How To Set up & use Two-Step Authentication For Elvanto

*For this initial setup, you will need a **computer**.*

SETUP

1.) Download the **MICROSOFT Authenticator** from the <u>Play Store</u> or <u>Appstore</u>. Give it all the permissions it asks for (Allow, or OK)
iPhone USERS PLEASE NOTE: The first app that comes up in search is **NOT** Microsoft and costs $50/year. **NOT** that one.

2.) On your computer, log into Elvanto. *(If you got a reset email, you will have to reset your username and password)*
Once you login, you will see this screen. Click "Get Started"
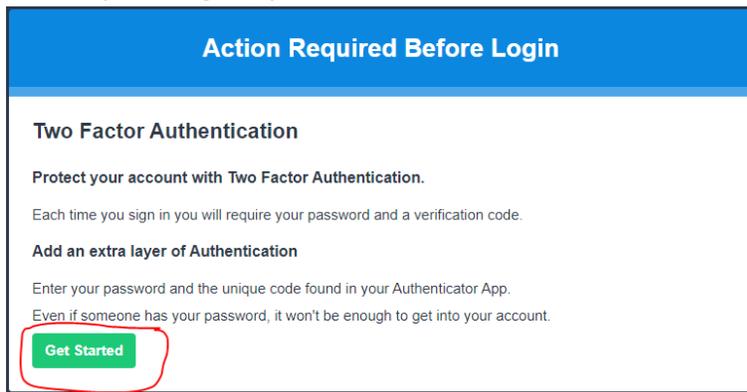
3.) This screen will pop up. Leave it open and get your phone
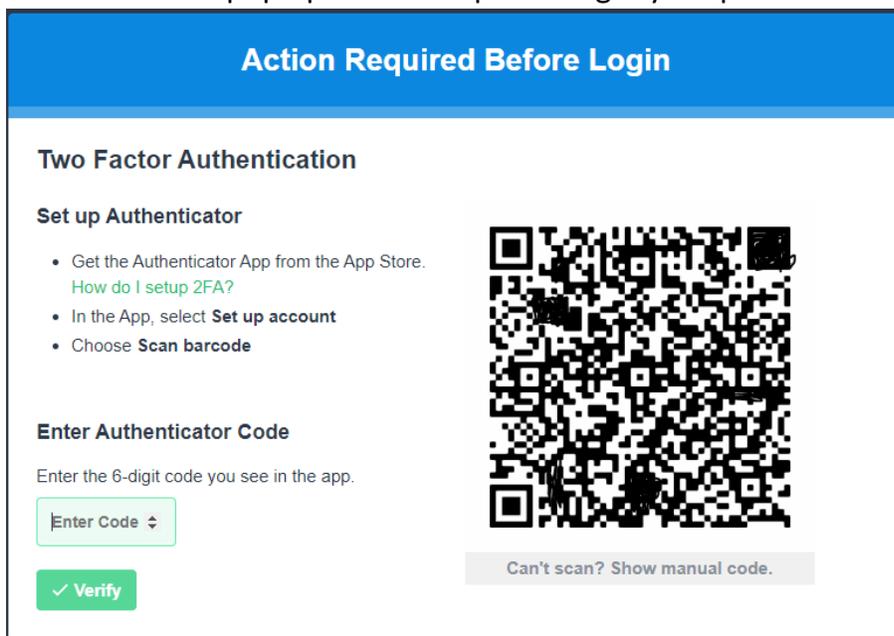
4.) On your **PHONE**, open the Microsoft Authenticator. Click

