OLD TEMSIS – VAULT



New Hampshire Department of Safety Division of Fire Standards and Training & Emergency Medical Services How-To Guide

Installing Authenticator onto a Smart Phone

Purpose

This guide will outline the process to install the Microsoft Authenticator app onto an Apple or Android smartphone in order to use two-step authentication to log into the Old TEMSIS - Vault system by generating a verification code using the Browser extension. Note that Google Authenticator and Authy are also options, are not included in this guide but likely work very similar.

To get a good general overview of the Vault system and its functions see the user guide XXX or follow the link to the training video provided by ImageTrend. Note that sections of the video are directed toward state system administrators and will not apply to you.

- a. Link to video: https://vimeopro.com/user29728233/imagetrend-vault-education
- b. Password to open the video: LearnVault2021!

Procedure

- 1. Install an app on a Smart phone, navigate to the Apple Store for iPhones or Google play or your favorite Android App store and search for "Microsoft Authenticator"
- 2. The app displayed will look something like one of these:



- 3. Note that regardless of how your download options appear, they all will have the same icon as displayed above.
- 4. Install the app per your devices process

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- 5. Move to your computer, and in the Chrome Internet Browser (preferred), navigate to the Vault Site: https://newhampshire.imagetrendvault.com/
- 6. Login Using the Username and temporary password given to you when your account was created. Note that this may use the same username as Old TEMSIS if that's what the state assigns you, but you will not automatically be able to use your Old TEMSIS login, you must have a new account created by a state system administrator

Log in with Credentials provided by the Division.	Sign In	
Your "Old TEMSIS" log in won't work here - you will need a new account	Username Password	
created by the Division		Sign In Forgot your password?

7. You will then see the below screen, once you reach this stage, keep this page open, but return to your phone

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ImageTrend users, by acception phin Data Privacy Statements, you agree to keep the Information contained within this life private and confidential. Any reporting on exporting of data must be done securely using industry standards and best practices for data privacy and adhering to all applicable federal and state data privacy equivaments. It is the responsibility of the user to ensure that all applicable requirements are adhered to.
The State has taken steps to ensure that all information contained within this site is secure to protect against unauthorized access and use. All information is protocole by our security measures, which are periodically reviewed. Information is protected through the use of passwords, strictly controlled server access, physical security of the horizing state, and 1250 is 558, encryption.
Although the State can assure the security and privacy of the data that has been submitted, we have no control over how individual users may handle their own data, we recommend adopting the following procedurage/process the security and privacy of your records before or after you have submitted data, we recommend adopting the following procedurage/process:
 Do not send patient care records via email. Email does not offer the same level of security as submitting data via the internet to Elike because it is not encrypted. Only assign user names and passwords to individuals who have responsibility for Vault.
3. Regularly change passwords.
By entering the security key below, I agree to the Data Privacy Statement above. Enter Key Here Agree & Continue Back
**This account is not set up to use two-factor authentication. Two-factor authenticaion is a security standard in Vault. Please scan the QR code above with a two-factor authentication, autop (Google Authenticator, Authenticator, Authy). After scanning the QR code, your appuil give you a code that is unique to your user and is only valid for 30 seconds at a time. You must use this code to log into Vault. After entering the code for the first time, the app you used will remember your user and will always accident or doe how how how the rover how not entering the code for the first time, the app you used will remember your user and will always accident or doe how how how the rover how not prevent code above.

- 8. The images below are for an iPhone, but the Android app should have a similar display and function
- 9. On the iPhone, open the app and you will see the option to "Add Account" click that button



10. The app will ask you "WHAT TYPE OF ACCOUNT ARE YOU ADDING?" – Choose Work or School Account



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11. The screen will now ask you if you how you want to "Add a work or school account" with the options of "Sign in" or "Scan QR code"- Choose "Scan QR code".



- 12. When you click "Scan QR code" it will open the camera on your phone (you may need to allow this in settings) and give you a square focus window
- 13. Return to the web page above and hold your phone up to the QR code on the web browser screen, centering your focus window over the QR code

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Ti pi	e State has taken steps to ensure that all information contained within this site is secure to protect against unsubhorized access and use. All information is stetcted by our security measures, which are periodically reviewed. Information is protected through the use of passwords, strictly controlled server acces spaced accessing the hosting site, and CEM SESS, exception.
A or di	though the State can assure the security and privacy of the data that has been submitted, we have no control over how individual, users may handle their no data, after before or after they have submitted data. In order to protect the seccify and privacy of your records before or after you have submitted tax, we recommend adsorption following moreodure(practices).
	1. Do not send patient care records via email. Email does not offer the same level effecurity as submitting data via the internet to Elite because it is not encrypted.
IF	2. Only aways that in a line and passwords to intervious an interview insponsionally for value. 3. Begulary interpapersymptotic you have questions about the Privacy or Security of this site, please contact: support Dimagetrend.com
	By entering the security key below, I agree to the Data Privacy Statement above.
	Erter Key Here
	Agrae & Continue Back
	"This account is not set up to use two-factor authenication. Two-factor authenticaton is a security standard in Vault. Please scan the QR code above with a two-factor authenication app (Coogle Authenticator, Aidcorsoft Authenicator, Authy). After scanning the QR code, your app will give you a code that is unique to your user and is only valid for 30 seconds at a time. Two suct use this code to log into Vault. After entering the code for the first time, the app you used will remember your user and so the second

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14. The phone app will connect to the Vault site and begin displaying a verification code that updates every 30 seconds within the app



15. Keeping your phone app and browser open, TYPE the displayed number from your phone app into the "Enter Key Here" box in your web browser then click "Agree & Continue" (see screenshot on the next page)

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16. Vault will now open and you will see the search box to begin looking for records

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NEN	NSIS V2							
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Date	Agency Name	Incident Number	Response Number	PCR Number	Patient First Name	Patient Last Name	Patient Date of	Birth
Please e	nter search criteria to v	view records					No Resi	ults Found 🔇

17. If you also decide to set up Microsoft Authenticator in your Chrome Browser (see How-to Guide 1.1 Installing Authenticator in Chrome), and use the same QR code when you set both up, the validation codes displayed in each will match – but you must use the same QR code to set them both up at same time.