

# How to setup your login with 2FA?



**Tutorial Guide**



# Main Page Navigator

**Change Language**

**Smart Card**

You cannot actually change anything on this tab, you are only able to view the UID of the smart card allocated to you

**Staff List**

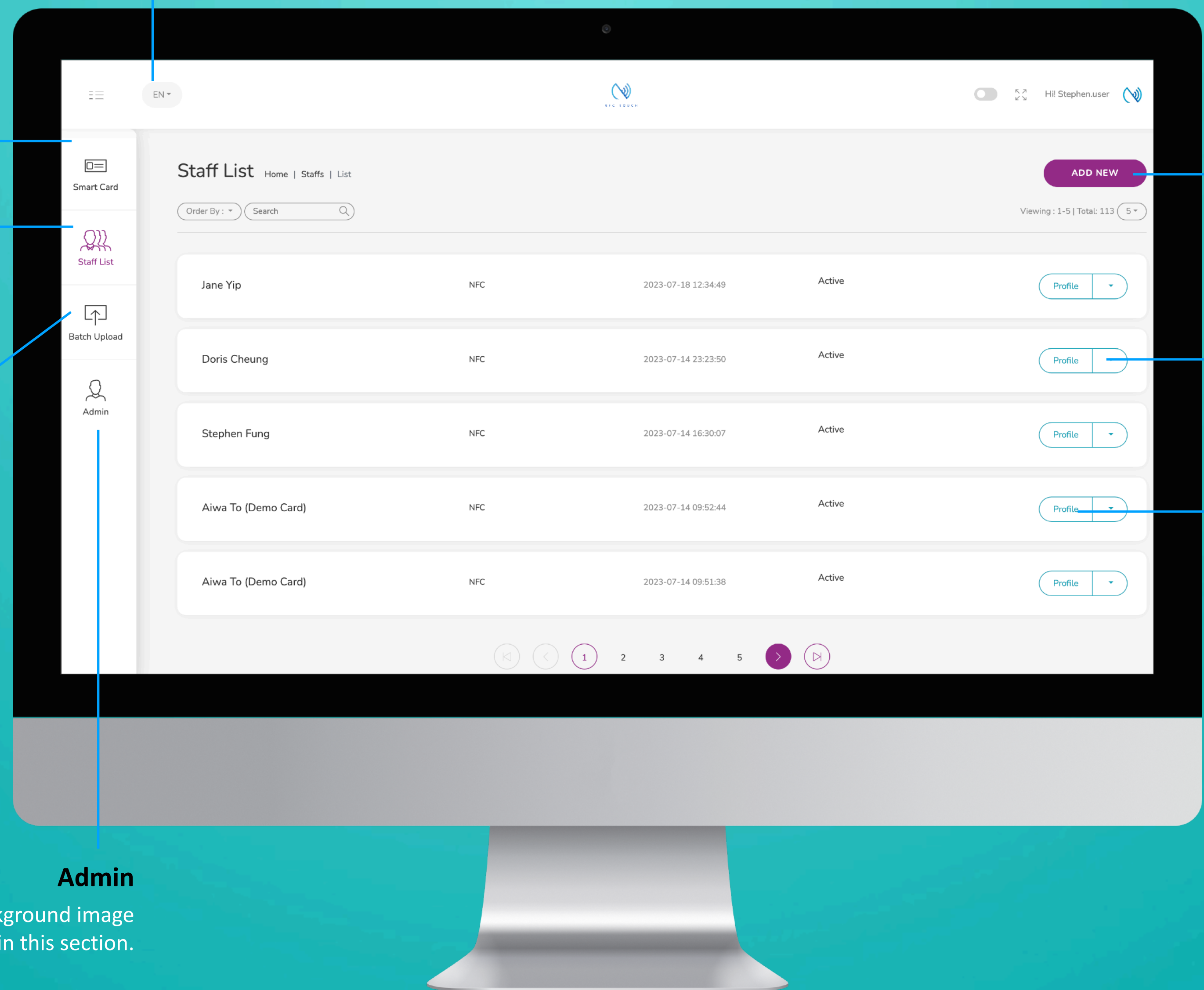
This is the page where you will spend most of you time on, this page enable you to add staff, edit info and delete of staff profile

**Batch Upload**

This allow you to export all staff info into excel and batch upload staff information by import excel

**Admin**

This tab allow admin to upload company logo, background image and company banner. The stats are also available in this section.



