Two-Factor Authentication (2FA) Setup Guide

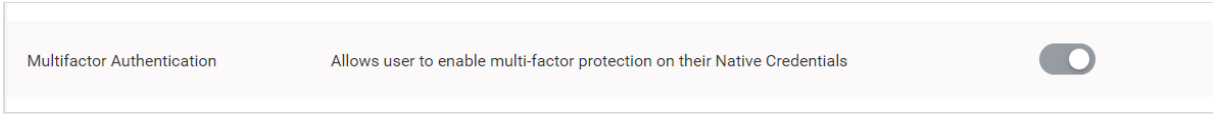
This guide explains how to switch on two-factor authentication (2FA) for your Oak site and how users pair their account with an authenticator app.

Prerequisites

- Access to **Site Settings** on your Oak site, to switch on multi-factor authentication.
- Each user needs an authenticator app on their phone, for example Microsoft Authenticator.

Switching on 2FA for your site

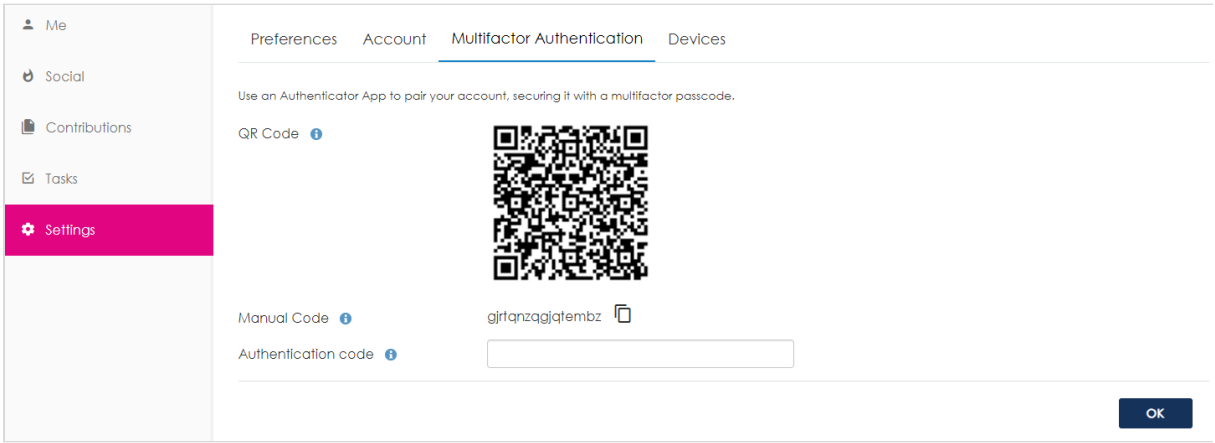
1. Go to the **Actions button** > **Configure** > **Site Settings** > **Applications**.
2. Switch on the **Multi Factor Authentication** option in the application list.
3. Select **OK** at the bottom of the page to save your changes.



Pairing an authenticator app

Once 2FA is switched on, each user pairs their own account with an authenticator app.

1. Open your Oak profile and select the **Settings** tab.
2. Select the **Multi Factor Authentication** option. A QR code and a manual code are shown.
3. Scan the QR code, or enter the manual code, in your authenticator app.



Any authenticator app can be used. If you're new to authenticator apps, Microsoft's guide About Microsoft Authenticator explains how they work.

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Checking it works

Once your account is paired, log out of Oak and log back in. You'll be asked to approve the sign-in in your authenticator app, where you can accept or reject it.

Support

If you need more help, contact the Oak Support Team at support@oak.com.

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