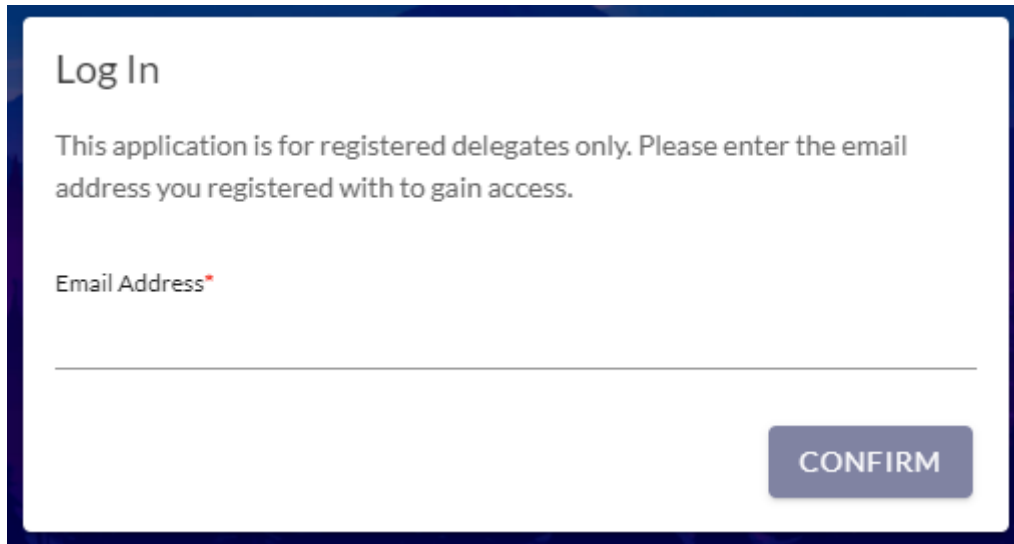


# Optional 2FA

## How to Log In

Step 1: Enter your email address

A screenshot of a web form titled "Log In". The form has a white background with a dark blue border. At the top, the title "Log In" is displayed in a dark blue font. Below the title, a message states: "This application is for registered delegates only. Please enter the email address you registered with to gain access." Further down, there is a label "Email Address" followed by a red asterisk, indicating a required field. Below the label is a horizontal input line. In the bottom right corner of the form, there is a blue button with the word "CONFIRM" in white capital letters.

Log In

This application is for registered delegates only. Please enter the email address you registered with to gain access.

Email Address\*

CONFIRM

N.B If this is your first time using our platform to access an event, then upon your first login you will then be presented with a mini reg form after entering your email

Step 2: Fill out your details and create a password

## Register

Email Address\*

---

First Name\*

---

Last Name\*

---

### Set your password

Your password must be 8 characters or more and contain at least 1 upper case, 1 lower case, 1 numeric, and 1 special character

Password\*



---

Confirm Password\*



---

CANCEL

REGISTER

N.B. For each subsequent login you will be taken straight to step 3

Step 3: Enter your password

Welcome

Email Address\*

Password\*

Reset Password

CANCEL LOGIN

N.B If at any point you forget your password, you can select the 'reset password' option which will send a link to your email allowing you to reset.

#### Step 4: Optional 2FA

At this point you have the option to choose if you would like to add an added layer of security to your login process.

Enable 2-Factor Authentication?

2-Factor Authentication can help improve the security of your account by using a separate app to login in addition to your email and password.

If you don't wish to setup 2FA now you can always add a device later in the "My Profile" section of the app.

ASK ME LATER SETUP A DEVICE

Don't ask me again

If you choose 'ask me later' you will be given the option again upon next login. If you choose 'don't ask me again' then this additional screen will never appear again and you won't be asked again about 2FA.


Should you choose to set up a device the process is as below:

## Step 5: Setting up your 2FA Device

### Set up 2-Factor Authentication

Use a 3rd-party authenticator app to improve the security of your account and prevent unauthorised access. Simply open your authenticator app and scan the QR Code below or enter the unique key into the app to continue.

