



## How to sign in to Allina Health Knowledge Network and Outlook webmail from non-Allina Health computers

**NOTE:** You must be registered for iSAFE to sign in to these systems. The following steps will not work unless you are registered. If you have not registered, use an Allina Health computer to visit MyAllina for more information and to register. You will not be able to access AKN or Outlook webmail until you are registered and the process can take up to 14 days.

1. Go to the [allinahealth.org/login](http://allinahealth.org/login) and click on webmail or AKN.
2. Enter your User Name (typically your A#) and password. Then, enter the code on your RSA token. Press Sign In.

A screenshot of the Allina Health Knowledge Network login page. The page has a light blue background. On the left is the Allina Health logo. The main heading is "Welcome to the Knowledge Network". Below this is a line of text: "If you are experiencing issues logging in, please contact the Allina Health Service Desk at 612-262-1900 or 1-800-315-4085 (outside the Twin Cities)." There are three input fields: "User Name", "Password", and "Either (1) enter your RSA token code OR (2) enter 2468 to receive the text code". Below the input fields is a "Sign In" button. At the bottom, there is an "IMPORTANT:" notice: "You must be pre-registered for iSAFE in order to receive a text code. Visit MyAllina from an Allina Health computer for more information." Below that is a small disclaimer: "You are accessing a PRIVATE NETWORK which contains confidential information. All unauthorized users will be prosecuted. By logging in, you agree to abide by the Allina Health Information Services policies for computer usage and the confidentiality provisions of Allina Health System's Employee Standards of Business Conduct. Indicate your agreement by pressing 'Sign In.'"

**NOTE:** The same workflow is used for signing in to both the Knowledge Network and Outlook webmail.

3. You will be signed in directly. (There is a second step for employees using the text message code.)