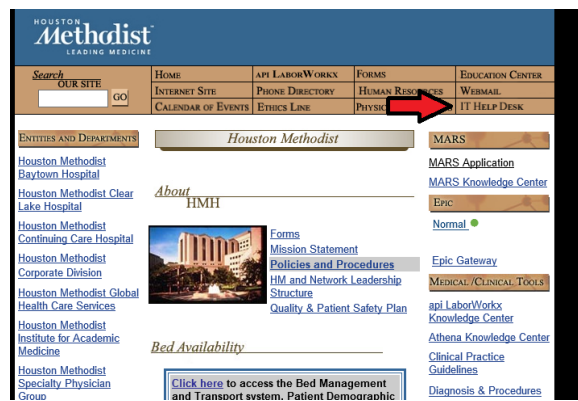


# Registering a Phone Number to Use the Apps Portal

Before you can use the Apps Portal, also known as Apps or apps.houstonmethodist.org, you must have a phone number registered with Houston Methodist. This is required to perform two factor authorization. Typically, registration is done during New Employee Orientation (NEO). However, if you did not register your phone number at that time or you need to change your phone number, please follow the steps below.

1. Open your browser while on the Houston Methodist internal network. You should see the home page for the Intranet. Click **IT Help Desk**.

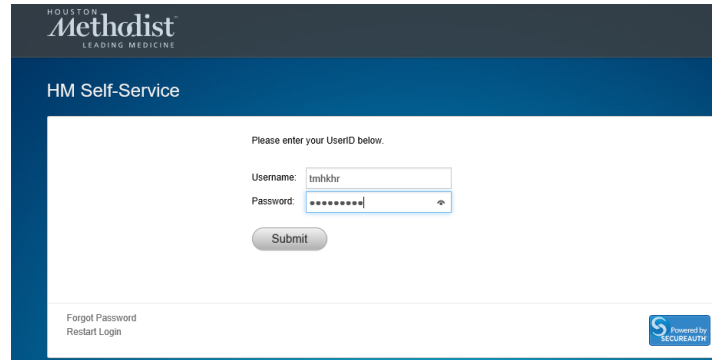


2. On the IT Help Desk page, click **Remote Access Phone Registration**

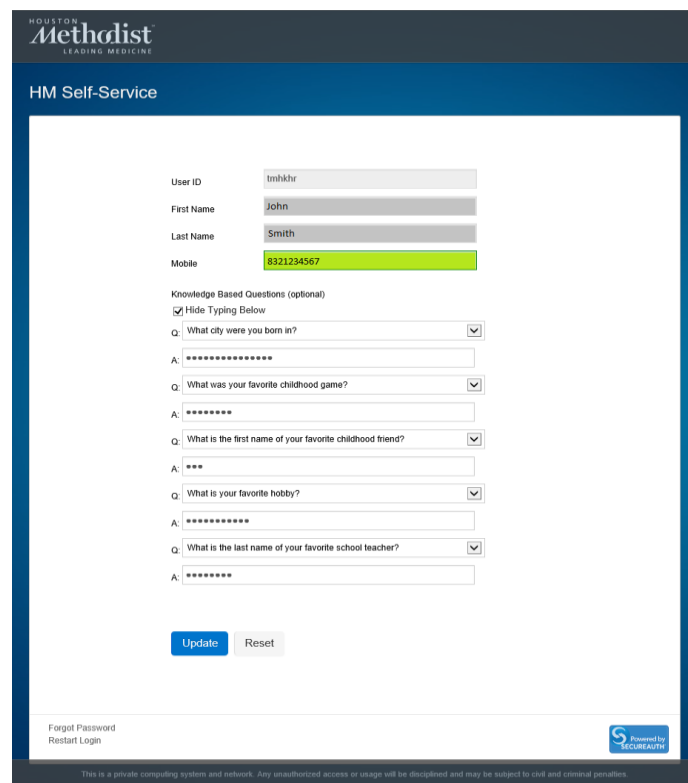


# Registering a Phone Number to Use the Apps Portal

3. On this screen, you will need to enter your **Houston Methodist Username** and **Password**. Then click **Submit**.



4. This page is where you will enter the information to register your phone number. Please fill in all the information requested and then click **Update**.



At this point, your new number should be registered, and you can now log in via the [apps.houstonmethodist.org](https://apps.houstonmethodist.org) URL. If you have any problems with this process, please contact the Help Desk at 832 667-5600.