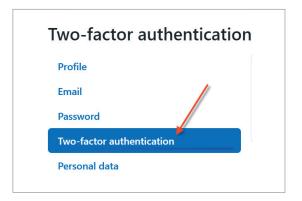


## Enabling two factor authentication

1. Click on your username at the top right.



2. Select the Two-factor authentication option



3. Click setup authenticator app



Follow the prompts and enter the code to verify you have done it correctly.

To use an authenticator app go through the following steps:

- 1. Download a two-factor authenticator app like Microsoft Authenticator for <u>Android</u> and <u>iOS</u> or Google Authenticator for <u>Android</u> and <u>iOS</u>.
- 2. Scan the QR Code or enter this key vxxy ddvz mtdw uisw xrkj ipbp into your two factor authenticator app. Spaces and casing do not matter.



3. Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.



Once verified when ever you now login you will be required to enter the 2FA code to login.