Two-factor Authentication for VITA Login & Password requirements

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First: A word about Cookies 🍪

You need to **allow cookies** in your browser for the VITA Login screen. We will place a cookie when you first login and this will allow you to login with the same username/password and from the same computer without having to receive a verification code every time. Nomnom! Cookies are good for you :)

Next: Email whitelisting

To receive the verification code (see below) you must accept emails from donotreply@ourdigitalworld.org. To avoid problems - or to mitigate them - **add this email to your email address book or contacts**

Now: Let's get you started!

Go to https://data.vitatoolkit.ca

Enter your username and your alphanumeric password.

Click the login button.

A dialogue box will open asking for you to enter a 6-digit code

To complete your login, enter the 6-digit authentication code sent to the email address associated with this user name. If you need assistance, please contact your VITA site or agency manager.

Enter code: [   ] **Submit**

Please ensure you have access to the email account associated with your VITA user account. If you need this changed, contact help@vitatoolkit.ca

Check your email inbox for a message from donotreply@ourdigitalworld.org

☐ ☆ donotreply   Vita login token - 949514

Copy the 6-digit code in the email and paste it into the VITA dialogue box and click "Submit".
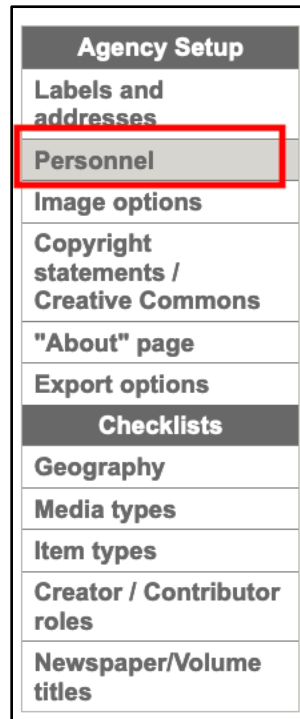
You should see a familiar screen.

> For managers of a single Agency, you will login to the VITA dashboard.

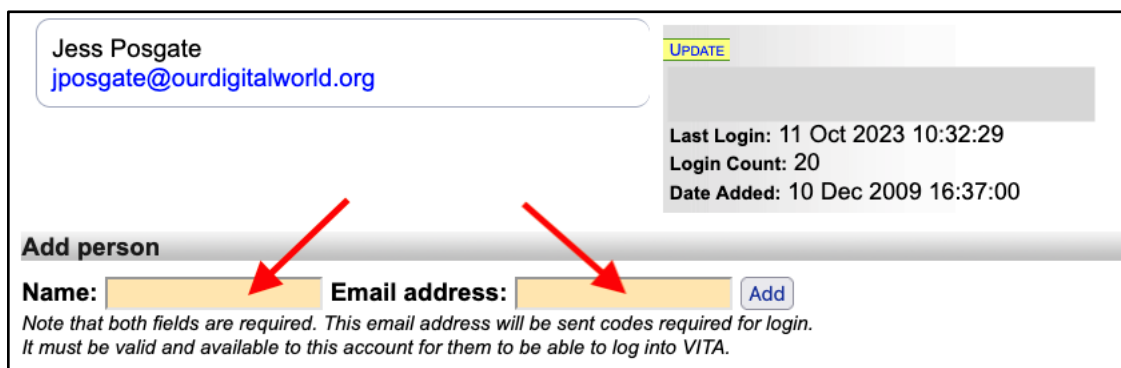> Managers of multiple Agencies, you should see the list of agencies you're assigned to.

User Accounts

Assigning a New User account

To establish the new user accounts go to **Agency Management > Personnel**

Under your account listing is the Add person form.

Both name and email fields are now **mandatory**:

Enter a *personal or unique name* for the user account – this name appears at the top of the screen after login. Avoid generic usernames like *Student* or *InfoDesk*.

Enter a *valid email*. The user will need access to this inbox going forward to receive the authentication codes for logging in. This email will also be used by ODW staff for VITA-related communications purposes.

Click "Add"

Complete the user profile form insofar as that data is relevant to your internal tracking

Username & Password Rules

In the Login form, assign a **username** – something personal or unique and memorable (i.e. not "info" or "student").

Usernames should follow these rules:

- 3-25 characters, that can include
    - Upper & lower case letters
    - numerals
    - underscore "_"
- and **no other character types or spaces**

Enter a **password** following these rules:

- 8 or more characters, and consist of at least ONE OF EACH of the following:
    - upper case letter
    - lower case letter
    - number
    - symbol from this set: ! _ @ # $ & - %
- and no other symbols or spaces

Click the "Update" button.

Password rejection

If your password does not match the requirements listed above, you will remain on the user profile screen and a message will appear at the top of the screen indicating "The password is not strong enough"

Password Accepted

You will be returned to the list of User accounts:

Adding a User to Multiple Agencies

Add the new user to their primary agency.

When you login and want to assign them to another agency, use the same Name and Email already associated with the first existing account in VITA. Click "Add"

This will trigger a notification of the duplication and a list of the other agencies they can access with their single login name and password. Then you can simply "add" them to the agency you are managing.

You will be taken to the Personnel file form and can make any necessary changes there.

At the bottom of the screen will be a list of agencies the user is also associated with:
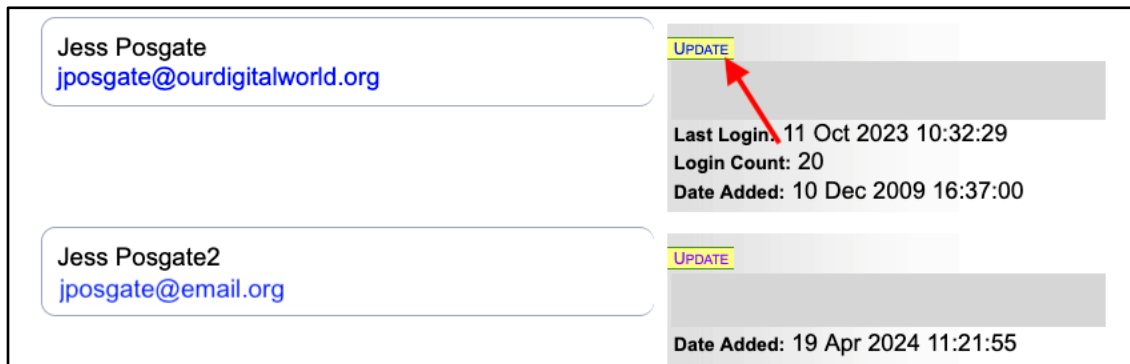

Remember if you change the Personnel profile information, it will change for all agencies they are associated with.

Click the Update button to return to the Personnel list

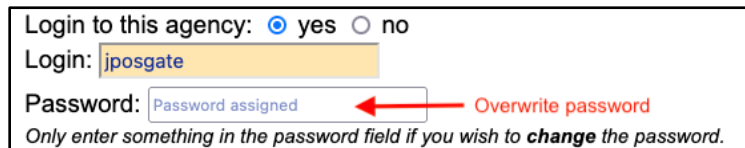## Changing an assigned username, password or email

Beside the user account name/email click the Update button

Use the Personnel form to change the associated email.

Use the Login form to change the username or password.

Simply type a new password to overwrite the assigned password

Click the Update button to commit your changes.

Delete a User

Open the user profile you want to delete. At the bottom of the screen click the "Delete Personnel File" button

You will arrive at a confirmation screen where you can use your back button or click the "Personnel" link to back off the deletion. Or, click the button and Delete the user profile forever.