

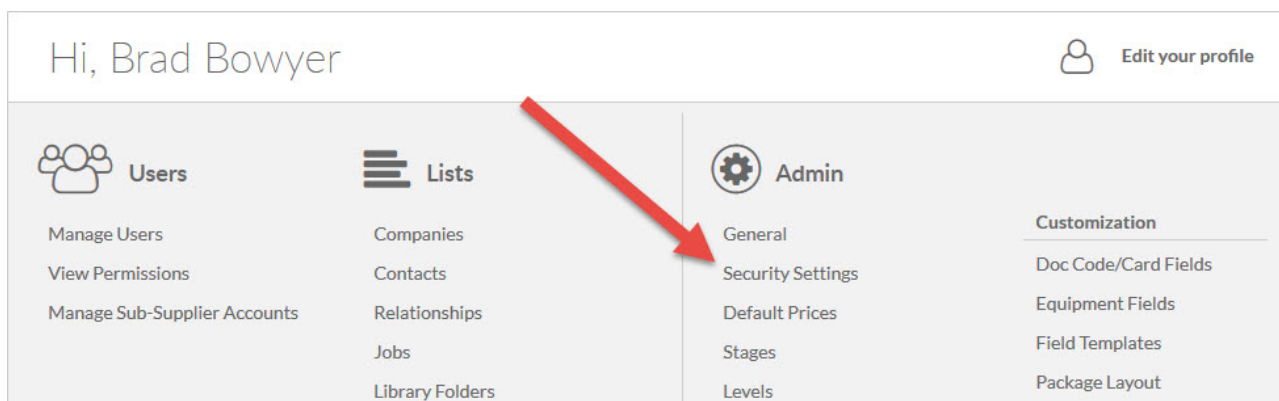
Multi Factor Authentication (MFA) for Users

07/19/2024 1:39 pm EDT

Enable

To enable Multi-Factor Authentication (MFA) your security enabled user should navigate to the security settings screen. Note that only the users with security settings will see this interface.

Admin > Security Settings.



Settings

1. Define which roles require authentication. Best practice is to protect high access roles - specifically admin and user. Other option include review, view and contact web access (if you have given a contact access to the customer portal).
2. Define how often your users should authenticate. **As long as they are accessing the system from the same IP address**, the authentication will be maintained.

Password reset interval (days) *
 90

Require customer to authenticate when accessing submittals *
 No

1 Select the user roles which require multi-factor authentication ?
 Admin × Full ×

2 Require authentication every X days *
 30

Save

Override

If a user is trying to access the system, and is unable to receive the authentication email, a user with security permission can override the setting. This must be manually set and unset. This option is ONLY available to users with the security permission.

System access

Login name *

cmuellerdemo

Role *

full (5/10)

Change password

New password

Must contain 10 letters, including a capital, a number, and a symbol.

Force user to change password

DISABLE account authentication ?

Email templates

The user email (with the authentication code) is a system specific email, and cannot be edited. The customer facing template can be changed.

