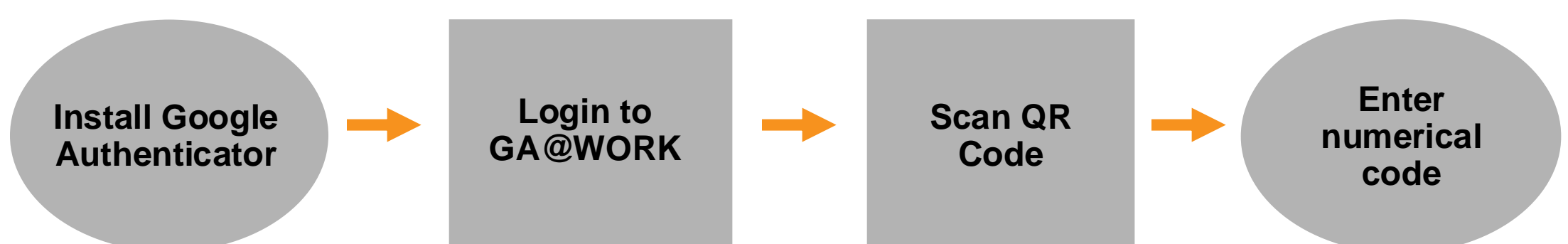# GA@WORK

## DESCRIPTION

This guide will assist *Testers* with the steps to setup Multifactor Authentication (MFA) using *Google Authenticator Application*.

