

SC BIRTH OUTCOMES INITIATIVE DASHBOARD

[boi.ifsreports.com](http://boi.ifsreports.com)

# Accessing the Dashboard

JULY 2019



**Institute for Families  
in Society**

*Improving Policy. Advancing Practice.  
Strengthening Communities and Family Well-Being.*

A Research Institute of the University of South Carolina

# Accessing the Dashboard

If you have been approved by your organization to access the SC BOI dashboard, you should have already been sent this **“Welcome” email** from **IFS Reports**, which outlines 4 simple, but required steps.



ONCE YOU HAVE THE EMAIL AND ARE READY TO BEGIN, IT SHOULD TAKE YOU ABOUT 5 MINUTES TO COMPLETE ITS 4 STEPS.



If you are trying to access the dashboard without having received this email, you will need to complete the User Access Forms.

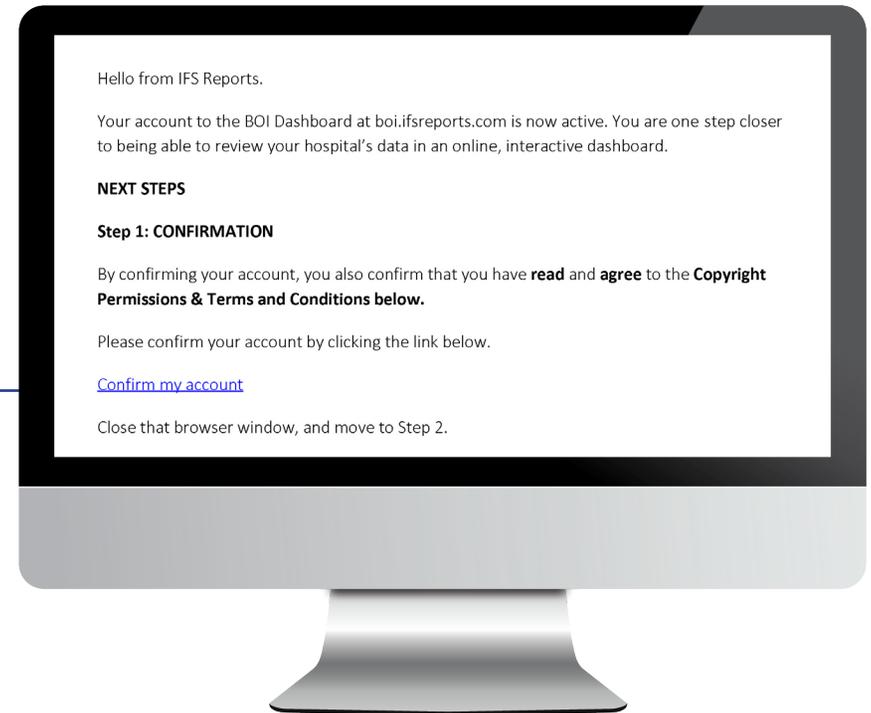
([http://boi.ifsreports.com/resources/documents/IFS\\_ReportsBOI\\_UserForms.pdf](http://boi.ifsreports.com/resources/documents/IFS_ReportsBOI_UserForms.pdf))

## STEP 1 OF 4: CONFIRMATION

This step verifies your email address and **confirms that you have read and agree to the Copyright Permissions & Terms and Conditions**. To complete this step, click on the “Confirm my account” link in the email.

Once you click to confirm your account, you should see this Email Verification message.

You can close your browser window now that you have successfully verified your email address and confirmed your agreement to the Copyright Permissions & Terms and Conditions.



## Email Verification

Your email was verified. You can continue using the application.

