



Connecting Every Dimension of Health and Human Services

TOTP Set Up Process

Customer(s):

Document Version: 1.0 Document Release Date: 2021

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Introduction

When using IBHRS, Two-Factor Authentication is required. To do this process, a Time-Based One-Time (TOTP) password will need to be created. Traditionally, this is done with a smartphone. For users without smartphones, the use of browser extensions for TOTP is approved. The recommended authenticator is <u>https://authenticator.cc/</u> which may be added to Edge, Chrome, and Firefox.

1 For Smartphones

1.1 Download an Authenticator App

Download the micorsoft or google authenticator via the Apple App store or the Google Play Store.



1.2 Set IBHRS Security Question & Password

Step 1: When your account has been created, click the link in the email sent to you to set up your security question and password. This link expires after 24 hours, so it is important to click the link as soon as possible.

If you already have an account, go to the login page and click **Reset Passsword** to generate the email.



Step 2: On the Reset Credentials screen, choose a security question, and type in the answer. Keep in mind, you should choose something that you will remember, and that the security question answer is case sensitive. Next enter and confirm a password.

IBHRS UAT Web Infrastructure for Treatment Services	
Reset Credentials Display Name AuthTest, Shelby Email Shelbymaloney@feisystems. Security Question Answe Password Password	
Confim Passerd Save Cancel Dow Passerd Pn	

1.3 Set up TOTP Authentication

Step 1: After you have set up your security question and password, a TOTP Authentication Link will be sent to your email address. Click the link in the email sent to you to set up your TOTP Authentication.



Step 2: After clicking the link, you'll be taken to the TOTP Authentication page. The page will provide both a QR code and a key – the QR code can be used to set up the TOTP with the authenticator app. Scan the QR Code with your Authentication App. And that will connect your app to IBHRS.



Step 5: Enter the six-digit code from the app onto the TOTP Authentication screen and click "Submit". Your TOTP is now set up.



1.4 Login to IBHRS

Step 1. When you log into IBHRS, it will ask for a TOTP code. Open your app to get the code.



Step 2: When logging into IBHRS, put the TOTP code from your phone into the TOTP Field.

Log In	
Jser ID	
Username]
Password	
Password	۲
ТОТР	
TOTP	۲
	Forgot Password or Pin?

2 For Web Browsers

2.1 Download the Browser Extension and Add to Browser

Step 1: When at the <u>https://authenticator.cc/</u> page, you will be prompted to download. Choose your browser, and Add.

Authentic Two-factor au	ato	O r ntication in	your browse	
Add to Chrome	•	Source Code	Docs	
	Ad Ad	d to Firefox d to Edge		

Step 2: Follow the process to download the extension to your browser.

a chrome	web store 🎄 your enail address shows here 🗸 🗸
Home 3	Extensions > Authenticator
017 216	Authenticator Offered by: authenticator.cc **** 1416 Productivity * 1000.000- users @ Runs offline
	Overview Privacy practices Reviews Support Related

2.2 Set IBHRS Security Question & Password

Step 1: When your account has been created, click the link in the email sent to you to set up your security question and password. This link expires after 24 hours, so it is important to click the link as soon as possible.



Step 2: On the Reset Credentials screen, choose a security question, and type in the answer. Keep in mind, you should choose something that you will remember, and that the security question answer is case sensitive. Next enter and confirm a password.

IBHRS UAT Web Infrastructure for Treatment Services	
Reset Credentials Display Name AuthTest, Shelby Email shelby maloney@feisystems. Security Queston Answer Password Password	
Contem Password Save Cancel Dow Password/Pn	

Step 3: After you have set up your security question and password, a TOTP Authentication Link will be sent to your email address.



2.3 Set up TOTP Authentication

Step 1: After you have set up your security question and password, a TOTP Authentication Link will be sent to your email address. Click the link in the email sent to you to set up your TOTP Authentication.

noreply@witsweb.org			← Reply	所 Reply All	→ Forward	
To Shelby Maloney	o 🗢 Shelby Maloney			Mon 3/15/2021 12	2:18 PI	
If there are problems with how this me	ssage is displayed, click here to view it ir	a web browser.				
BHRS UAT						
Neb Infrastructure for Treatment	Services					
Web Infrastructure for Treatment	Services					
Neb Infrastructure for Treatment	Services					
Neb Infrastructure for Treatment Shelby AuthTest	Services					
Neb Infrastructure for Treatment Shelby AuthTest	Services					
Web Infrastructure for Treatment Shelby AuthTest As you have requested, a reset T	Services OTP link is provided below. Pleas	e click on this link to set	your TOTP as soon	n as possible as	it will expire after	er
Web Infrastructure for Treatment Shelby AuthTest As you have requested, a reset T 24 hours from the time this email	Services OTP link is provided below. Pleas was sent. If you did not initiate thi	e click on this link to set s request, please ignore	your TOTP as soor	n as possible as ct your WITS ad	s it will expire after Iministrator or	er
Web Infrastructure for Treatment Shelby AuthTest As you have requested, a reset T 24 hours from the time this email supervisor.	Services OTP link is provided below. Pleas was sent. If you did not initiate thi	e click on this link to set s request, please ignore	your TOTP as soon this link and contact	n as possible as ct your WITS ad	s it will expire after Iministrator or	er
Web Infrastructure for Treatment Shelby AuthTest As you have requested, a reset T 24 hours from the time this email supervisor.	Services OTP link is provided below. Pleas was sent. If you did not initiate thi	e click on this link to set s request, please ignore	your TOTP as soon this link and contac	n as possible as ct your WITS ad	s it will expire aft Iministrator or	er

Step 2: After clicking the link, you'll be taken to the TOTP Authentication page. The page will provide both a QR code and a key – the QR code can be used to set up the TOTP with the Browser Extension.

IBHRS UAT Web Infrastructure for Treatment Services	
IBHRS UAT - Setup TOTP Authentication	
Scan the barcode with the two factor authentication go on your phone.	
If you can't scan a barcode, enter the following text code instead on the two- factor subhetictation app on your prone. DSFDMUDQGHWIGHWSVMFEWQ2SZMV3DGVCKJRWFKQ2BIFAT2	
Then the app will display a six digit code to enter below.	



Step 4: The Browser Extension will prompt you to drag your mouse around the QR code on the screen – until you have a box around the QR code.



Step 5: Once you have successfully dragged your mouse around the QR code, the Browser Extension will give a message that the account has been added.



Step 6: Re-open the Browser Extension and enter the six-digit code provided. You can copy/paste or memorize the number provided.

In order to use Copy / Paste, Chrome will require you to allow the authenticator to have additional permissions. Select "Allow."



You can then click the number within the Authenticator extension, which will copy the value. Then either right-click or hold "Control" and "V" on your keyboard. This will paste the number in the field that states "Six-digit code is required."



After pasting the number, click "Submit". Your TOTP is now set up.

2.4 Login to IBHRS

Enter your User ID, Password, and code from the Browser Extension to login.

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🏢 Apps 🔋 FEI Systems 🔋 Personal 📓 US foster care probl 🕒 Coursera Online C		Authenticator	8	
	WITS	Show all entries IBHRS LIAT 992371 shelby maloney@leisystems.com	0	
	IBERS UAT Web infrastructure for Treatment Services Log In Service Seleby suthest Password TOTP TOTP TOTP TOTP ToTP ToTP			
	UAT Login Version: 20.1.0.0 Pewend by WITS			