## OVERVIEW

**The key steps in the process are below:**

1. Download **Google Authenticator Application** on your phone.

2. Login to **GA@WORK** and setup extra verification.
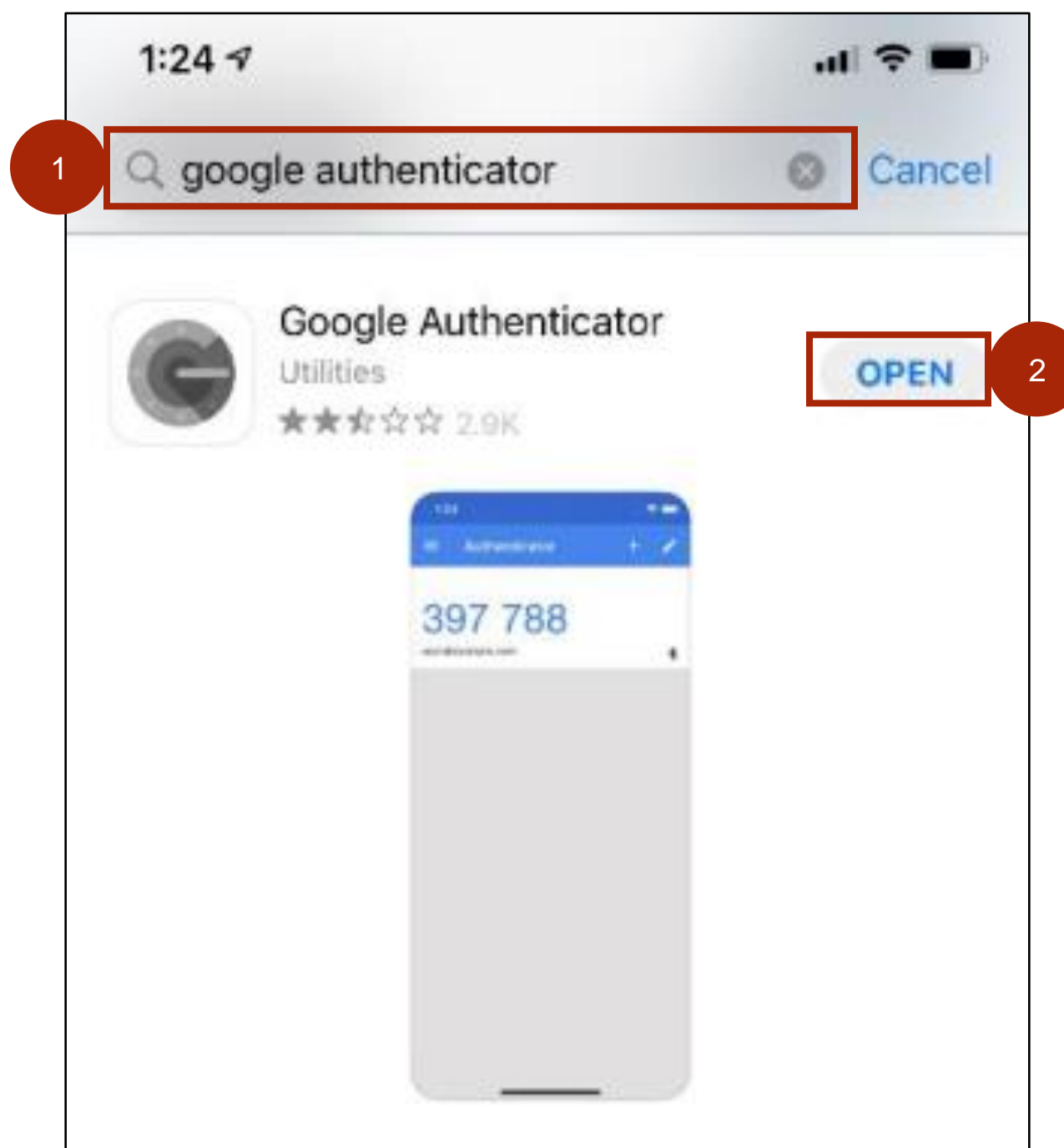
3. Scan **QR Code**.

4. Enter **numerical code**.

**Business Process:**

Install Google Authenticator → Login to GA@WORK → Scan QR Code → Enter numerical code

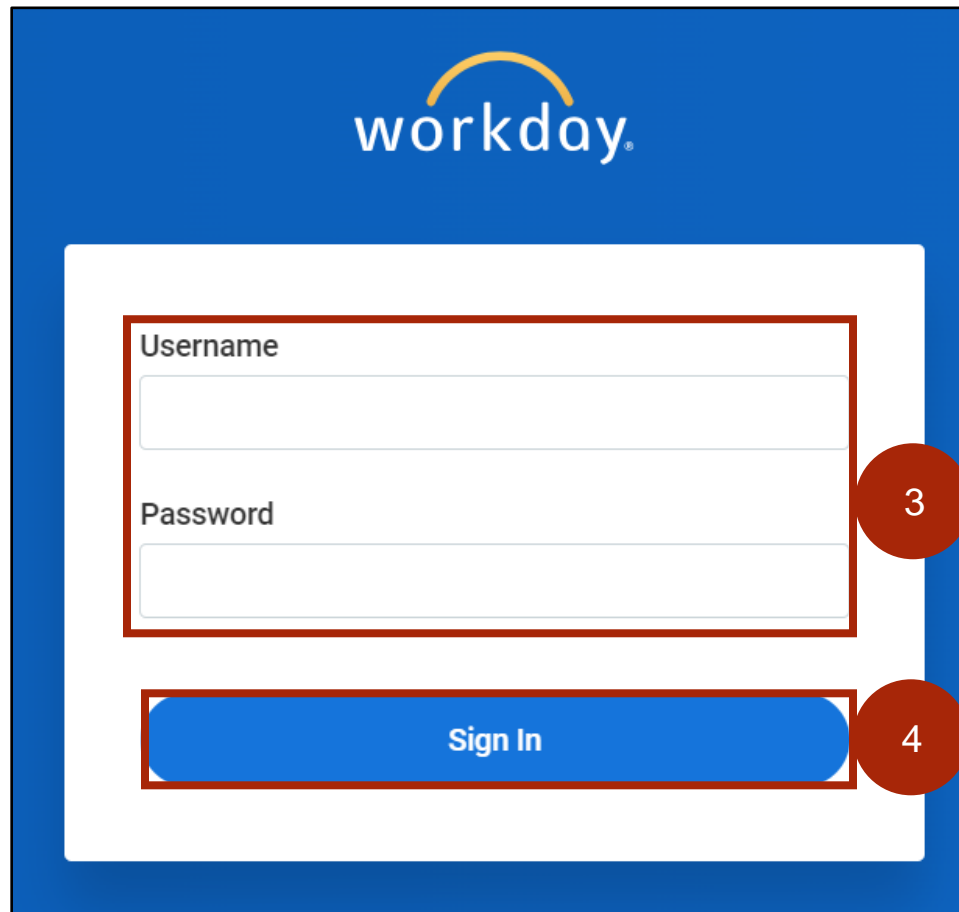# Login to GA@WORK with MFA (Google Authenticator) Part 1 of 7

