HSC Pharmacy Multi-Factor Authentication Setup

WIN OTP APP

Prepared for

Community Pharmacies

Version 0.1

Prepared by

Noel O'Kane

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Revision and Signoff Sheet

Change Record

Date	Author	Version	Change Reference

Reviewers

Name	Version Approved	Position	Date

Terms & Abbreviations

Term/Abb	Meaning
HSCNI	Health and Social Care Northern Ireland
MFA	Multi-Factor Authentication
VDI	Virtual Desktop Infrastructure

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Introduction

The purpose of this document is to guide Community Pharmacists on the process of setting up Multi-Factor Authentication use the Authenticator App on an Android or iPhone.
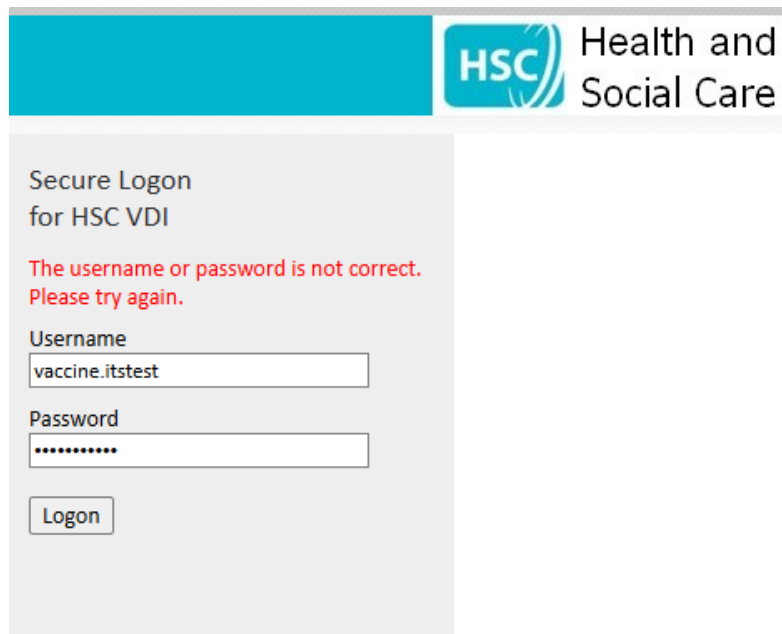
Audience

Community Pharmacies in Northern Ireland.

Pre-Requisites

1. Pharmacy PC to log in to VDI
2. Access to Pharmacy / Vaccine email address
3. WIN OTP App downloaded on to device
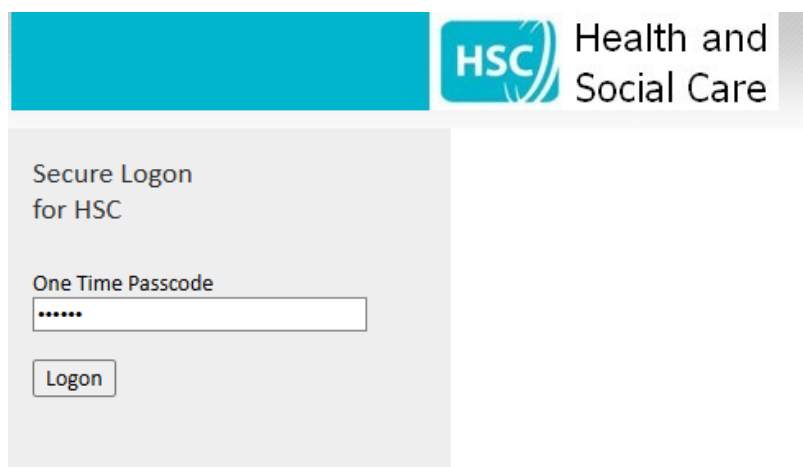4. This must be completed with both your Pharmacy and Vaccine email addresses.

Section 1 - Connect to VDI

1. Open Microsoft Edge and navigate to the below web address. The below screen will appear https://vdi.hscni.net/portal/webclient/#/home

