Enabling two factor authentication for Report + Support

Watch the instructional video from Culture Shift (accessible <u>here</u>) or follow the instructions below.

1) Download the Google Authenticator app (e.g. through your App Store, if applicable):



2) Login to Report and Support Dashboard and click on the button "Enable 2FA" from the pop-up box to set up two-factor authentication:

CULTURE SHIFT	Reports	Q Search reports 👱 Export III Select columns 🖓 Set filters
Reports		
ResourcesHelp	Unassigned •	Archived All reports • 0 1
	ID Status	Role Role Contact Time Anon Open
	582 🗨 Ck	n order to use the system in a safe and secure way, you must enable Two-factor Authentication. Student - 26 Postgraduate days Remind me later Enable 2FA

Of (if the pop-up box does not appear)

View your "Account Settings" by clicking on **your name** located at the menu box at the lefthand side:



In **Account Settings**, scroll down and click on the button corresponding to "Activate Two-factor authentications:

Your Team				
The Concerns, Bullying an permission to	d Harassment Advisors team has			
View reports	Assigned reports only	•		
View analytics	No access	•		
Viewanswers	Full access	•		
Redact answers	No access	•		
Manage and create teams	No access	•		
Manage site content and setti	ngs No access	•		
Manage reporting forms	No access	•		
Change password Current password				
New password	Confirm new password			
New password	Confirm new password			
Change password				

4) This will reveal a QR code to be scanned with your Google Authenticator app. Put the code that appears in Google Authenticator in the box below:

CUL		eportandsupporteoutoaccount				10
	ŠĤĪFT	Account settings				
🗐 Rep	ports	Two-factor authentication	×			
🕞 Res	sources	Please scan the QR code using your	THE SECTION OF			
i) Hel	P	authenticator app and then enter the code shown in the app below.				
	_	If you do not have an Authenticator app		las		
		such as <u>Authy</u> .		<u>only</u>	•	
		Confirm code	日本語言的	800		
		123456	Can't scan the QR code? Use this text code instead	000		
			Concel Enchic 254	ess	•	
			Cancel Enable 2FA			

5) Two factor authentication is now complete. The next time that you log in to the Report + Support dashboard (<u>https://dashboard.reportandsupport.co.uk/</u>), you will be asked to put in your email and password; and then you will be asked for the code for Report + Support in the Google Authenticator:

ashboard.reportandsupport.co.uk/reports/unassigned				B	☆	
	Sign In Please enter the 6 digit code from your authenticator app to continue. Verification code e.g., 123456 Sign in	-				
← Back to sign in						

If you do not have a smartphone that you can use to download Google Authenticator you can use Authy for desktop <u>https://authy.com/download/</u> following the instructions on the video provided at the beginning.