"Add Account" or "Scan a QR Code" or the **+** button
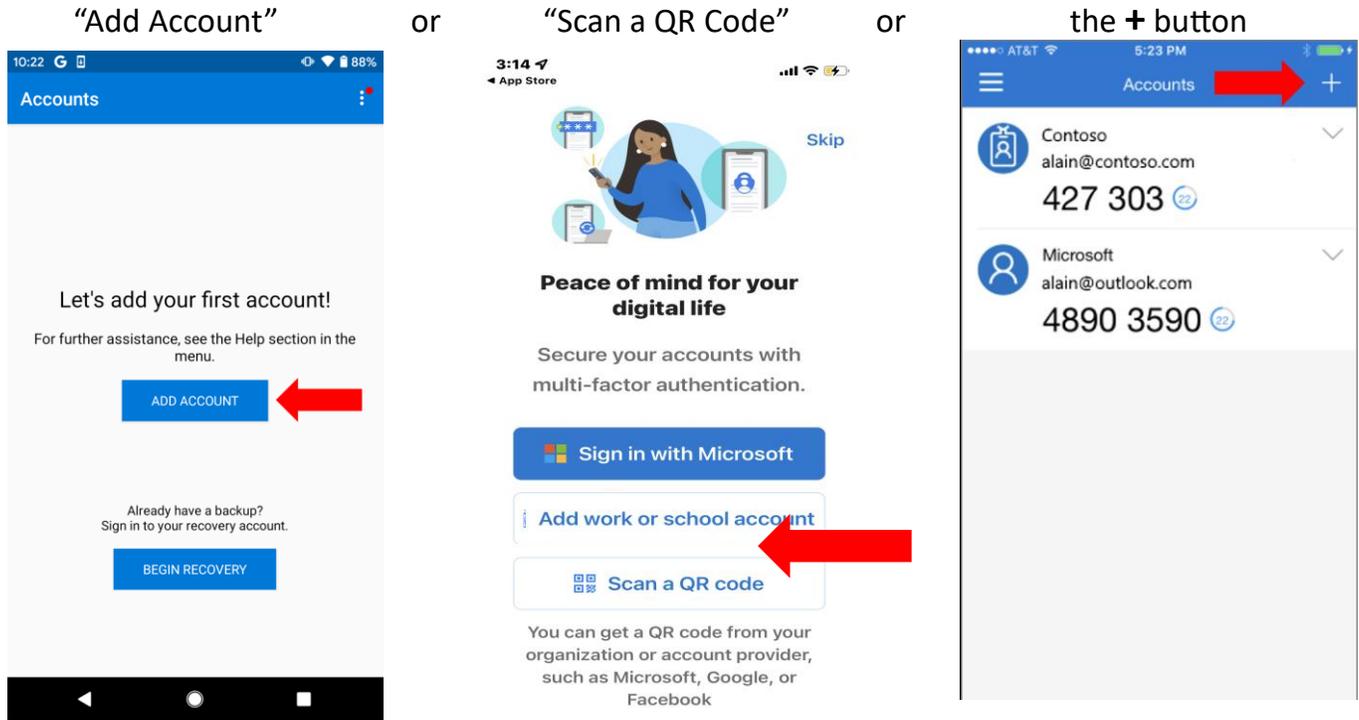
5.) If its asks, select "Other Account"
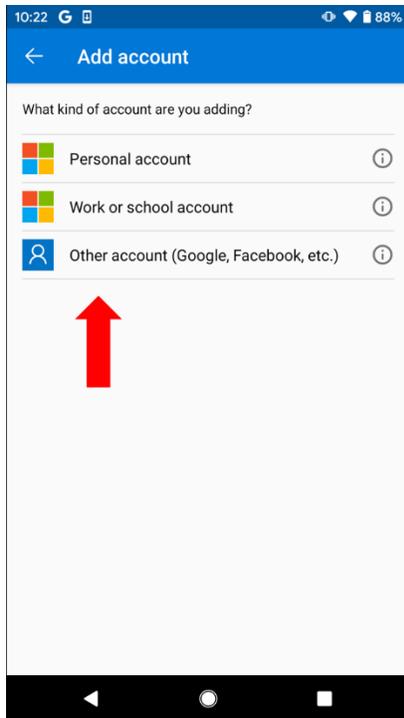
6.) If you haven't already, give it permission to use your camera. The screen will show a blue box. Scan the QR Code that's on your **computer** screen
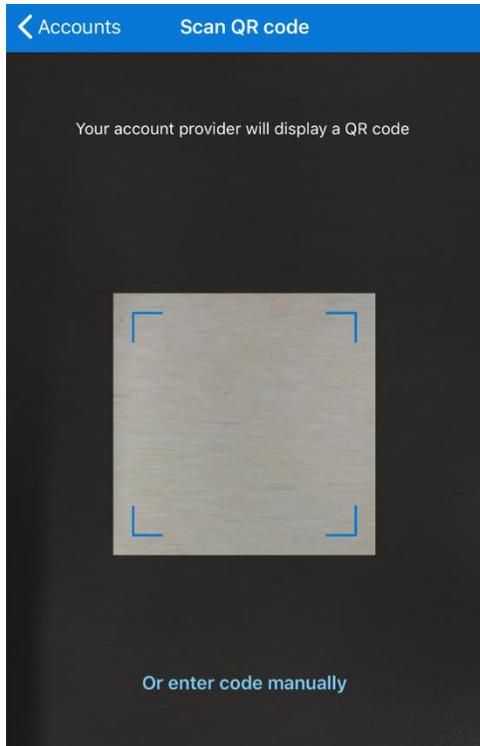