## INSTRUCTIONS

1.  On your phone, navigate to your phone's app store and enter **Google Authenticator** in the search field.
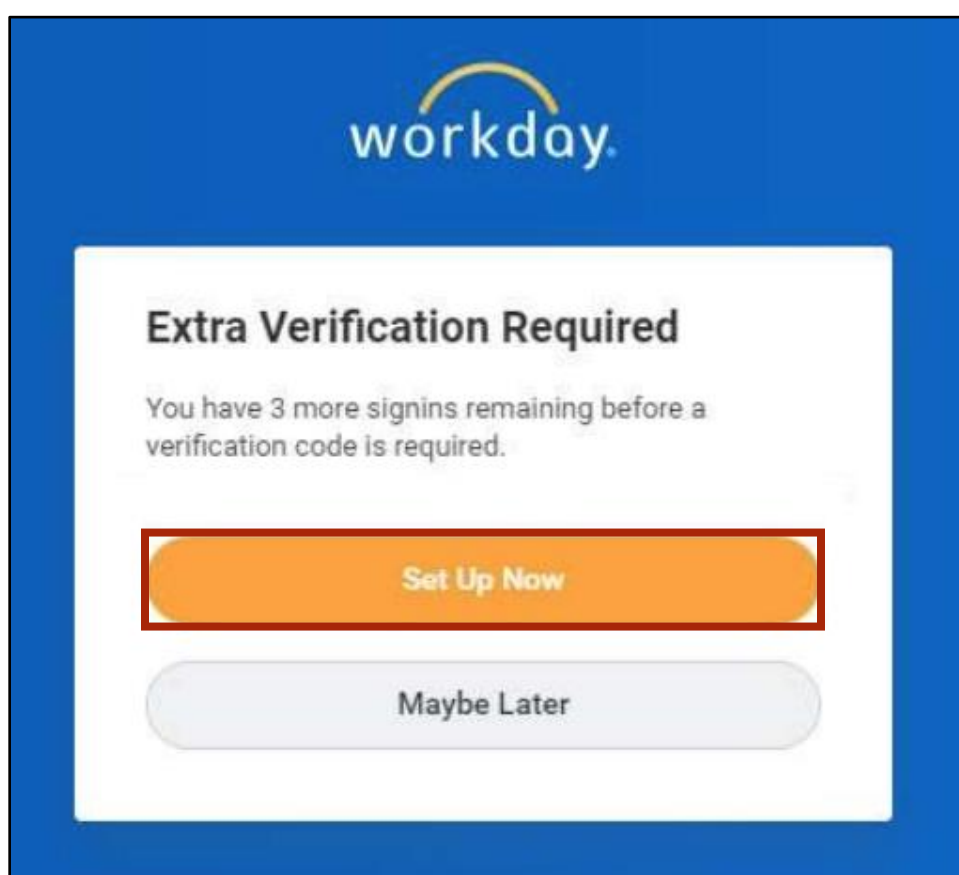
2.  Click **Open**.

