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:
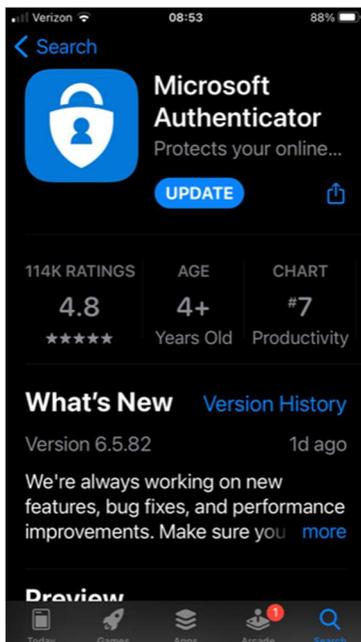
3. Note that regardless of how your download options appear, they all will have the same icon as displayed above.

4. Install the app per your devices process

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
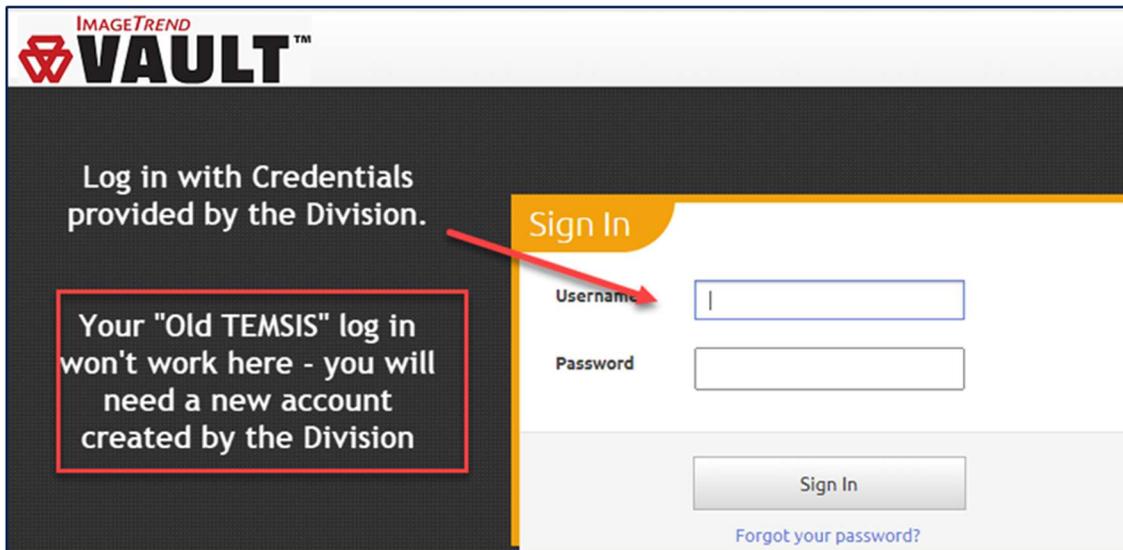
7. You will then see the below screen, once you reach this stage, keep this page open, but return to your phone
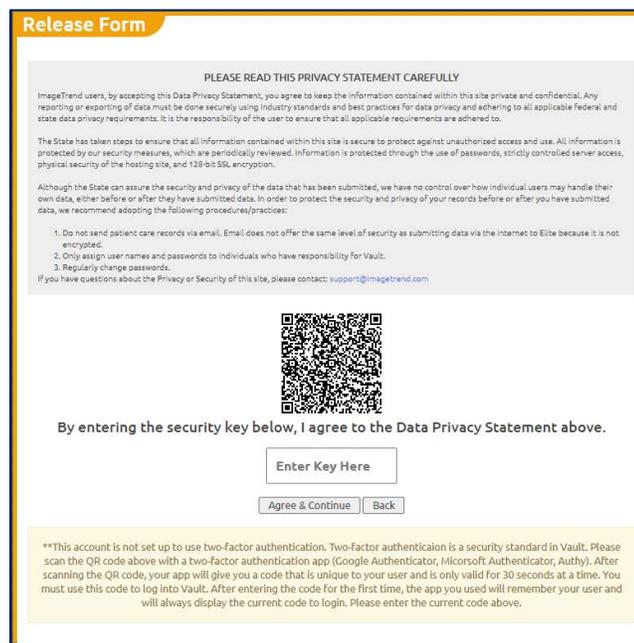
8. The images below are for an iPhone, but the Android app should have a similar display and function

