![BETP - Bureau of EMS, Trauma & Preparedness logo]

Two-Factor Authentication for State ImageTrend Elite Users

All users that have access to patient record information in an **administrative** capacity will need to begin utilizing Two-Factor authentication 1/01/2020. Please see attached information with instructions to set up this feature.

What you will Need

- Mobile Smart Device with internet access and a camera.
- Third Party Authenticator (Google or Microsoft) installed on Mobile Smart Device.
- ImageTrend Elite access on a computer.

Getting Started

On your Mobile Smart Device, you will need to download an authentication application. The allowable apps are *Microsoft Authenticator* or *Google Authenticator* (both are available on Apple and Android devices).
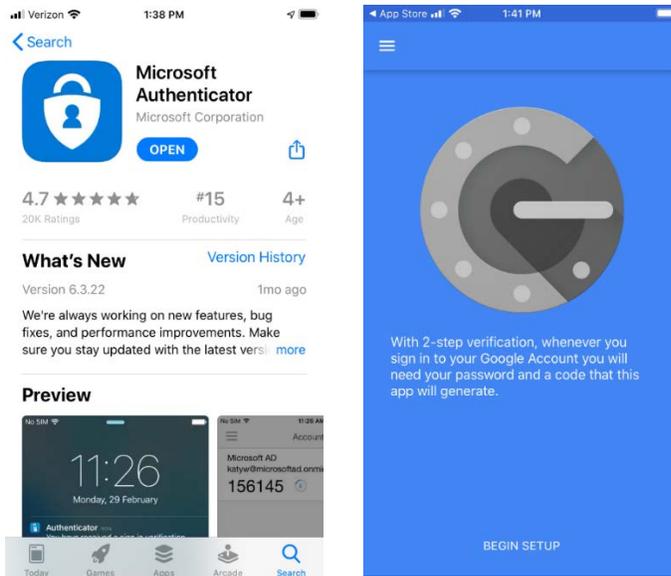
Here you see what the apps look like on Google Play and in the Apple App Store:

Google Play Store:
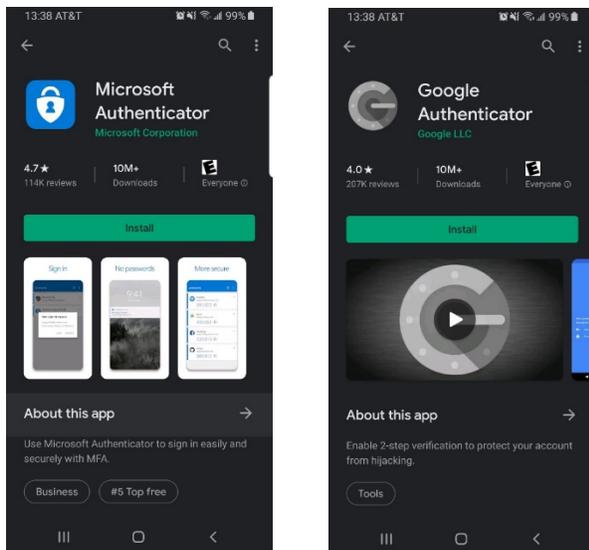
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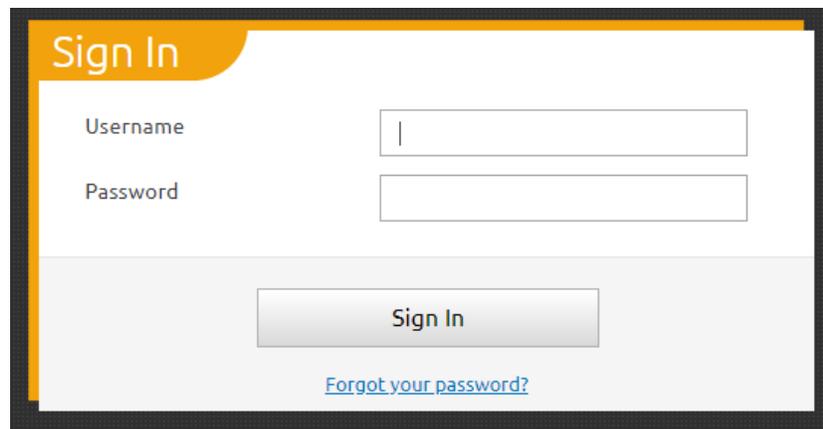
Apple App Store:

