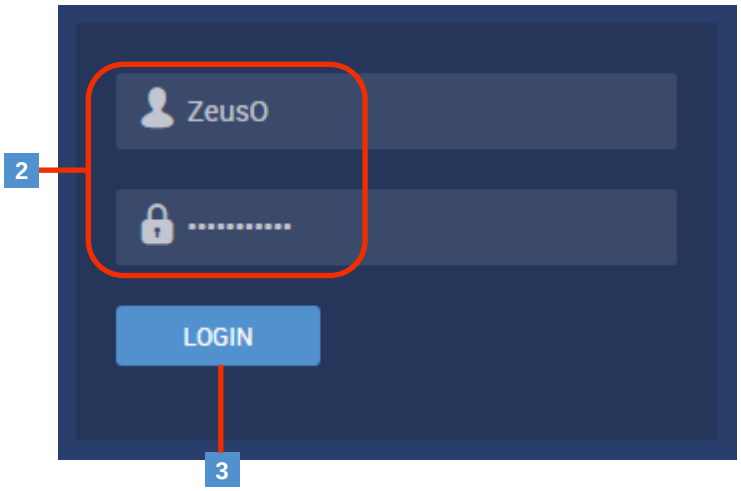
Logging In and Out, and Utilizing VCA Authentication

To access the application you must login. In addition you will need to setup additional authentication settings and be able to logout.

Logging Into the Application

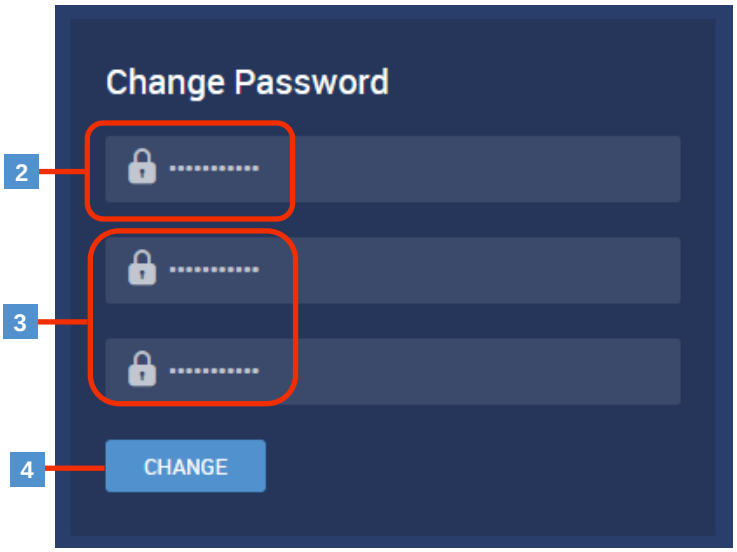
1. Access your **company's URL** for the application. For example: entertime.mycompany.com
2. Enter your **Username** and **Password** into the respective fields on the login page.
3. Click the **Login** button.



Changing Your Password

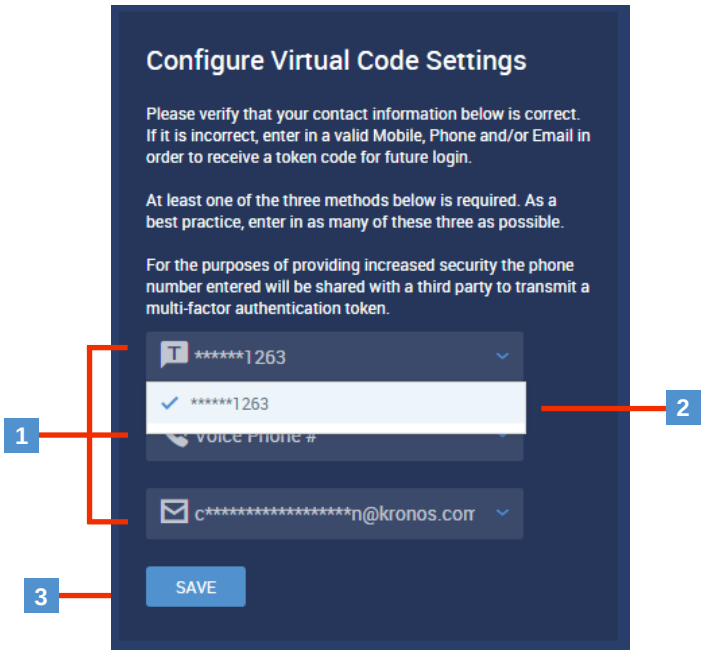
1. The password must contain at least eight characters and one of each of the following character types: Upper Case Letter, Lower Case Letter, Number, and Symbol.

