

**EPCS  
Two-Factor  
Enrollment  
Handbook  
2021**

**Supervisor**



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# TWO-FACTOR ENROLLMENT HANDBOOK

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# TWO-FACTOR ENROLLMENT HANDBOOK

## AMBULATORY & INPATIENT

# EPCS Two-Factor Enrollment

## Overview

Imprivata ID enables hands-free authentication for providers while meeting DEA two-factor authentication requirements for electronic prescribing of controlled substances (EPCS).

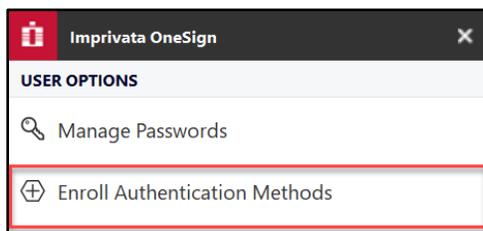
## Prepare Your Computer for Enrollment

Confirm your account and computer are ready to enroll providers:

- Your computer must be Tap N Go enabled.
- A FIPS-compliant fingerprint reader must be connected to your computer.

1. Click system tray and select Imprivata .

If **Enroll Authentication Methods** is listed, your computer is configured to enroll providers.



If your workstation is not configured for enrollment, please contact the Help Desk for further assistance.

## Supervisor Enrollment

As the Enrollment Supervisor, you must enroll your authentication methods before you are able to enroll providers. If you are already enrolled, skip to “Provider Enrollment” on page 4.

Before you can witness and attest to provider enrollment, you may need to enroll additional authentication methods for witnessing. After you log in, if the enrollment utility shows any authentication methods you haven’t enrolled yet, ask your Imprivata Confirm ID administrator which authentication methods are required in your role as a supervisor. For example, if fingerprint authentication is required, enroll your fingerprints before you begin enrolling providers.

2. Click system tray and select Imprivata .
3. Select **Enroll Authentication Methods**.
4. Tap in with your badge or manually enter credentials.

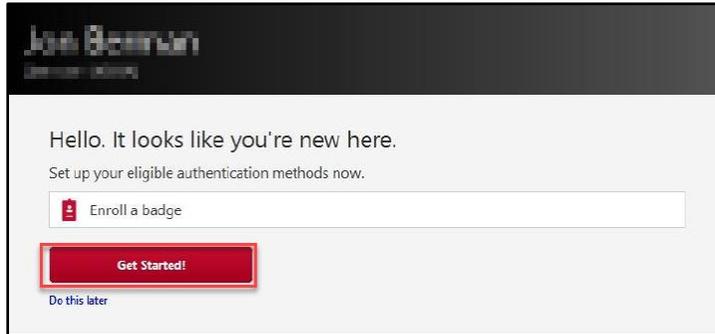


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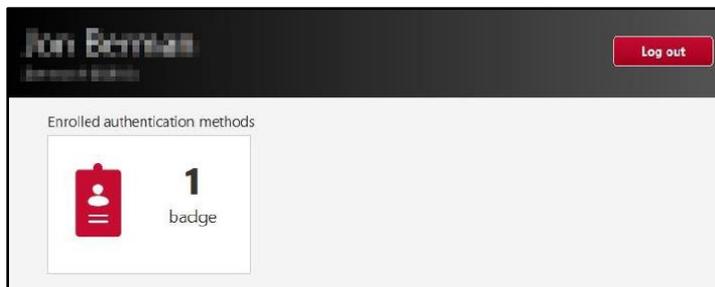
## AMBULATORY & INPATIENT

Follow the onscreen prompts to register your authentication methods.

5. Click **Get Started** and tap badge.

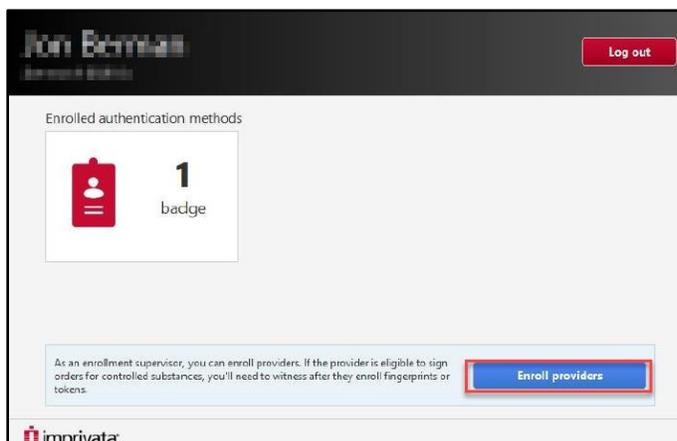


The confirmation screen appears. Your badge authentication method is enrolled.



