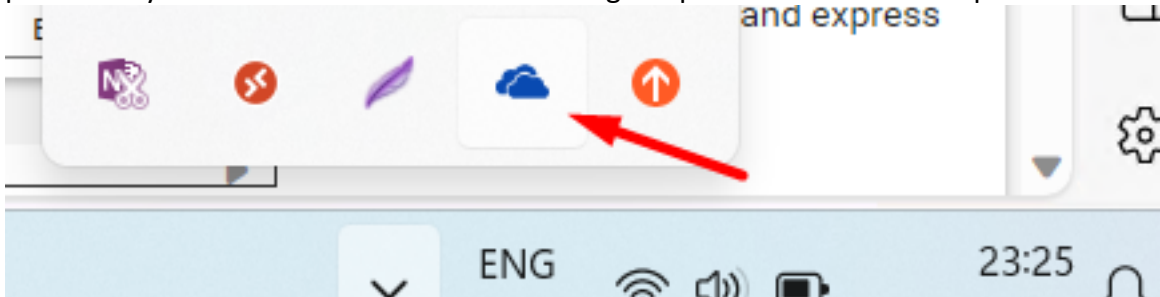


Quicktech Cloud Server Access SOP

1. If Quicktech has not helped your site set up multi-factor authentication (MFA), log in to portal.office.com to set up MFA on the phone of the person in charge for each site.
2. Log in to the OneDrive desktop app on the chosen computers, using the credentials provided by Quicktech. Authenticate MFA using the phone described in step 1.



- On some occasions, OneDrive may disconnect due to updates (rare). In this case, sign back in, and make sure that OneDrive status shows as "connected" or "synced".

3. Quicktech has created a folder for each INTACT retina specialist site. Users will be able to see these folders in Windows Explorer, under OneDrive – look for the name of your site. Save images to this folder, under the correct imaging machine.

