



How to Set Up Multi-Factor Authentication (MFA) - Email Option

1. Log in to admin.callforentry.org.

Note: Click the eye icon next to the password field to view your password as you type it.

Application & Jury Administration

Admin Login

Please enter your administration username and password.

Username

Password

Forgot Username?

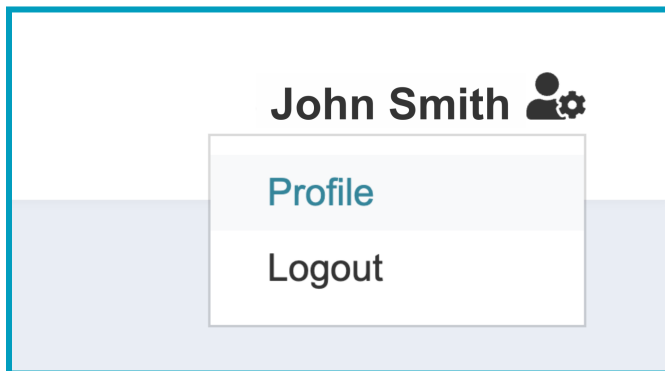
Email Address

Forgot Password?

Email Address

Username




2. Click on the account icon next to your name in the top-right corner.
3. Click **Profile**.



4. Click the **Profile Details** tab to see the Multi-Factor Authentication settings.
5. Select **Email** as the method you prefer to have the authentication code delivered to you.

Multi-Factor Authentication

Enable multi-factor authentication (MFA) to add an extra layer of security to your account.
Select a method below.

	Email Receive a code in your email when signing in.
	Use an App Retrieve a code from an authenticator app on your phone when logging in.
	Remind Me Later Receive a reminder in two weeks.

6. An email will be sent to the email address associated with your account with the authentication code. The email will come from contactcafe@callforentry.org.
7. Enter the code from your email into the Authentication Code field and click **Submit**.

Multi-Factor Authentication

An email with a one-time code was sent to the email address associated with your CaFÉ account.

Enter that code below and click Submit.

If you did not receive the email contact the CaFÉ team for assistance.

Authentication Code:

Back Submit

8. Once the code has been entered successfully, you will see a confirmation page with a recovery code. Save the recovery code to bypass the authenticator if you cannot access your original authentication method. **Note:** *The recovery code will change when you edit your MFA settings.*

Multi-Factor Authentication Congratulations!

You have successfully enrolled in Multi-Factor Authentication.

Before you go, please write down this recovery code (and keep it somewhere safe and secure):

[Recovery Code]

Click any link from the menu bar above to continue using the site.

Return to the [Profile Details help guide](#) to learn how to log in using Multi-Factor Authentication.