**Add New**

You can add new staff by clicking the button here.

**Choose “Edit” or “Delete”**

You can edit staff info or delete staff by clicking the button here.

**Profile**

You can view staff profile by clicking this button.



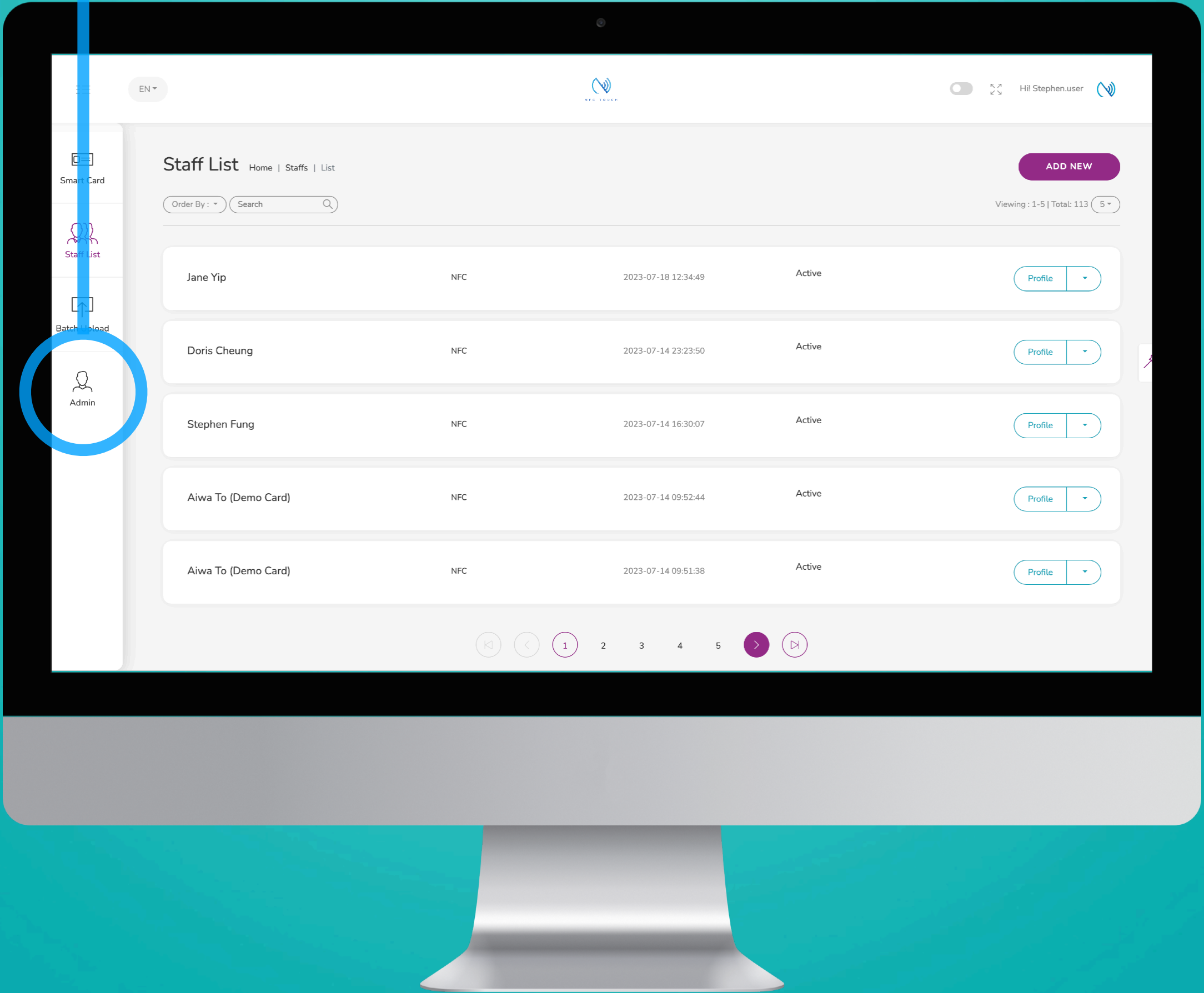
Step  
1

# Go to Admin

Click on the “Admin” tab if you want to edit the login setting.



