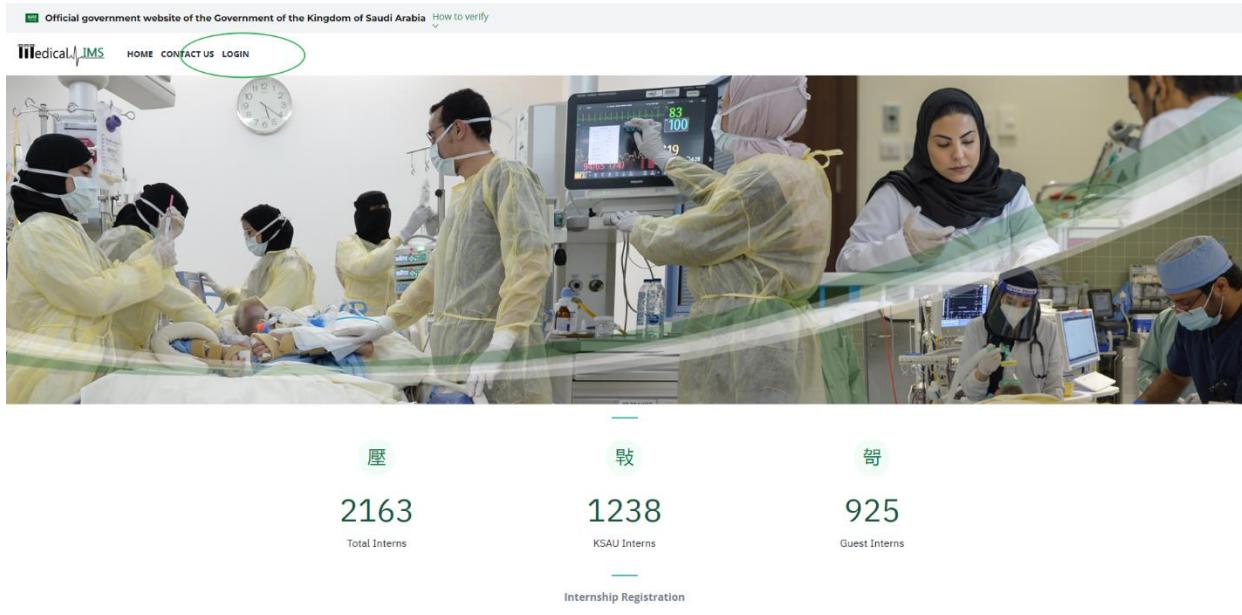


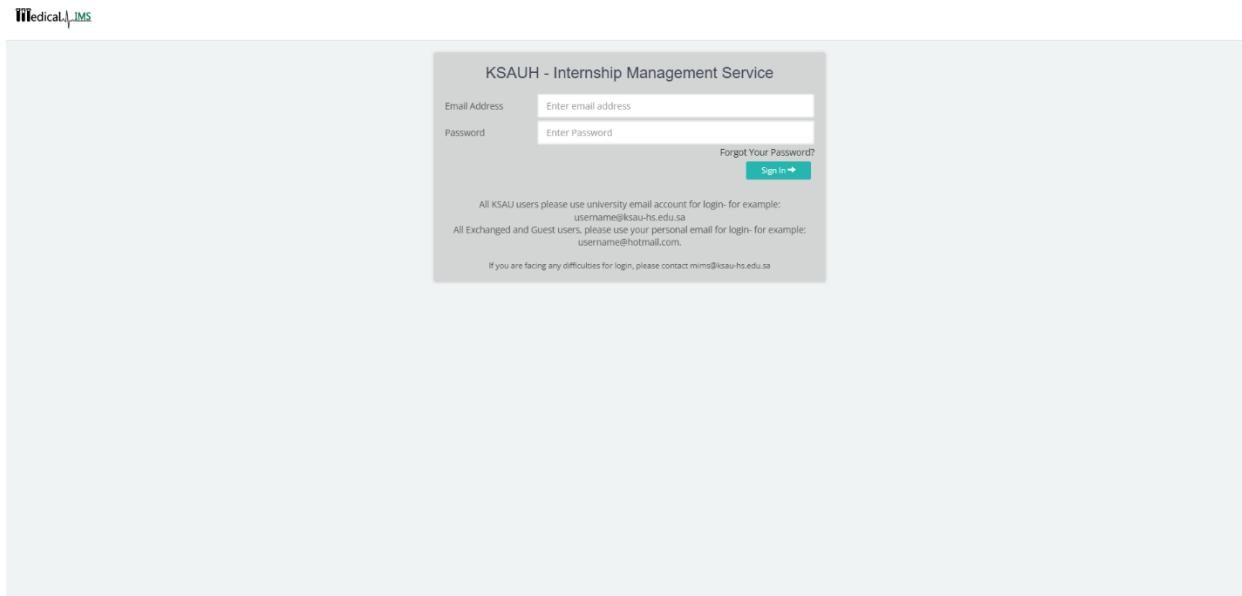
How to register/activate 2FA in MIMS

1: Open the Home page of the system



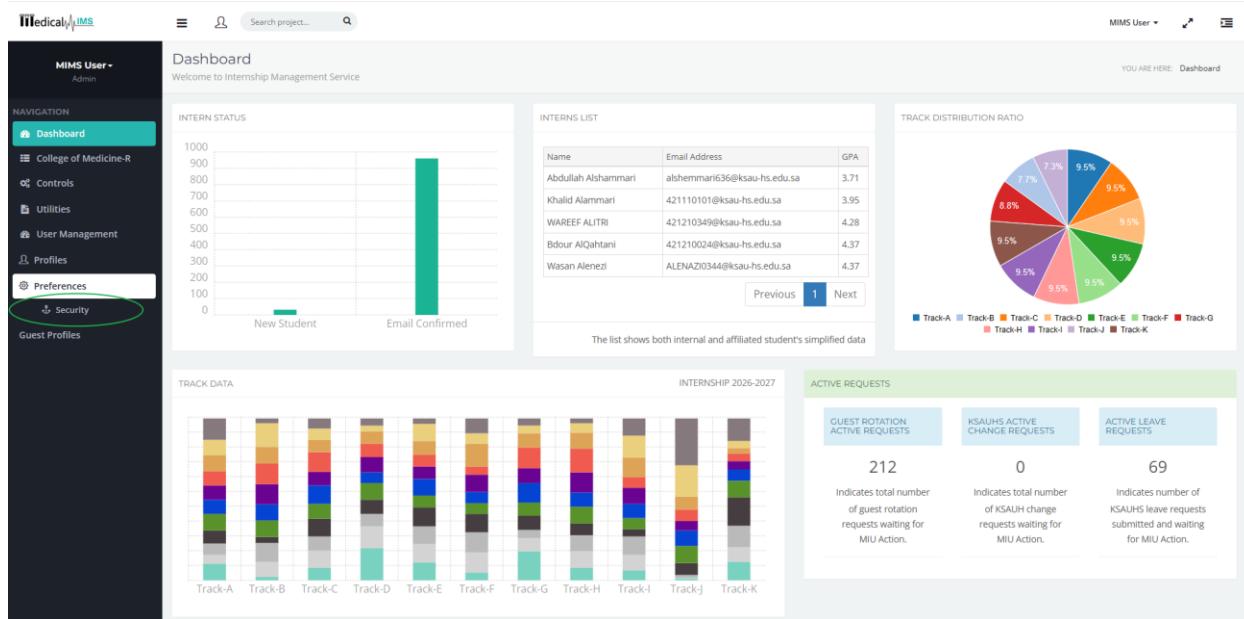
The screenshot shows the official website of the Government of the Kingdom of Saudi Arabia. The top navigation bar includes 'Official government website of the Government of the Kingdom of Saudi Arabia', 'How to verify', 'Medical IMS', 'HOME', 'CONTACT US', and 'LOGIN'. A green circle highlights the 'LOGIN' button. The main content features a photograph of medical professionals in a hospital setting, with a green and white striped overlay. Below the photo, three statistics are displayed: '2163' (Total Interns), '1238' (KSAU Interns), and '925' (Guest Interns). A link 'Internship Registration' is also visible.