   Example: PasswA$1
2. Enter your **old password**.
3. Enter your **new password** twice, in order to confirm it is correct.
4. Click the **Change** button.



Configure Virtual Code Settings

1. From the Virtual Code Settings configuration screen, select either **existing values** or enter **new values** for the three provided virtual code setting methods:
   - Text Message
   - Voice Phone
   - Email
2. To select automatic values, click on a **method** dropdown field and choose the appropriate **value** listed.
3. Once finished, click **Save**



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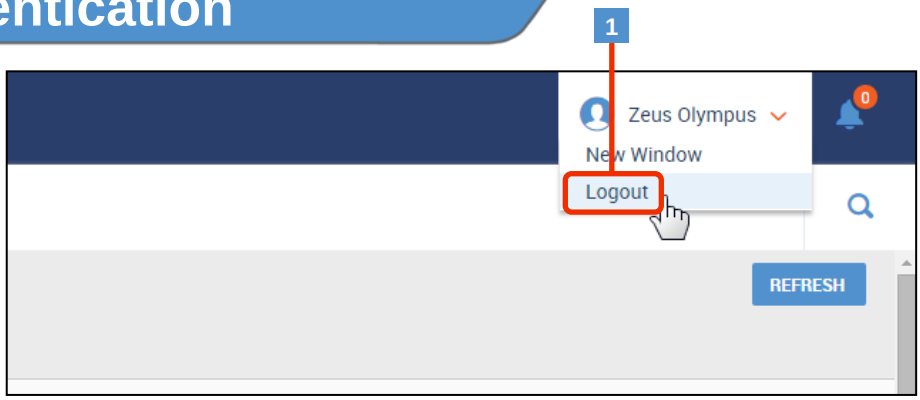
Logging In and Out, and Utilizing VCA Authentication

Logging Out of the Application



1 To logout of the application, click on your **name** and click on the **Logout** option in the dropdown.

Logging In and Providing a Virtual Code

1 From the virtual code verification screen, select the method in which you want to receive your code.

- **A** **Virtual Code Delivery Methods**: Select the method in which you want to receive your virtual code.
- **B** **Send (method) button**: Once the button is clicked, a code is sent based on the method value chosen.
- **C** **Message Success/Failure:** Notifies that either the code was successfully sent to the chosen method, or displays an "Unable To_____" notification.
- **D** **Enter Code field**: Enter the virtual code you have received.
- **E** **Remember Verification Code option**: By checking this box, your browser/computer will remember the code you entered for 30 days, bypassing the need to enter a new code for each login, until the 30 days period expires.

2 Once the code is entered and the checkbox is either checked/unchecked, click the **Continue** button.

Note
The code is "live" for 15 minutes from the time it is generated. For emails, if you click the option to send an email multiple times each previous code will be deactivated and only the most recent email/code will work.

Note
The option to remember the device is both browser specific and computer specific. If you first use Internet Explorer to log in with a code & choose to remember the device, but then use Chrome to log in the next time, you will be prompted for the code. This is also true for each computer you access the system from.

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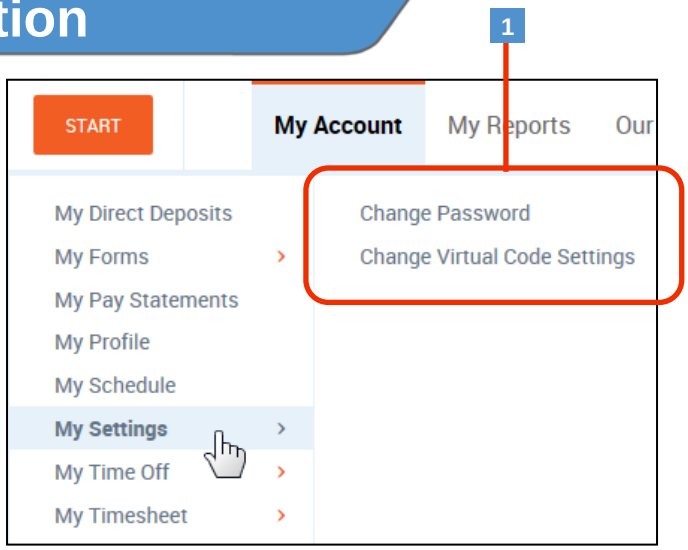
Logging In and Out, and Utilizing VCA Authentication