Step 1  
Click Here



Re-set

## Re-set Password

Under this section you can update a new password for your admin login. A secure password and updated recovery info help protect your Account. Your password should be hard to guess and shouldn't contain personal information like your birth date or phone number.

Save

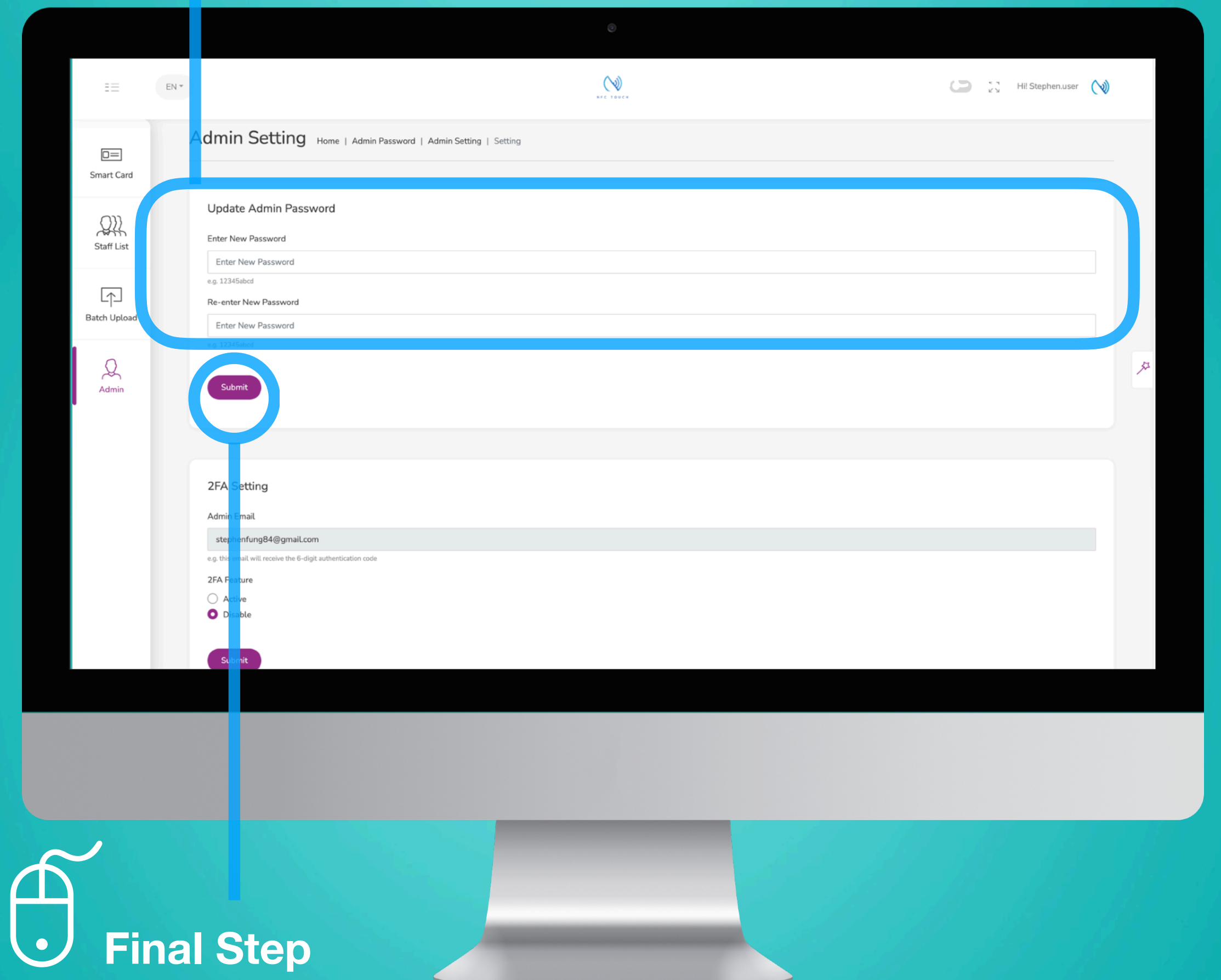
## Save and Exit

When you finish inputting the new password, please remember to click "Submit"