2: Press Login to open the Login page

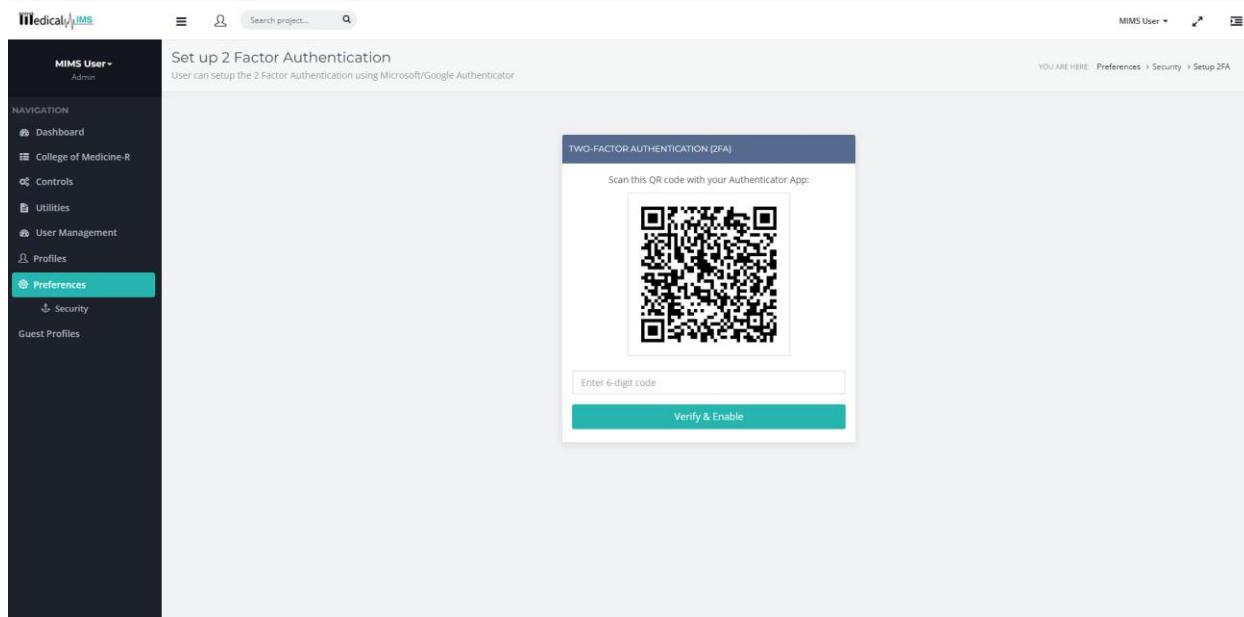


The screenshot shows the 'KSAUH - Internship Management Service' login page. It features a form with 'Email Address' and 'Password' fields, both with placeholder text 'Enter email address' and 'Enter Password'. Below the fields are links for 'Forgot Your Password?' and 'Sign In'. A note at the bottom of the form area states: 'All KSAU users please use university email account for login- for example: username@ksau-hs.edu.sa' and 'All Exchanged and Guest users, please use your personal email for login- for example: username@hotmail.com'. A footer note says: 'If you are facing any difficulties for login, please contact mims@ksau-hs.edu.sa'.

