

## Enabling Multi-factor Authentication (Two Factor Authentication) for Admin

### What is Multi-factor Authentication / Two Factor Authentication in Claromentis

Multi-factor Authentication (MFA), or Two Factor Authentication, is a method of access control to Claromentis in which a user is granted access only after successfully entering the unique number generated by a dedicated mobile app. It is the second layer of security to make sure a user is authorised access, by combining password and other means of authentication, which in this case a uniquely generated number.

### Supported Authentication Apps

Claromentis support the following authentication apps on smartphones:

[Google Authenticator](#)

[Duo Mobile](#)

[Authy](#)

[Windows Phone Authenticator](#)

### How to enable in Claromentis

**Step 1** - Check if the Two Factor module is installed in the admin panel (compatible from Claromentis 8.2). If not, please [submit a ticket](#) to request the module.

**Step 2** - Navigate to the Two Factor admin panel.



[Two Factor](#)

**Step 3** - Select the group of users for which you want this feature enabled.

Admin / Enable two-factor

Enable two-factor

Settings

User list

Enable two-factor

Specify users who will be prompted to enable two-factor authentication after they logged in.

Start typing to add...

Browse

Remove

Group: Marketing

Apply permissions

View matching users

**Step 4** - Option to enforce

During the introduction of multi-factor authentication, we recommended that users are given time to familiarise themselves with the feature and making

this optional during a limited time. If you wish to enforce it, this option can be enabled.

Admin / Configuration

Enable two-factor

Settings

User list

Settings

Enforce Two-Factor Authentication

If yes is selected users won't be allowed to skip Two-factor Authentication setup.

☐ Yes ☒ No

Save Configuration

## Managing users

From the User list, a Two Factor administrator can manage and view the list of users who have two-factor authentication enabled. It is possible to revoke two factor authentication from this panel if required.

## What if my user has lost their phone or changing to a new phone?

If a user has lost their phone or changing to a new phone, they need to notify the admin and re-setup two-factor authentication with a new phone.

As an administrator (user with admin permission to two-factor) you can simply navigate to

Admin > Two-factor > User List

Admin / User List

Enable two-factor

Settings

User list











User list

List of users with two-factor enabled

10

(entries per page)

12

User name	Actions
Karenna Johnson	 
Edd Trent	 
Ivan Bandura	 
Terence Mckittrick	 
Plus Buttons	 

Remove user who has a new phone or lost a new phone, the system is going to prompt this user to re-setup two-factor with the new device when they log-in.

Video Guide on how to configure and use two-factor authentication as a user