## Provider Enrollment

1. Click system tray and select Imprivata .
2. Select **Enroll Authentication Methods**.
3. Tap in with your badge or manually enter credentials.
4. Click **Enroll providers**.



5. Search for provider by username, first name, or last name.

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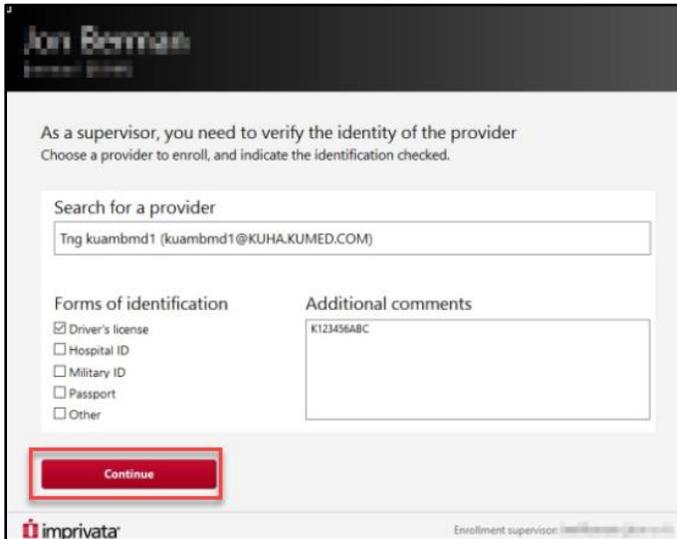
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6. Verify the provider's government issued ID (driver license, passport, or military ID) **and** badge.



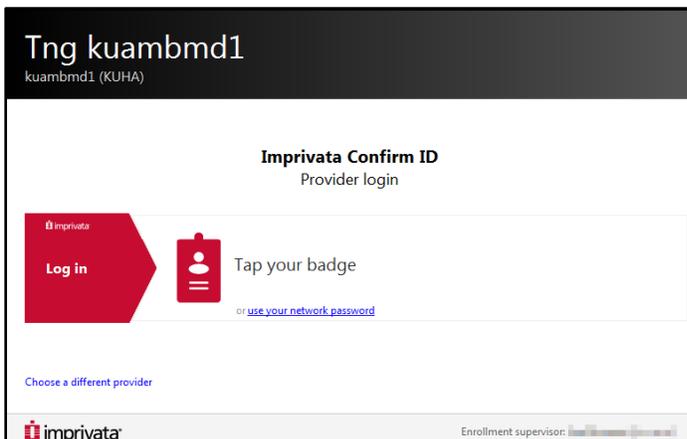
*Verifying government ID and witnessing two factor authentication enrollments is a regulatory requirement of the DEA. Supervised enrollments can be audited (DEA policy reference 1311.110).*

7. Click **Continue**.



The name of the provider enrolling appears in the top left corner of the screen. Your name (Enrollment Supervisor) will appear in the bottom right corner of the screen.

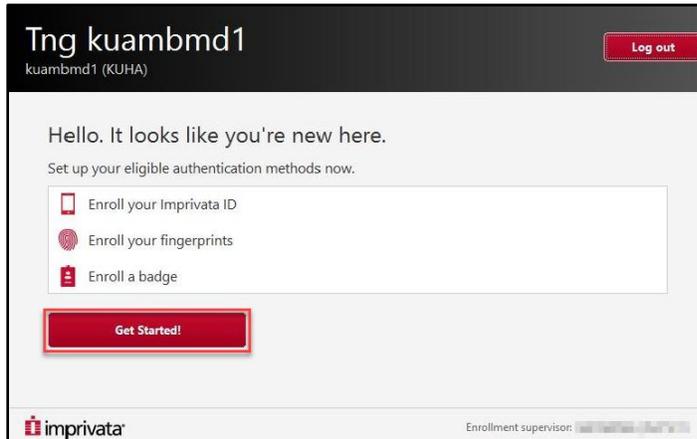
8. The provider taps in with their badge or manually enters their credentials.



The welcome screen appears.

