



Your Guide to Setting Up Two Factor Authentication With Imprivata



Easy Setup Guide

You will need:
-Your phone
-Your computer

1. Open your phone's app store

- ▶ What kind of phone do you have?

iphone uses the Apple app store.

Tap this button.



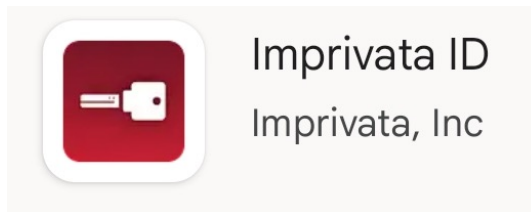
Android (Samsung, Google, etc) uses the play store.

Tap this button.

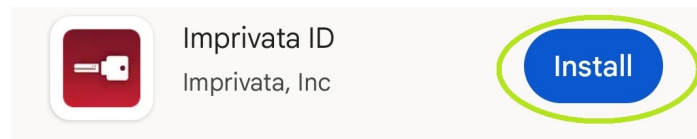


2. Get the Imprivata app

- ▶ In the search bar, type “Imprivata.”
- ▶ The app you want is called “Imprivata ID.” The icon looks like this:



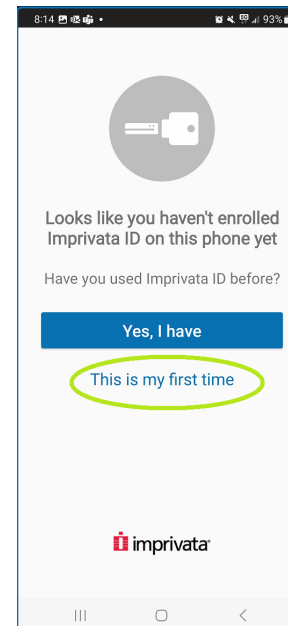
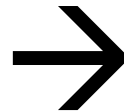
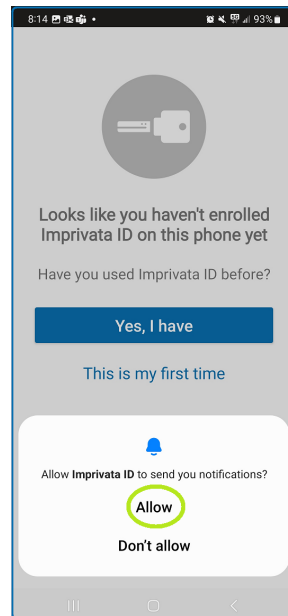
- ▶ Tap that icon. To install it, tap the install button. It should look similar to this:



- ▶ Once Imprivata has installed, you can move on to the next step.

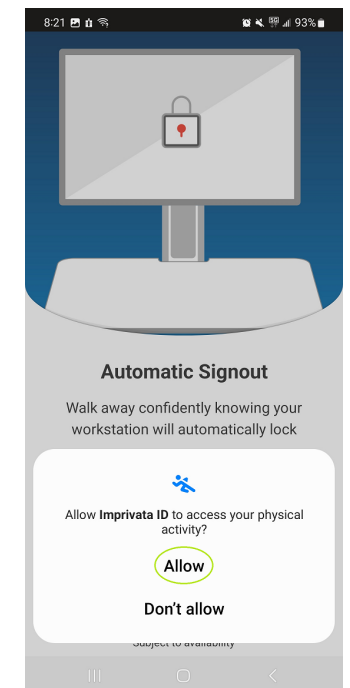
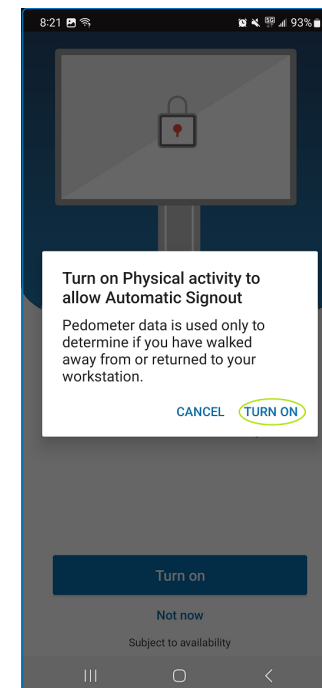
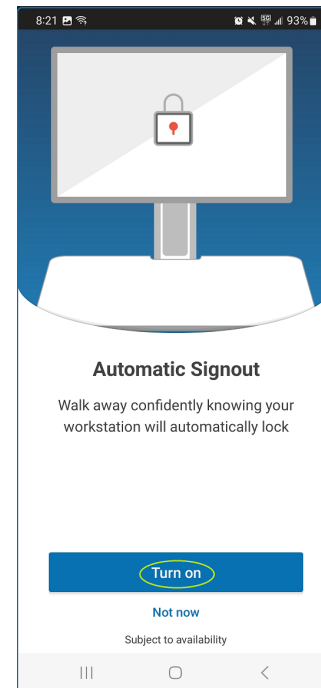
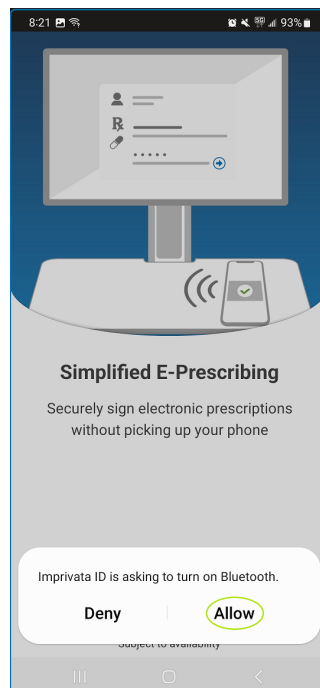
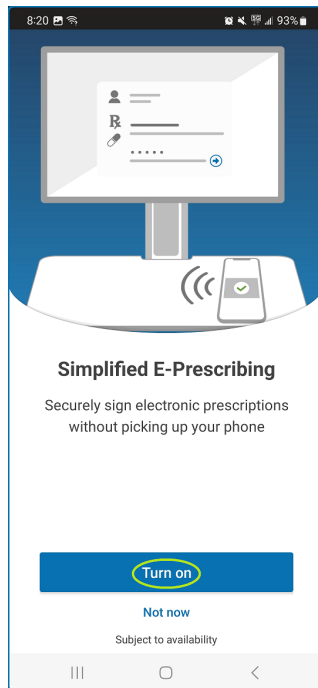
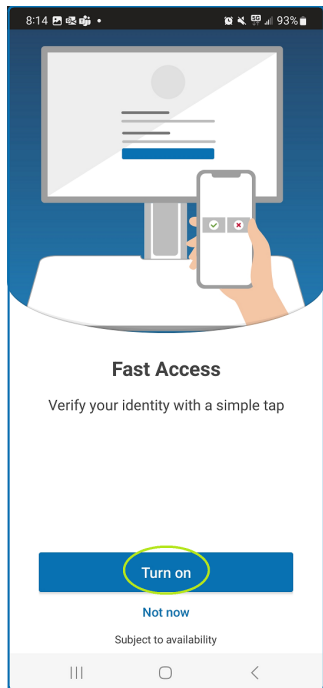
3. Open the Imprivata App

- ▶ Go back to your phone and open the imprivata app you downloaded before. The icon looks like this. ----- >
- ▶ You'll see this screen. Tap "Allow", then "This is my first time."



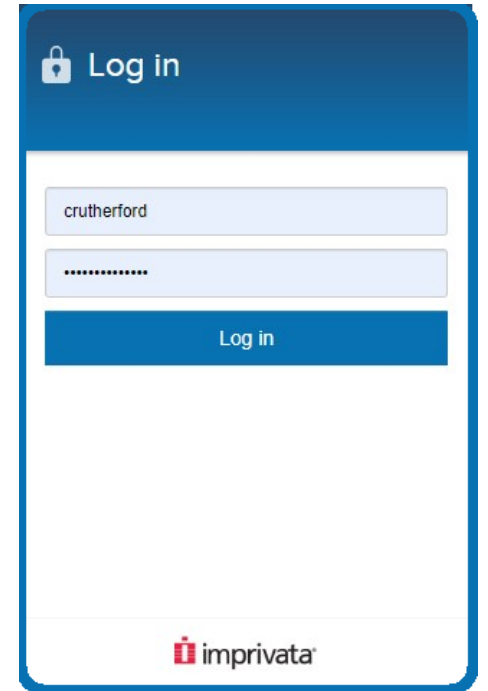
4. Accept/Deny Features

- ▶ Imprivata will ask if you want to turn on some features. Select “turn on” for all but e-prescribing. For e-prescribing, select, “not now” or “deny”. “Fast access” must be turned on to receive push notifications.



5. Open a browser and go to portal.axishealth.org

- ▶ Go to portal.axishealth.org.
- ▶ Log in.
 - Your username is the first letter of your first name + your last name.
 - **Do not use your email! Just your username.**
 - Your password is the same password you use to log in to your computer.

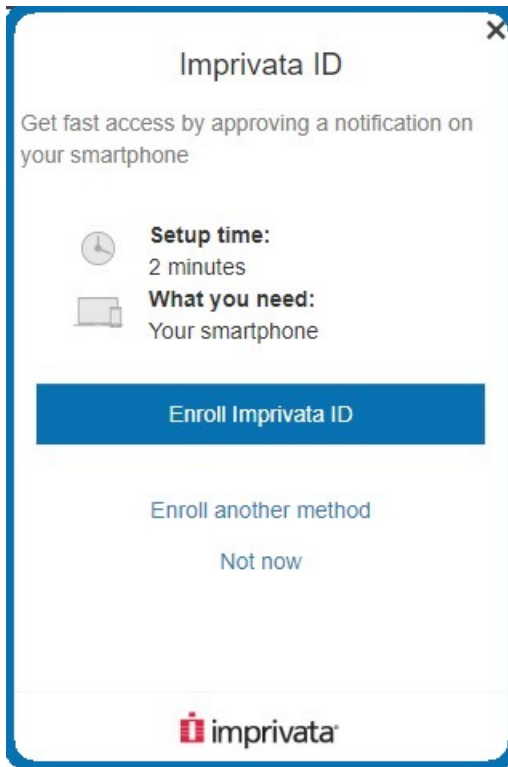


The screenshot shows a login interface with a blue header containing a lock icon and the text "Log in". Below the header are two input fields: the first contains the username "crutherford" and the second contains a masked password "*****". A blue "Log in" button is positioned below the password field. At the bottom of the page, the "imprivata" logo is visible.

5. Click “Enroll Imprivata ID”

Your screen will change

From this



Imprivata ID

Get fast access by approving a notification on your smartphone


Setup time:
2 minutes

What you need:
Your smartphone

Enroll Imprivata ID

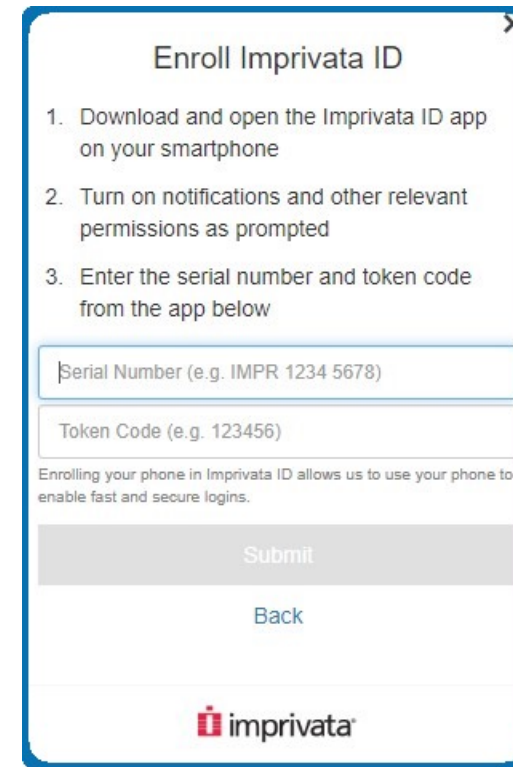
Enroll another method

Not now





To this



Enroll Imprivata ID

1. Download and open the Imprivata ID app on your smartphone
2. Turn on notifications and other relevant permissions as prompted
3. Enter the serial number and token code from the app below


Serial Number (e.g. IMPR 1234 5678)

Token Code (e.g. 123456)

Enrolling your phone in Imprivata ID allows us to use your phone to enable fast and secure logins.

