How to enable the One-Time Code 2FA

There are now two options to choose between for the secondary option of our two-factor authentication.

The default will remain a password and a memorable phrase, but individual users can choose whether they want this, or they want a password and a one time passcode emailed to them instead (every time they log in).

Firstly - a level 6 user will have to authorise that they allow this secondary option on an organisation level.

Instruction 1: A Level 6 User will go to **My Office > Settings > Details and Options** and tick to authorise they allow this:

After this has been done, individual users can then choose whether they want their 2FA to be password and memorable phrase, or password and one-time email (the default will remain memorable phrase unless the user changes this)

Instruction 2: Individual users can go to **My Office > Staff > Staff Details** and pick up the pencil next to their name, and scroll to choose from the options below:

STAFF MEMBER SETTINGS FOR RANDOM STAFFMEMBER

Current settings:

- Staff.
- Access level 6. (Administrator) All priveleges of lower levels and can also configure staff and settings.
- Not sent deadline reminders by email. No deadline types are chosen for sending reminder emails.

USER NAME AND PASSWORD

| User name for signing in | ER26 | * |

Leave these password fields blank unless you are actually changing the password for Random STAFFMEMBER.
Any password you type here will over-ride the staff members existing password. Please let them know as appropriate.

New password:

Re-type new password:

Passwords must be at least 8 characters with no spaces and at least one character which isn't a-z. Passwords are case sensitive.

Cosec accounts require a two stage login process, please choose between:

○ **Memorable information:** The user will be asked to enter 3 characters from a 10+ character word/phrase
◉ **One-time passcode by email:** The user will be emailed a new 4 digit passcode each time they login

Staff email address | support@cosechosting.co.uk

| Save | Cancel |

If the **One-time passcode by email** option is selected, then when the user next logs in, it will email them the code.