7.) Your Account is now set up. The 6-digit code is what you're looking for. This code changes every 30 seconds. You can wait for the next change if you don't have **enough time.**
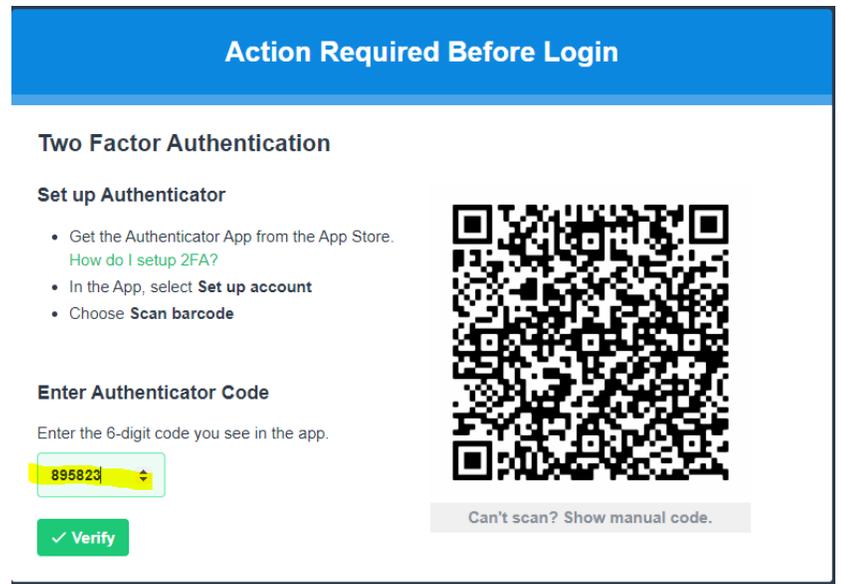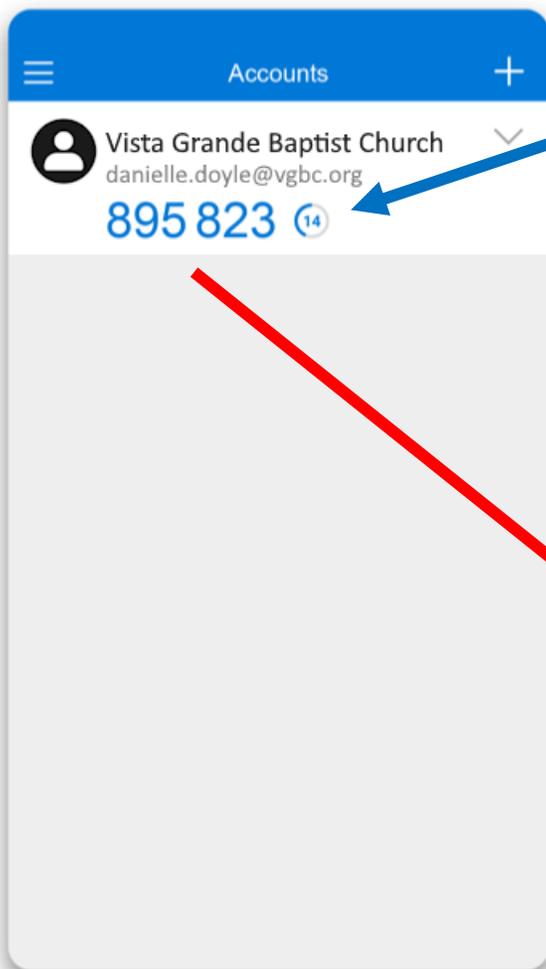
Under **NO** circumstance should you give someone your code! Treat it like your bank account number!

