

## Set up multi-factor authentication (MFA)

- 1. Before enabling MFA, ensure everyone who requires MFA has a mobile number attached to their login. For help on this, please click here
- 2. To enable MFA, click Setup

Dashboard • My Timesheet • Health and Safety • Jobs • Block/Clients • Reports • Payroll • Rosters • Tasks • Setup • Logout

- 3. Go to the Multi-Factor Authentication section (at the top of General Setup)
- 4. Locate the access level(s) that requires MFA
- 5. Select either Individual or Everybody:

Administrator :	None	•	(your current access level)
partner :	C	ζ	
,	None		
partner / admin :	Individual		
	Everybody		

Note: **Individual** enables you to set up MFA on an individual basis meaning that not everyone on that access level requires MFA. If the **Everybody** option is selected, this means everyone with the selected access level requires MFA to be set up.

6. Select the applicable MFA expiry option:



- 7. Click Save
- 8. Hover on Setup > Team Manager

D	ishboard 👻	My Timesheet <del>-</del>	Health and Safety <del>-</del>	Jobs 🔻	Block/	Clients 🔻	Reports 🔻	Payroll -	Rosters -	Tasks 🔻	Setup 👻	Log	out
Location: all 🗸					• Pay Frequency :		: All	All		My Details		• 's	
9. Click on the team member who has had MFA enabled							Team Ma	nager	•				

- 10. Click on the **Preferences** tab
- 11. Scroll down to the Look, Feel & Security section
- 12. Update the Require Multi-Factor Authentication dropdown to Yes:

## Look, Feel & Security

Require Multi-factor Authentication :	No	0
Timesheet Default Activity Code :	٩	
,	No	
Timesheet Default Job :	Yes	

13. Click Save



14. When the user with MFA enabled logs in, they will be redirected to the following screen:

## Multi-Factor Authentication

Multi-Factor Authentication has been activated for your account!

To access AgriSmart, you will need to enter a code sent to you via SMS.

If your mobile number is incorrect, please contact your administrator to update it.

D Mobile Number : +64271231234



- 15. Click Send Code
- 16. A code will be texted through to the user enter this into the Enter Code box
- 17. Click Continue to AgriSmart

MFA has successfully been set up