

# Clinician User Guide

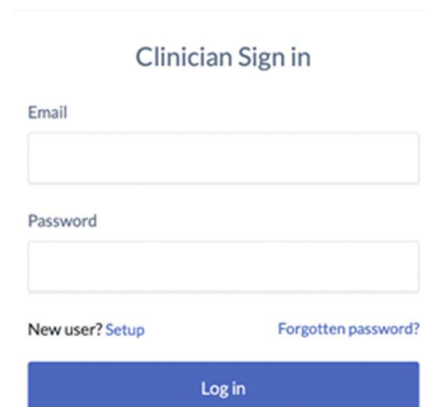
## How to Enable Two-Factor Authentication for Existing GP Practice Users of Optimise BP

Two-factor authentication (2FA) adds an extra layer of security to your account. You may be asked to re-authenticate if you:

- Use a new browser
- Delete cookies
- Change computers

### Step 1: Sign In

- Go to the Optimise BP login page.
- Enter your email address and password.
- If you have forgotten your password, click Forgot Password and follow the instructions.



The screenshot shows the 'Clinician Sign in' page. It features a title 'Clinician Sign in' at the top. Below the title are two input fields: 'Email' and 'Password'. Below the 'Password' field are two links: 'New user? Setup' and 'Forgotten password?'. At the bottom is a blue 'Log in' button.

### Step 2: Activate Two-Factor Authentication


- Download a two-factor authenticator app (e.g., Microsoft Authenticator, Google Authenticator).
- Follow the instructions shown on the screen:

- Scan the QR code OR Enter the secret key manually into the Authenticator App both outlined in step 3 below.

### Configure authenticator app

To use an authenticator app go through the following steps:

Download a two-factor authenticator app like Microsoft Authenticator for [Android](#) and [iOS](#) or Google Authenticator for [Android](#) and [iOS](#).



Scan the QR Code or enter this key: **f1u7 46h4 es2e**  
**nhhk qran gone 47et n3sp** into your two factor authenticator app. Spaces and casing do not matter.

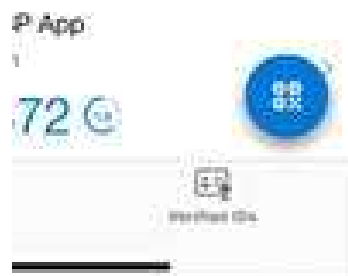
Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

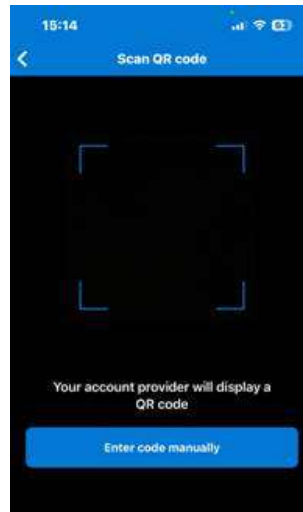
Verification Code

Verify

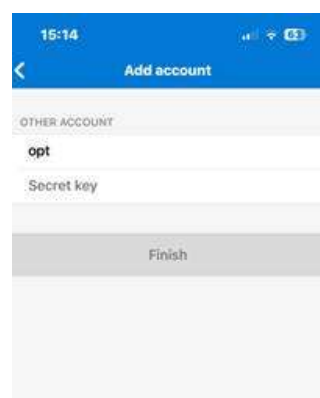
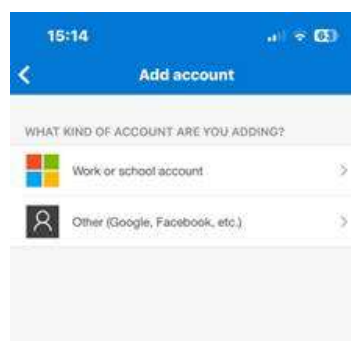
## Step 3: Set Up in an Authenticator App

- Open the Authenticator eg Microsoft Authenticator app.
- Tap the blue round button to add an account by Scanning the QR Code





- Alternatively, press “Enter Code Manually” and choose Other (Google, Facebook, etc.).
- Enter a name for your account (suggested: Optimise BP).
- Paste or type the secret key you copied earlier.

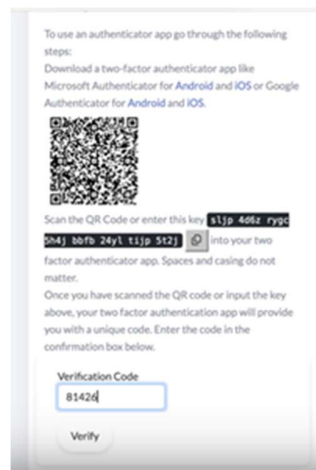


## Step 4: Verify Your Account

- In the Authenticator app, you will see a time-limited six-digit code for your Optimise BP account.