2. Enter in your pharmacy/vaccine username and password. This will be pharmacy.XXXX or vaccine.XXXX with your pharmacy code replacing the Xs.
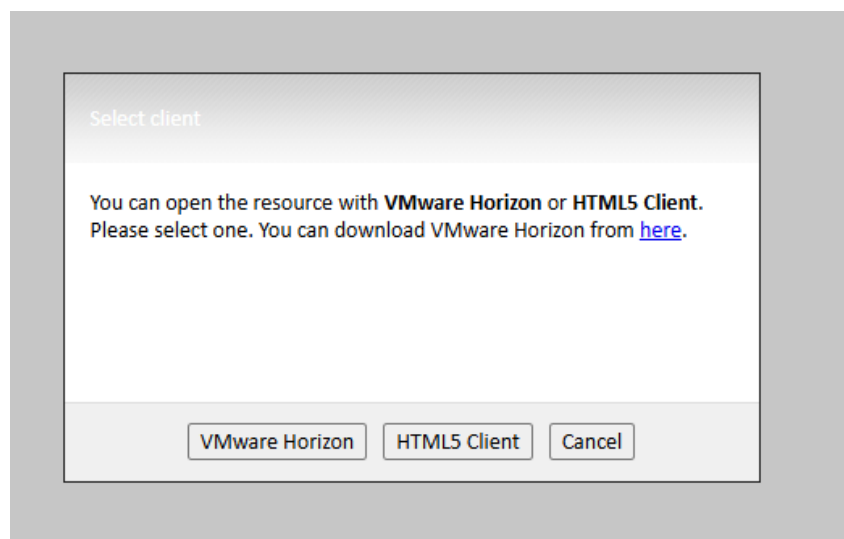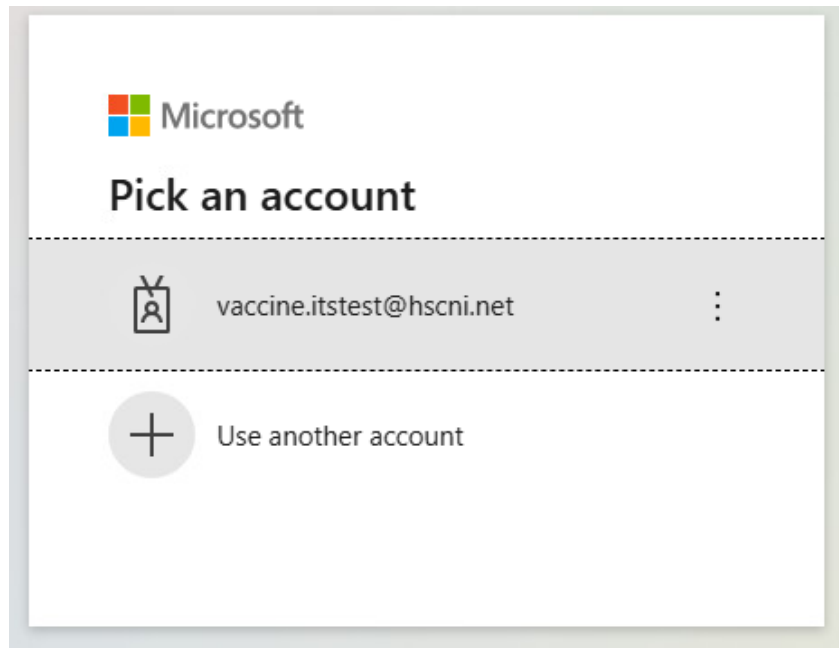

