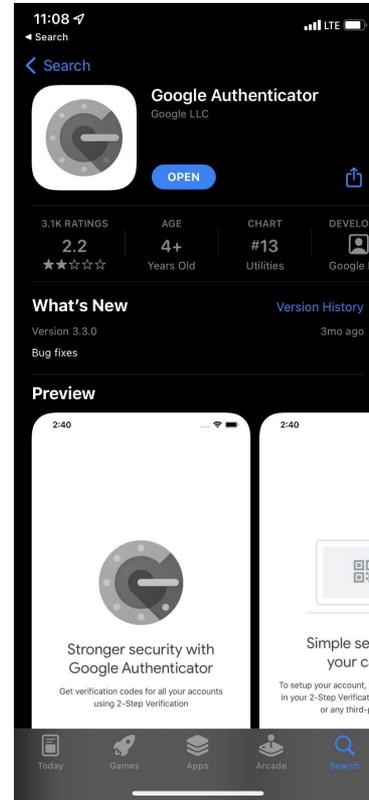
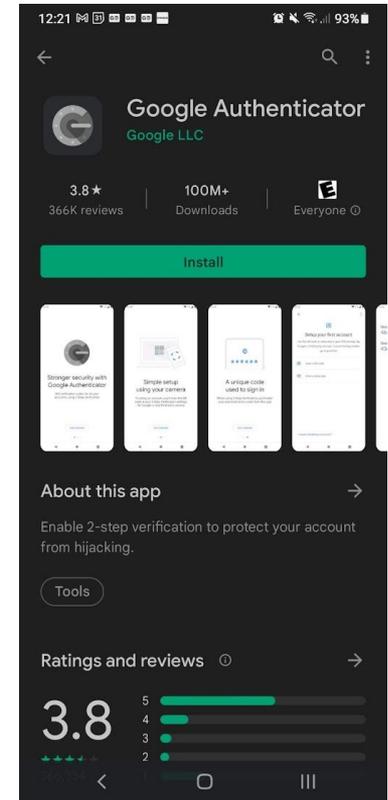


Setting up Two-Factor Authentication in CORE ELMS

In the **Apple App Store** or **Google Play Store**, search for the **Google Authenticator** mobile app



Apple



Android

Setting up Two-Factor Authentication in CORE ELMS

After downloading the app,
log into your ELMS account
from your laptop or desktop
computer.

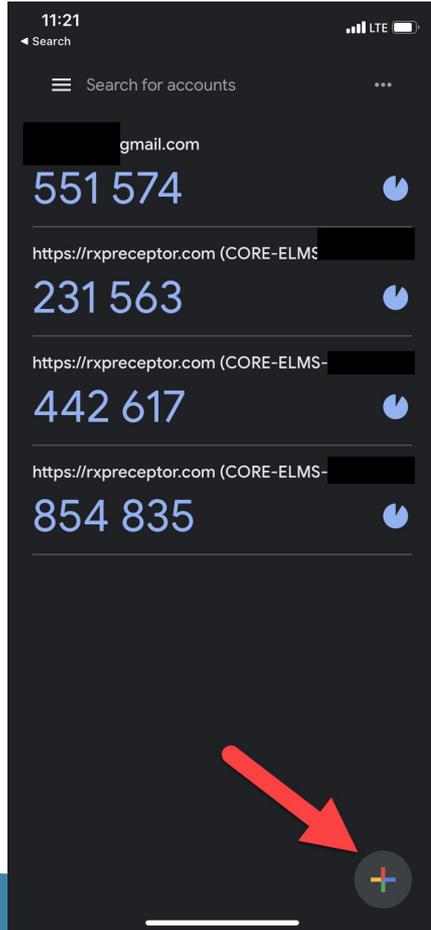
Setting up Two-Factor Authentication in CORE ELMS

The screenshot displays the CORE ELMS user interface. At the top left, it says 'ELMS[®] by CORE' and 'Ally Tester Golden Academy'. The navigation bar includes 'CLOCK IN', 'ACCOUNT', 'SCHEDULE', 'CALENDAR', and 'LOGOUT'. A sidebar on the left lists various features like Home, Scheduling, Site Prospector, Hours Tracking, Requirements, Field Encounters, Absences, Incidents, Evaluations, Assessment Library, Electronic Forms, Surveys, Message Center, Document Library, Linked Accounts, Help Center, and External Resources. The main content area is titled 'Login Information' and contains an 'MFA Configuration' section. This section prompts the user to scan a QR code with a Google Authenticator app. Below the QR code, there is a text input field for a secret key (starting with '6C') and a text input field for a 6-digit passcode. At the bottom of the configuration area, there are two buttons: 'Activate Google Authenticator secret' and 'Cancel'.

