



Two Factor Authentication - Desktop Authenticator

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Overview

This document provides steps on how to set up two factor authentication (2FA) in Astute using the Authy Desktop Authenticator. You can use this process if you do not have access to a smartphone, or SMS authentication in your portal.

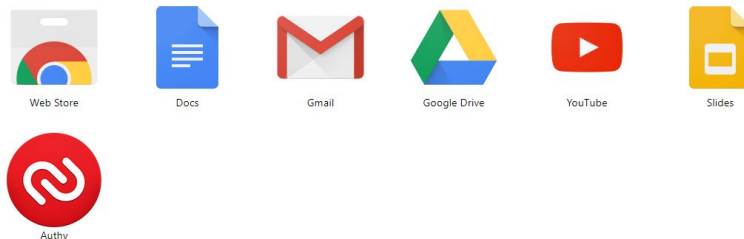
You will need access to Google Chrome on your computer, laptop or tablet in order to set this up.

Setting Up the Chrome Extension for Authy

There are a few ways to add the app to your Chrome extensions:

- Go to the Authy website and click on the icon to [download Authy for Chrome](#). Select 'Add to Chrome' > Add app.
- Search for the Authy extension in the [Chrome Webstore](#). Select 'Add to Chrome' > Add extension.

Once added, you will see the Authy logo in your list of Google Apps.



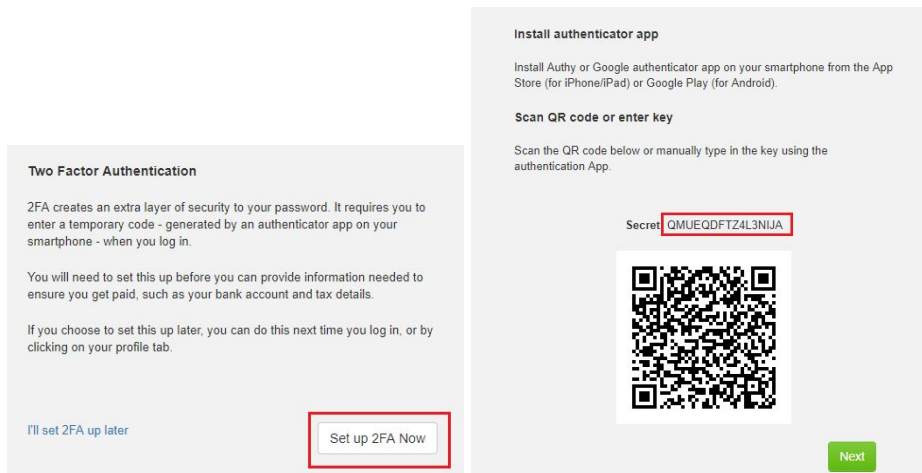
1. Click on the logo > enter your mobile number > OK > enter your email > OK.
2. Select 'Call' or 'SMS', depending on how you'd like to receive your verification code.
3. Enter the registration PIN.

Once Authy has been registered, you will be prompted to set a Master password. Enter your new password and click 'Set'. Please note, this password is not linked to your Astute portal.

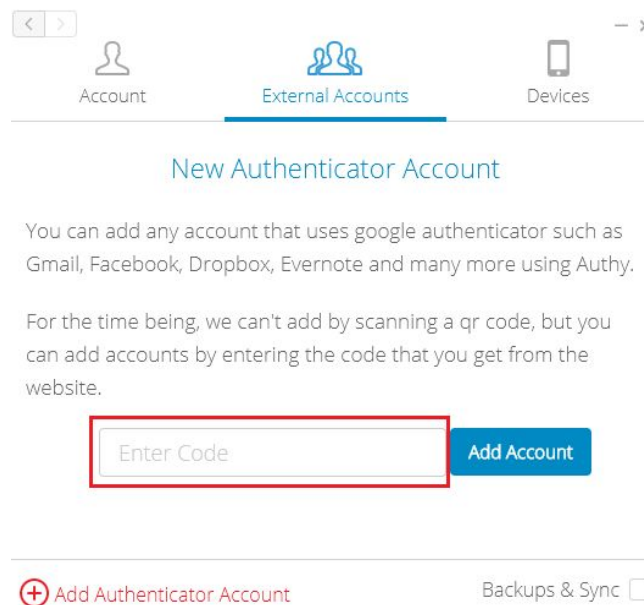
Leave the app open while you follow the next steps to link Authy to Astute.

