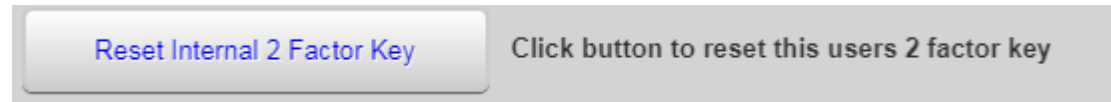


WinAuth Set Up

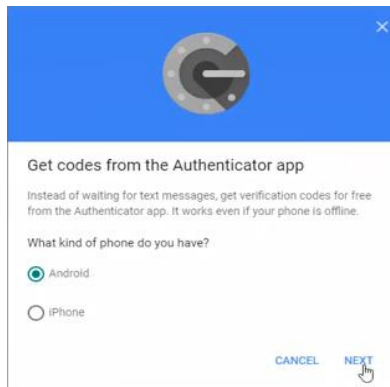
This guide should be used when it is a user's first-time logging into CAREWare, when a user is assigned to a new computer, or when downloading Google Authenticator to your phone.

***Please note that every time you set a new WinAuth code, the old one is obsolete.**

Step 1: Contact TriYoung and ask them to reset your internal 2 Factor Key



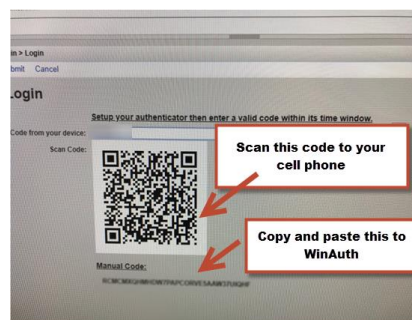
***Download the "Google Authenticator" app to your work phone (optional)**



Step 2: Go to the website: <https://lvtgacw6.jprog.net/careware/rs/index.htm>

Step 3: Enter your username and password

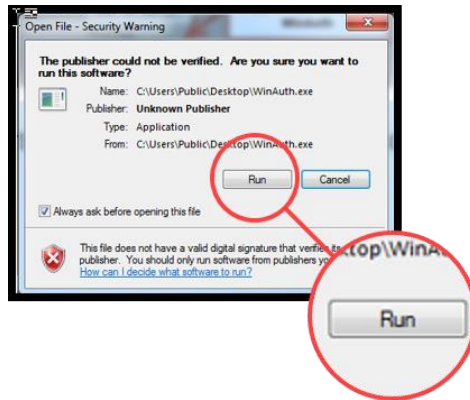
If using a phone application, scan the "Scan Code" to your cell phone and enter the 6-digit code to log in.



Step 4: If you are using WinAuth from a desktop copy the "Manual Code." Open WinAuth from the desktop by double clicking on the icon.



* If you previously had WinAuth on your desktop, you may see this pop-up Security Warning. Click **“Run”**



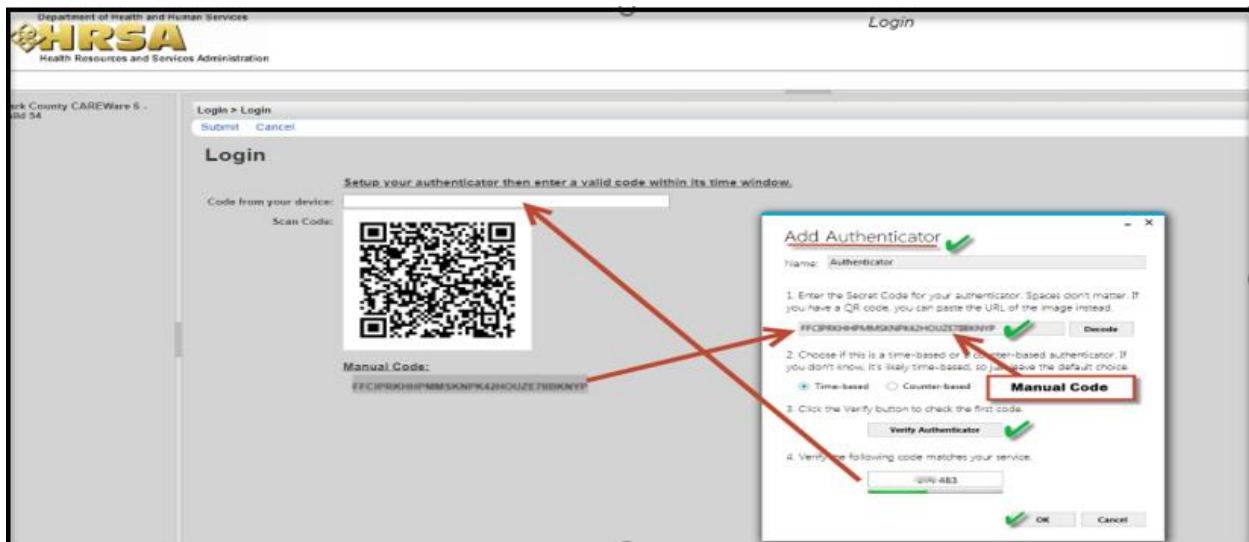
Step 5: Click on the gear icon and check **“Always on Top”** so you can see the code on top of any open window.



Step 6: Click **“Add”** you will see a drop down list of options. Select **“Authenticator”**



Step 7: The user will see this **“Add Authenticator”** screen. Paste **“Manual Code”** you copied in **Step 3** then click, **“Verify Authenticator.”** You will verify the following code matches your service. Click **“OK”**
Both programs must be open simultaneously



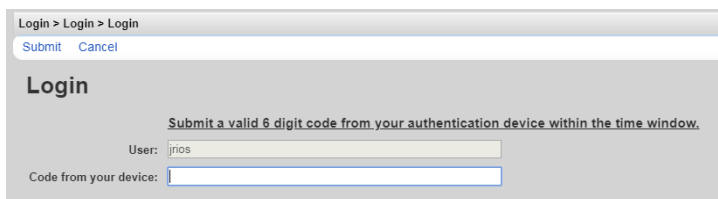
Step 8:

If you used WinAuth from your desktop, the user may be given the option to password protect WinAuth. **Uncheck** the box that says, **“Protect with my own password”** and click **“OK.”**

Protect with my own password



Step 8: Enter the 6 digit code from your device before it times out and click **“Submit”**



Step 8: Click **“Submit”** and you are done! 😊