Submit

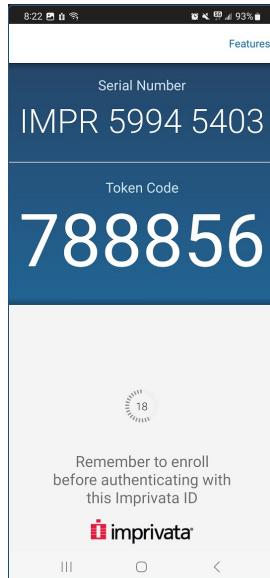
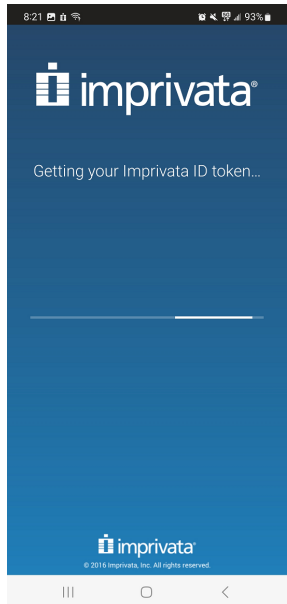
Back



7. Get and enter your codes

- ▶ Imprivata will load for a bit, then give you two numbers: A serial number and a token code. Enter both numbers into your computer, then submit.

Phone



Computer

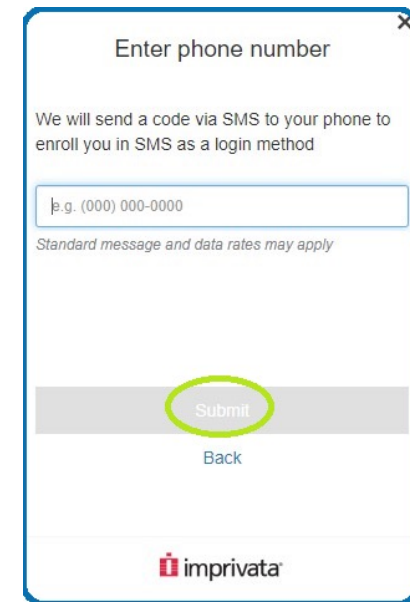
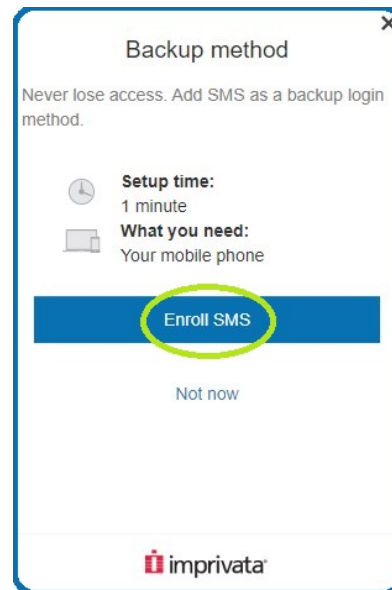
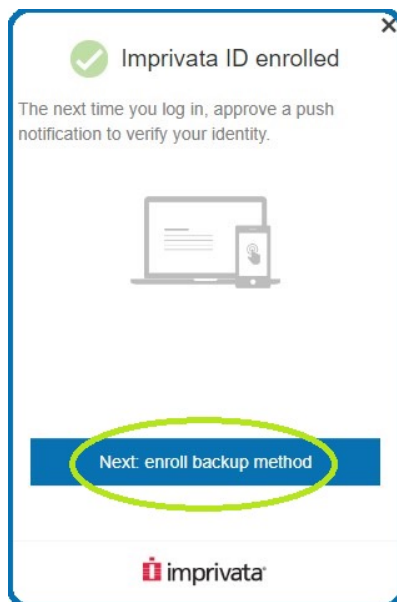
A screenshot of a web browser showing the "Enroll Imprivata ID" form. The form has a title "Enroll Imprivata ID" and a close button (X). It contains three numbered instructions: 1. Download and open the Imprivata ID app on your smartphone; 2. Turn on notifications and other relevant permissions as prompted; 3. Enter the serial number and token code from the app below. Below the instructions are two input fields: the first contains "IMPR 5994 5403" and the second contains "788856". Below the input fields is a "Submit" button and a "Back" button. At the bottom of the form is the Imprivata logo. A note at the bottom of the form reads: "Enrolling your phone in Imprivata ID allows us to use your phone to enable fast and secure logins."