Accessing My Settings

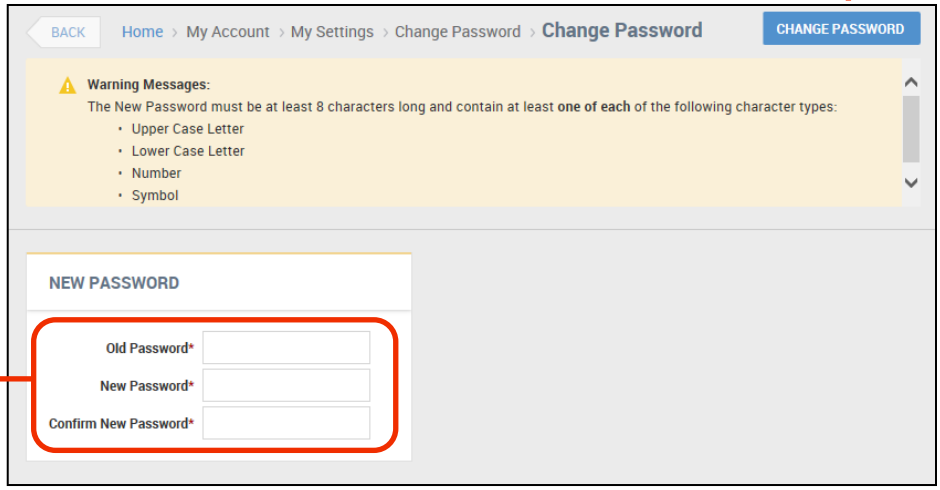
1 To change your password or virtual code settings, navigate to **My Account > My Settings.**

Note
Depending on your company's configuration, you may not have permission to change your password or your virtual code settings.



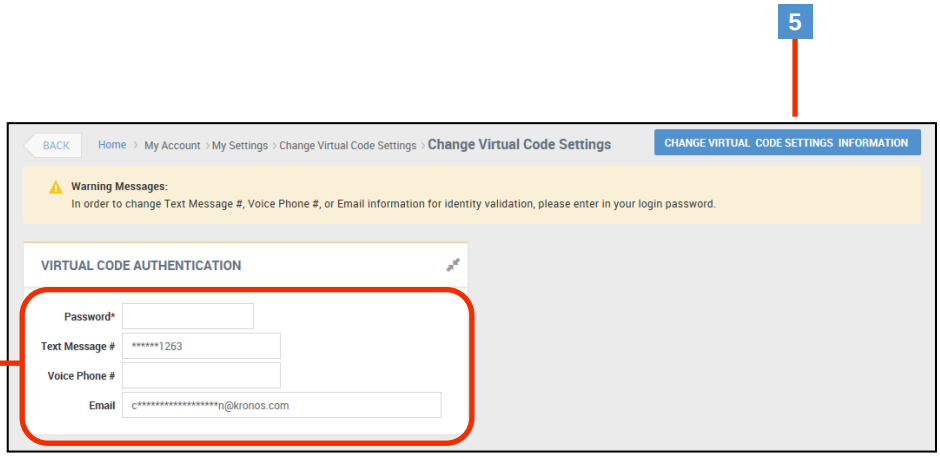
2 To change your password navigate to **My Account > My Settings > Change Password**. Enter your **old** (existing) **password,** enter in your **new password,** and confirm the **new password**.

3 Click **Change Password** in the upper right.



4 To change your virtual code settings navigate to **My Account > My Settings > Change Virtual Code Settings**. Enter your **current password**, and either enter **new values** or replace **existing values** into any of the three fields.

5 Click **Change Virtual Code Settings Information** in the upper right.



Note
Depending on your company's configuration, an administrator or manager may need to approve your changed authentication values before you can use them.

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