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## 9. Click **Get Started!**



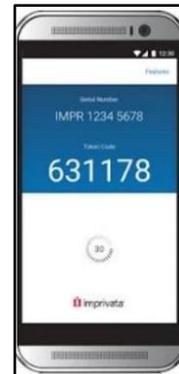
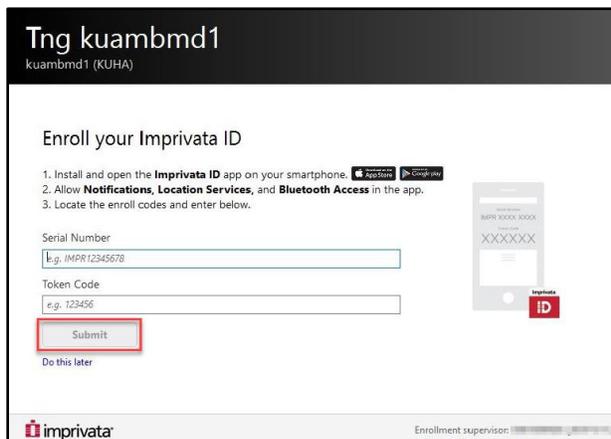
If the provider has enrolled in Imprivata ID on their device, they will receive a serial number and token code.

If the provider is not enrolled in Imprivata ID, please refer to the Install Imprivata ID tip sheet on 24/7.

10. Enter the 12-character serial number (not case sensitive).

11. Enter the six-digit token code.

12. Click **Submit**.

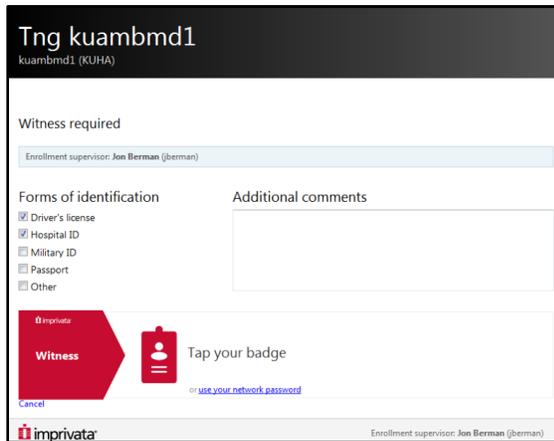


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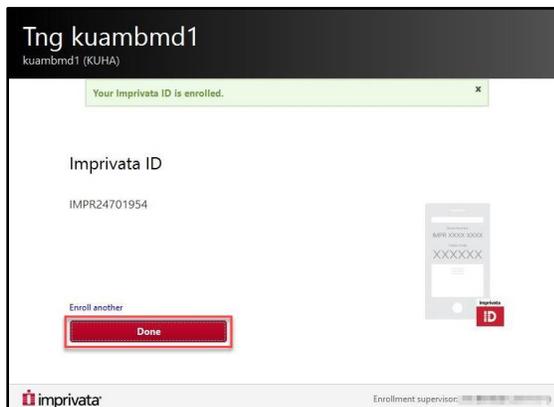
The Enrollment Supervisor is required to witness the enrollment.

13. The Enrollment Supervisor will tap their badge to confirm they have witnessed the enrollment.



When Imprivata ID is successfully enrolled, the serial number appears on the screen.

14. Click **Done**.



## Enroll Fingerprints

Two fingerprints, one on each hand, must be enrolled. A maximum of two fingers can be enrolled.

1. Click left index finger.



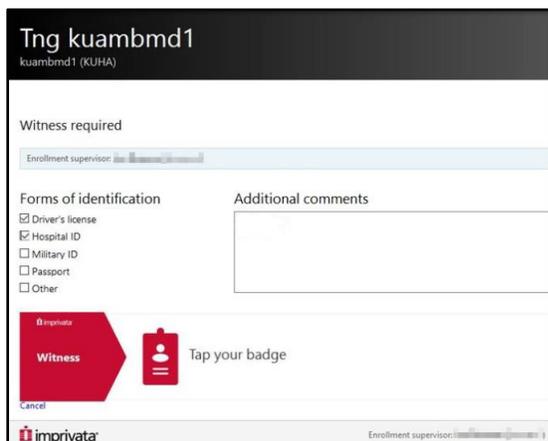
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2. Place and hold left index finger on reader until green a check mark appears. When prompted place and hold left index finger a second and third time.
3. Place and hold left finger for testing.
4. Click **Done**.



5. The Enrollment Supervisor will attest fingerprint by tapping badge.



6. Repeat with right index finger.  
If you click the wrong finger, re-click the finger you want to remove and continue as normal.  
The provider will receive a confirmation e-mail after the enrollment is complete.