Iowa Department of Public Health

Bureau of Health Statistics

Iowa Vital Events System

IVES-NX Two-Factor Authentication (2FA) Setup Instructions

IVES Help Desk Information
Mon-Fri, 7:30 AM to 4:30 PM
IVESHelpDesk@idph.iowa.gov
(866) 309-0831

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Installation Instructions

If Two-Factor Authentication (2FA) is enabled on your account, you must install a 2FA application of some kind, either on your mobile device or your local desktop.
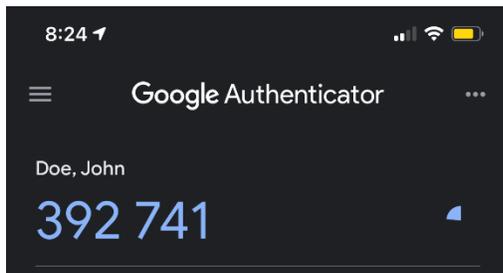
Mobile Devices

The recommended application for mobile is *Google Authenticator*, but other applications like Authy or Microsoft Authenticator will work. The installation is simple:

1. Go to your app store on your mobile device, and search for *Google Authenticator*; click Install Application.

2. The first time you log into the IVES-NX application, you will be prompted with a QR code, a Secret Key, and a box to verify your code. Open up the Google Authenticator app on your phone, point the phone at the QR code on the screen, and selected 'Scan a barcode'.

   It is highly recommended that you keep a copy of this key somewhere safe in case you lose access to your authenticator. You can use this key to add it back into your app should it be removed.

3. The app will automatically scan / setup the key in the database and on the phone app. You will see an entry in Google Authenticator in the format of **Last Name, First Name**.

4. If you want to change the label, hold down on the entry and select the pencil icon (or choose edit). In the following example, IVES was added to the label.
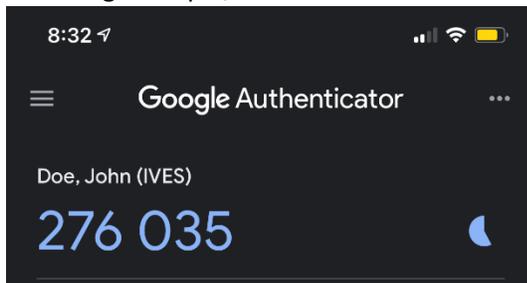
Non-Mobile Devices (WinAuth Setup)

If you are unable to use a mobile device to install a 2FA application, your next option would be to install software locally on your computer / laptop. *WinAuth* is the recommended software for this situation.

1. Download WinAuth from the link here and follow the installation instructions.

    a. Download the zip file and extract its contents; there is nothing to install and only one file that you can run immediately.

> NOTE: *Extract the WinAuth file to a location you can remember, otherwise you will have to find it from within the downloaded zip file every time you need to run it. It is recommended to put it on your desktop.*

2. Double-click the WinAuth.exe file. You may get a Security Warning message, simply click Run.

Name ▲	Type	Compressed size	Size	▾
WinAuth	Application	2,159 KB	5,647 KB	

Open File - Security Warning ☒

The publisher could not be verified. Are you sure you want to run this software?

Name: ...l\Temp\73\Temp1_WinAuth-3.5.1.zip\WinAuth.exe
Publisher: **Unknown Publisher**
Type: Application
From: C:\Users\tbarnes1\AppData\Local\Temp\73\Temp1...

[Run]   [Cancel]

❌ This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust.
How can I decide what software to run?

3. If you get an error about missing .NET Framework, please make sure you have installed Microsoft's .NET Framework from the link above.

4. Click the Add button in the main WinAuth window

WinAuth   ‒ ✕

Click the "Add" button to create or import your authenticator

[Add]   ⚙
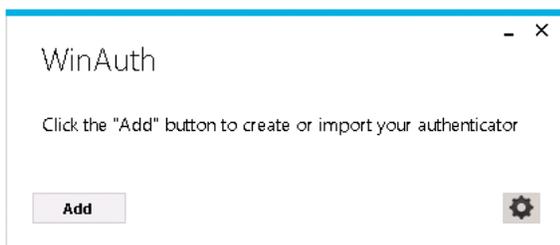
5. Choose the type of Authenticator you need; in this case, pick "Authenticator" at the top.

