

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

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*
 4. Enter the username and password.
 5. Click *Login*.
- You will be presented with the screen below:

Setup 2 Factor App

cwtemp

Setup you 2 factor app (like Google Authenticator or WinAuth) then enter the token from your app:



Manual Entry Key:

6. Open GA on your smartphone
7. Press the red circle with a plus sign on it.
8. Choose *Scan a Barcode*.
9. Point the phone camera at the barcode on the screen.
10. 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.
11. Enter the code within the valid time window
12. Press *Submit*.

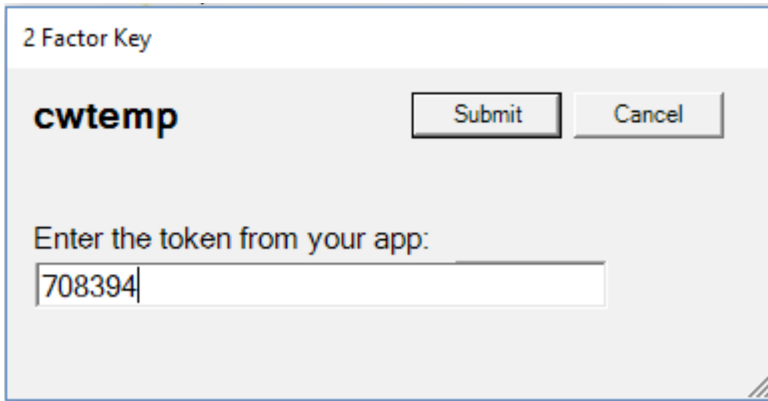
Setting up WinAuth

1. Download WinAuth [here](#).
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 valid time window.
7. 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.
3. Click *Submit*.



2 Factor Key

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Enter the token from your app: