Set up MFA in Attend Anywhere

Quickstart guide for service providers who want to use **Google Authenticator** on their **Android** phone. You'll need an Attend Anywhere account on your computer and an Android phone.



On your iPhone, install <u>Google</u> <u>Authenticator</u> app from the Play Store.

Open the app and skip the first 2 screens until you see **Add a code**



On you iPhone, in Google Authenticator, tap the **Create** button.

If you cannot see the button, tap **Add a code**.

Next, tap **Scan a QR code**.

Point your phone at the Attend Anywhere QR code on your computer screen. Position the code inside the scan box.

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	My Profile
	My Roles
	Change my Password
	Change my Email
	MFA Settings

On your computer, open <u>Attend</u> <u>Anywhere</u>. You might need to sign in.

From the main menu, click your initials or profile image.

Click MFA Settings...

Set up MFA in 3 steps

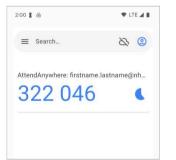
To set up MFA, please follow the steps below. If y assistance, visit our <u>help page.</u>

 Open an authenticator app (e.g., Microsoft Aut or Google Authenticator), following your organisa
Scan the QR code below from the authenticato
Enter the 6-digit code you see in the app in the



In the panel which appears, click **Turn on MFA**.

Leave the window open on your computer so that you can see the QR code (the checkered pattern of squares).



Google Authenticator adds a new account for Attend Anywhere.

The app shows a 6-digit security code which is only valid for 30 seconds. Each time you sign in (and in the next step), you'll use a code.

On your computer, add the code to **Enter the 6-digit code** and click **Continue**.

Enter the 6-digit code

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Enter the 6-digit code fr

Download the backup codes—useful when

you can't access your phone. Click **Done**.

For more help, visit <u>MFA</u>.