3. Log on to your pharmacy.XXXX@hscni.net email address and you will have received a One Time Passcode, enter this in as shown in the above screenshot and click on Logon.
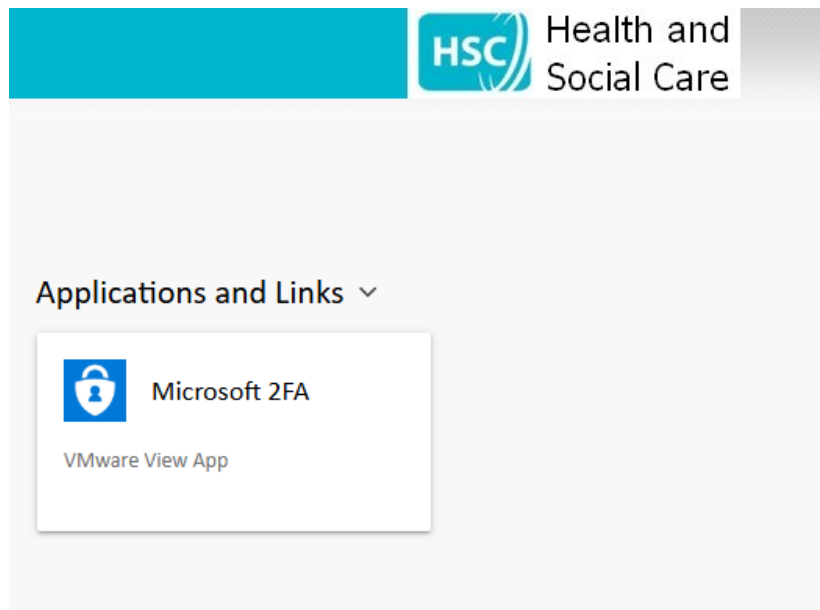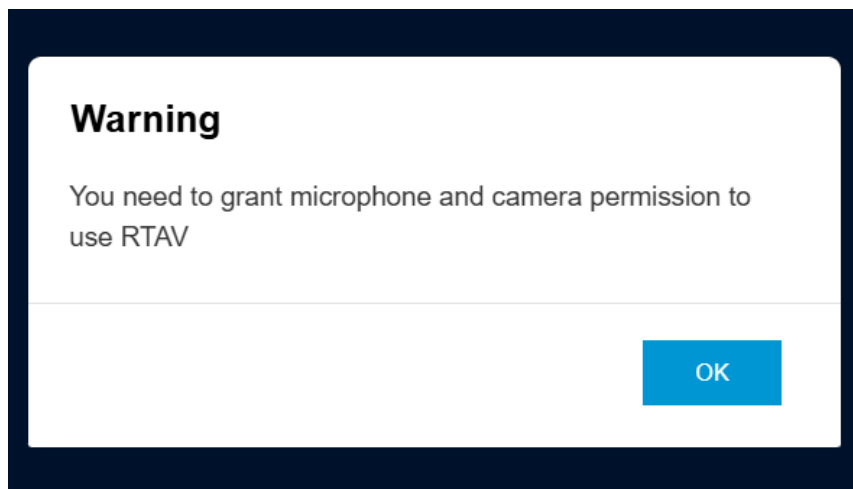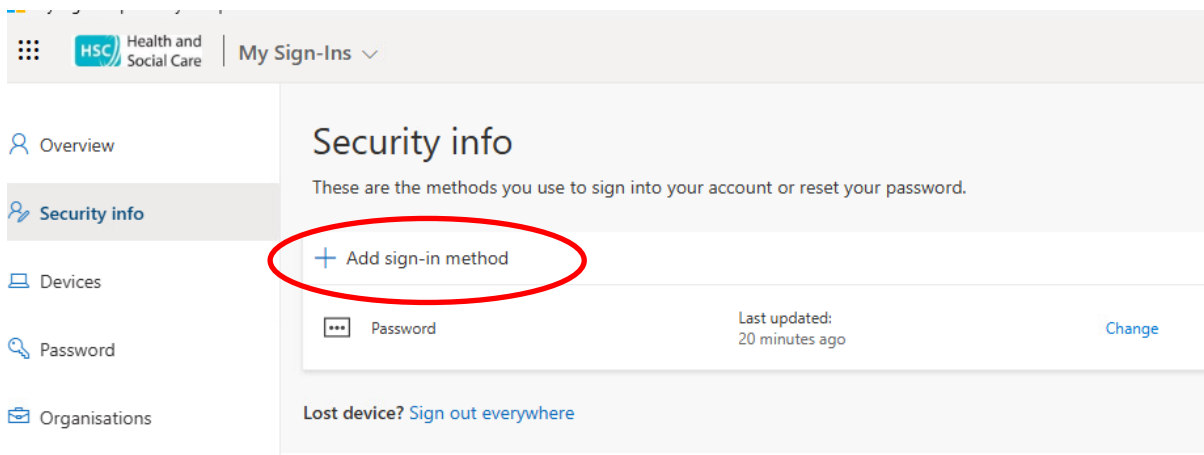
4. Click on the Microsoft 2FA box

5. Click on HTML5 Client – this opens the VMWare Horizon Web Application
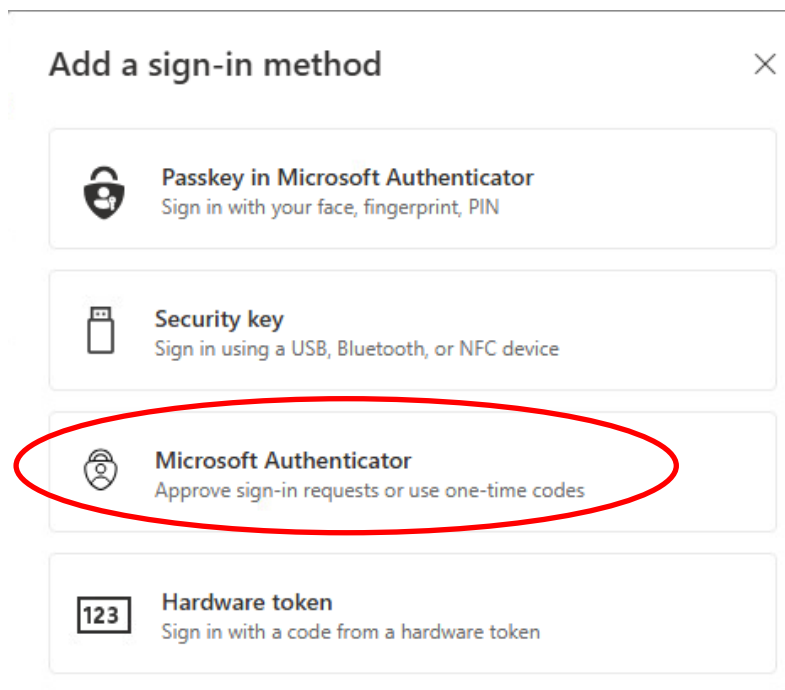
6. Click on your pharmacy/vaccine email – whichever one you have logged in to

