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 \blacksquare 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

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| use an authenticator app go through the fo | allowing steps: |
| 1. Download a two-factor authenticator a | pp like Microsoft Authenticator for Windows Phone, Android and IOS or Google Authenticator for Android and IOS. |
| 2. Scan the QR Code or enter this key | 7t ylro fz36 hgid wg2k tij6 exs5 wwwg into your two factor authenticator app. Spaces and casing do not matter. |
| 3. Core you have training for GR code. | or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below |
| Verity | |
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- 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.

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| | Register New Organisation | |
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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.