Scan QR code using your app



OR

Enter this code in to your app

**2PYO5HLSQJ6IWC4Q**

CANCELNEXT

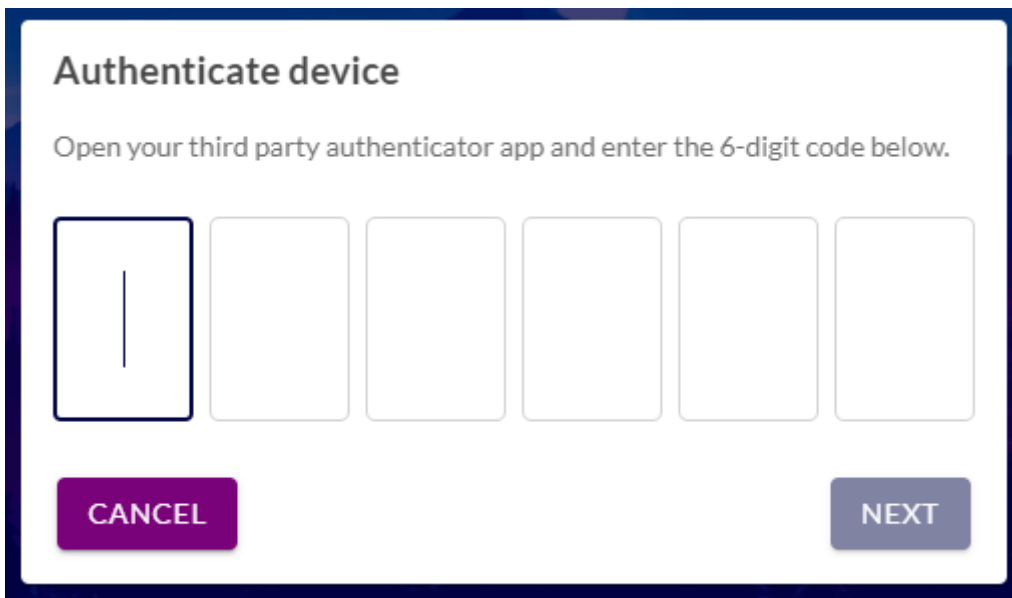
You can choose to either scan the QR code via your authentication app, or to manually enter the code.

If you are unfamiliar with authentication apps, then here are some familiar ones you may like to try:

- Google Authenticator
- Microsoft Authenticator
- Authy
- LastPass
- OTP

Once you have entered the code the app will be setup with your authentication device and will generate a 6-digit code that refreshes every 60 seconds.

Enter the code generated by your app and click next:



**Authenticate device**

Open your third party authenticator app and enter the 6-digit code below.

A row of six input boxes for a 6-digit code. The first box contains a vertical line, indicating the start of the code entry.

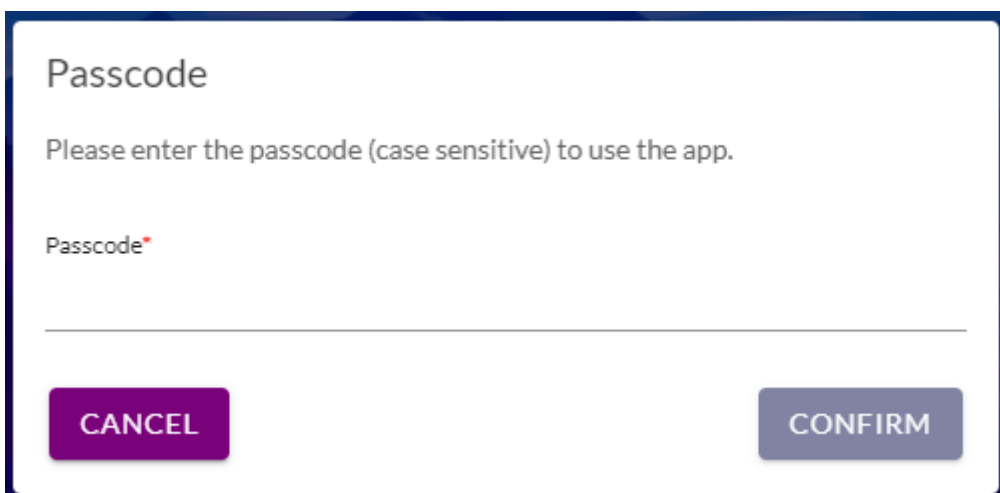
**CANCEL** **NEXT**

You will then be logged into the platform.

