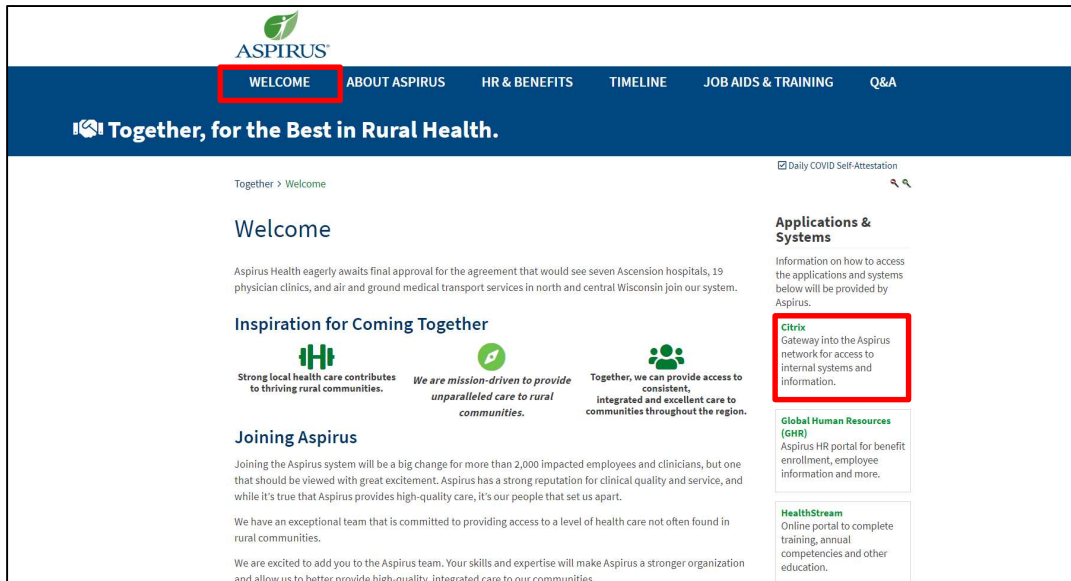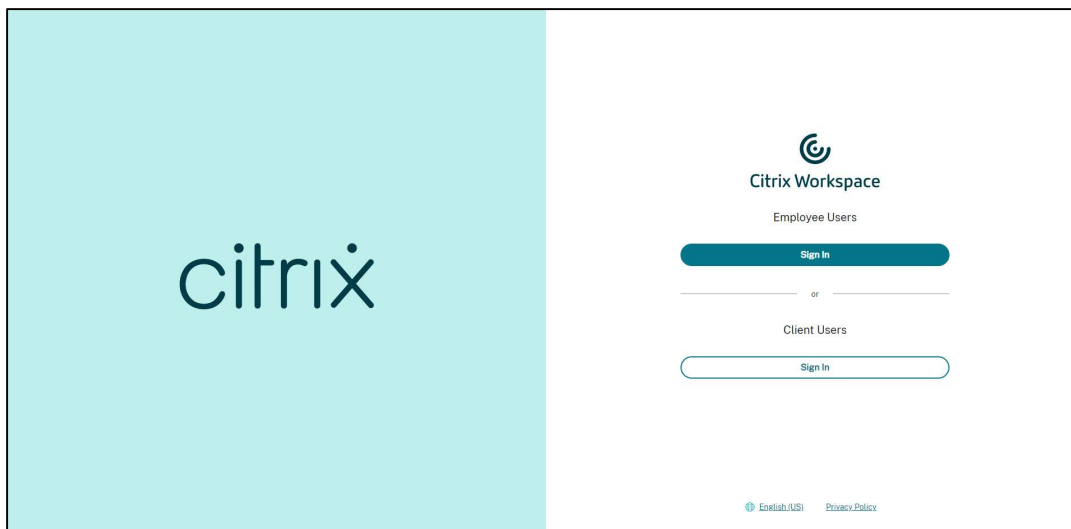# Two-Factor Authentication (2FA) Enrollment

1. On the Aspirus microsite "Welcome" page under "Applications & Systems" click on "Citrix".
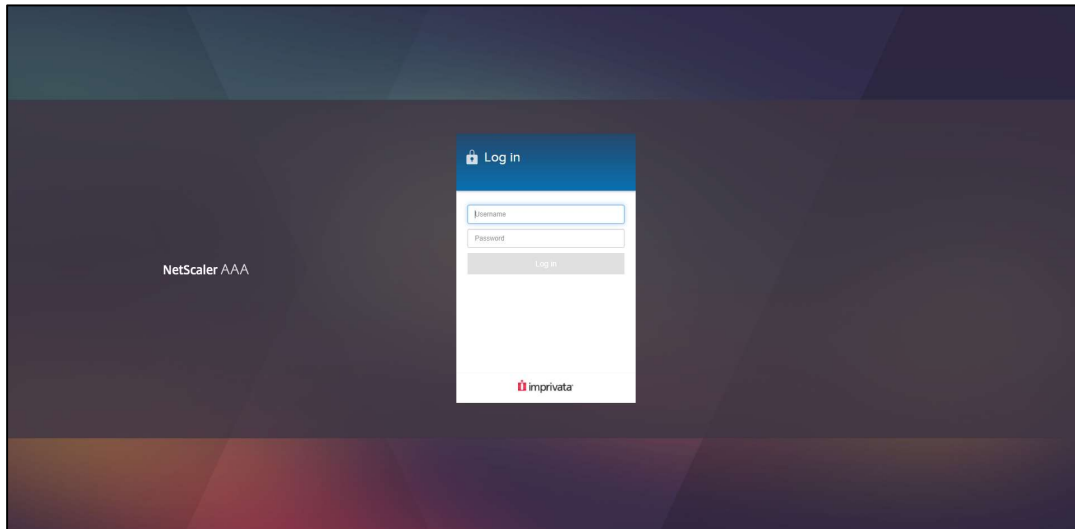