Linking Authy to Your Astute Profile

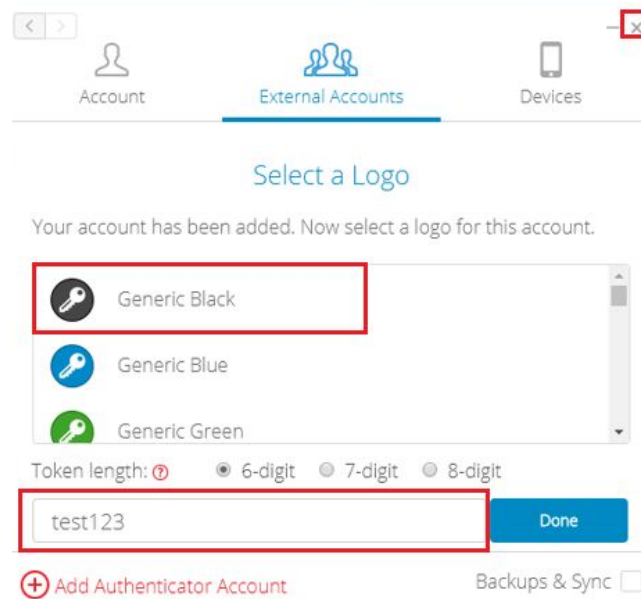
1. Go to your Astute Payroll portal and login with your username and password.
2. Select the 'Set up 2FA Now' option.
3. Select 'Authentication using mobile app'.
4. Copy the Secret key.



5. Open your Authy app.
6. Click '+Add Authenticator Account', or the red + symbol to add an account.
7. Paste or type the Secret code from Astute into the 'Enter Code' field and click Add Account.



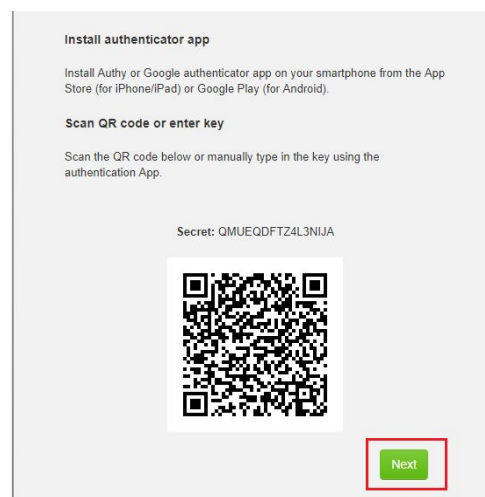
8. Select a Logo for your portal.
9. Set the 'Token Length' 6-digit to ensure it works with Astute.
10. If you have access to multiple Astute portals, set a unique name for each portal.
11. Click 'Done'.



12. Click the 'x' in the top right corner, and you'll see the account you've just added.
13. Click on the account to generate the 6-digit verification code, to use to log in to Astute.

Finalising 2FA Setup in Astute

1. Go back to your Astute portal.
2. Click 'Next' in the 'Install authenticator app' screen.
3. Enter the 6-digit code generated from Authy.
4. Click 'Next'.



5. Enter the 6 digit verification code from Authy into Astute.
6. Register a Backup email address and click 'Next'.
7. Log into your backup email address and copy the verification code.
8. Go back to Astute, paste or enter the verification code and click 'Next'.
9. Click 'Next' when you see the message that two factor authentication is now set up.