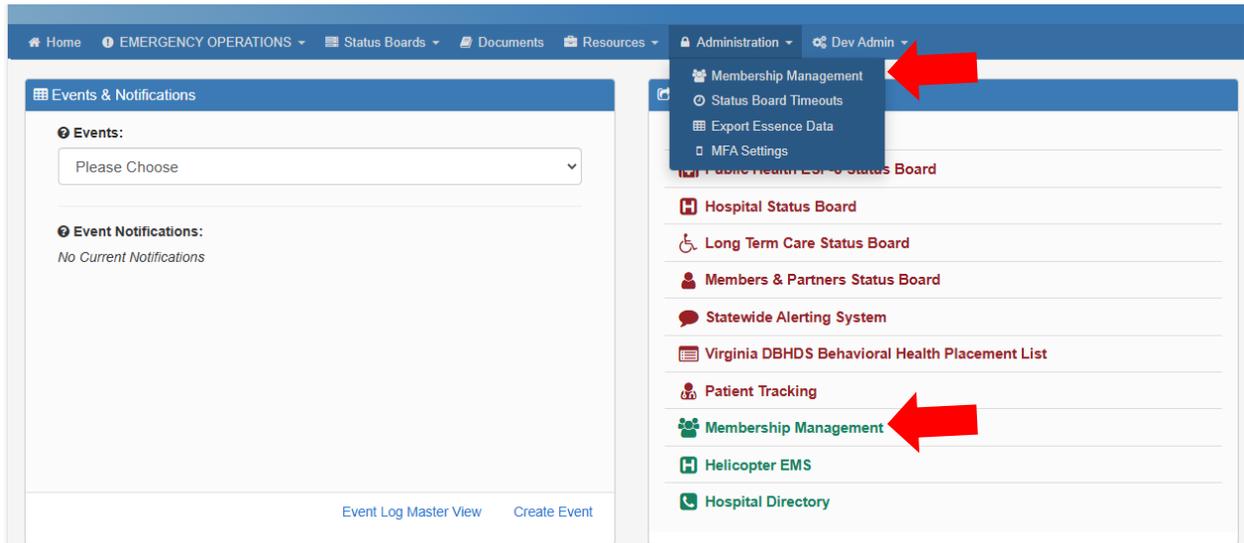




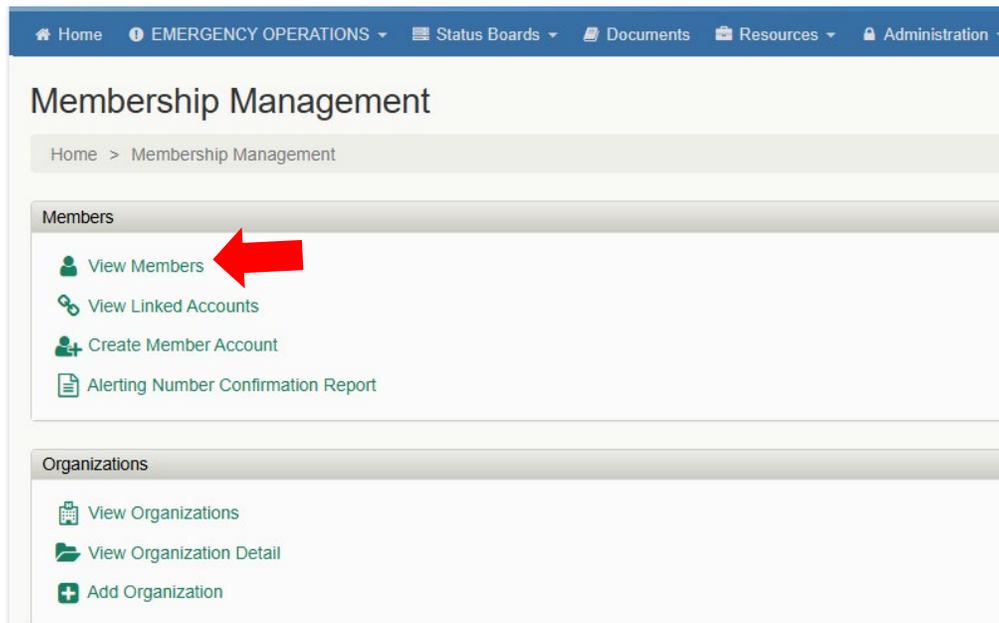
How to Provide Administrative Support for Multi-Factor Authentication

These instructions are for Designated Organization Contacts, Regional Admin and State Admin for VHASS.