GA@WORK

─── **INSTRUCTIONS** ───

3. In a browser, navigate to the **GA@WORK** sign-in page, enter your **username** and **password**.
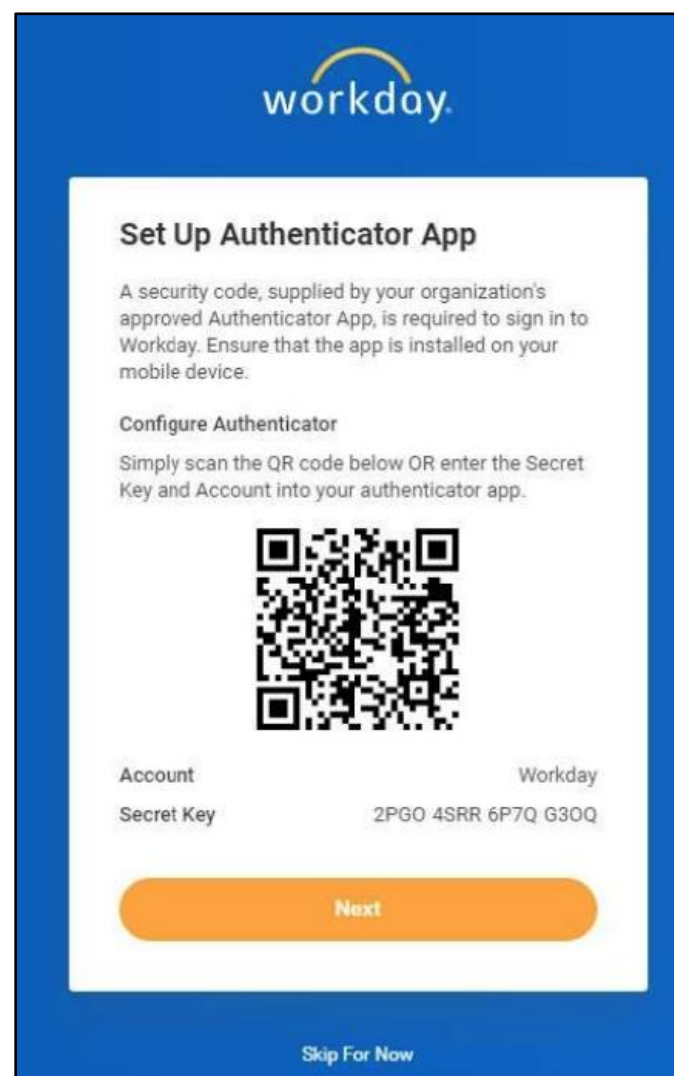
4. Click **Sign In**.



5. Click **Set Up Now**.

**Note**: If you inadvertently skip the initial MFA setup, use steps 14-17 To access the QR Code from within the tenant.

## INSTRUCTIONS

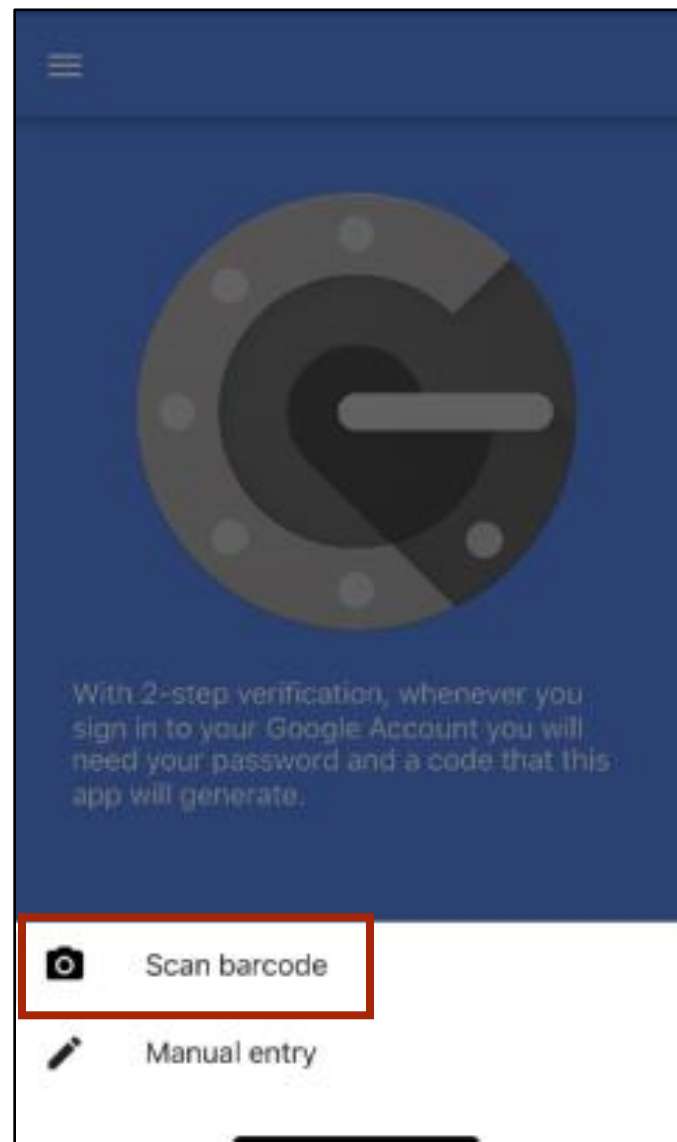6. A **QR Code** and instructions on how to connect with your authenticator app displays.