### Step 2

Input new password here



Final Step

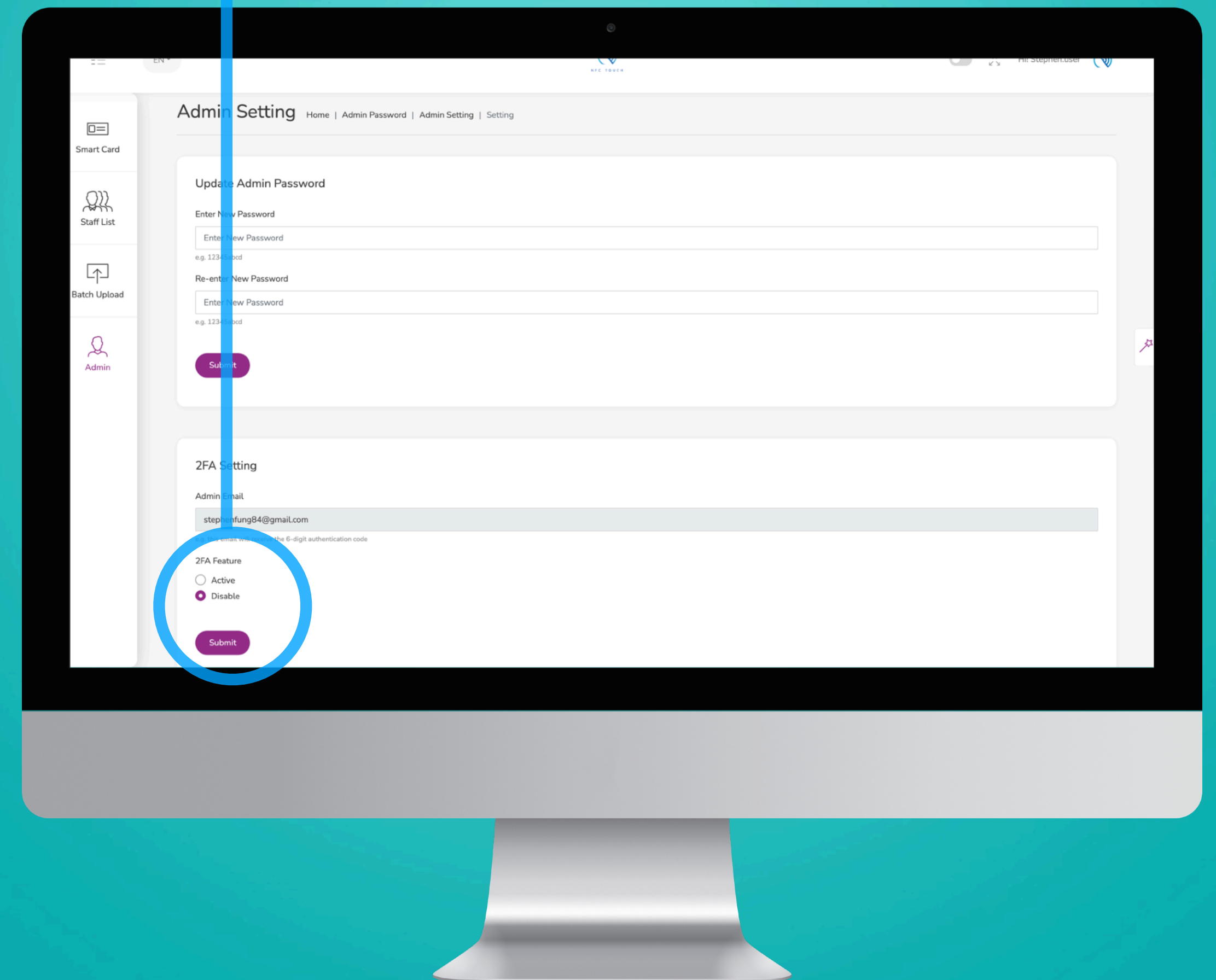
Step  
1

## Setup 2FA

Click on the “Active” tab and hit “Submit”. Please note, you need to have access to your admin email. You must contact us if you are unable to check email and would like to change to another email address.