USE

Each time you log into Elvanto, you will need to use your Authenticator app.

COMPUTER

    1.) Go to the **Elvanto login page** and enter your username and password

    2.) This screen will pop up. Now open the Microsoft Authenticator app on your phone. It will ask for either your fingerprint or face unlock to open. Once you see the 6-digit code, enter the code and click "Verify" or hit the Enter key
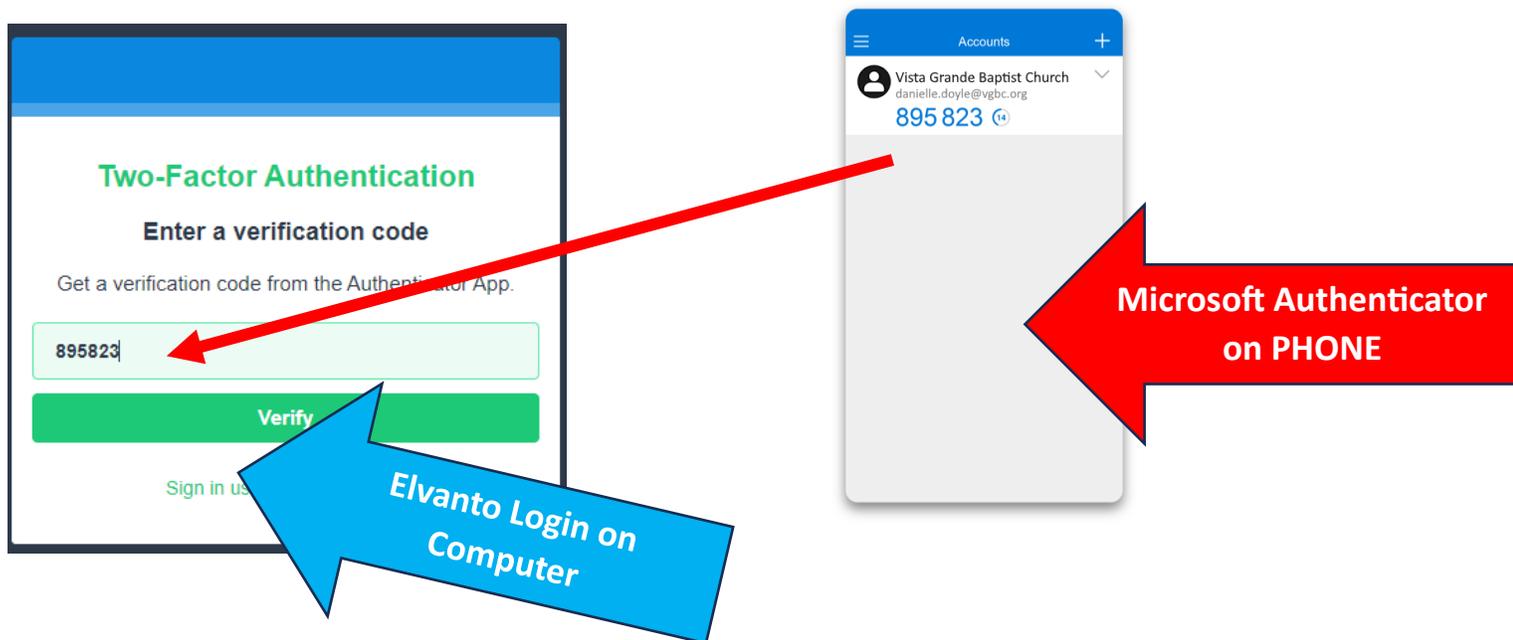
Phone

    1.) Open the **Elvanto login page** and enter your username and password

    2.) Keeping the two factor screen open **QUICKLY SWIPE SCREENS** to your Microsoft Authenticator app.

    3.) Press and hold the 6 digit code to copy it. ("Code copied" confirmation will appear briefly on the top of the screen for Android and on the bottom for Apple"

    4.) **QUICKLY SWIPE SCREENS** back to the Elvanto Log in page and press and hold "Enter your Code" until you see the words "Paste" click paste to paste the code in the box. Verify.