7. On your phone, open the **Google Authenticator** application and select **Begin Setup**.
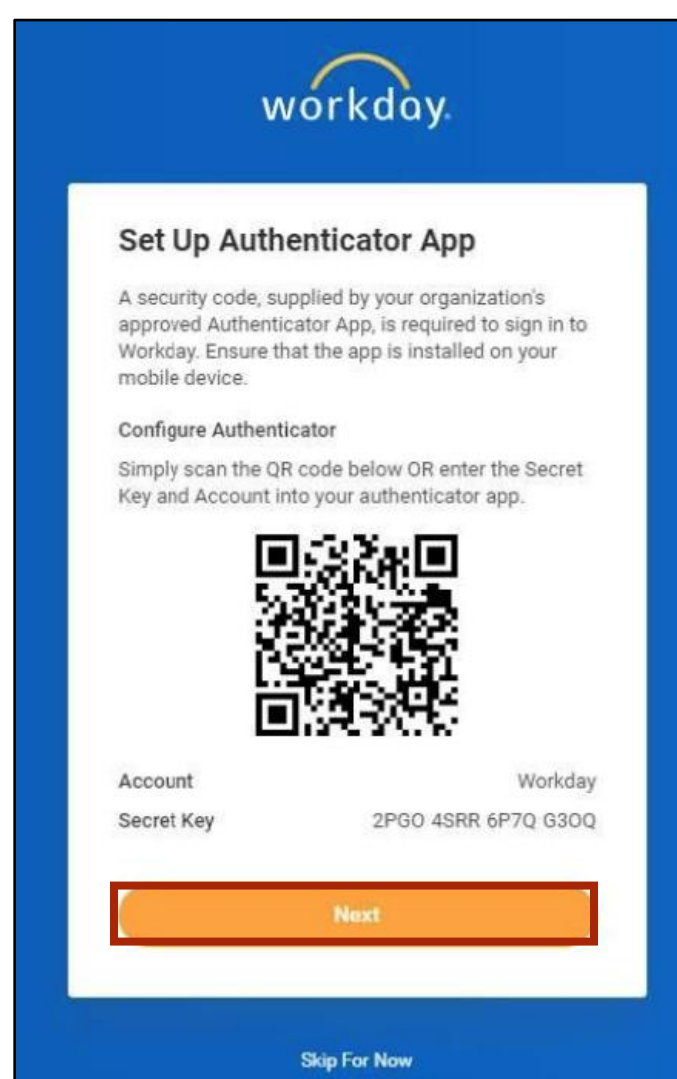
## INSTRUCTIONS