Download and Install application of choice on Mobile Smart Device.
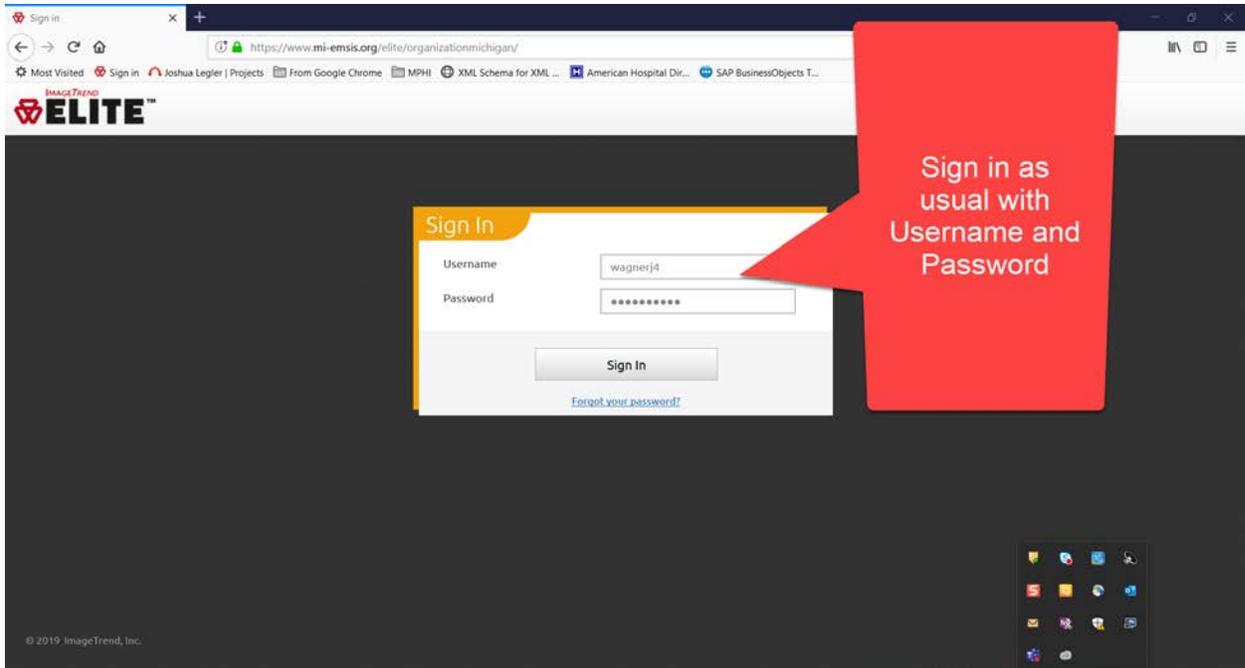
On your computer, go to the ImageTrend Elite website:

www.mi-emsis.org/Elite/Organizationmichigan/.

The sign in screen will appear, as usual. Enter your username and password as you would normally do.
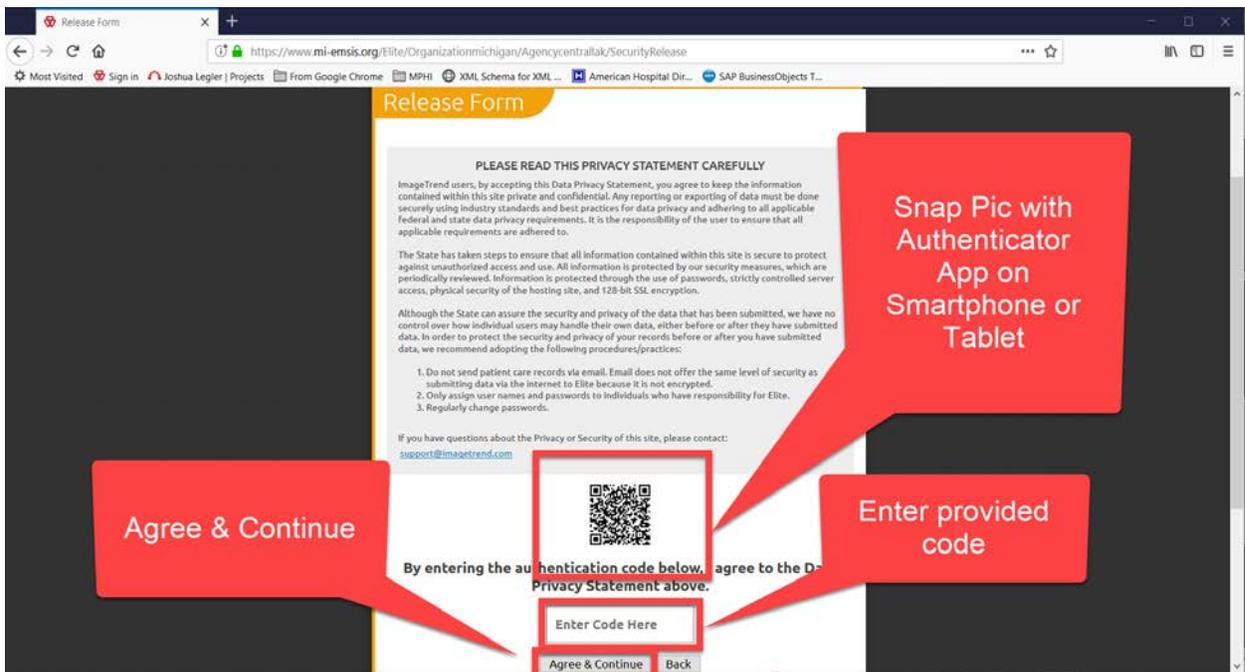
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The first time you login after Two-Factor is turned on, you will see a QR code above a field that says, "enter code here" (see screenshot below).

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Google Authenticator

- Click begin setup.
- A small popup will come up at the bottom of the screen and you should click on "scan barcode."
- A barcode camera will come up and as soon as you point it at the code on your computer screen, the QR code will disappear and the application will begin generating numbers.
- The number on your smart device's screen is the number that you will put in the field labeled "enter code here."
- Elite will then take you to the standard start screen.

Microsoft Authenticator

- Click add an account, either from the initial screen, or by clicking on the plus sign in the upper right corner of your smart device screen.
- click on the type of account (use either work or other) and it will open the camera on your smart device.
- Aim the camera at the QR code on the computer screen; the QR code will disappear and the application will begin generating numbers.
- The number on your smart device's screen is the number that you will put in the field labeled "enter code here."
- Elite will then take you to the standard start screen.

Points of Interest

1. Once your Elite login is associated with an app on a smart device, it is linked to that app on that smart device. You can't switch between apps or devices easily. Please be sure that the smart device that you are using is one that you will have with you every time you log in to Elite.
2. **If you get a new smart device or otherwise get locked out of Elite, you will need to contact** someone from our office. Johnny Wagner, Kevin Putman, and Emily Bergquist can help with this.

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