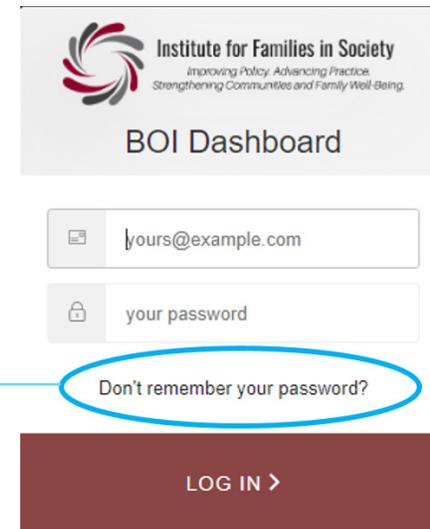
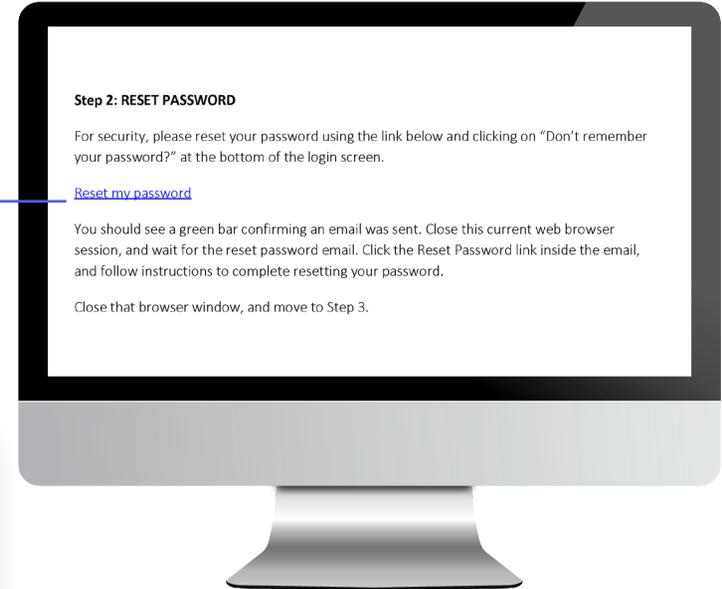
## STEP 2 OF 4: RESET PASSWORD

This step requires you reset your password. To begin, click on the **Reset my password** link in the email.



### Is the reset password link in the email not working?

Go to **boi.ifsreports.com**, launch the dashboard and you will arrive at this same log in screen where you can continue the password reset.



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### BOI Dashboard

**Don't remember your password?**

**LOG IN >**

Next, click on **"Don't remember your password?"**

On this next screen, **enter your email address** and click **SEND EMAIL**.

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## Reset your password

Please enter your email address. We will send you an email to reset your password.

SEND EMAIL >

Next you should see a green bar confirming the email was sent.

Close this current web browser session and wait for the reset password email you just requested from **IFS Reports (noreply@ifsreports.com)**. If it does not arrive within the expected amount of time, please check any spam or junk email folders that you may have.

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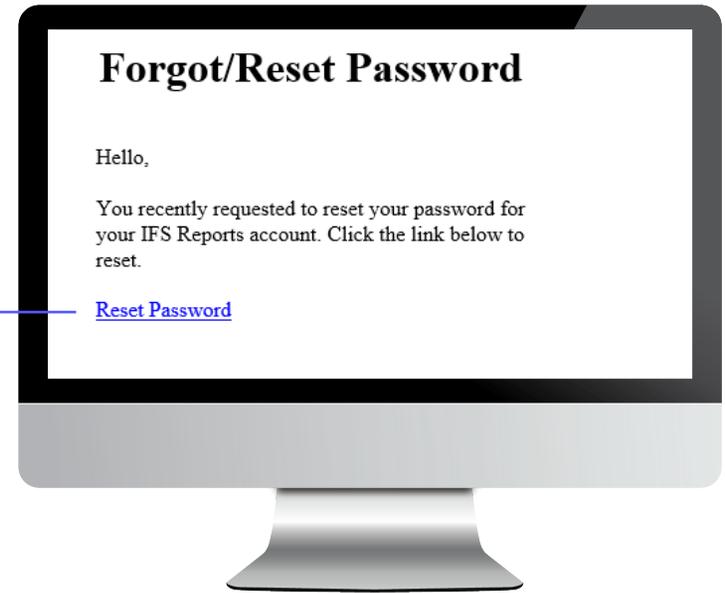
## BOI Dashboard

WE'VE JUST SENT YOU AN EMAIL TO RESET YOUR PASSWORD.

Don't remember your password?

LOG IN >

The reset password email you requested will look like this. Click on the **Reset Password** link in the email.



You should now see this **Change Password** screen inside your web browser. Create a new password that you can remember but cannot be easily guessed. Do not use your user name as a password.