9. On the iPhone, open the app and you will see the option to "Add Account" – click that button
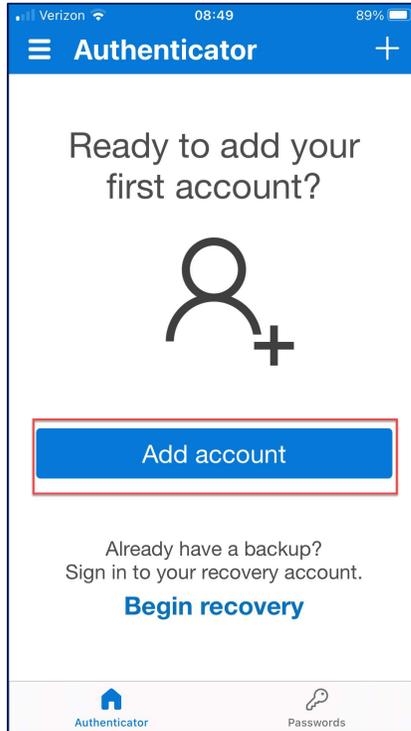
10. The app will ask you "WHAT TYPE OF ACCOUNT ARE YOU ADDING?" – Choose Work or School Account
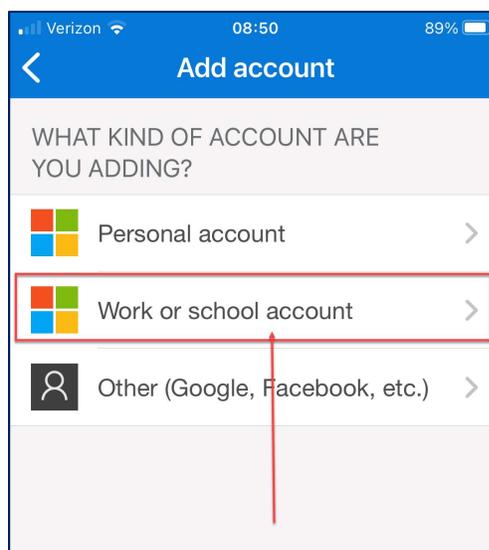
11. The screen will now ask you if you how you want to "Add a work or school account" with the options of "Sign in" or "Scan QR code"- Choose "Scan QR code".
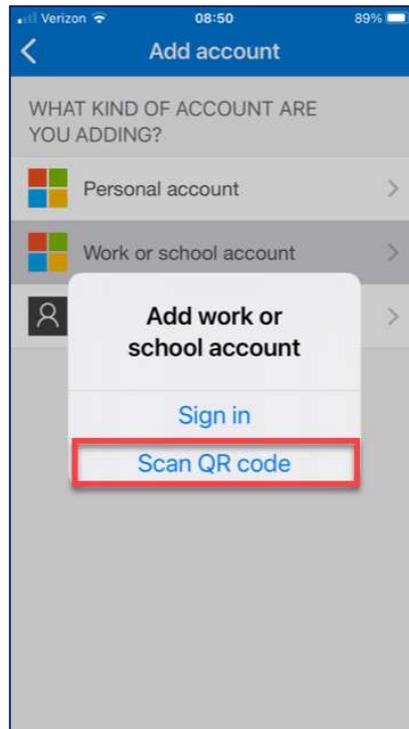
12. When you click "Scan QR code" it will open the camera on your phone (you may need to allow this in settings) and give you a square focus window

