

Two-Factor Authentication

If a student or instructor is not part of the "Mandatory Two-Factor Authentication" group, which would require the use of this feature, they can set up two-factor authentication only after a successful login. If the user is part of such a group, they will need to complete the registration during their next successful login.

Registration Process

In Case of Mandatory Use

When logging into the student or instructor web portal, if two-factor authentication is mandatory for the user and they have not yet registered, they will need to register the key with their authenticator.



- 1 Open an Authenticator app (eg.: Google Authenticator, Microsoft Authenticator etc.)
- 2 Scan this QR code in the app.

If you can't scan the QR code, you can also activate two-step authentication by entering a text code in the Authenticator app.

Show the code ▾

- 3 Enter the 6-digit code generated in the Authentication application and your password.

Enter code

eg.: 123456

Password

Setup

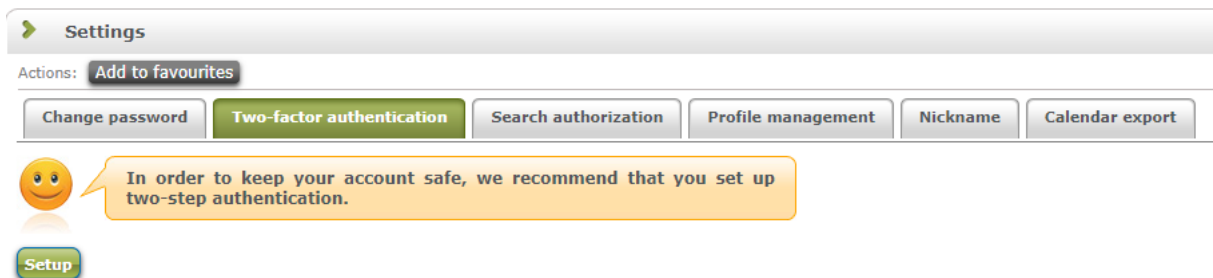
Two-Factor Authentication Registration Window

After entering the username/password, the "Two-Factor Authentication" window will appear. In this window a QR code will be displayed and by clicking the **"Show Code"** button, the copyable character string associated with the QR code will appear in the field. In the "Enter Code" field,

after successful registration, you need to enter the 6-digit identifier to finalize. In the "Password" field, the user needs to enter their login password to finalize.

In case of Optional Use

If two-factor authentication is not mandatory for the user and they have not yet registered, after logging in, the following information will appear under the "My Data/Settings" menu on the "Two-Factor Authentication" tab if the user has not set up two-factor registration: "To ensure the security of your account, we recommend setting up two-factor authentication." By clicking the "Setup" button, the same window will appear as when registration is mandatory for the user.



Not yet registered for two-factor authentication



- 1 Open an Authenticator app (eg.: Google Authenticator, Microsoft Authenticator etc.)
- 2 Scan this QR code in the app.

If you can't scan the QR code, you can also activate two-step authentication by entering a text code in the Authenticator app.

Show the code 

XUYXNHBN4LKDAPJNNDLTYKYGOI5OCIXBGLGM3RV4U6SDONYS6V3TLTIH

- 3 Enter the 6-digit code generated in the Authentication application and your password.

Enter code

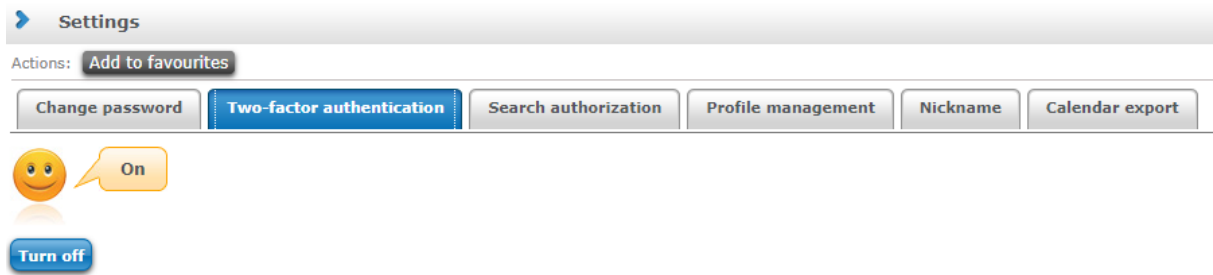
eg.: 123456

Password

Setup

Two-Factor Registration After Login

If registration has already been completed, the following text will appear: "Enabled." In this case, the "Disable" button will appear on the interface for the user. The function of the "Disable" button will be explained later.