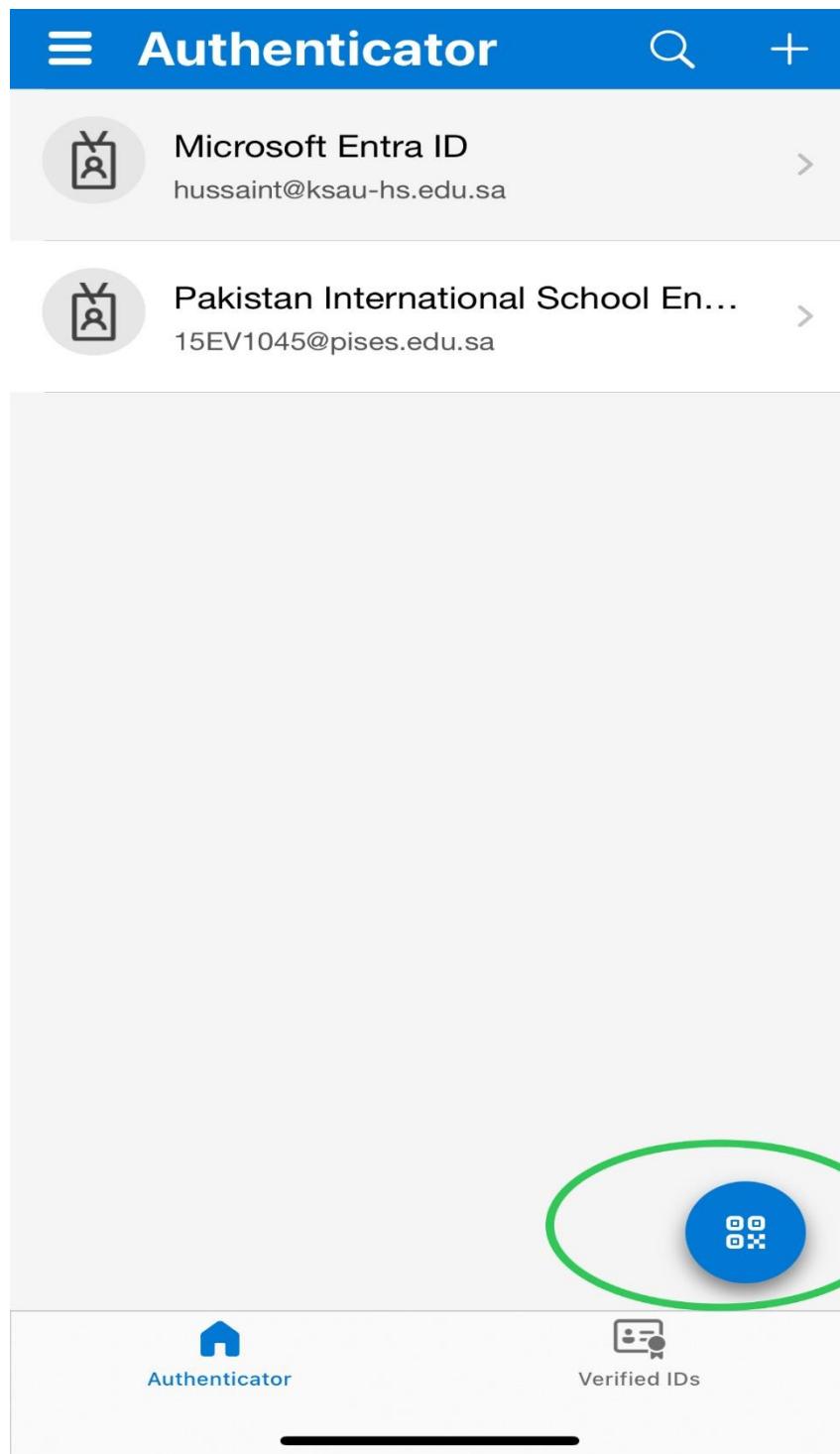
3: Once on the Home page, Click on “Security” under “Preferences” from the menu of the left-hand side.



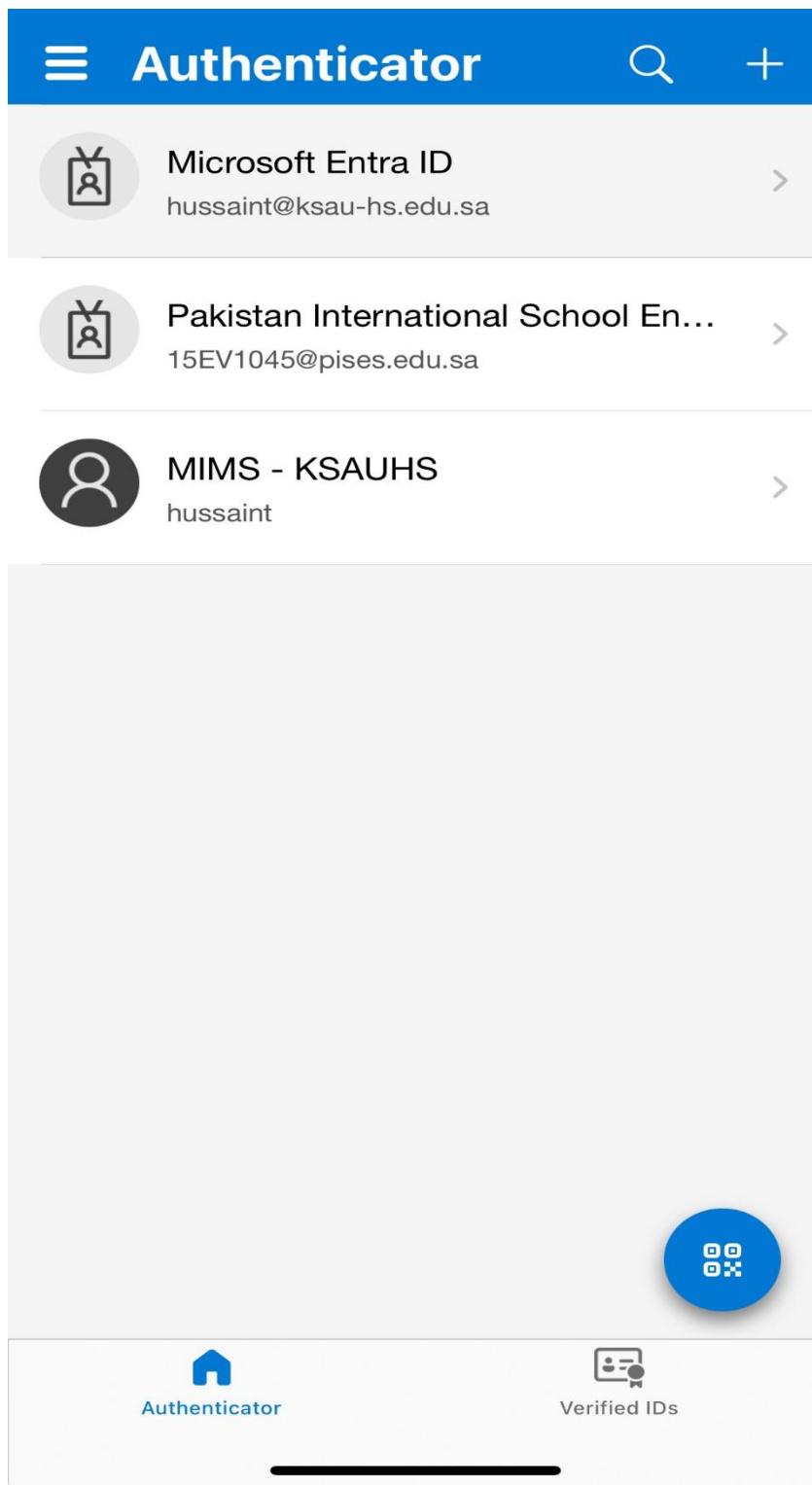
4: This page will show a QR code for your authenticator app e.g. Microsoft/Google Authenticator.



