

Maryland Institute for Emergency Medical Services Systems ImageTrend University: Vault - Two-Factor Authentication

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# **Two-Factor Authentication**

Two-factor authentication is an additional safeguard to the configurable password settings for protecting access to your agency's historical data. Vault's two-factor authentication uses approved third-party applications that generate a unique six-digit code every 60 seconds for users to enter into Vault when logging in.

Vault requires all users to log in using two-factor authentication for increased login security.



**NOTE:** Two-factor authentication is **not** a configurable option; all users must log in to Vault using two-factor authentication

### How Does Two-Factor Authentication Work?

#### Setup

Two-factor authentication is setup on a user's first time logging in to Vault and each time their two-factor authentication is reset. After logging in to Vault, users scan a QR code using one of the approved two-factor authenticator apps:  $\star$  Google Authenticator,  $\bullet$  Microsoft Authenticator or  $\otimes$  Authy. The apps generate a unique code every 60 seconds.

MIEMSS does not endorse any specific two-factor authenticator app available.

### Logging In

Users must authenticate themselves by entering a code from the authenticator app each time they log in to Vault. After entering their username and password, users can enter the code form the authenticator app into the Enter Key Here field on the Release Form.

#### Managing Two-Factor Authentication

Two-factor authentication can be reset when users get a new mobile device or if they lose their device. Resetting two-factor authentication requires the user to set up two-factor again the next time they log in to Vault.

To reset an account's Two-Factor Authentication, send request to <u>eMEDS<sup>®</sup> Support</u>

# **Setting Up Two-Factor Authentication**

On your first time logging in to Vault or if your two-factor authentication is reset, you must set up two-factor authentication. There are three different apps you can use for two-factor authentication: (1) Google Authenticator, (2) Microsoft Authenticator and (3) Authy. The approved apps provide a unique code for you to enter on the Release Form to set up two-factor authentication and each time you log in to Vault.

After two-factor is setup, you must use the authenticator app to get a code each time you log in to Vault.

Release Form
PLEASE READ THIS PRIVACY STATEMENT CAREFULLY
ImageTence saves, by accepting the Data Trimay Datament you agree to keep the information considered within this table problem is an information. Any importing on experiming of distances to determ exceeps using industry standards and participant their of reals printing on exceeping to all solid participants and and participants and participant responsibility of the user to ensure that all again calls reach terms to also address too.
The Wate last size stars to ensure that a laborator or an initial during this size is a second spatial aparts an attraction in the star. A laborator is portable by a researchy mean on , which are service by previously a formation approximation in an advances of parameters, starting controlled server a recy, days advances of the barries when different services and the service of parameters, starting controlled server a recy, days advances of the barries when different services are spaced.
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By entering the security lay below, Lagree to the Data Privacy Statement above. Enter Key Here Agree & Centure Box
A two factor account is required. To login, set up a two-factor account by acanning the barcode above with the Google Authenticator, Authy or Microsoft Asthenticator apps.
The appropriate and winning code that is good for: Breaching, the the code to log in to Vault. After setup, each time you log in, use the app to get a code.

## How to Set Up Two-Factor Authentication

**IMPORTANT!** Set up requires a mobile device capable of downloading an authentication app: Google Authenticator, Microsoft Authenticator or Authy.

- 1. In a web browser, navigate to the Vault URL provided to you by your administrators
- 2. Enter your username and password.



**HINT:** If you do not remember your password, click Forgot Password. Forgot password emails are sent to your Vault email address.

- 3. Click Sign In.
- 4. Using your mobile device, open the authenticator app Google Authenticator, Microsoft Authenticator or Authy) and scan the QR code in the Release Form.
- 5. Enter the two-factor authentication code into the Enter Key Here box.



6. Click Agree & Continue.