

Updated	25/11/2022
Purpose	To instruct the user how to enable 2 Factor Authentication in CDS
Procedure	Enable 2 Factor Authentication

Multi-Factor Authentication (MFA) also known as 2-factor authentication, is to be enabled on individual user accounts to provide an increased level of security.

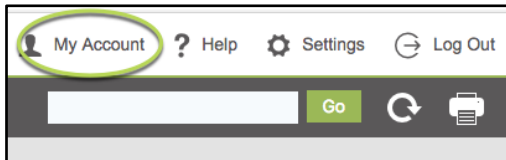
Users can only enable Multi-Factor Authentication (MFA) on their own user accounts.

When setting up Multi-Factor Authentication, there are 2 options you could use.

You only need to pick 1 of the options listed below to set up Multi-Factor Authentication (MFA)

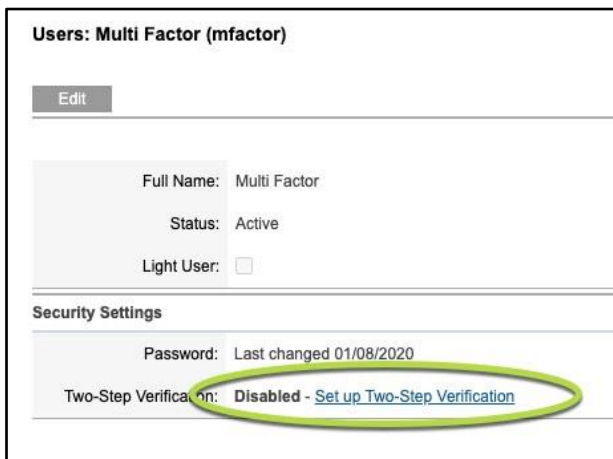
Step 1.

Log into CDS and click on My Account in the top right-hand corner of the screen



Step 2.

Click Set up Two-Step Verification





Step 3.

You will be given 2 options –

Users: Test Test (test.test): Set up Two-Step Verification

To set up Two-Step Verification please choose from one of the methods below:

Option #1: Via a Two-Step Verification Application

This is the recommended method. Temporary verification codes will be generated by a Two-Step Verification application on your mobile device. No cost as applications are typically free to install and use (e.g. Authy, Google Authenticator).

Set up via Application

Option #2: Via SMS

Temporary verification codes will be sent via SMS to your mobile phone number. Costs may be incurred by your organisation.

Set up via SMS

Cancel

Option #1 Via a Two-Step Verification Application

Open your Authentication app on your device. Find the 'Add account' or similar option in your app.

Use your device to Scan the QR code displayed on your screen.

Note – if the QR code is not recognised, you can enter the displayed code manually

Step 1: Install a Two-Step Verification application

Install an application on your mobile device that supports Two-Step Verification, such as:

- Authy
- Google Authenticator

Step 2: Set up Two-Step Verification

From within the application either scan the QR code below or enter the following code. GadfaInr3974w

Step 3: Verify Two-Step Verification

Enter the verification code that appears in the application into the field below then click the Verify Code button:

Verification Code: Verify Code

Cancel

On your app, enter any required details and save the account.

A token will be displayed in the app.

Enter the token into the **Verification code field**

There is a time limit for you to enter the code. If you see the following message, you will need to start over

Step 3: Verify two-step verification token

Enter the verification code that appears in the application into the field below then click the verify button:

Verification Code: Verify Code

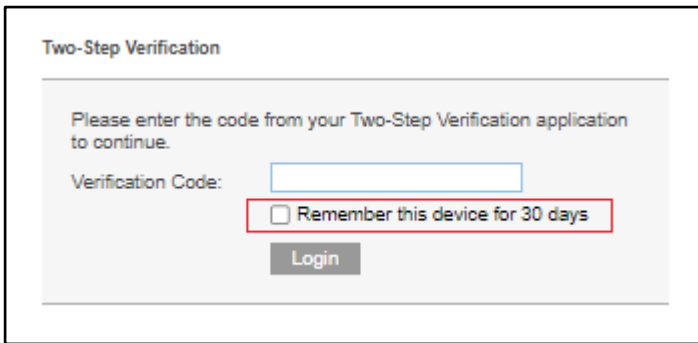
Unfortunately it took too long to verify the code. Please set-up two-step verification again and try another verification code.