🔵	Authenticator
G	Google
▦	Microsoft
🛡	Battle.Net
🐲	Guild Wars 2
🔥	Glyph / Trion
⬤	Steam
	Import...

6. On the new screen, enter a name for this entry, such as IVES Authenticator.

7. Type the secret key from the IVES-NX login screen into the box in #1.

8. Click the **Verify Authenticator** button in WinAuth; a six-digit code will appear at the bottom. Type that code into the **Two Factor Authentication Code** box on the login screen, and then click the **Verify** button.
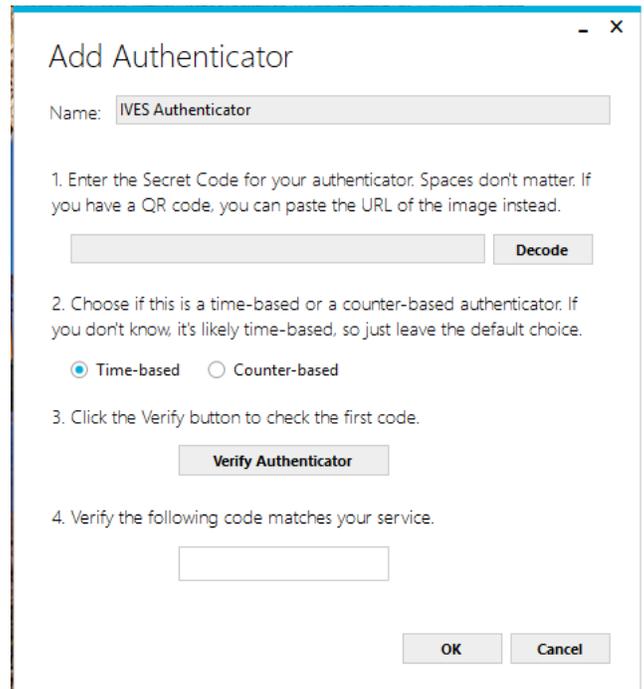
9. In WinAuth, Click the OK button to save the authenticator. DO NOT SKIP THIS STEP.

10. You will be asked how to protect your WinAuth authenticators. Please enter a password to encrypt and protect them. You can also choose to have Windows encrypt the data with your user account. This prevents the file from being opened on any other computer. Click OK when done.

11. You will now see your authenticator with the current code and timer showing it counting down. Once the counter has ended, the code will disappear.

12. Click the Refresh icon to show the code again; the code changes every 30 seconds, so you might see the same number.

13. Right-click your authenticator to change its name, view the secret key, or copy the code to the clipboard.

14. Click the cog icon to set any program settings, such as keeping WinAuth on top of other windows, which is useful when typing the code into other applications.

Removing Past 2FA Entries

If you had multiple 2FA entries set up for IVES previously, you can remove them all. Only one will be generated when setting up a new entry.

Mobile Devices

Google Authenticator is a little different depending on if you are using Android or iOS.

Android

1. Tap and hold on the old IVES entry; the Name will appear at the top, and a pencil / trash can will be at the top right.
2. Click on the Trash Can icon, then click on the **Remove Account** text in the confirmation prompt.

iOS

1. Tap the 3 dots in the top-right and select Edit.
2. Click on the Pencil icon next to your old IVES entry.
3. Click on the Trash Can icon at the top right, then click on the **Remove Account** text in the confirmation prompt.
4. Click on the Checkmark icon to exit Edit mode.

Non-Mobile Devices (WinAuth)

In WinAuth, deleting the unused entry is easy; right-click on the old entry for IVES, click Delete from the menu, and click **Yes** on the confirmation popup.