7. If the above screen appears, click on OK. It may appear again on the top left-hand side of Edge, if it does click on Allow
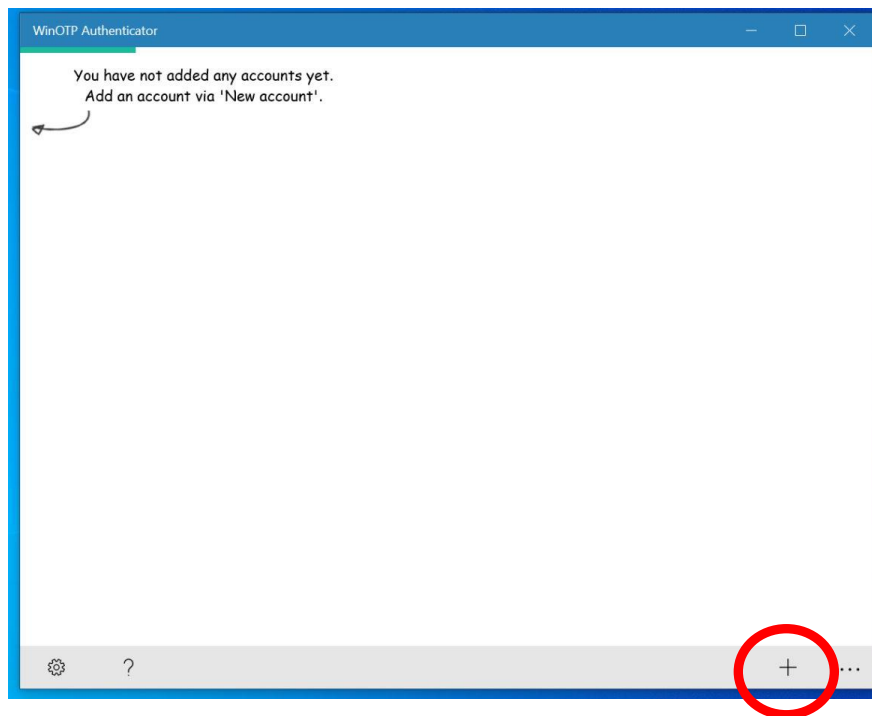
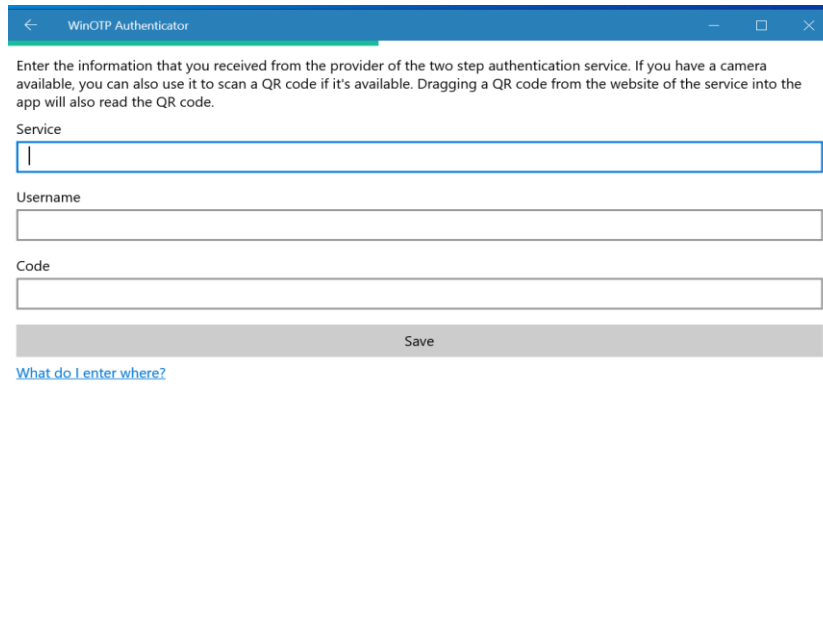8. Click on + Add sign-in method

