

Accessing HHRI-Connect for External Guest Users: a Step-by-Step Guide

*The following instructions are for HHRI investigators and others who need access to HHRI's intranet, HHRI-Connect, who **DO NOT** have an HHRI Microsoft 365 account.*

What is HHRI-Connect?

[HHRI-Connect](#) is Hennepin Healthcare Research Institute (HHRI)'s **intranet site** and is hosted through Microsoft's content and knowledge management platform, SharePoint. HHRI-Connect is used to securely post internal news, promote company events, share documents, find policies, and foster collaboration.

Depending on the page you're viewing, you will see features such as:

- Search for employees using the People Finder tool.
- Quick links to resources like the CITI Program, HHRI Internal Application for External Support, IT Service Desk, S9 touchdown space, Effort Cert Forms, and more.
- Recent news and feature stories.
- Leadership messages.
- Internal and external events.
- Key contacts within each HHRI department.
- Researcher Resources; Standard Operating Procedures (SOPs); FAQs; financial forms; HHRI brand guidelines, logos, and templates; and other documentation and archives.

For a more in-depth tutorial, you can browse the updated [2025 guidebook or watch/listen to the webinar](#).

Logging in as an External Guest User

- 1) If you **DO NOT have HHRI login credentials**, contact the HHRI IT Service Desk by calling 612-515-8120, option 2, or emailing help@hhrinstitute.org and ask to be added to the "Entra Guest User" account.

If you are an investigator with a Hennepin Healthcare (hcmcd.org) or University of Minnesota (umn.edu) email address, you would be considered an **external guest user**.

- 2) After HHRI IT adds you as an external guest user, you must [sign into another account](#) on Microsoft 365.

- Click on the **profile picture icon and your name** in the top right corner of the page.

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- Once you click on your picture and name, a dropdown menu will appear. You'll **pick the second option on the menu**.



Sign in with a different account

- Click **“sign in with a different account”** and you'll see two options from “Pick an account.”
- Click on the **“Use another account”** option.



Use another account

- Now you'll be prompted to **log in**.



Sign in

Email, phone, or Skype



No account? [Create one!](#)

[Can't access your account?](#)

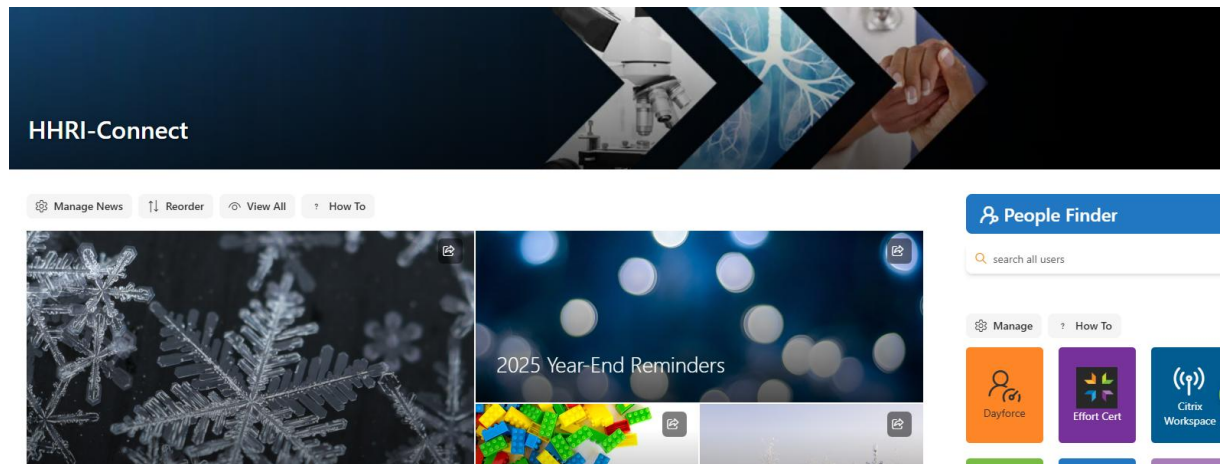
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Sign-in options

- **Enter your supplied HHRI credentials** to login and you'll get a webpage with a picture on the left and a prompt to “sign in with your organizational account.”
- Once logged in, you will be on the **HHRI-Connect homepage**, and it looks like this:



Trouble Logging In?

Contact the HHRI IT Service Desk by calling 612-515-8120, option 2,
or emailing help@hhrinstitute.org