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OphthalSuite
www.ophthalsuite.com

Community Ophthalmic Link (COL) project.

Multifactor Authentication – Quick set up guide – PLEASE START WITH THIS GUIDE FIRST.

In order to connect to the hospital system we need to install the Citrix Workspace application to your office/practice computer. This can be downloaded and installed from:

https://www.citrix.com/en-gb/downloads/workspace-app/windows/workspace-app-for-windows-latest.html

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To use the multifactor authentication when connecting to the hospital system we need to download and install an Authenticator application to your smart device. These are available for Android or Apple devices.

You can download the **Google Authenticator**, Microsoft Authenticator or the Citrix Authenticator app from the **Google Play** or the **Apple Store**. This guide will use the Google version, but they are all very similar.

Please note that you may need a password to download and install applications to your device.
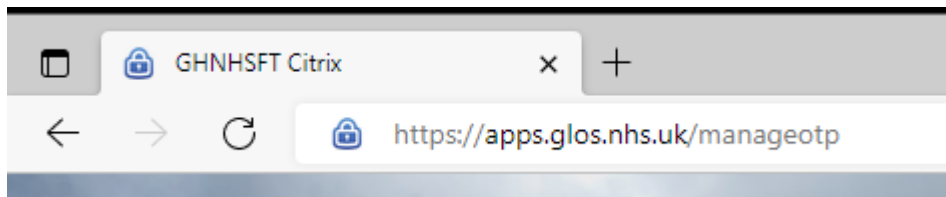
Once downloaded open the Google Authenticator app

Click on   the bottom right and choose 'Scan a QR code' (you may have to give permission to your camera)

On the PC or Laptop open the Chrome or Edge browser and navigate to:
https://apps.glos.nhs.uk/manageotp
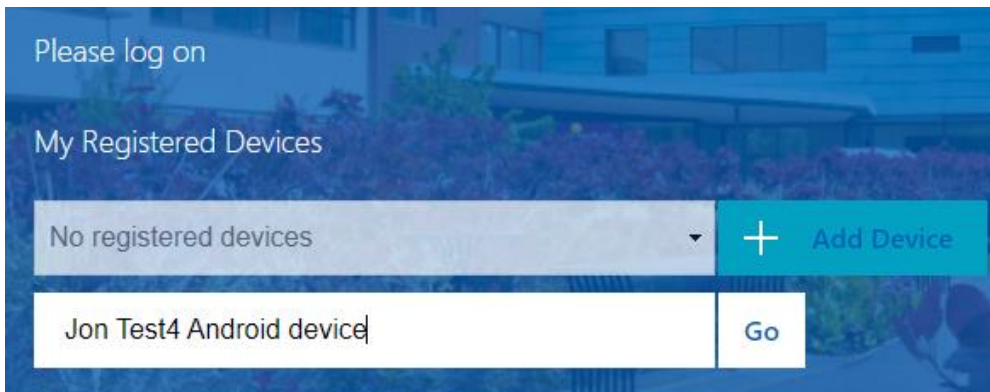

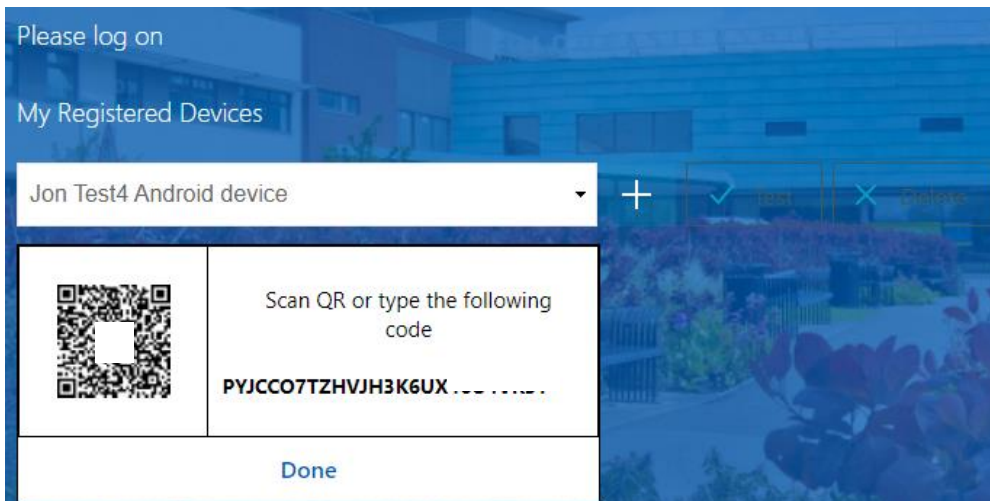Log on with glos\[username] and your password and **Submit**

Click **Add Device**

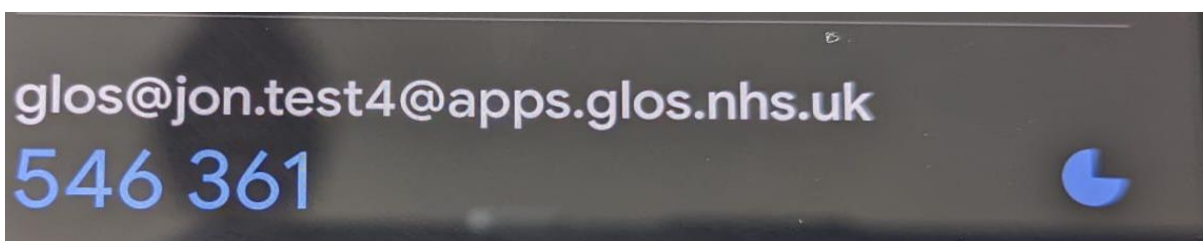Enter a device name (Do not use any special characters) and click **Go**

Once you see a QR code scan with the Google Authenticator app.

Click **Done**

You should see an entry in the Authenticator app with a 6-digit number that changes every 30 seconds.

Click on the Look at your device and **enter the code** (ensuring you have plenty of time to enter and click **Go** before the timer and number reset on your device).

You should see the Success message above. This means you should be set up to sign into the Citrix system.

Please use the Community Ophthalmic Link Quick start user guide to sign in to the system.