9. Click on Microsoft Authenticator

Section 2 – Setup Using WIN OTP App on Surface Pro

1. Open the Authenticator App on the Surface Pro and tap on the + on the bottom right-hand corner
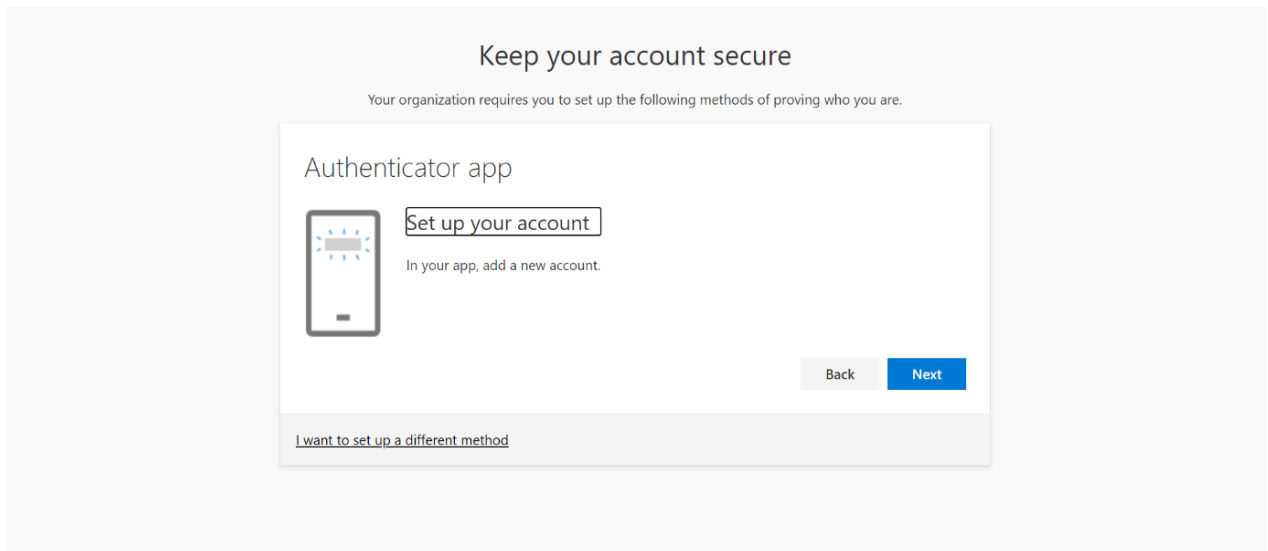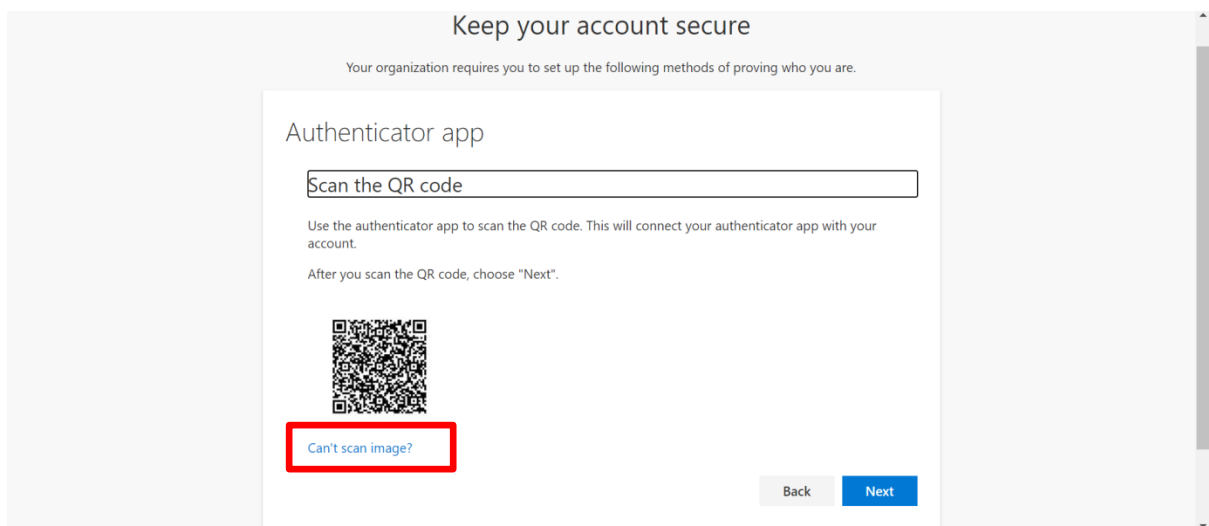
2. Enter the Service as "**HSCNI - VMS**" to differentiate from the current VMS name. Put the pharmacy/vaccine email address in as Username. The Code filed will be completed later.
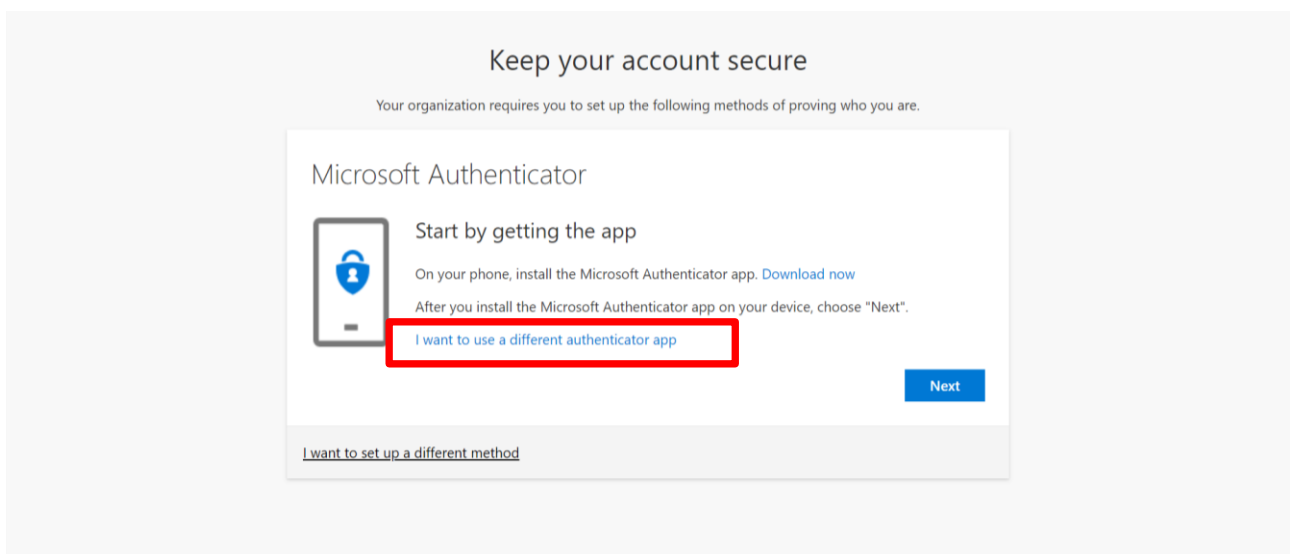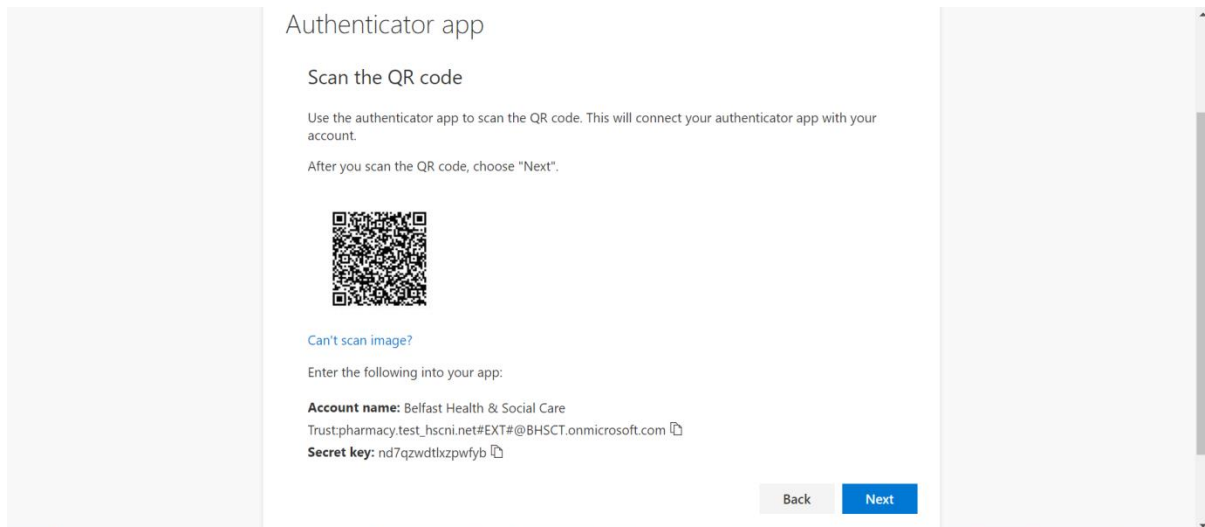