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
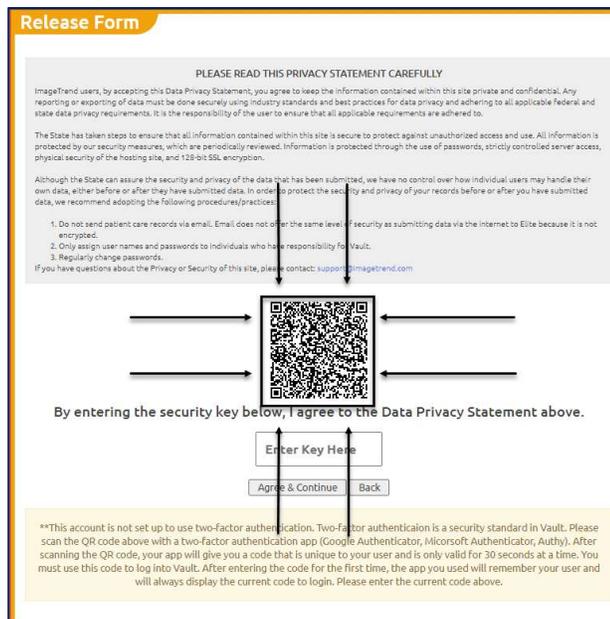
14. The phone app will connect to the Vault site and begin displaying a verification code that updates every 30 seconds within the app
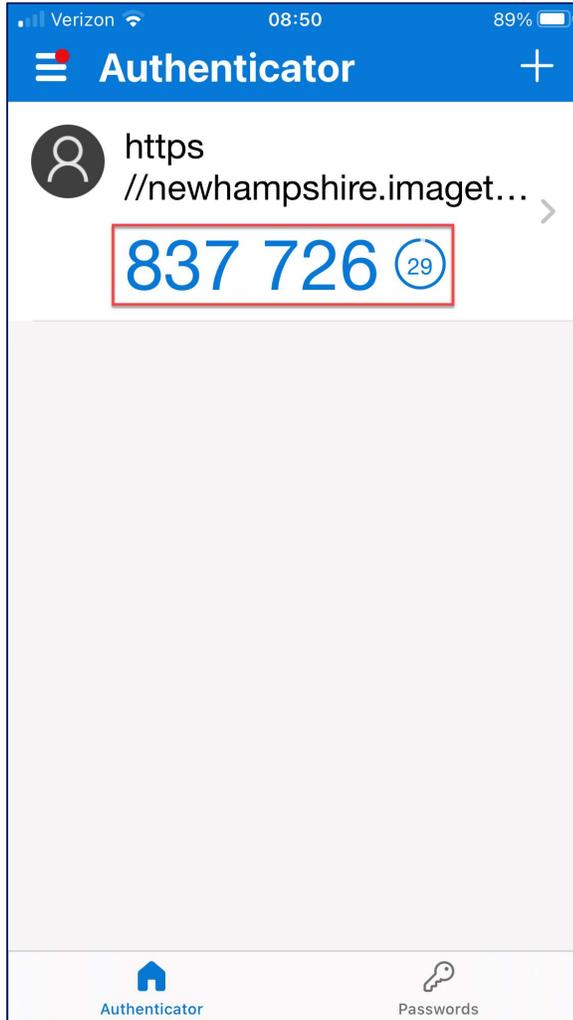
15. Keeping your phone app and browser open, TYPE the displayed number from your phone app into the "Enter Key Here" box in your web browser then click "Agree & Continue" (see screenshot on the next page)

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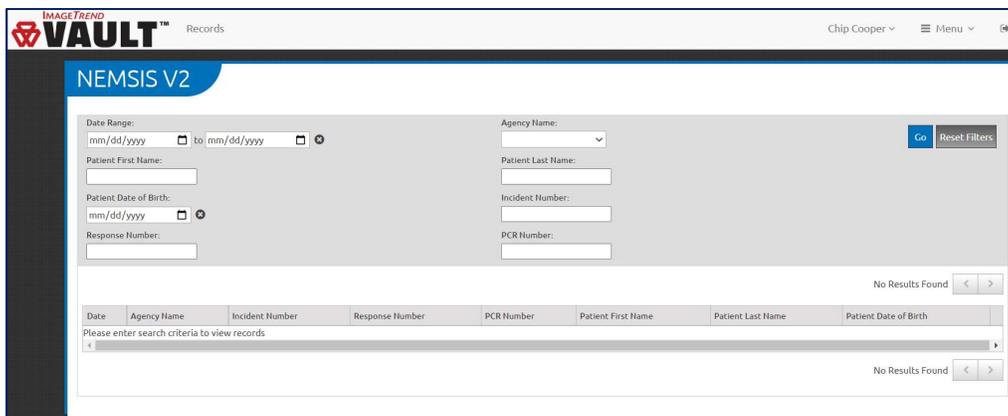
17. If you also decide to set up Microsoft Authenticator in your Chrome Browser (see How-to Guide 1.1 Installing Authenticator in Chrome), and use the same QR code when you set both up, the validation codes displayed in each will match – but you must use the same QR code to set them both up at same time.