N.B. If you log out and back in again within 24 hours you will not be required to use your authentication app again to verify. Upon your first login after the 24 hour period is over, you will be asked to authenticate again, but you will also at this point be given the option to 'trust this device for 30 days'. If you choose to tick that box you won't have to authenticate for another 30 days.

Additional Note: Your event organisers may have opted for one further required step and added a passcode to your event. If they have opted to do this, they will have provided you with a code that you will need to add directly onto the platform as the final step to log in.

Step 6: Enter your event passcode



**Passcode**

Please enter the passcode (case sensitive) to use the app.

Passcode\*

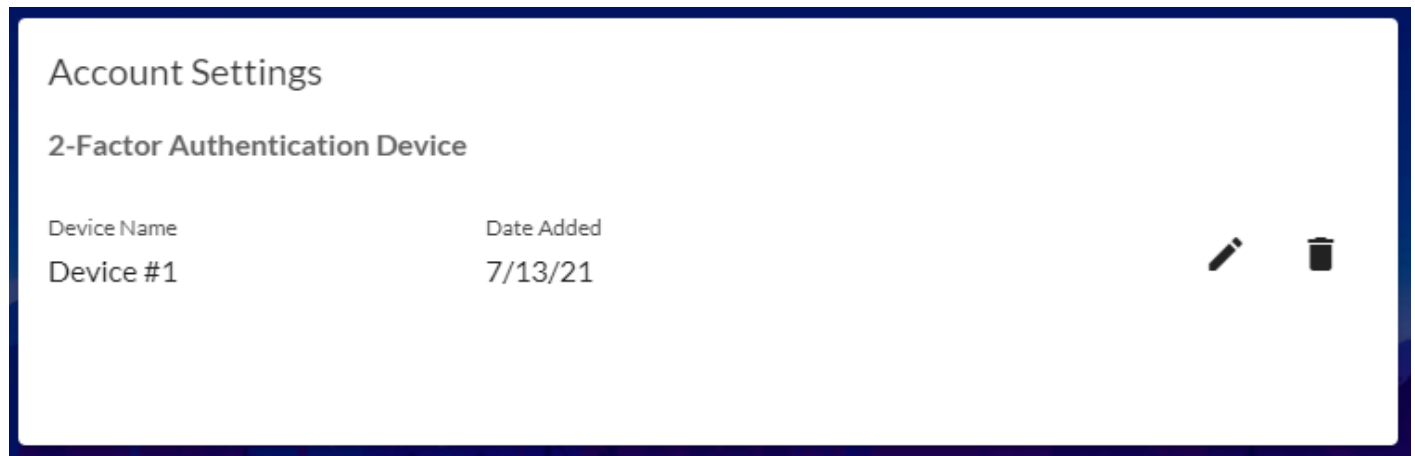
A horizontal line for text input.

**CANCEL** **CONFIRM**

## Managing Your Authentication Device

You can manage the device you have set up, via your profile menu top right, at any point when logged into the platform.

To do this you need to go to 'My Account'. Here you can edit the name of your device to remind you which device you used if you find it helpful. You can also delete your device from here. If you delete your device, you will then be able to add another one to your account.



If you delete and add a new device from here, you will then be taken through the same steps as before.

## **Lost Authentication Device**

When you get to the authentication screen you have the option to select 'lost my authentication device'. You will then be prompted to contact your event organiser, so feel free to contact them directly without using this step. Your event organiser will then be able to reset the authentication device attached to your profile, allowing you to set a new one up from scratch again upon your next login.

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Revision #2

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