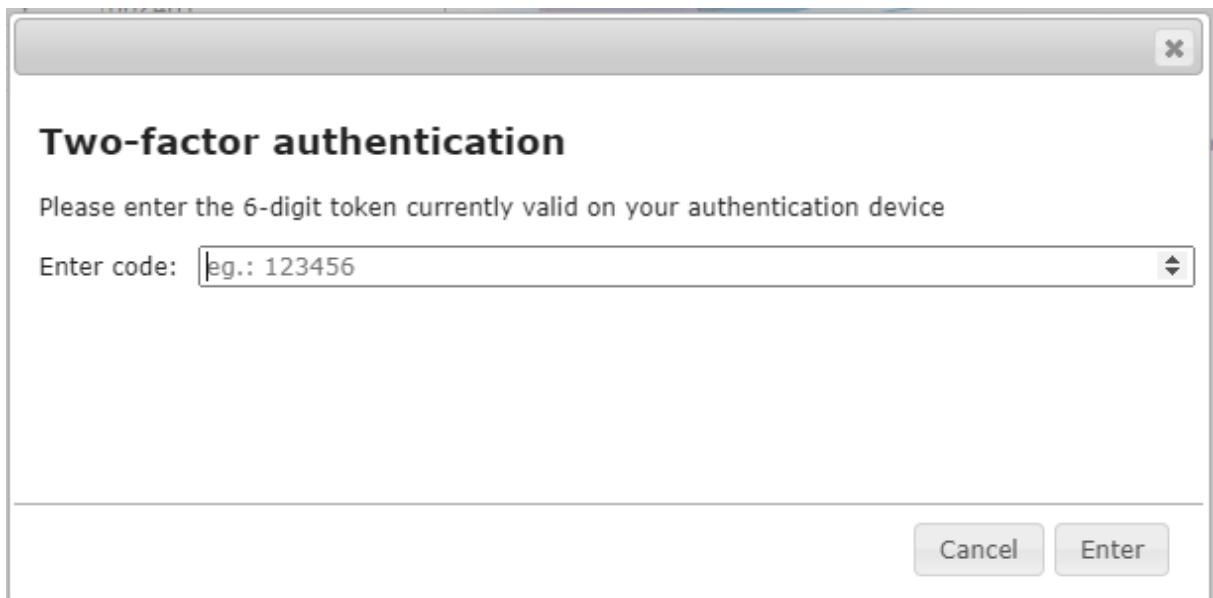
Registered Two-Factor Authentication

Examples of Using Authenticators

The user accesses the options on the web interface in the manner described in section 3.1.3 "Examples of Using Authenticators."

Login Procedure with Two-Factor Authentication

If the user has registered for two-factor authentication, after entering their username (identifier) and password, a "Two-Factor Authentication" popup window will appear, in which the unique 6-digit token must be entered to proceed.

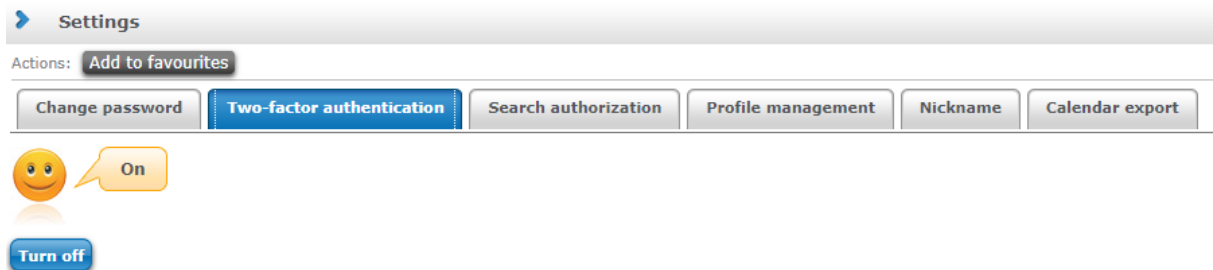


Token Entry

The current token can only be accessed within the user's authenticator device.

Disabling Two-Factor Authentication

On the "My Data/Settings" menu under the "Two-Factor Authentication" tab after logging into the student and instructor websites, you can disable it by clicking the "**Disable**" button. Disabling does not require a second-factor authentication in either case.



Disable

If two-factor authentication was not mandatory for the user, they can simply enter their username (identifier) and password during the next login, and they can enable the feature again at any time (e.g., after changing phones). If the user is required to use the feature, they will see a registration window after entering their username (identifier) and password during the next login. Until they complete the registration again, they cannot log into the system.

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