- Return to the Optimise BP website.
- Enter the six-digit code in the Verification Code field.
- Click Verify.



## Step 5: Save Recovery Codes

- Make a copy of the recovery codes.
- Store them in a safe place for future use.
- Click Continue Home.

Manage your account  
Change your authentication settings

Password

Two-factor authentication

Your authenticator app has been verified.  
Generate two-factor authentication  
(2FA) recovery codes

⚠ Put these codes in a safe place.

Your Recovery Codes

d22214c7

6de3e988

1a2c7947

dde8fd21

c06733a6

56c5e2e0

dcce8e51

5181a357

173da7fe

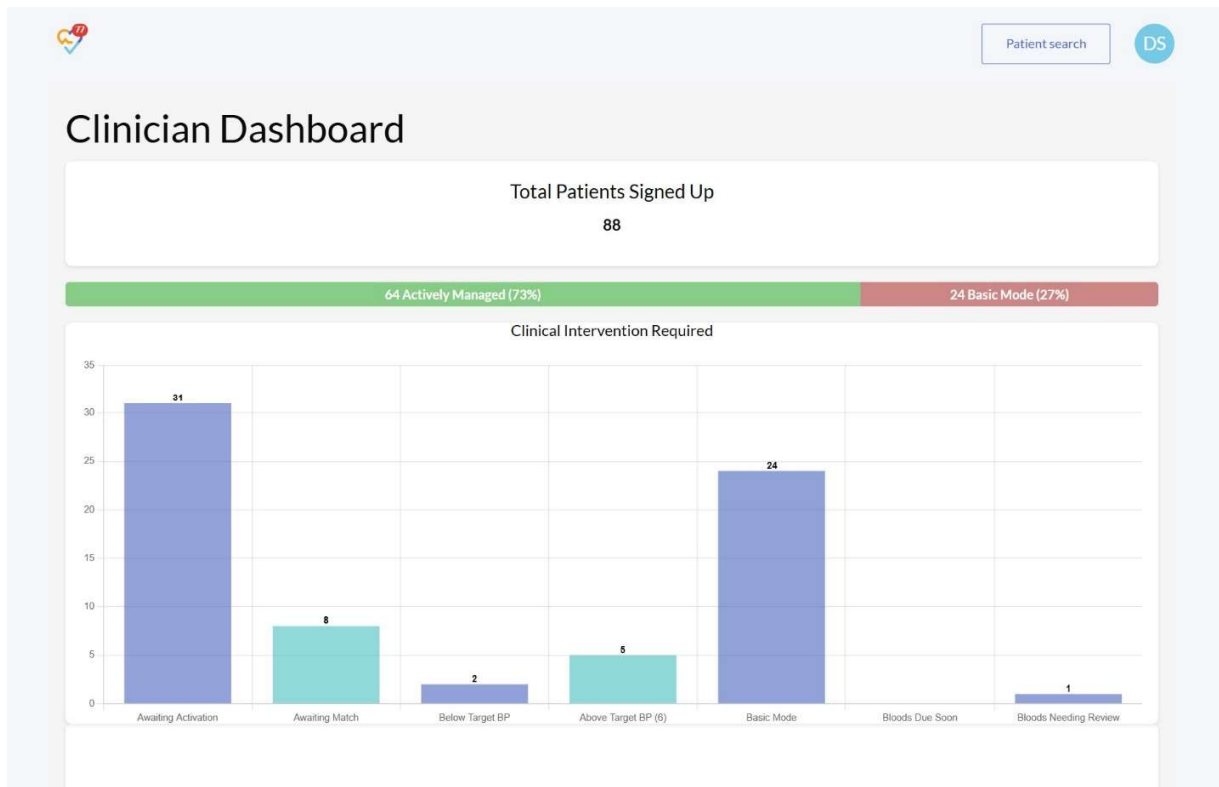
916b1d9e

If you lose your device and don't have the recovery  
codes you will lose access to your account.  
Generating new recovery codes does not change the  
keys used in authenticator apps. If you wish to  
change the key used in an authenticator app you  
should reset your authenticator keys.

Continue Home

## Step 6: Access Your Dashboard

- You will now be taken to the Clinician Dashboard home screen.



## Tips

- Always keep your recovery codes secure.
- If you change devices, you may need to repeat this process.