



## Two Factor Authentication Cheat Sheet

Effective Date: \_\_\_\_\_

**INTRODUCTION:** Two-factor authentication is an added security step to the login process. The following are the steps to follow after two-factor authentication has been implemented

**Step #1:** Login as you do today:

**Step #2:** You will be prompted to choose an authentication method (text or voicemail are recommended; email can take up to 15 minutes) and (ie for text) enter a phone number (ie xxxxxxxx). Click on "Update". **NOTE: You will NOT see this screen again if you do not change the authentication method.**

**Step #3:** Click on "Send me a code".

**Step #4:** Enter the code that you received and click on "Verify Code"

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If you wish to change the manner in which you receive the code, click on "Change Two Factor Authentication" next to the "Change Password" tab.