You will be prompted to set up the configuration with your ELMS account.

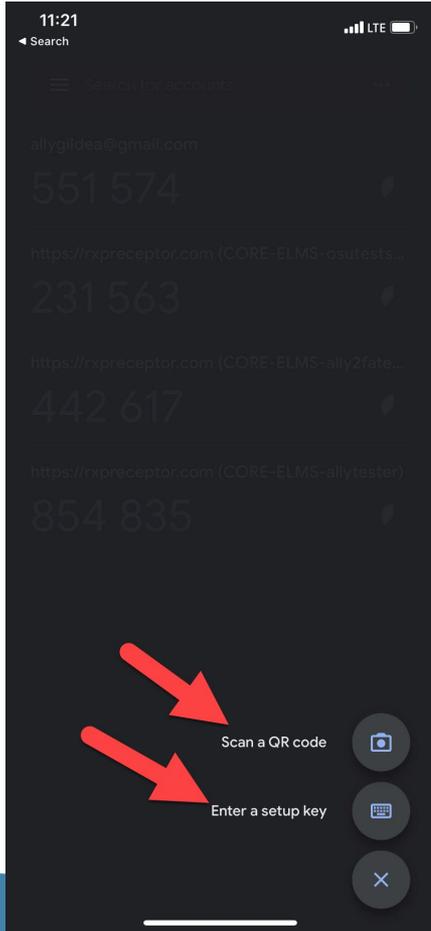
Setting up Two-Factor Authentication in CORE ELMS

1. Open the Google Authenticator App, press the **Plus** button in the bottom right corner to add your ELMS account.



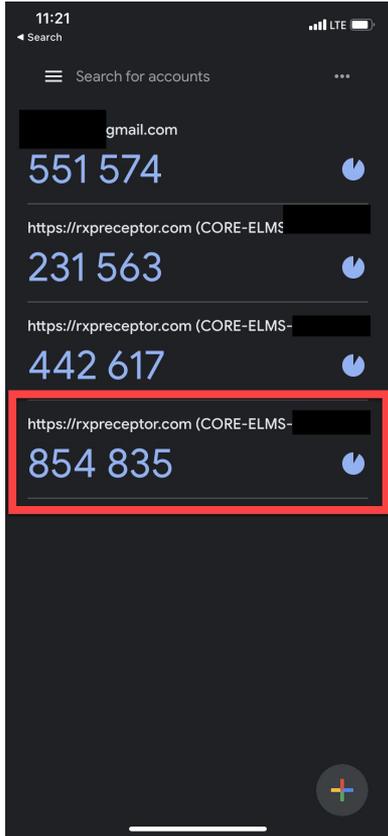
Setting up Two-Factor Authentication in CORE ELMS

2. Scan the **QR Code** with your phone's camera found on your ELMS login page, or enter the "**Secret Key**" provided on the ELMS login page.



Setting up Two-Factor Authentication in CORE ELMS

- A new account for ELMS will populate containing a 6-digit code which refreshes every 30 seconds.
- Enter the code provided from the **Google Authenticator App** into ELMS to active the Two-Factor Authentication.
- Make sure you enter your code before it expires!



Login Information

MFA Configuration

Scan this QR code (barcode) with the google authenticator app installed on your device:



You can also enter this secret key into the google authenticator app if your device does not have a working camera:

6C63FL4YQLI5BZP5

Enter the 6-digit passcode displayed in the app to activate:

Activate Google Authenticator secret Cancel



Setting up Two-Factor Authentication in CORE ELMS

Going forward:

- Log into ELMS as you normally would
- The screen below will appear after logging in with your username and password.
- Use the **Google Authenticator App** to generate your code to enter into ELMS.



Please enter the 6-digit password from the google authenticator app or other compatible app.