1. Go to “Membership Management”.



2. Click “View Members”.





How to Provide Administrative Support for Multi-Factor Authentication

- Under the “MFA” column, a yellow icon indicates that the user requires MFA but has not set it up yet. A green check mark indicates that the user has successfully enrolled in MFA. No icon indicates MFA is not required for that user.

Member List

Home > Membership Management > Member List

Export

Search Filter

Is Approved? All Region: All Organization: Virginia Hospital and Healthcare Association Organization Type: All

First Name: Last Name: Is Deleted? No

Search Reset

Member List

Add User

Showing 1 to 14 of 14 entries

Name	Organization	Region	Last Login	Updated	Approved	Locked	Detail	Edit	Shadow	MFA	Delete
Allen, Bob	Virginia Hospital and Healthcare Association	Statewide	02/27/2018 1:33PM	03/18/2026 3:59PM	✓	🔒	📄	✎	🔒		🗑️
Allen, Joe	Virginia Hospital and Healthcare Association	Statewide	05/08/2018 10:31AM	03/18/2026 3:59PM	✓	🔒	📄	✎	🔒	🟡	🗑️
Allen, Matthew	Virginia Hospital and Healthcare Association	Statewide	03/18/2026 3:17PM	03/24/2023 12:53PM	✓	🔒	📄	✎	🔒	🟢	🗑️



- If a user experiences difficulty with their MFA enrollment or access – their MFA can be reset so they can complete the initial setup process again. Click “Edit” for that User.

Member List

Home > Membership Management > Member List

Export

Search Filter

Is Approved? All Region: All Organization: Virginia Hospital and Healthcare Association Organization Type: All

First Name: Last Name: Is Deleted? No

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5. Click "Continue".

Select Hospital/Organization

Home > Membership Management > Member List > Member Detail > Select Hospital/Organization

Disclaimer

Unauthorized access or use of the Virginia Healthcare Alerting and Status System (VHASS), or disclosure of information or any report from VHASS to unauthorized users is strictly prohibited. Virginia Hospital & Healthcare Association (VHHA) makes no warranties or representations with respect to the information within VHASS and data extracted from it. VHHA accepts no liability for any errors, omissions, or damage caused by reliance on the information or data. VHASS users and recipients of information extracted from the system are advised to verify the accuracy of the information and ensure they have the necessary authorizations for use before acting upon it.

Edit Member Information

The first step in editing a member account is selecting the Hospital / Employer / Organization. Please select the organization and click "Continue" to edit account.

* Organization:

6. Click "Reset MFA". The user will receive a notice via email that their MFA has been reset.

Account Information

Home > Membership Management > Member List > Member Detail > Account Information

Step 2 of 3

General Information

* First Name:

Middle Initial:

* Last Name:

Job Title:

Security Information



How to Provide Administrative Support for Multi-Factor Authentication

- 7. Exemptions can be granted to individual users by State Admins only. All Users will be able to see their MFA Exemption status, but it can only be changed by State Admins.

Admin User Information	
Region Site Contact:	No
Region Admin User:	Yes
Inventory Admin User:	Yes
Inventory Region Access:	Yes
Helicopter EMS Admin User:	Yes
Helicopter EMS Read Only User:	No
VHHA-MCI Admin User:	Yes
Long Term Care Resident Transfer Officer:	No
Events Statewide Admin:	Yes
Events Test Access:	Yes
Behavioral Health Access:	Read/Write
MFA Status:	Enabled

