

MULTI-FACTOR AUTHENTICATION (MFA) SET UP

We have rebuilt our authentication platform from the ground up using modern, industry-standard authentication protocols

What to expect

- **Sign-in:** Your existing MyAdminis username and password will continue to work.
- **MFA setup:** If you do not already use MFA, you'll be prompted to enrol at first sign-in after enablement. Enrolment takes a few minutes.

Step	Screenshot
Go you your normal log in portal enter your email address and click next	
Enter your password and click Login	
The first time you log in you will be presented with the follow options to set up • Authenticator App • Email Depending on your choice, you can follow the steps	

Authenticator App

Select Use Authenticator App This page displays the QR code for the user to scan using their Authenticator app.	Set up steps Step 1: Open Authenticator App. Step 2: Add your account to the app by scanning this QR code.  Can't scan the QR code? Enter a setup key instead Enter code Back Need help with Authenticator setup?
Once the QR code has been scanned into the authenticator app and the user has click 'Enter Code' They are presented with the 'Enter 6-digit Authenticator code'	Enter 6-digit code The 6-digit code is found in your authenticator app. Confirm Back Need help authenticating?

Email Setup

Select Use Email. At this point an email is sent to your inbox	 MFA <support@adminis.co.nz> to me ▾ Your verification code is 673423 Reply Forward Smiley
Then Enter 6-digit code page is displayed	Enter 6-digit code The 6-digit code is found in your email inbox. Confirm Back Need help authenticating?

Password reset

On the log in screen, click on forgot password	
Enter your email address you want to reset the password for and click send.	Forgot password? Enter your email address below, and we'll send you a code to reset your password. Login@test.com  Send Cancel
You will be presented with the Set New Password page. This page requires your new password along with a 6-digit code. The code is automatically sent to your email. You will then be taken to the reset password page where you will enter that code and confirm you new password	Change your password Your password needs to be updated. Please create a new password that meets our security requirements. New password   Password Requirements: ✓ One uppercase letter ✓ One lowercase letter ✓ One number ✓ One special character ✓ At least 8 characters Confirm password   Change password
Once new password is set, you will be redirected back to the log in page to complete sign in with new password	

Notes:

- MFA codes expire after 3 minutes.
- You have the ability to 'Trust this device for 30 days' This means that if selected after you have logged in, MFA will be skipped on this device only for 30 days