

# UPMC Employee MyHub Registration

To register a UPMC Employee in MyHub, follow these steps:

1. Open Internet Explorer, and navigate to <https://myhub.upmc.com>
2. Click the **First Time User Registration** link in the left pane:



3. Enter your **8-digit Employee ID**.

**Note:** If the 8-digit Employee ID is unknown, contact your supervisor or HR.

4. Enter values for the **SSN** and **Date of Birth** fields and click **Validate**.

## UPMC Employee User Registration

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Please Complete All fields below and Click on the 'Validate' button to Continue

**User Registration Validation Criteria:**

Employee ID :	<input type="text" value="99988877"/> <small>(If you do not know your Employee ID, please contact your supervisor or human resources.)</small>
Date of Birth (Month/Day/Year) :	<input type="text" value="1"/> / <input type="text" value="27"/> / <input type="text" value="1927"/>
Social Security Number	<input type="text" value="012"/> - <input type="text" value="00"/> - <input type="text" value="0122"/>

5. You will be greeted with the following screen:

**\*\* Note:** The E-Sign-On ID shown in the orange box is the User ID you will need to access My HUB. You also need to select a password (scroll down if necessary), enter your password in the field titled "New Password". Then, enter this password again in the "Confirm Password" field. After entering your password, scroll to the bottom of the page and click the button labeled "Proceed With Request".

ID	
UPMC E-Sign-On ID	<div style="border: 1px solid white; display: inline-block; padding: 2px 10px;">regist4037</div> <span style="font-weight: bold; color: white;">Your UPMC E-Sign-On ID</span>

Name	
Name(FN, MI, LN)	<div style="border: 1px solid gray; display: inline-block; padding: 2px 10px;">Test</div> <span style="font-size: small; border: 1px solid gray; padding: 0 2px;">X</span> <div style="border: 1px solid gray; display: inline-block; padding: 2px 10px;">Registration</div>

Password	
New Password	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Confirm Password	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>

The password you choose must be between 7 and 14 characters long and meet at least any **three** of the following criteria:

- Password includes at least one lower-case, alphabetic character (e.g. a-z)
- Password includes at least one upper-case, alphabetic character (e.g. A-Z)
- Password includes at least one numeric character (e.g. 0-9)
- Password includes at least one special character (e.g. \$, #, @).

Proceed With Request

6. Type a password for your account in the **New Password** field. Type it again in the **Confirm Password** field.
7. Click **Proceed with Request**.
8. Provide an **Alternate Email Address**, select your **Cell Phone Carrier**, and fill in **Your Cell Phone Number**:

Alternate Email and Phone Information	
Alternate Email Address :	<div style="border: 1px solid gray; padding: 2px;">testreg@gmail.com</div>
Cell Phone Carrier :	<div style="border: 1px solid gray; padding: 2px;">Verizon ▼</div>
Your Cell phone Number :	<div style="border: 1px solid gray; padding: 2px;">412 - 233 - 3333</div>

Next

## 9. Select your **Challenge Questions and Responses**:

### Set Challenge Questions/Responses

For additional security, please select three unique challenge questions and provide answers for each. The system will not let you choose the same question more than once. You will be asked to answer these questions when you log in to MyHub Access from a computer that is not recognized by the UPMC network.  
**Note:** Answers can include only alphanumeric characters, spaces and hyphens(-) . Answers cannot be part of the question. Answers are not case sensitive.

Challenge Questions	
Challenge Question #1 :	What is your mother's maiden name? ▼
Challenge Answer #1 :	<input type="text"/>
Challenge Question #2 :	What is your favorite pet's name? ▼
Challenge Answer #2 :	<input type="text"/>
Challenge Question #3 :	What town were you born in? ▼
Challenge Answer #3 :	<input type="text"/>

[Next](#)

## 10. Select a **Security Image**:

### UPMC Employee User Registration

Select one of the following images to associate with your MyHub account by clicking the image. Remember the image. Every time you log in to MyHub Access, the image will appear. If the image you choose here does not appear when you log in, it could mean that a security breach has occurred.

<a href="#">Abstract</a>			
	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>
<a href="#">Nature</a>			
	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>
<a href="#">Objects</a>			
	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>
<a href="#">People</a>			
	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>	<a href="#">Select this Image</a>
<a href="#">Places</a>			
<a href="#">Sports</a>			
<a href="#">Technology</a>			
<a href="#">Transportation</a>			

11. Enter your personal **Welcome Message**.



Enter Welcome Message

MyDog

Remember me on this computer

Submit

12. Click **Submit**

You have successfully Registered with the UPMC Identity Management System

Please note your E-Sign-On ID: **ru** [REDACTED] **1**

Please wait for 5 mins before you log in to MYHUB.



## **Additional Help**

For further help, please contact the Helpdesk at 412-647-4357.

## **Document Information**

**Subject:** UPMC Employee MyHub Registration

**Title:** Quick Guide: UPMC Employee MyHub Registration

**Date/Revision:** 09/14/2016; Rev: 1.0

**Audience:** UPMC Employees

**Intent:** Instructions for a UPMC Employee to register in MyHub