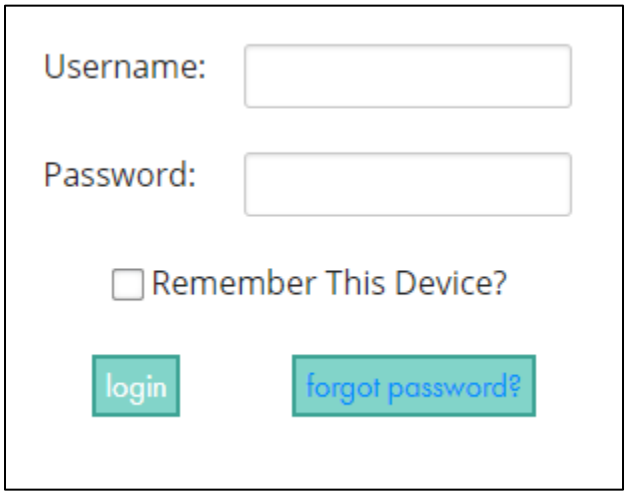
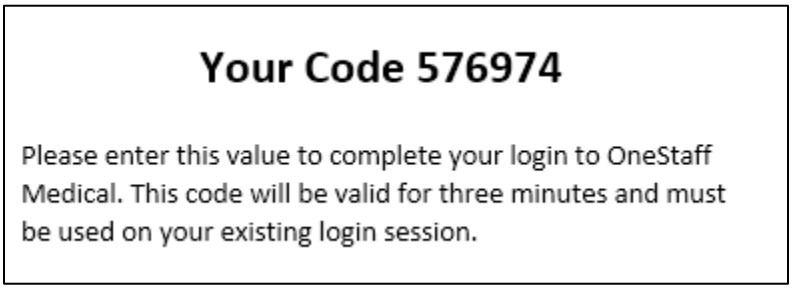
# Login Helper

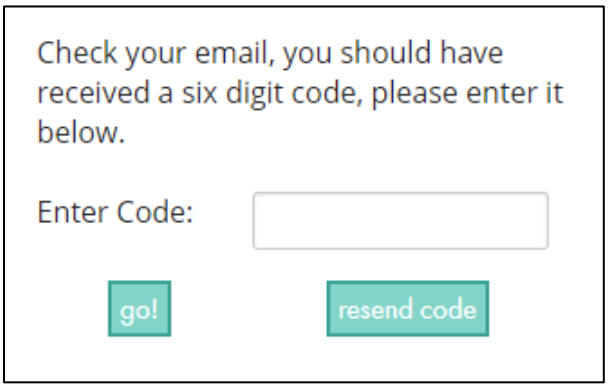



Things to know:

1. When you attempt to sign in, an email will be sent to you which will have the code you need to complete the sign in. The email will come from donotreply@onestaffmedical.com and look like this.




   a. Keep in mind the page won't move to the next step, of asking for you to input said code, until the email gets sent. This means the page will stick for a couple seconds and then proceed forward.




2. Once the code gets emailed, you will have three minutes to plug it into the login page before it will time out and not allow you to sign in. If you take too long or didn't receive the code, you can

resend the code once. Beyond that, you will need to refresh the login page and start back at the beginning.

3. Work smarter, not harder. Use the “Remember This Device” check box. This allows you to bypass the 2FA piece of the sign-in when using that device. This will be good for 1 week and after that you will need to re-authenticate using the 2FA process.
    a. Note: When using this check box, you will have to use 2FA for the initial login.
4. Password requirements:
    a. Must be at least 10 characters long.
    b. Must have at least one lower case alphabetic character.
    c. Must have at least one upper case alphabetic character.
    d. Must have at least one digit.
    e. Must have at least one special character.
        i. Examples: @$!%*#?]
        ii. Note: Not all special characters are allowed.
5. The system will force password changes every 90 days.
    a. You will get a reminder 14 days prior to being forced to update your password.
6. A password cannot be reused until after 365 days of it being unused. This is per user.
    a. The system will store 5 previous passwords for this rule.
7. You will have a max of 5 password attempts before the system will lock you out.
    a. If this happens to you, you will be locked out for 10 minutes. After that, you can attempt to login again.