

WEB PORTAL 2-Step Verification Process

Go to the <https://portal.itsacorp.com> web site.


The user will enter the Username and Password with the temp credentials an ITSA representative has provided. Note: If the user already has a current Username and Password, the user will enter the current information into the portal.

Once those are entered and accepted, a display “Create Account” screen will appear to complete the setup.



The screenshot shows the 'Create Account' page. At the top left is the Integrity Testing & Safety Administrators logo and tagline: 'The Most Important Part of Your Drug and Alcohol Testing Program... Integrity'. Below the logo is the heading 'Create Account'. On the right side, there are three required input fields: '*Username:', '*New Password:', and '*Confirm Password:'. Below these fields is a legend: '* - Required Fields'. At the bottom right is a 'Submit' button.

Next the 2-Step Verification screen will be displayed.



The screenshot shows the '2-Step Verification' page. At the top left is the Integrity Testing & Safety Administrators logo and tagline: 'The Most Important Part of Your Drug and Alcohol Testing Program... Integrity'. Below the logo is the heading '2-Step Verification'. On the right side, the text reads 'Verification Method: Verify with Email Authentication'. Below this is the instruction '*Send code to |****v@integritytesting.net' and a 'Send Code' button. At the bottom right, there is an empty input field followed by a 'Verify' button.

Below is an example of an email that will be sent to the users email.



You will put the code in the “Verify” line in the 2-Step Verification screen.

The next time the user logs into the ITSA portal, as long as the user is using the same device to log into the portal, only the Username and Password will be required.