**YOUR NEW PASSWORD MUST:**

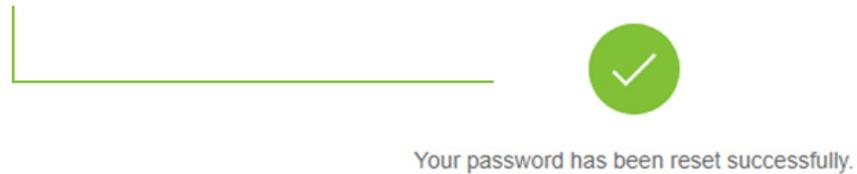
- Be at least 8 characters in length
- Contain 3 out of 4 of the following:
  - o Lower case letters (a-z)
  - o Upper case letters (A-Z)
  - o Numbers (0-9)
  - o Special characters (e.g., ! @ # % ^ & \*)



Enter a new password for  
**Your Email Address will be here**

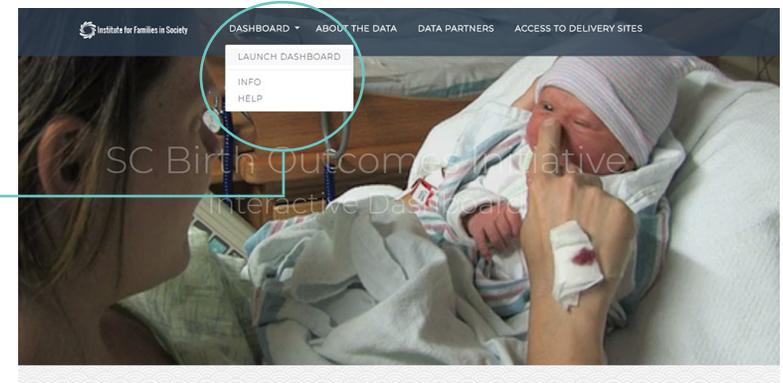


Once you have reset your password, you should see this successful verification screen.



### STEP 3 OF 4: MULTI-FACTOR AUTHENTICATION

Go to the BOI Dashboard at [boi.ifsreports.com](http://boi.ifsreports.com).  
Click on **Dashboard**, then **Launch Dashboard**.



Because this is your first time logging in to the dashboard, you will be asked to set up multi-factor authentication (MFA) using a phone that can receive text messages. Enter your phone number, without dashes, (ex. 8037779124) and then click the arrow at the bottom of the window to continue.

**What is MFA?**

Multi-Factor Authentication (MFA) is a security mechanism in which individuals are authenticated through more than one required security and validation procedure. In the case of this dashboard, users will be asked to provide their password AND the 6 digit code sent to their phone in order to log in.

A login form for the Institute for Families in Society. It features the organization's logo and tagline: "Institute for Families in Society. Improving Policy. Advancing Practice. Strengthening Communities and Family Well-Being." Below the logo is a "Login to Ifs" button. The form prompts the user to "Please enter your phone in order to enroll." and states "A code will be sent to this number:". There is a dropdown menu for the country, currently set to "United States +1", and a text input field for "Your phone number". At the bottom of the form is a large red button with a white right-pointing arrow.

You should see the green confirmation bar and then receive an enrollment code **on your phone** that you will need to enter in this login window. This should happen quickly so be sure that you have your phone handy before you start this process.



In order to confirm enrollment we need to confirm your phone. Please enter the received code.



**NOTE:** If you don't enter your enrollment code immediately after receiving it, your login attempt will time out. If this happens, simply try logging in again.

Once you've received your 6-digit enrollment code and entered it, click the arrow at the bottom of the screen.



The login was not successful.  
Please try again.

After you have entered your enrollment code, you will be given a recovery code. **Please store this code in a safe, retrievable location.**

**What is a recovery code?** A recovery code is a randomly generated code provided by the authorization software. This code can be used to log in if you cannot receive text messages.

This code can only be used once. If you use your recovery code, a new one will be generated for you.



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Login to IFS

In the event that you need to login without your device you'll need a recovery code. Take a note and keep this somewhere safe:

Your recovery code will be here

Once you record your recovery code in a safe place, check this box confirming that you have recorded the code.

I have safely recorded this code

When you do, the grey area at the bottom will change to a garnet color, signaling that you can click the arrow to move on.



You should now see the successful MFA setup screen. When you do, click "Continue."

Login to IFS



Congratulations, you are all set.  
In the future when logging in you'll want your device handy.

Continue

After clicking “Continue,” you will see a **final verification screen** and will be **automatically redirected** to the full dashboard for the hospital(s) you have been authorized to access.

With MFA successfully set up, future logins should only take a few seconds to enter your email address and password, and receive and enter the unique verification code from the text message.



We have verified your identity. Redirecting...

## STEP 4 OF 4: EXPLORE THE DASHBOARD

Please explore the dashboard and provide feedback using the feedback button.

If you have any technical problems using the dashboard, please contact the support team at [ifsreports@mailbox.sc.edu](mailto:ifsreports@mailbox.sc.edu).

