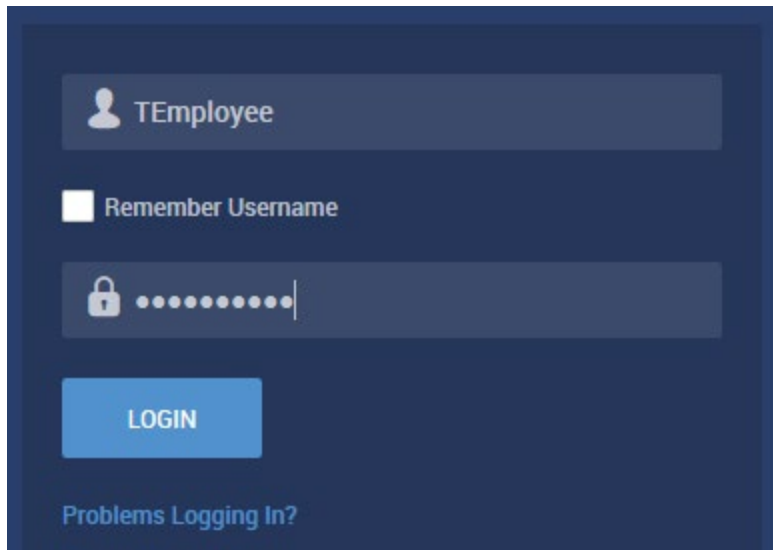


1st Time Log In – VCA Authentication

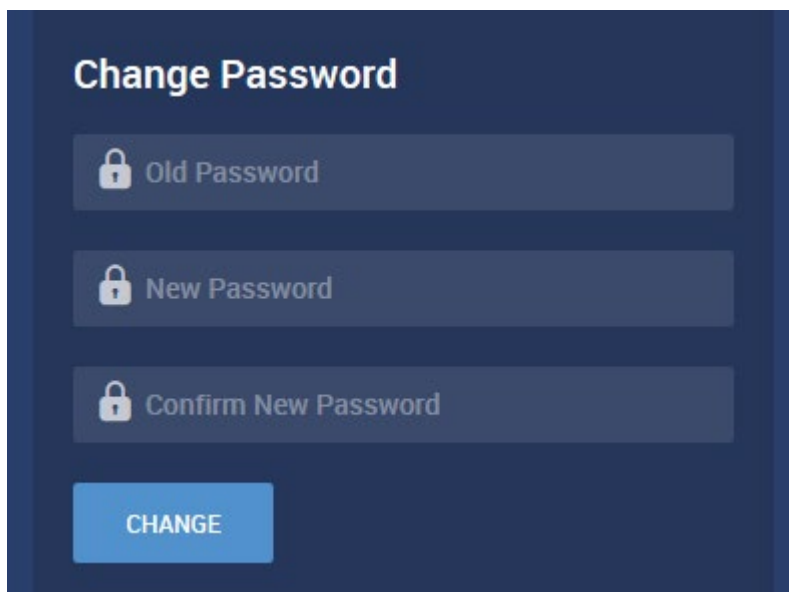
Your login page is <https://secure.entertimeonline.com/ta/CPS1270.login>



The screenshot shows a dark blue login interface. At the top, there is a text input field containing 'TEmployee' with a person icon on the left. Below this is a checkbox labeled 'Remember Username'. Underneath is a password input field with a lock icon on the left and a vertical cursor on the right. A blue 'LOGIN' button is positioned below the password field. At the bottom left, there is a link that says 'Problems Logging In?'.

Please enter your user ID – this is generally your first initial & last name (TEmployee)

Your password is your full social security number without dashes. You will be required to change your password at this time.



The screenshot shows a dark blue 'Change Password' page. The title 'Change Password' is at the top. There are three password input fields, each with a lock icon on the left and the labels 'Old Password', 'New Password', and 'Confirm New Password' respectively. A blue 'CHANGE' button is located at the bottom left of the form.

This will then bring you to the setup for your VCA (virtual code authentication). We recommend you enter all three methods to provide you with the ability to use any of the three methods when you are required to receive the authentication code.

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

SAVE

As you proceed you will be prompted to verify using a code – we recommend you select the text method – this generally is the fastest way to obtain your code.

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods: Text Message Voice Email

Text message will be sent to: *****5992

SEND TEXT MESSAGE

Enter Code

By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

When you receive the code – please enter it and select the box next to the “By checking this box”. This will allow the system to retain the authentication information, so you are not required to do this each time you log in. Please remember that the code is computer/browser specific. (ie. If you use Chrome this time you must use Chrome next time.)

Note:

Do not allow the browser to store login information for you. Please say “no” to all offers by the browser to save information. There is a built in “Remember User” check box that is OK to use. We recommend never storing your password due to the secure information in the system.

