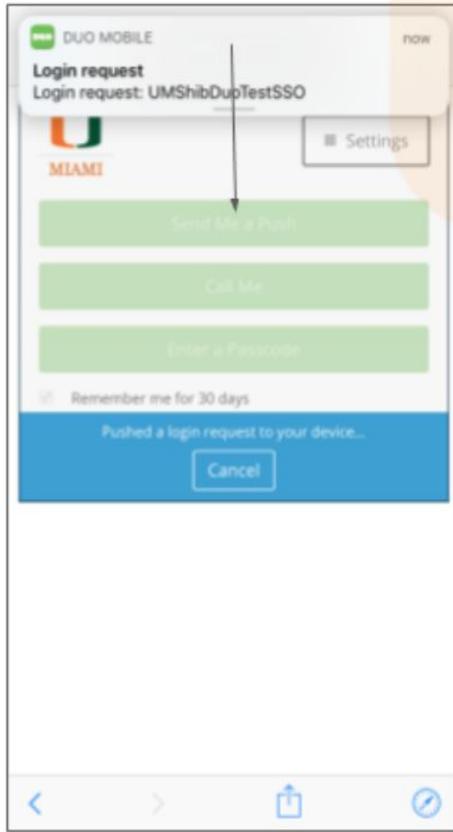
THE **Hub**



Step 5:

You should be ported over to the DUO page for two-factor-authentication.

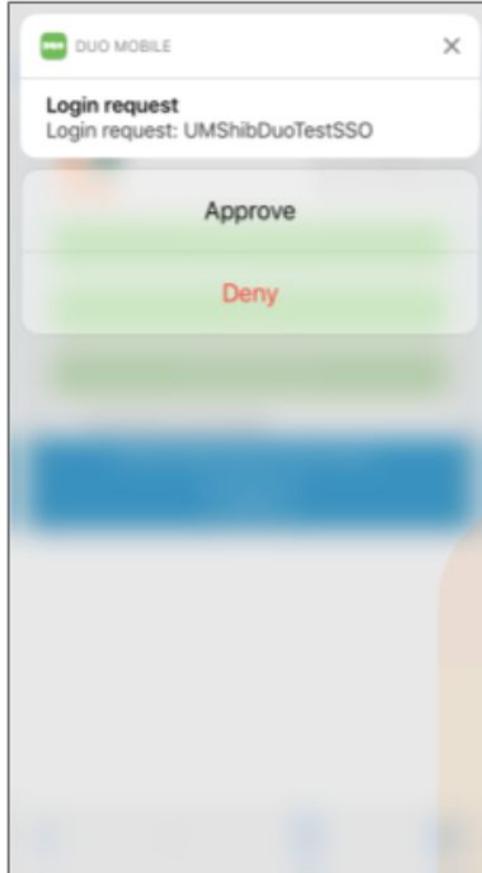
***Be sure to select the 'Remember me for 30 days' checkbox so you only need to do this once a month.*



Step 6:

When DUO sends you a Push to your mobile device, you should 'SLIDE DOWN' on the push notification to quickly 'APPROVE'.

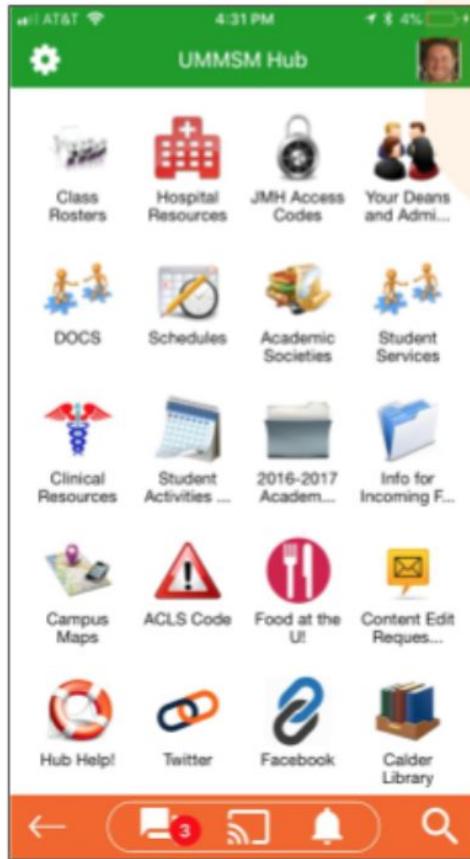
**Note: if you instead 'click' on the Push Notification instead of sliding down, it will launch the DUO app which adds extra steps and time to the two-factor login process.*



Step 7:

When prompted, select 'Approve' and you should then be logged into The Hub.

If you run into any issues please contact
Support@Hubspring.com

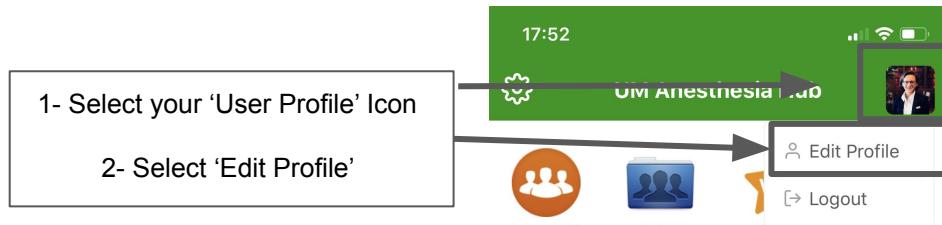


Step 8:

Welcome to The Hub!!

THE **Hub**

Check your User Profile!



The Hub is used for critical communication purposes

- Check that your **Phone Number** is correct
- Update your **Profile Photo**
- Adjust your Hub Settings
 - ◆ If you have access to multiple Hubs, select which you would like as your 'Default Hub'
 - ◆ If you would like 'HubCom' to open at login, toggle the option 'on'

Problems?

Email us at:

‘Support@Hubspring.com’

Intro Video Instructions: <https://vimeo.com/428145582>