

Information

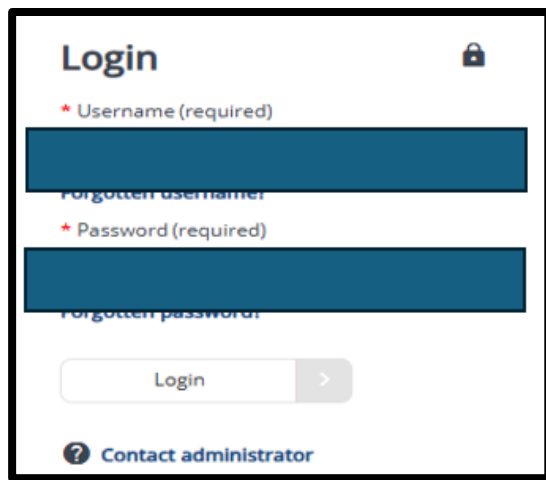
The **authentication app** can be downloaded from either the Apple App Store or the Android Play store on any supported device.

Step 1:

Open the authenticator app. Login to iTrent as normal and you will be presented with the login options.

Step 2:

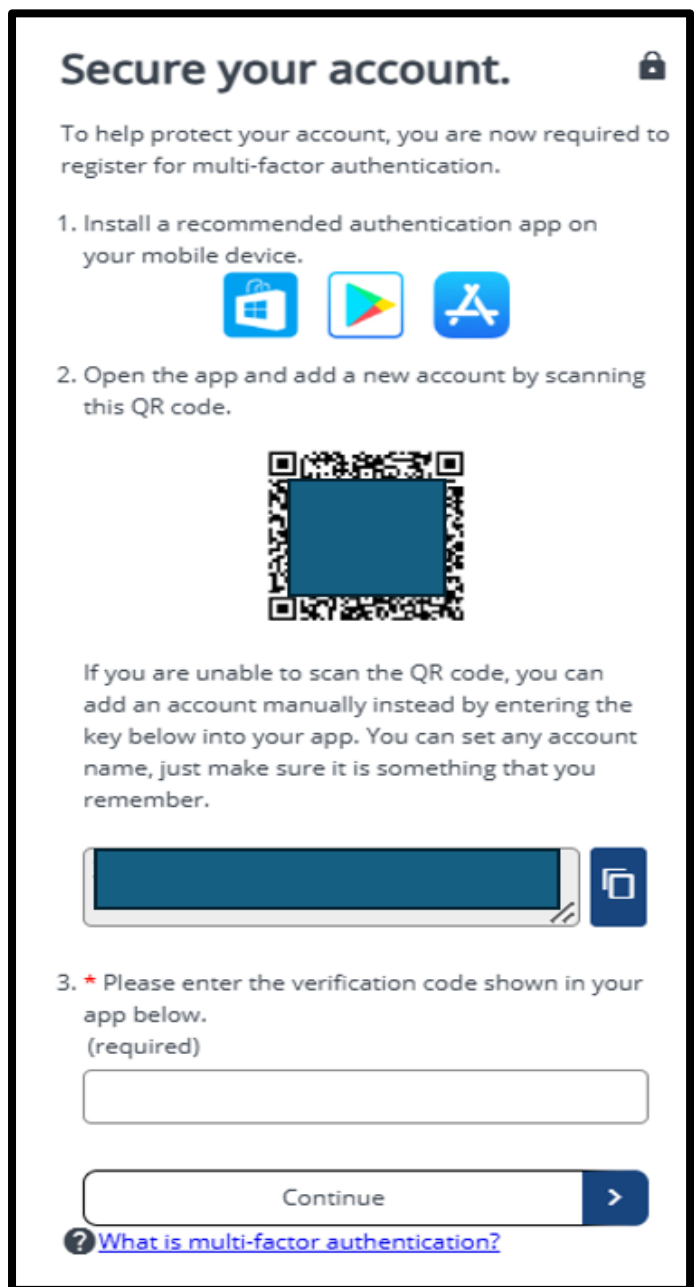
Enter your username. **Make a note of recovery codes if provided.**



The image shows the iTrent Login screen. At the top, it says "Login" with a lock icon. Below this, there are two input fields: "Username (required)" and "Password (required)". Each field has a "Forgotten" link below it. At the bottom, there is a "Login" button with a right arrow and a link to "Contact administrator".

Step 3:

Once the login option has been selected you will be presented with a QR code. This will need to be scanned with your phone camera, **via the authenticator app** previously downloaded.



The image shows the "Secure your account" screen. It has a title "Secure your account." with a lock icon. Below the title, it says "To help protect your account, you are now required to register for multi-factor authentication." There are two numbered steps: 1. "Install a recommended authentication app on your mobile device." with icons for Windows, Google Play, and the App Store. 2. "Open the app and add a new account by scanning this QR code." with a QR code. Below the QR code, it says "If you are unable to scan the QR code, you can add an account manually instead by entering the key below into your app. You can set any account name, just make sure it is something that you remember." There is a text input field for the key and a copy icon. At the bottom, there is a third step: "3. * Please enter the verification code shown in your app below. (required)". There is a text input field for the verification code and a "Continue" button with a right arrow. At the very bottom, there is a link: "? What is multi-factor authentication?".



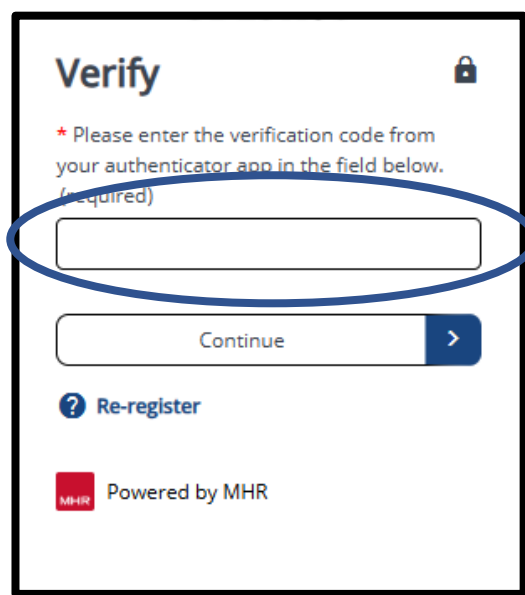
Step 4:

Once you have scanned the QR code with the authenticator app, you will be presented with this screen, on your phone. **Make a note of recovery codes if provided.**

You will need to enter the code displayed in the phone authenticator App into iTrent.

Enter code here

Once you have entered the code select continue



Step 5:

The recovery code that displays here you will need to save this in a secure location. This will be required in the event you have forgotten details.