8. Select **Scan barcode**.



9. With your phone, scan the **QR Code**, then click **Next**.

GA@WORK

## INSTRUCTIONS

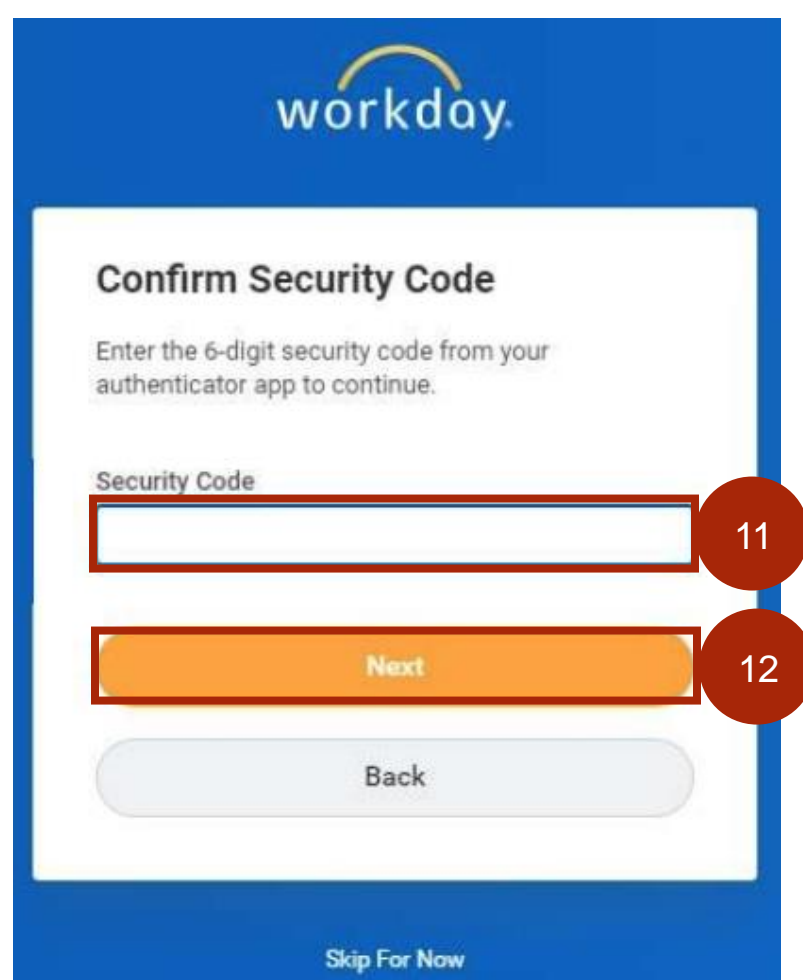10. On your phone, you are provided with a **numerical code**.

> **Note**: When the timer on the bottom right of the *Google Authenticator* code times out, a new code is generated.
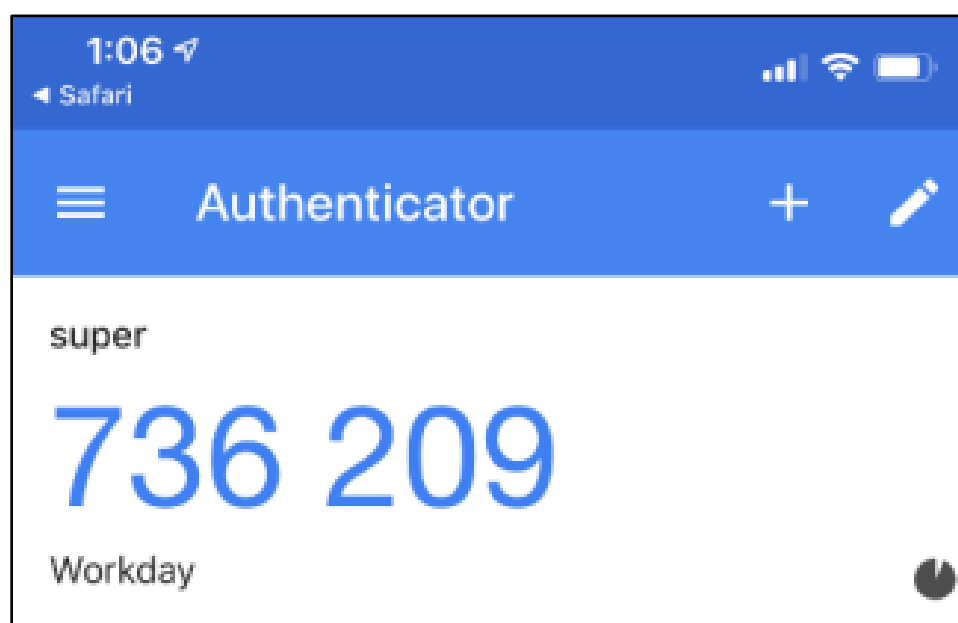