3. Back on the PC screen click on I want to use a different authenticator app
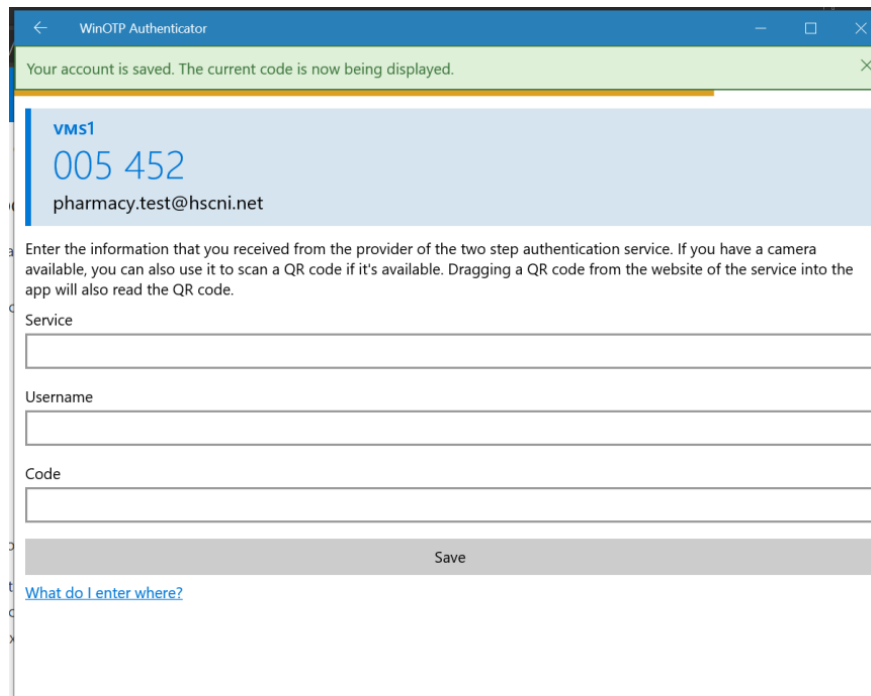
4. Click on Next

