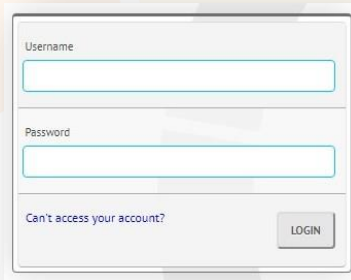


## Setting up the Second Security Password for the first time

Second Security Password is a type of “second password” to log into the system, in that way that adds to the system even more security attribute by enable the Two-factor authentication and it's required in that format that the user must enter the 3 (three) values or 3 (three) digit pin depending on each position of characters from the Second Security Password set up.

To be able to login to the iTms the first required fields are Username and Password.



A screenshot of a login form with two input fields: 'Username' and 'Password'. Below the fields is a link that says 'Can't access your account?' and a 'LOGIN' button.

After entering these credentials, if the current user does not have the Second Security Password configured, he/she must set a new one, as shown on the picture below.



A screenshot of a form titled 'Please set up a new second security password to continue'. It contains fields for 'Username' (pre-filled with 'employee\_User'), 'Second security password', and 'Confirm your second security password'. There is also a 'Can't access your account?' link and a 'LOGIN' button.

After this process, the system will request from the user to enter again only the Second Security Password 3 digit pin as confirmation of Two-factor authentication that everything is set up correctly, and it's read to go.

### Example:

If the Second Security Password given in the process above is “**abcdefghijk**” and the system from the user requires the characters in these positions **2,3,5** then the user must enter “**bce**”.

2 3 5  
**abcdefghijk**  
┌───┐  
│ │  
└───┘  
Second Security Password



A screenshot of a form titled 'Please fill in your second security password!'. It contains fields for 'Username' (pre-filled with 'employee\_User') and 'Security password - Type characters in these positions: 2,3,5'. There is also a 'Can't access your account?' link and a 'LOGIN' button.