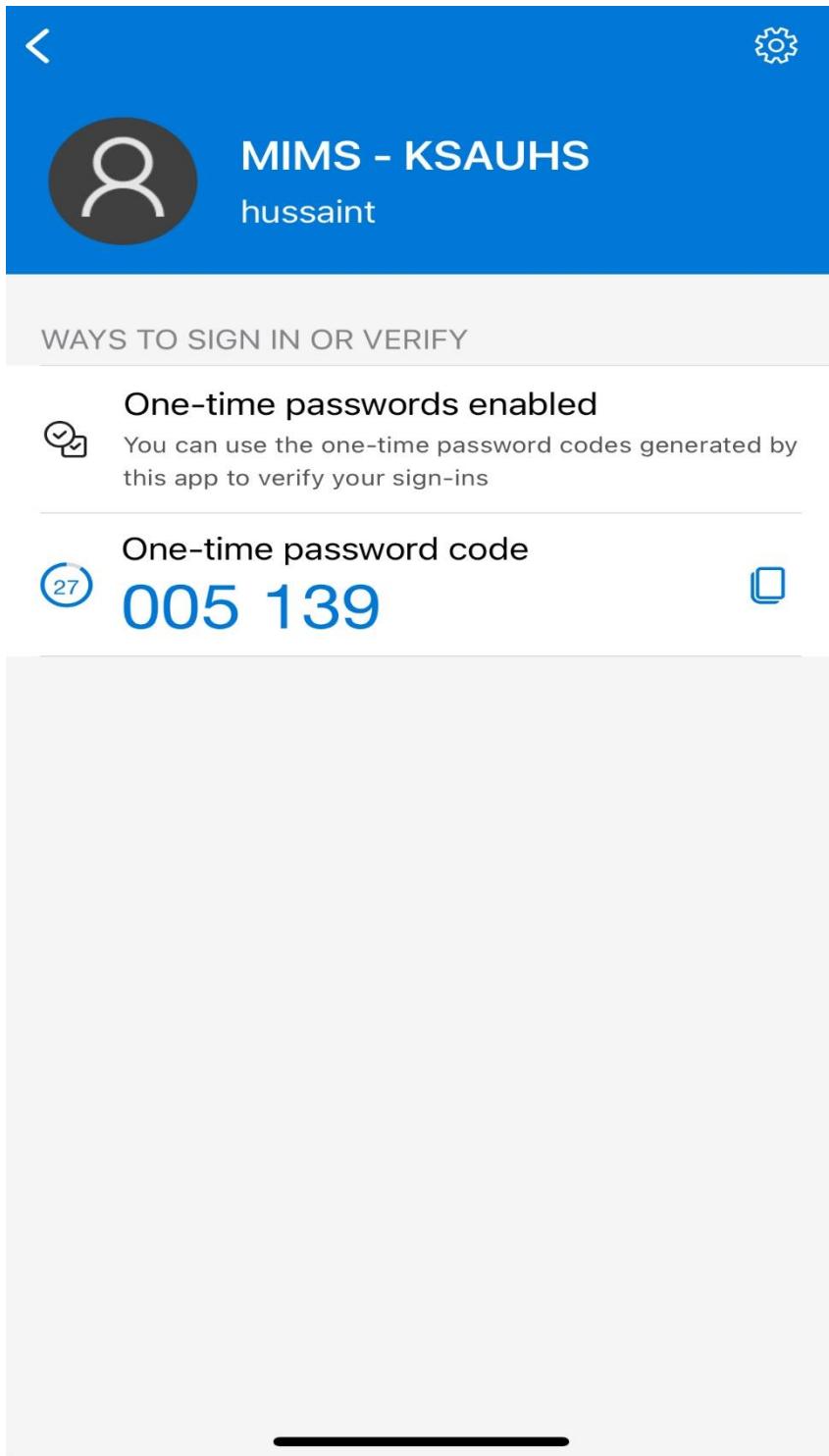
5: Open the Authenticator app on your mobile device and select the QR code icon given on the right bottom corner of the screen and scan the QR code.