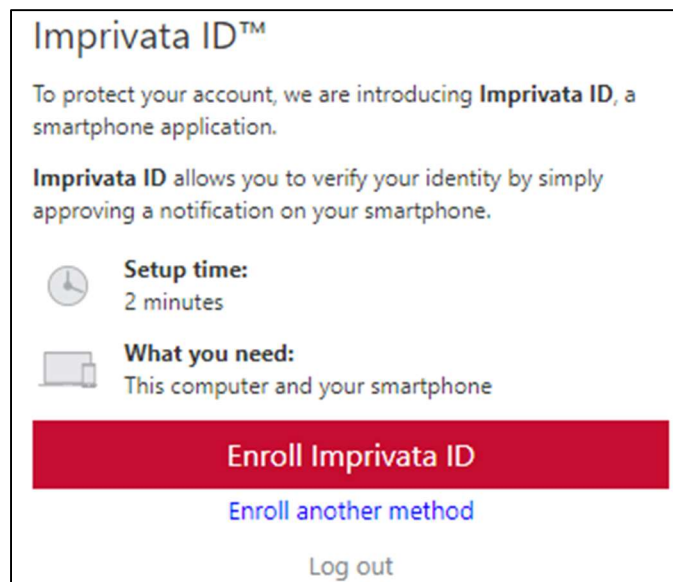2. Click "Sign In" under Employee Users.

3. Log in using your network ID and password.

4. Click "Enroll Imprivata ID".

5. Follow the steps on the screen to enroll.

6. On the app you will see the following screens:

a. Please click "This is my first time".

b. Please "Turn on" Fast Access.

c. Please select "Not now" for E-Prescribing

d. Please select "Not now" for Automatic Signout

7. Use the code provided on your app to fill in the Serial Number and Token Code boxes on your browser and then click "Submit".

8. Once your device is enrolled click "Got it"
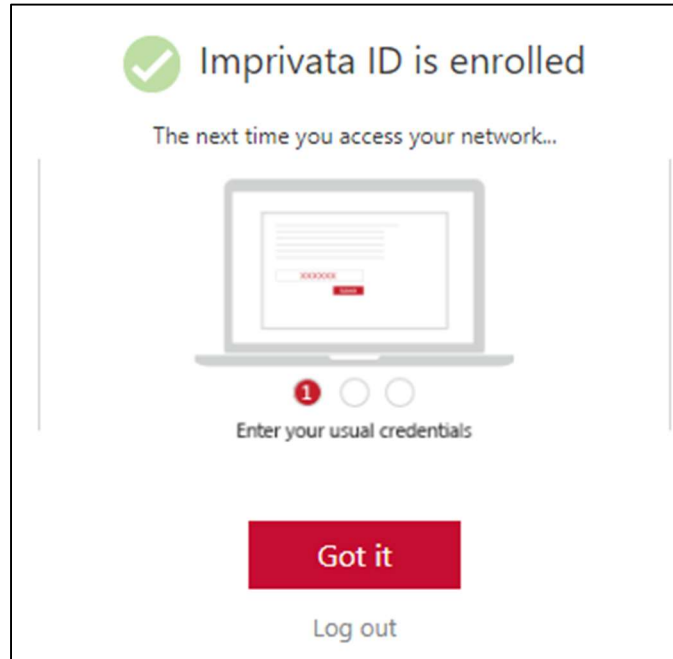
9. For security reasons we encourage you to establish a back-up method. Follow the steps on the screen to enroll.

Enroll SMS code

Enter your mobile phone number with area code.

e.g. (999) 999-9999

Message and data rates may apply

Submit

Back

Log out

Enroll SMS code

Enter your mobile phone number with area code.

(715) 123-4567

Message and data rates may apply

Submit

Back

Log out

Check your phone

A text message was sent to your mobile phone (715) 869-5226. Enter the verification code from that message.

Verification Code

Submit

Edit phone number

Log out

10. Once your SMS is enrolled click "Done".

If you have questions about this process or would like more information, please contact the Ascension Help Desk at 877-640-1416.