5. A screen with a QR code will then appear, tap on 'Can't scan image?' just below it
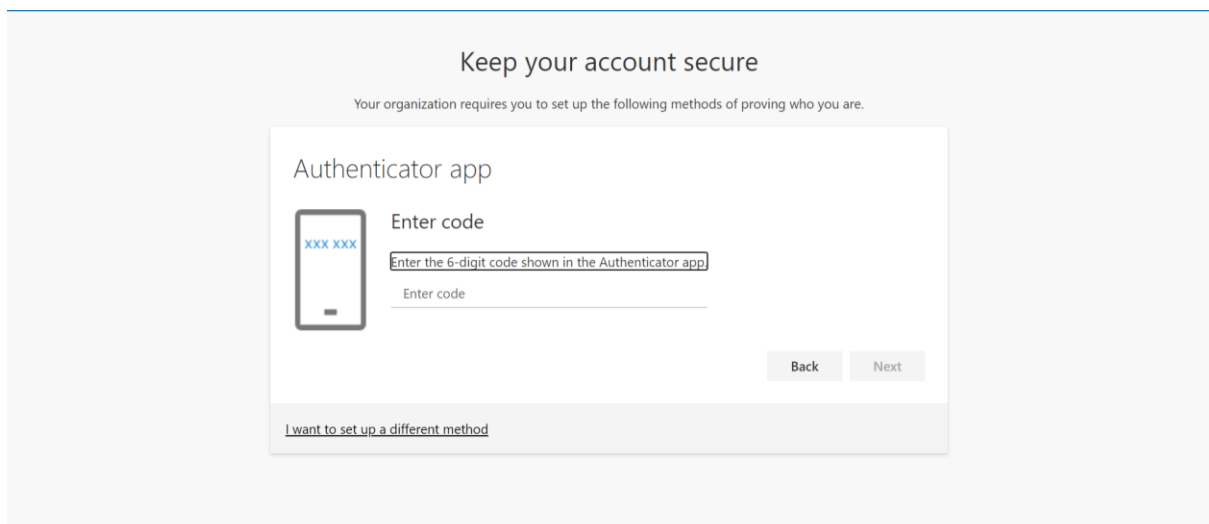
6. A Secret Key will then appear on the PC screen (do not use the code shown in the above screenshot) – this needs to be typed in to the Code filed on the Authenticator App on the Surface Pro

