



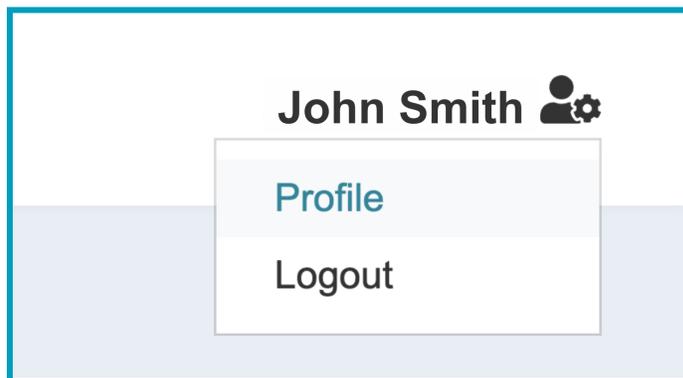
How to Set Up Multi-Factor Authentication (MFA) - Authenticator App Option

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.

A screenshot of the "Admin Login" page from the "Application & Jury Administration" system. The page has a light blue header with the text "Application & Jury Administration" and the CaFÉ logo. The main content area is white and contains the following elements: the title "Admin Login", a sub-header "Please enter your administration username and password.", a "Username" input field, a "Password" input field with an eye icon to its right, a green "Log In" button, a "Forgot Username?" section with an "Email Address" input field and a blue "Remind Me" button, and a "Forgot Password?" section with an "Email Address" input field, a "Username" input field, and a blue "Reset Password" button.

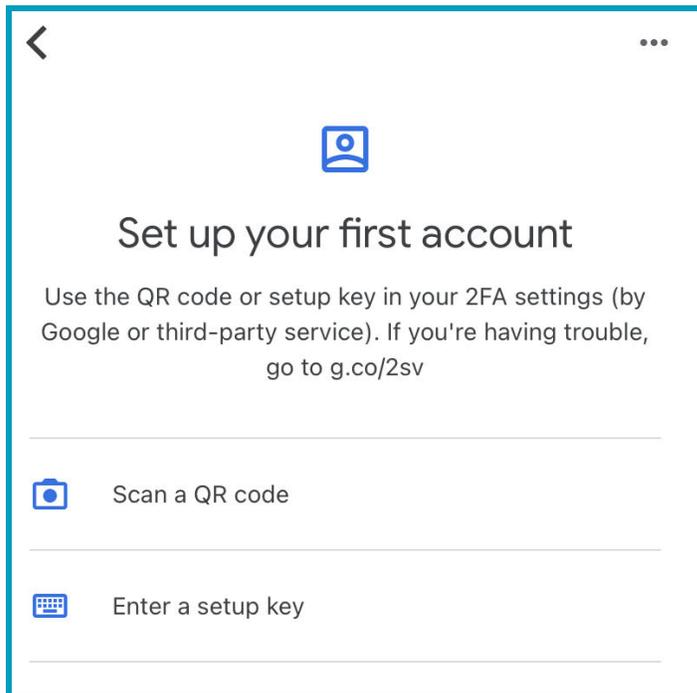
2. Click on the account icon next to your name in the top-right corner.
3. Click **Profile**.



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



6. Download or open the authenticator app of your choice. The images in these instructions are from Google Authenticator, but you can use any authenticator app.



7. Scan the QR code or enter the secret code provided by CaFÉ as the setup key on your authenticator app.

Multi-Factor Authentication

Scan the QR code or open your authenticator app and enter the secret code manually.
Next, enter the code your authenticator app generates and click Submit.



MANUAL ENTRY

Secret Code:

Authentication Code:

- A code will pop up on your authenticator app. Enter it in the **Authentication Code** field on CaFÉ and click **Submit**.

Note: *Have the app ready as the code expires quickly. The code will automatically regenerate, so if you miss the first one, you can enter the second one without logging in again.*

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:

- Once you submit the code, 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.