Did your numbers change while you were entering them?

That's ok! They just reset on a timer. Enter the new numbers instead.

8. Enroll a backup method

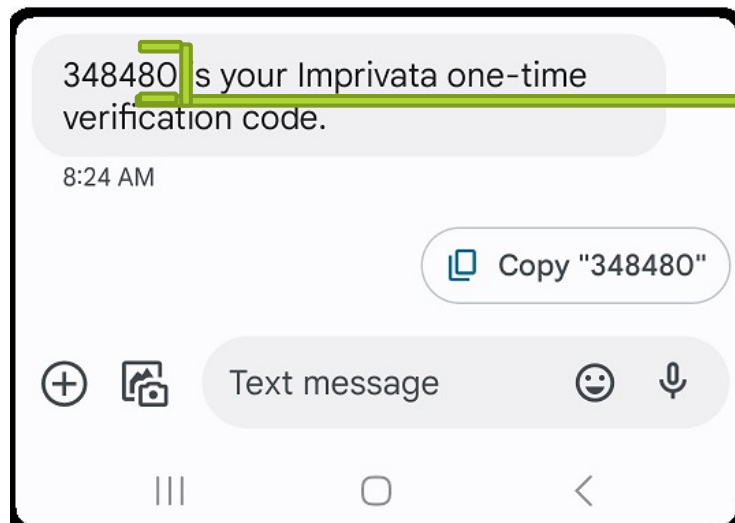
- ▶ You're enrolled! Now let's get a backup method. This will help you get into your account if you can't access it.
- ▶ Click "enroll backup method", then "enroll SMS." Enter your phone number and click "submit".



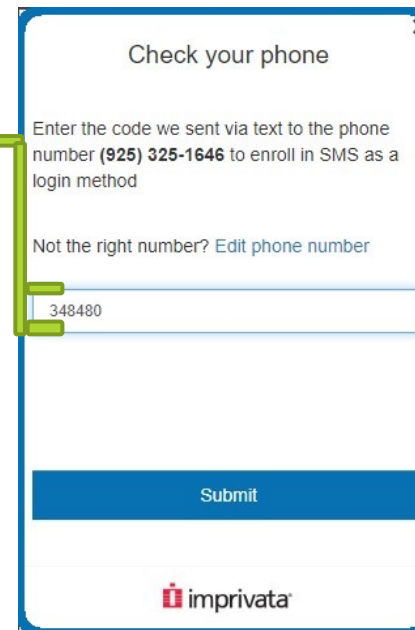
9. Enter the code

- ▶ Imprivata will now text you a code. Check your texts- you should see one from Imprivata. Enter the code on your computer, then click “submit.”

Phone



Computer



A screenshot of a computer verification form titled "Check your phone". The form contains the following text: "Enter the code we sent via text to the phone number (925) 325-1646 to enroll in SMS as a login method". Below this is a link: "Not the right number? Edit phone number". A text input field contains the code "348480", with a green bracket highlighting it. At the bottom of the form is a blue "Submit" button. The Imprivata logo is visible at the very bottom of the page.

10. You're Done!

- ▶ Once you've enrolled your backup method, you're done!
- ▶ Imprivata may sign you in at this point, or you may have to sign in yourself.
- ▶ If you need help signing in with your new multi-factor authentication, check out the sign-in help guide.
- ▶ Feel free to contact the IT help desk at any time if you have any questions! We're always happy to help.