11. Enter the **numerical code** into the **Security Code** field.
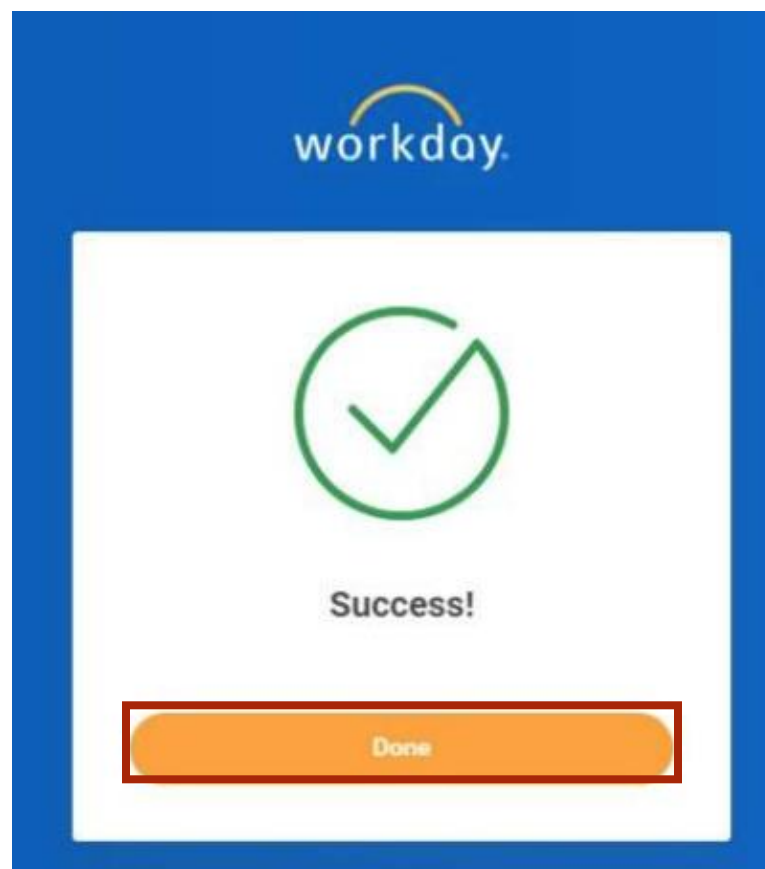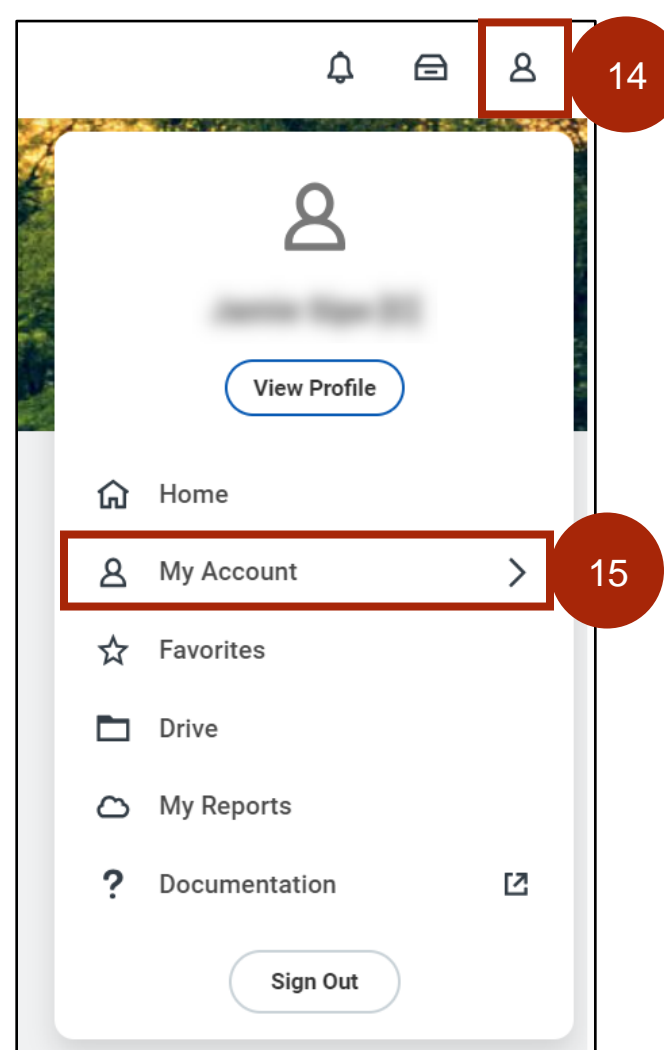
12. Click **Next**.

