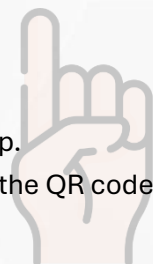


Before You Begin:

You will need:

- Your Institution Code, Email, and Password
- A smartphone with camera to install the authenticator app.
- A separate device (computer, tablet) to log in and display the QR code.



Step 1: Get the App

Download an authenticator app (Google Authenticator, Microsoft Authenticator, etc.) on your phone.



Google
Authenticator



Download on the
App Store



GET IT ON
Google Play



Microsoft
Authenticator



Download on the
App Store



GET IT ON
Google Play

Step 2: Log In

Log in with your Institution Code, Email, and Password. Enter the One-Time Password (OTP) from your email.

Step 3: Navigate to Settings

Go to Settings and click Two-Factor Authentication.

Step 4: Select Authenticator

Choose 'Use authenticator app' and click 'Update Settings'.

Two-Factor Authentication Settings

Choose how you want to receive your two-factor authentication codes

☐ Receive code via email

☒ Use authenticator app

Setup Instructions

1. Install an authenticator app like Google Authenticator, Microsoft Authenticator, etc.

2. Scan the QR code that will appear after saving

3. Enter the verification code shown in your app

Update Settings

Step 5: Update and Confirm

Enter your password and click 'Update'.

Confirm Password

Enter your password to continue

Password

Update


Cancel

Step 6: Scan QR Code and Verify

Scan the QR code with your authenticator app. Enter the verification code from your app and click verify to complete the setup.

Verify Authenticator Code

Scan this QR code with your authenticator app




Enter the 6-digit code shown in your app

Download Google Authenticator if you haven't already

0 0 0 0 0 0

Verify

Cancel



Success

Authenticator app setup complete!

OK