Personal Settings Overview

Last Modified on 2024-02-26 14:35

Personal Settings are located in the User Menu, at the top-right corner of your screen:
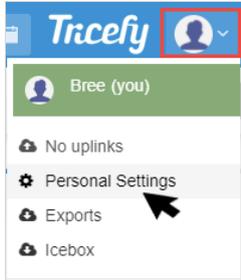
Your personal settings are organized into five tabs. Select **Back to Tricefy** to return to the Study List.
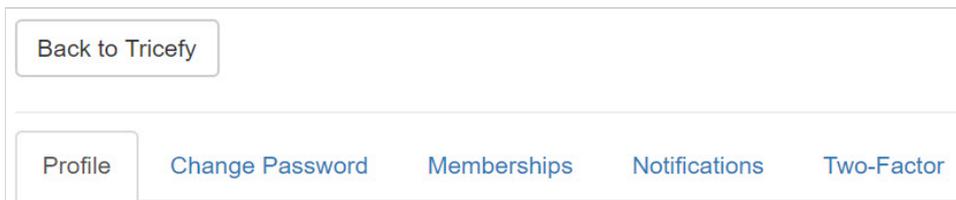
- **Profile:** Change your log-in password, update your display name or phone number, show your Uplink status, and reset your settings

- **Change Password:** Select a new password
    - For security passwords must have a minimum of eight characters and contain at least one upper-case letter, one number, and one special character (any non-Latin alphanumeric character).
    - Clinic administrators can require users to reset their passwords after a predetermined length of time. This option is configurable within your clinic's Account Settings.

- **Memberships:** Leave your account or accept an invitation to a new account
    - "Accounts" are clinics in which you have membership (allowed to view examinations)
    - Some users are members of multiple accounts
    - Your current accounts are listed on this screen
        - Select the red **Leave Account** button to end your membership. This will prevent you from accessing any exams uploaded by that clinic
    - Any current invitations to join an account will be listed under **Pending**
        - Invitations are sent out by account administrators

- **Notifications:** Turn notifications on and off for when a new study, consult or note is added

- **Two-Factor:** Enable two-factor authentication to provide an extra layer of security:
    - Select the **Two-Factor** tab within your settings
    - Select the blue **Enable 2FA** button
        1. Download a two-factor authenticator app on your mobile device (such as Google Authenticator, Microsoft Authenticator, Authy, or Duo)
        2. Add an account in your Authenticator App and scan the QR code on the computer screen (app will require camera access)
        3. Enter the 6 digit code you see within the authenticator app on your phone
        4. Click the "Continue" button to verify the code and enable 2FA on your Tricefy user profile

Tricefy

Two-Factor Authentication

1. Download a two-factor authenticator app to your mobile device.
2. Use your Authenticator App to scan the QR code.
3. Verify by entering your code from your Authenticator App.
4. Press continue to complete the setup.

Scan This QR Code

2

QR Code
Appears
Here

Verify

Please enter your code

3 [   ]

4 [Continue   ]

- Note: return to the **Two-Factor** tab within your personal settings if you later wish to disable two-factor authentication
  - If the account admin has enabled 2FA for all members of the Tricefy account (in the account settings   Password Rules), then all Tricefy members/users of that account will be forced to enable 2FA upon next sign-in to Tricefy
  - Contact support@triceimaging.com if you need to reset your 2FA