— INSTRUCTIONS —

13. A **Success** screen displays. Click **Done** to continue to GA@WORK.

> **Note**: Steps 14-17 show how to access the QR Code from within the tenant.

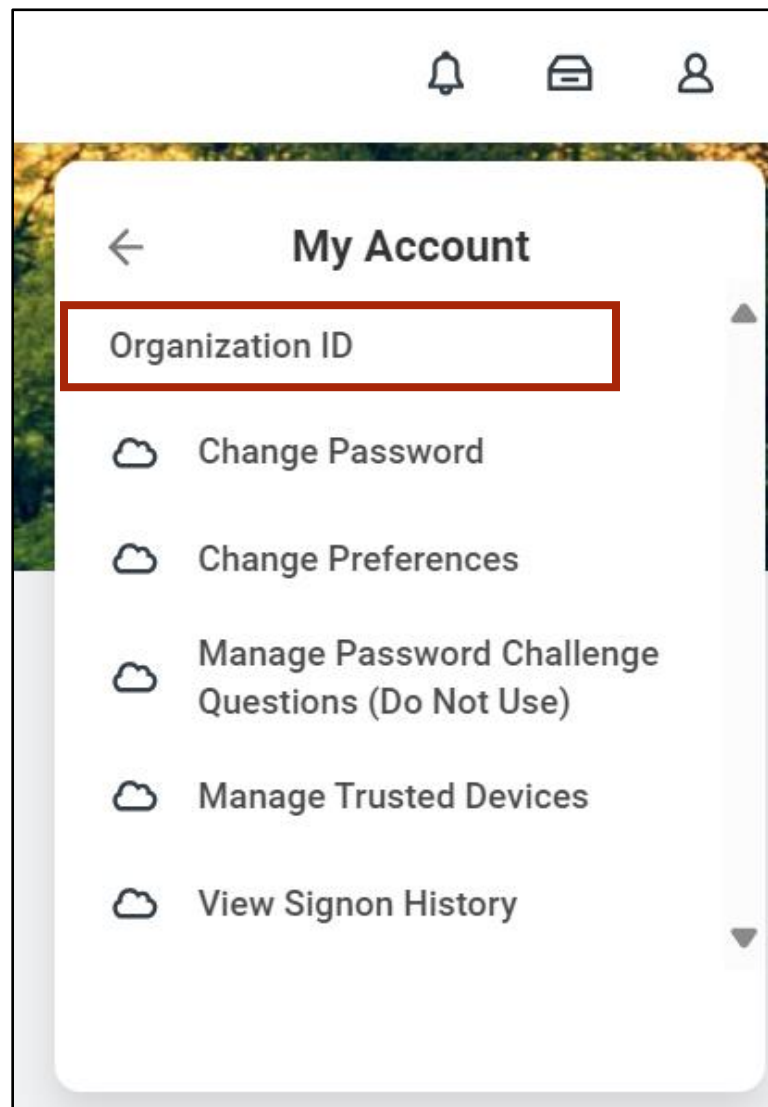14. To locate the QR Code within the tenant, click **My Profile**.

15. Click **My Account**.

**GA@WORK**

---

**INSTRUCTIONS**

---

## 16. Select **Organization ID**.



---

## 17. A QR Code and instructions display. Refer to steps 14-17 to complete setup.