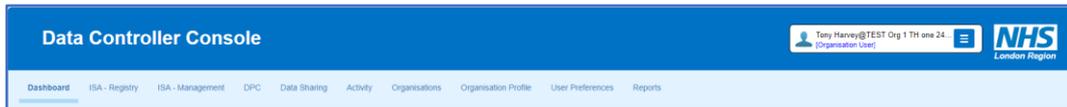
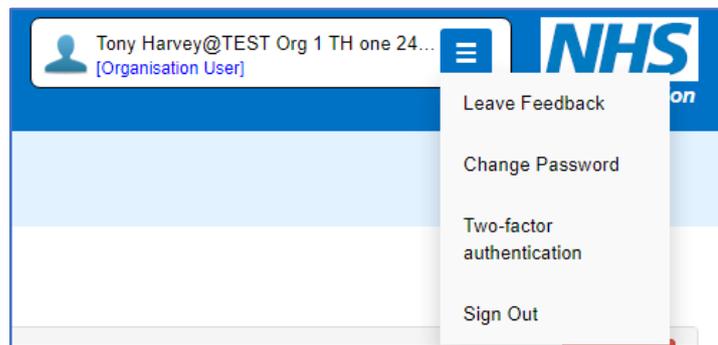


Setting up the Data Controller Console for Two-factor authentication

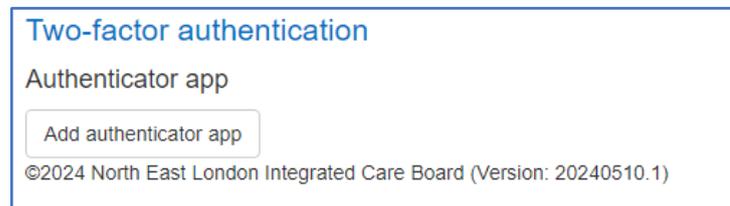
1. On your Mobile device Download & install the Microsoft Authenticator app if not already done.
2. Log into the Data Controller Console in the normal way using your username and password.
3. Once logged into the DCC click on the  symbol at the top right of the screen.



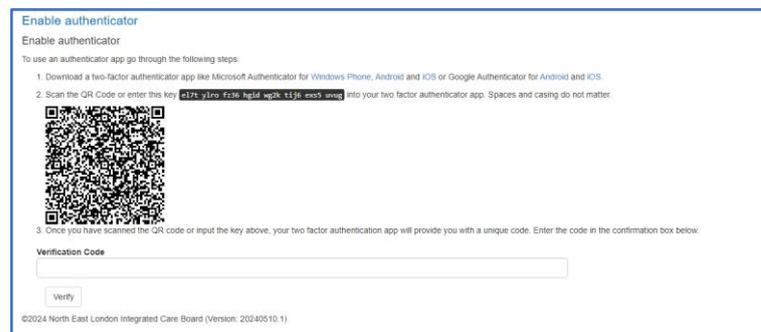
4. Choose '**Two-factor authentication**' from the drop-down list.



5. The Two-factor authentication window is displayed.
6. Click on the '**Add authenticator app**' button.

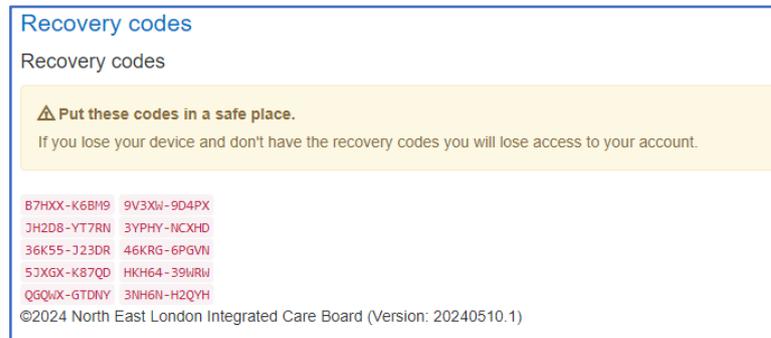


7. The Enable authenticator window is displayed showing a QR code

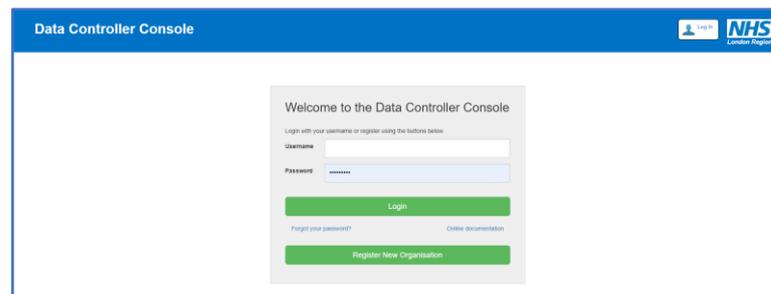


8. On your mobile device open the **authenticator app**.
9. Select the **+** Icon at the top right of your screen to add your account.
10. Choose the **account type**.
11. Select **Scan a QR code** from the options displayed.
12. Scan the code shown on the screen in step 7.

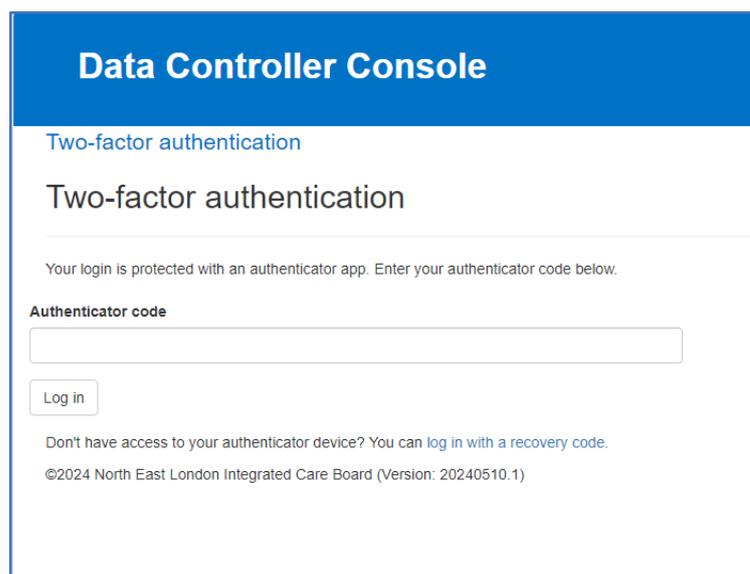
13. A new entry will be displayed on the authenticator app for the Data Controller Console with a time limited code below.
14. Enter the code into the **verification code** text box at the bottom of the Enable authenticator window (Step7)
15. Click the **Verify** button
16. Once the account is verified a set of Recovery codes is displayed and you should take a copy and store securely.



17. Two-factor authentication is now enabled for your Data Controller Console account.
18. The next time you log into the Data Controller Console proceed with entering your username and password as normal.



19. When you click on the Login button, the **Two-factor authentication** window is displayed.



20. Open the Authenticator app on your mobile device and enter the **Validation code** displayed for the Data Controller Console into the **Authenticator code** text box.

21. Press the **Log in** button.

22. You have now successfully logged into the Data Controller Console using Two factor authentication.