If this message appears, delete the account from your app and start again from Step 3.

If the code is accepted, you will see the following across the top of the screen:

Two-Step Verification has been enabled

The next time you log into CDS, you will need to enter a Token/Verification Code from your authentication app.



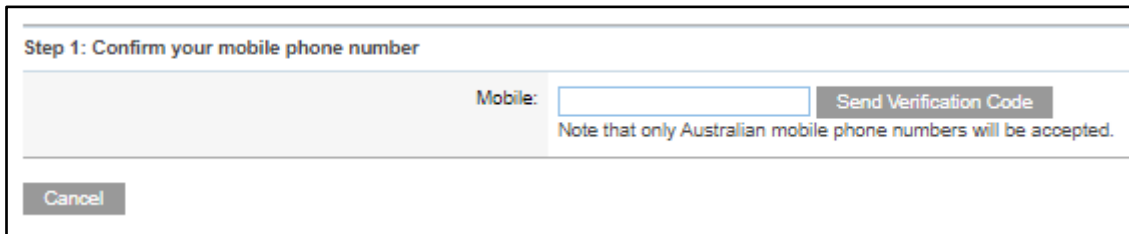
The screenshot shows a 'Two-Step Verification' dialog box. It contains the text: 'Please enter the code from your Two-Step Verification application to continue.' Below this is a 'Verification Code:' label followed by an empty text input field. Underneath the input field is a checkbox labeled 'Remember this device for 30 days'. At the bottom of the dialog is a 'Login' button.

Note: please **DO NOT** tick the Remember this device for 30 days box.



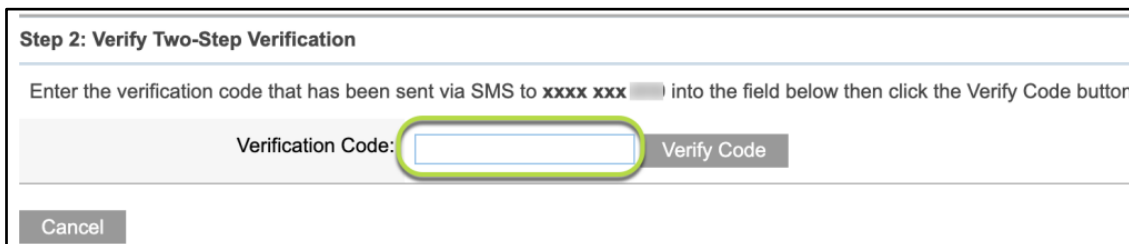
Option # Via SMS message

Enter your mobile number and click Send Verification Code



The screenshot shows 'Step 1: Confirm your mobile phone number'. It features a 'Mobile:' label and an empty text input field. To the right of the input field is a 'Send Verification Code' button. Below the input field is a note: 'Note that only Australian mobile phone numbers will be accepted.' A 'Cancel' button is located at the bottom left of the form.

Enter the verification code and click Verify Code



The screenshot shows 'Step 2: Verify Two-Step Verification'. It contains the text: 'Enter the verification code that has been sent via SMS to xxxx xxx into the field below then click the Verify Code button.' Below this is a 'Verification Code:' label followed by an empty text input field. To the right of the input field is a 'Verify Code' button. A 'Cancel' button is located at the bottom left of the form.

You will see the following across the top of the screen:

Two-Step Verification has been enabled

The next time you log into CDS, you will need to enter the Verification Code that was sent to your mobile



Two-Step Verification

Verification code has been sent to xxxx xxx 472

Please enter the verification code sent to your mobile device to continue.

Verification Code:

Remember this device for 30 days

Login

Note: please **DO NOT** tick the Remember this device for 30 days box.



If you have any questions or need assistance, please contact your Regional Support Officer:

Corinne Brown – 0408 454 133

Sharon McCoy – 0448 755 332

Kati Reeves – 0490 895 065

