

Configuring your device for Two-Factor Authentication (2FA) for CAREWare 5

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Overview

Once the CAREWare Administrator turns on 2FA for your CAREWare server, the next time you log in you will be prompted to set up your device. The device can be an iPhone, an Android smartphone, or your computer workstation.

The device you choose may depend on the policies of your organization. The rest of this document describes how to set up a smartphone with the Google Authenticator app or a workstation with WinAuth.

Setting up a smart phone

1. Install the Google Authenticator (GA) app from your app store
2. Place the GA app on your main screen or an easy place to get to
3. Open CAREWare and enter your username and password, then click Login
4. You will be presented with the screen below:
 5. Open GA on your smartphone press the red circle with a plus sign on it.
 6. Choose *Scan a Barcode* and point your phone camera at the barcode on your screen
 7. Once the barcode registers, you will see your CAREWare account name along with a six-digit number next to it. You will also see a small animated pie chart that gets smaller until it disappears. Once the pie disappears, a new pie will appear, along with a new number. The pie chart gives you visual cue of the time window that the current number is valid. If you do not think you can enter the number and press *Submit* before the number changes, wait for the number to change before entering it.
8. Enter the code within the the valid time window and press *Submit*.



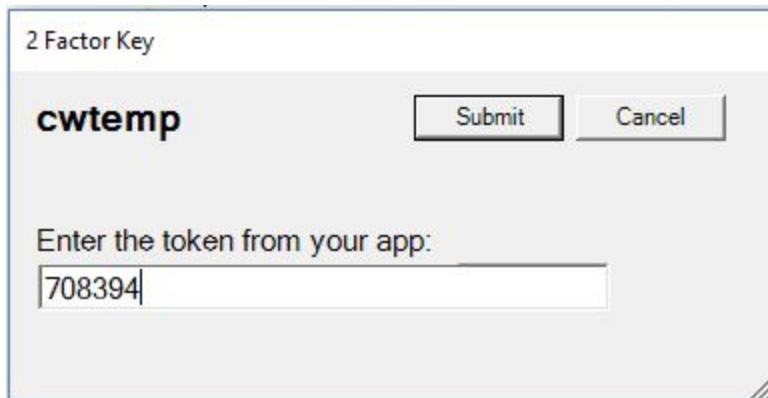
Setting up WinAuth

1. Download WinAuth here: <https://winauth.github.io/winauth/download.html>
2. Follow the installation instructions on the link above.
3. When it is time to enter your Secret Key, open CAREWare and enter your username and password, then click Login.
4. When the screen with the barcode appears, copy the Manual Entry Key to the clipboard and then paste it into WinAuth.
5. Once your WinAuth account has been set up, you will see your CAREWare account name along with a six-digit number next to it. You will also see a small animated pie chart that gets smaller until it disappears. Once the pie disappears, a new pie will appear, along with a new number. The pie chart gives you visual cue of the time window that the current number is valid. If you do not think you can enter the number and press *Submit* before the number changes, wait for the number to change before entering it.
6. Enter the code within the the valid time window and press *Submit*.

Logging into CAREWare

Once your key is set up, the next time you supply your username and password you will be prompted for your two-factor key.

1. Open Google Authenticator or WinAuth, and if the pie chart indicator is not mostly full, you may want to wait for the number to change.
2. Enter the number and click *Submit*.



The screenshot shows a dialog box titled "2 Factor Key". At the top left, the text "cwtemp" is displayed. To the right of this text are two buttons: "Submit" and "Cancel". Below the "Submit" and "Cancel" buttons is a text input field with the label "Enter the token from your app:". The input field contains the number "708394".