

## Dual Factor Authentication for the Employee Portal

Here's how it will work once you've gone through the setup process:

You'll log in to the portal as usual, but after you click the 'Sign In' button, you'll see this new screen, asking for an Authentication code



**Welcome to Brattleboro Memorial Hospital**

Username:

Password:

**PLEASE R**  
This page requires G

**The old sign-in page**

**Welcome to Brattleboro Memorial Hospital**

**Pulse Connect Secure-Additional Credentials page for NTSERVER1 \dlincoln**

Open the two-factor authentication app on your device to view your authentication code and verify your identity .  
Currently if you do not have access to your device, use one of the backup codes saved previously.

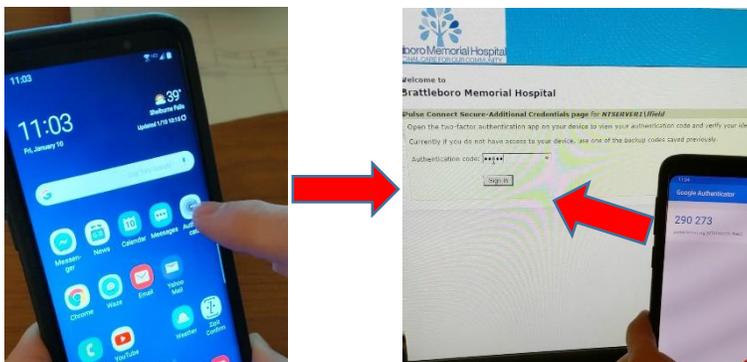
Authentication code:

**This new screen will appear. You'll need to get the code from the app on your cell phone.**

login to the portal as usual

This new screen will appear. You'll need to get the code from the app on your cell phone.

To get the code, you'll open the Google Authenticator app on your cell phone. The app will display a 6 digit code that changes every 30 seconds. You'll type this number into the Authentication code field on the computer screen (don't use spaces). This is an additional security level – if someone steals your login name and password, they won't be able to get into the portal because they don't have your token.



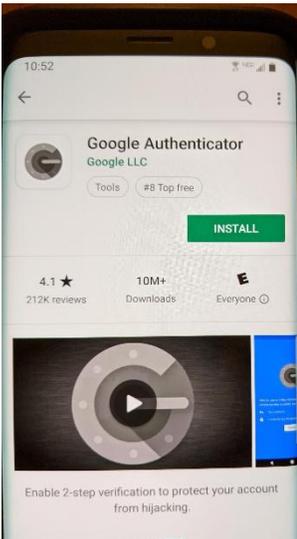
**Open Google Authenticator on your cell phone**

**Type the code you see on the phone into the authentication code field on the computer (no spaces) and you'll proceed to the portal menu.**

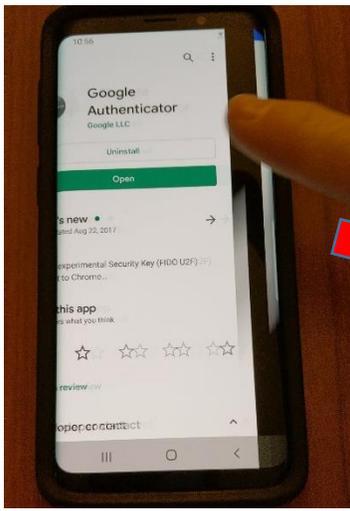
**That's it! The code changes every 30 seconds, so if you have a problem, just wait for the code to change and enter the new one in the field on the computer (remember, no spaces)**

**TO SETUP THE TOKEN:** These instructions will take you through this **one-time** process. You'll need to be at your computer to log in to the portal, and you'll need your cell phone. Remember, you only do this setup process once (unless you get a new phone, then you'll need to contact BMH I.S. and we'll reset your account so you can do this on your new device). **Note:** If you already have the Authenticator app, open it and click the plus sign to add an additional token for the portal, then click the 'scan a barcode' prompt and follow these instructions from there.

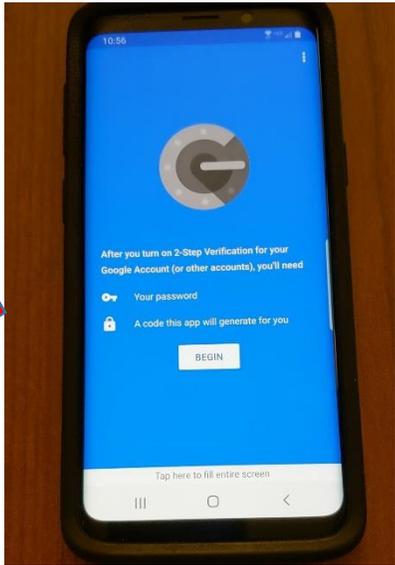
Download and install "Google Authenticator" to your cell phone (from the Google Play Store for android phones, or Apple App store for iPhones)