7. Type the Secret Key that has appeared on the PC screen into the Code field on the Authenticator App and then tap on Save. A 6-digit code will then be generated on screen as shown in the screenshot below. Make a note of the 6-digit number that has appeared on your Surface Pro
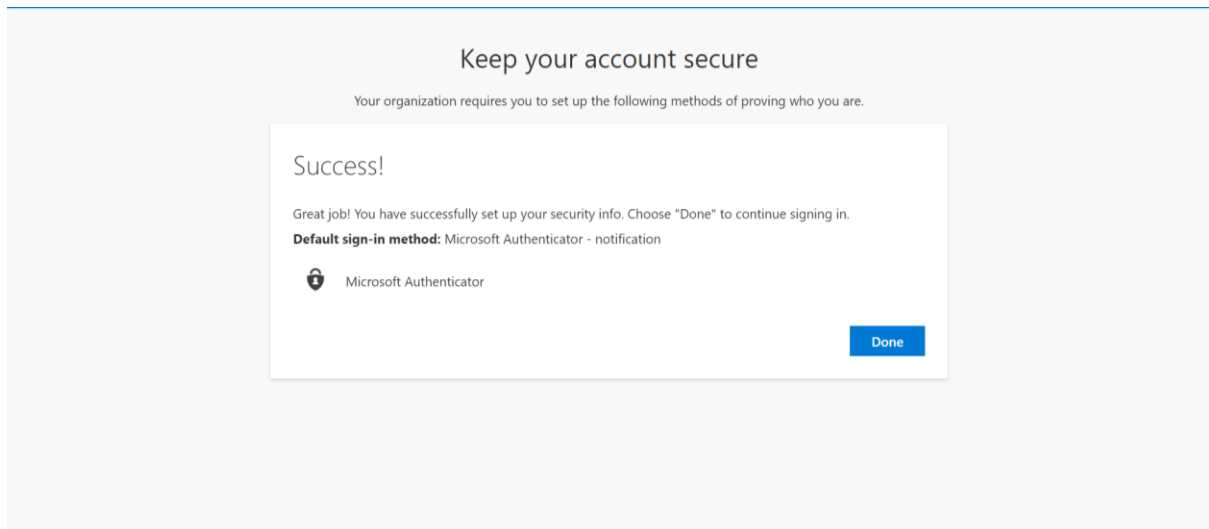
8. On the PC click on Next on the screen where the QR code appeared and then enter the 6-digit number you took a note of and then click on Next

9. You should then be presented with the above screen. MFA has been registered and you can click on Done
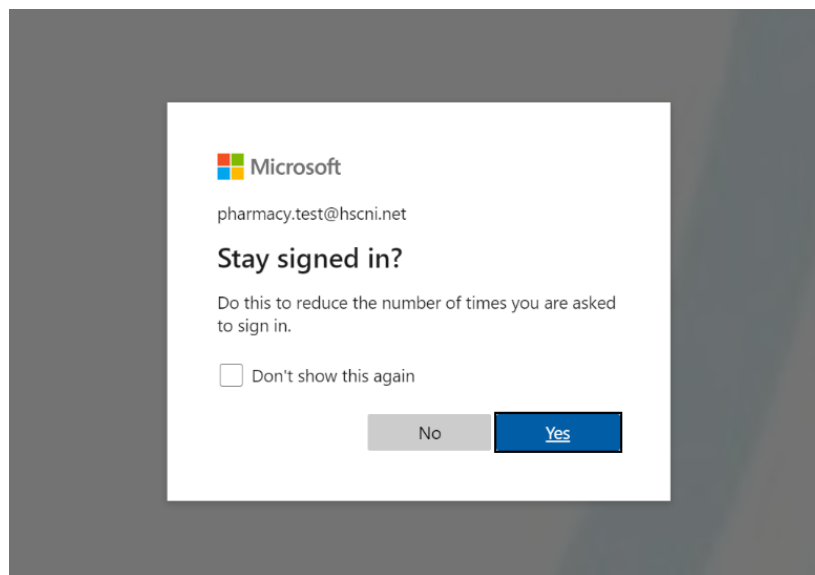
10. You may be presented with a screen asking if you wish to stay signed in, if you select '**No**' you will need to use your username and password along with the 6 digit number from the authenticator app each time you sign in. If you select '**Yes**' your details will be stored for 1 day

11. If done using the pharmacy email address, please repeat with the vaccine email address

Logging into VMS using the WinOTP App (daily after set up)

1. Navigate to https://vms.healthandcareni.net/pharmacy
2. Select Sign in
3. Enter your email address and select **"Next"**
4. Enter your password and select **"Next"**
5. Open up the WinOTP app and enter in the six digit number.
6. Select **"Next"** and your sign in will be completed.

If you have any issues with your Multi-Factor Authentication log a call with the BSO Service Desk for Attention of the Cloud Services Team – include as much detail as possible and any error messages you may be receiving.

If you get a new Mobile phone or Tablet Device, you will need to log a call with the BSO Service Desk to get the Multi-Factor Authentication reset. You will then need to follow these instructions again to set it up again.

Service Desk email address is – supportteam@hscni.net