Password:

Login to CORE ELMS

Setting up Two-Factor Authentication in CORE ELMS

To use on computer/laptop:

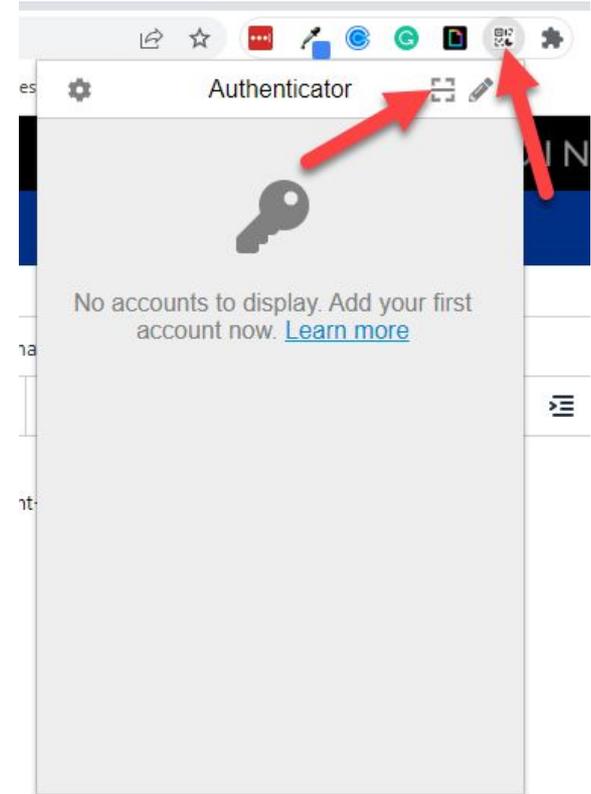
- Download “**Authenticator**” Google Chrome Extension from the Google Chrome Web Store by clicking **Add to Chrome**

The screenshot displays the Google Chrome Web Store interface for the 'Authenticator' extension. At the top left, there is a green 'NEW' badge. The extension card features a QR code icon and the text 'Authenticator 2FA Client'. Below the icon, it states 'Offered by: authenticator.cc' and 'Authenticator generates two-factor authentication codes in your browser.' The rating is shown as five stars with a half star, and '1,531 Productivity' reviews. The breadcrumb trail reads 'Home > Extensions > Authenticator'. A red arrow points to the blue 'Add to Chrome' button on the right side of the extension card. The bottom of the page has a blue decorative gradient.

Setting up Two-Factor Authentication in CORE ELMS

To use on computer/laptop:

- Once it is added as an extension, you will find the logo in the top right corner of your Google Chrome page
- Click the extension and then the **square box** in the top right corner to add your ELMS Account



Setting up Two-Factor Authentication in CORE ELMS

- You will be prompted to capture your **QR code** from ELMS.
- Do so by **clicking and dragging** your mouse over the QR code in ELMS to add your account to the authenticator



Setting up Two-Factor Authentication in CORE ELMS

- Enter the six digit code found when clicking on the authenticator. You have now set up 2FA on your ELMS account.

Scan this QR code (barcode) with the google authenticator app installed on your device:



You can also enter this secret key into the google authenticator app if your device does not have a working camera:

7FGLLMHCIDI7PAHDY

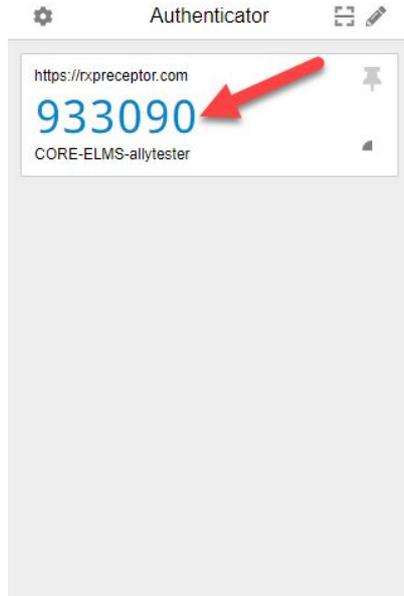
Enter the 6-digit passcode displayed in the app to activate:

Activate Google Authenticator secret

Cancel

Setting up Two-Factor Authentication in CORE ELMS

- In the future, after entering your username and password, click the authenticator extension to get your six digit code to enter to login



Please enter the 6-digit password from the google authenticator app or other compatible app.

Password:

Login to CORE ELMS

Setting up Two-Factor Authentication in CORE ELMS

You have set up Two-Factor
Authentication for ELMS!