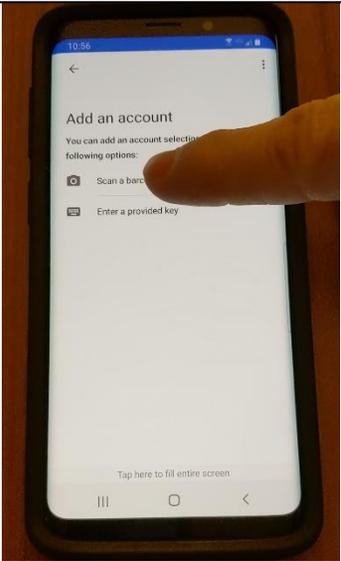
When it's done installing, select 'open'



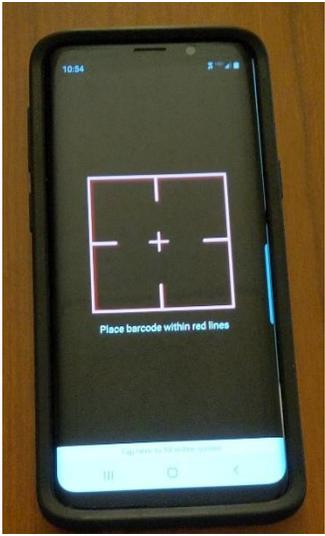
Within the Google Authenticator app, press 'Begin'



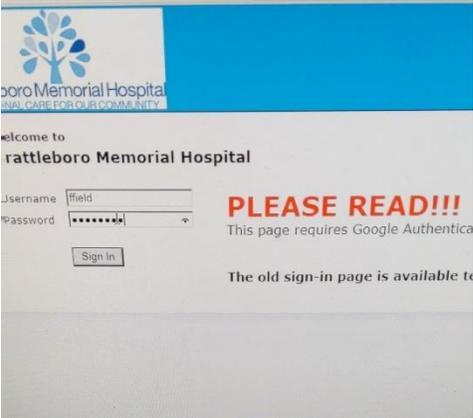
On the next screen, select 'Scan a barcode'



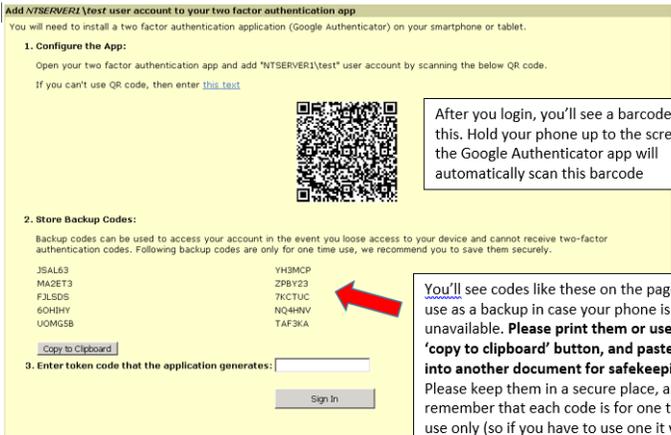
The app will open a built in scanner. You'll need this in a minute, but first go to the portal on your computer.



**On your computer,** login to the portal by entering your name and password and then clicking the 'Sign in' button, as usual



You'll be brought to this screen with a barcode (or actually a 'QR' code). Before the next step, print the screen or write down some of the codes that are displayed; these are one time use codes you can use if you don't have your phone or your battery is deadl.



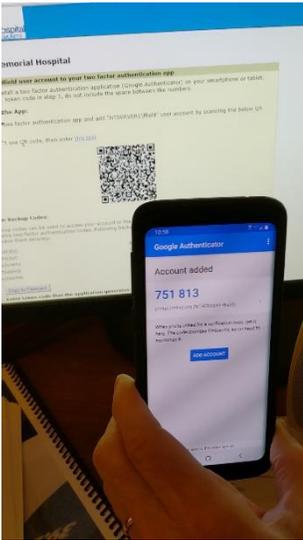
After you login, you'll see a barcode like this. Hold your phone up to the screen and the Google Authenticator app will automatically scan this barcode

You'll see codes like these on the page, to use as a backup in case your phone is unavailable. **Please print them or use the 'copy to clipboard' button, and paste them into another document for safekeeping.** Please keep them in a secure place, and remember that each code is for one time use only (so if you have to use one it would be a good idea to cross it off).

Scan the QR code by holding the scanner app on your phone up to the QR square on your computer screen



You should instantly see the token screen appear.



**Now type this code number into the 'Authentication code' field on your computer (no spaces) and you'll proceed to the portal menu.**

**You've completed the one-time setup. Next time just follow the process on first page of this document.**

**The next time you sign in to the portal, you'll simply open the Google Authenticator app on your phone and type in the code into the authentication field screen on your computer (as shown on the first page of this document).**