

Multi-Factor Authentication

To enable Multi-Factor Authentication (MFA) and start using one-time passwords, follow these steps:

Quick Steps:

1. **Login** then click on your **name**. In the dropdown click **Security**.
2. Click the **Change Multifactor Authentication Settings** to open the **Multi-Factor Authentication** settings page.
3. Choose to **disable** MFA or enable **one-time passwords**.
4. Click on **Send One-Time Password To Email** then go into your email and copy your one time password.
5. Enter your **one-time password** as well as your **current password** then click **Submit**.

The **one-time password** is only valid for 15 minutes. If the password has expired, a new one will be generated.

Step-by-Step Instructions:

1. **Log In to the System:** Login then click on your **name**. In the dropdown click **Security**.
2. **Access Security Settings:** Find the **Multi-Factor Authentication Section**. This section shows the current MFA status and includes a button to manage the settings.
3. **Manage MFA Settings:** Click the **Change Multifactor Authentication Settings** button at the bottom of the page to open the **Multi-Factor Authentication** settings.
4. **Access MFA Settings Page:** On the **Multi-Factor Authentication** settings page, you can either: **Disable MFA**, or **Enable one-time passwords**.
5. **Save Your Changes:** To save your changes, click on the **Send One-Time Password To Email** then enter: Your current password, and A one-time password (OTP).
6. **Send a One-Time Password (OTP):** To receive a OTP, click the button to send it to your registered email address.
The OTP will be sent to you by email and is valid for 15 minutes.
7. **Enter the OTP:** Enter the OTP in the box below the current password field. Press **Submit** to confirm your changes and update your MFA settings.

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OTP Expiry: Any unused OTPs will be invalidated if a new OTP is generated, even if they haven't expired yet.

- **OTP Email Format:** The OTP email will follow the template set for your account.
- **Session Storage:** Once you enter an OTP, it is stored in your session data. If you clear your browser's local storage, you'll need to enter a new OTP.
- **Different Devices:** OTPs do not persist across different browsers or devices. If you log in from another device, you'll be prompted to enter a new OTP.

8. **Logging In with MFA:** Login by entering your **username** and **password** as normal.

9. **OTP Prompt:** After logging in, you'll be prompted to enter a **one-time password**.

10. **Accessing Other Pages:** You will be redirected to the OTP screen when accessing any page other than:

- `/login` – Login page
- `/logout` – Logout page
- `/one_time_password` – OTP entry screen
- `/account/send_email` – Send OTP email
- `/account/multiauth` – Multi-auth settings page

11. **Complete OTP Entry:**

Enter your OTP, submit it, and you'll be able to access the rest of the site.

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