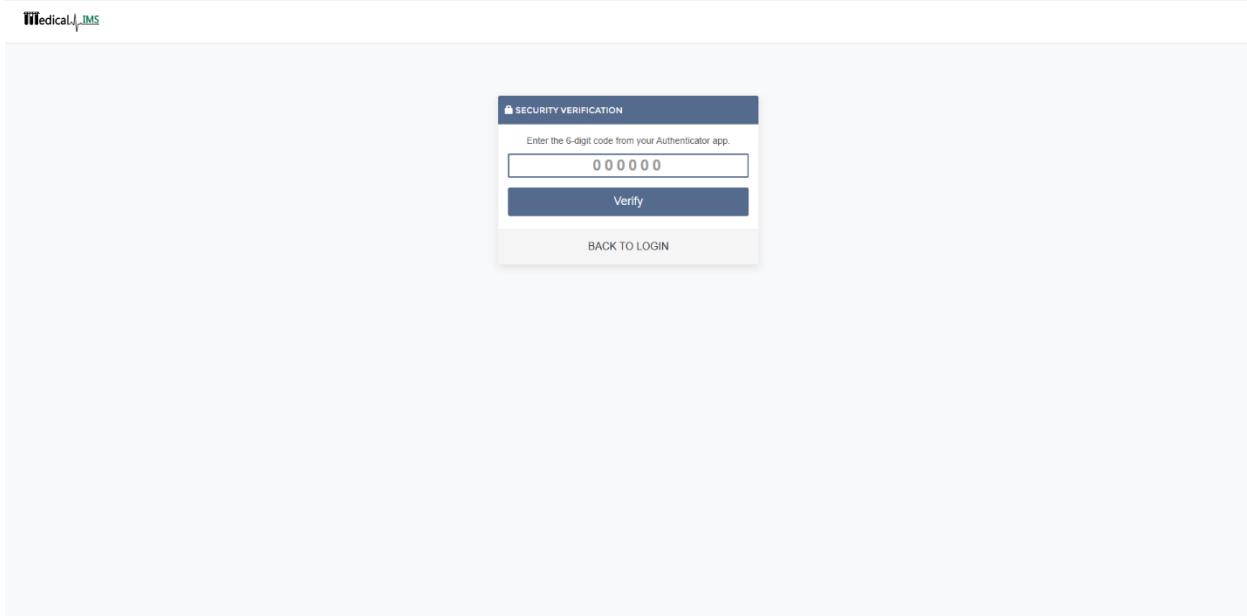
6: You will see that the system has registered itself with the name “MIMS – KSAUHS” and it will show your username below it.



7: Tap on the name of the system, it will give you a TOTP (Temporary one-time password). Enter the same TOTP (6-digit PIN code) on the registration screen of the MIMS and click on “Verify & Register”



8: Once activated, the system will ask you for TOTP as second layer of authentication after your login.



9: The user can go back and deactivate this feature by choose “Preferences/Security” from the left menu.