**Step 1**  
Choose “Active”  
and click Submit





Log out

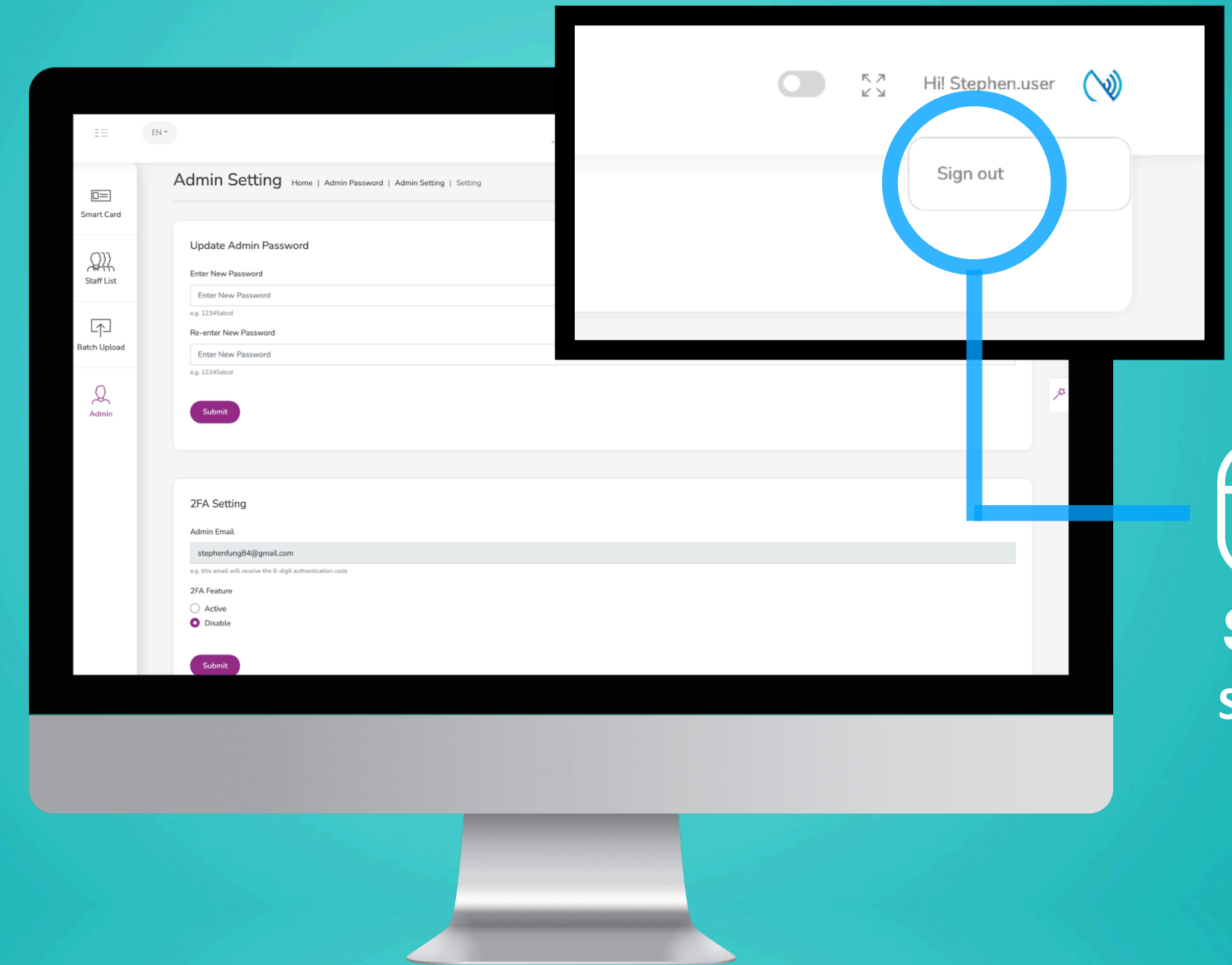
## Sign out

In order to try, you need to log out of your admin account.

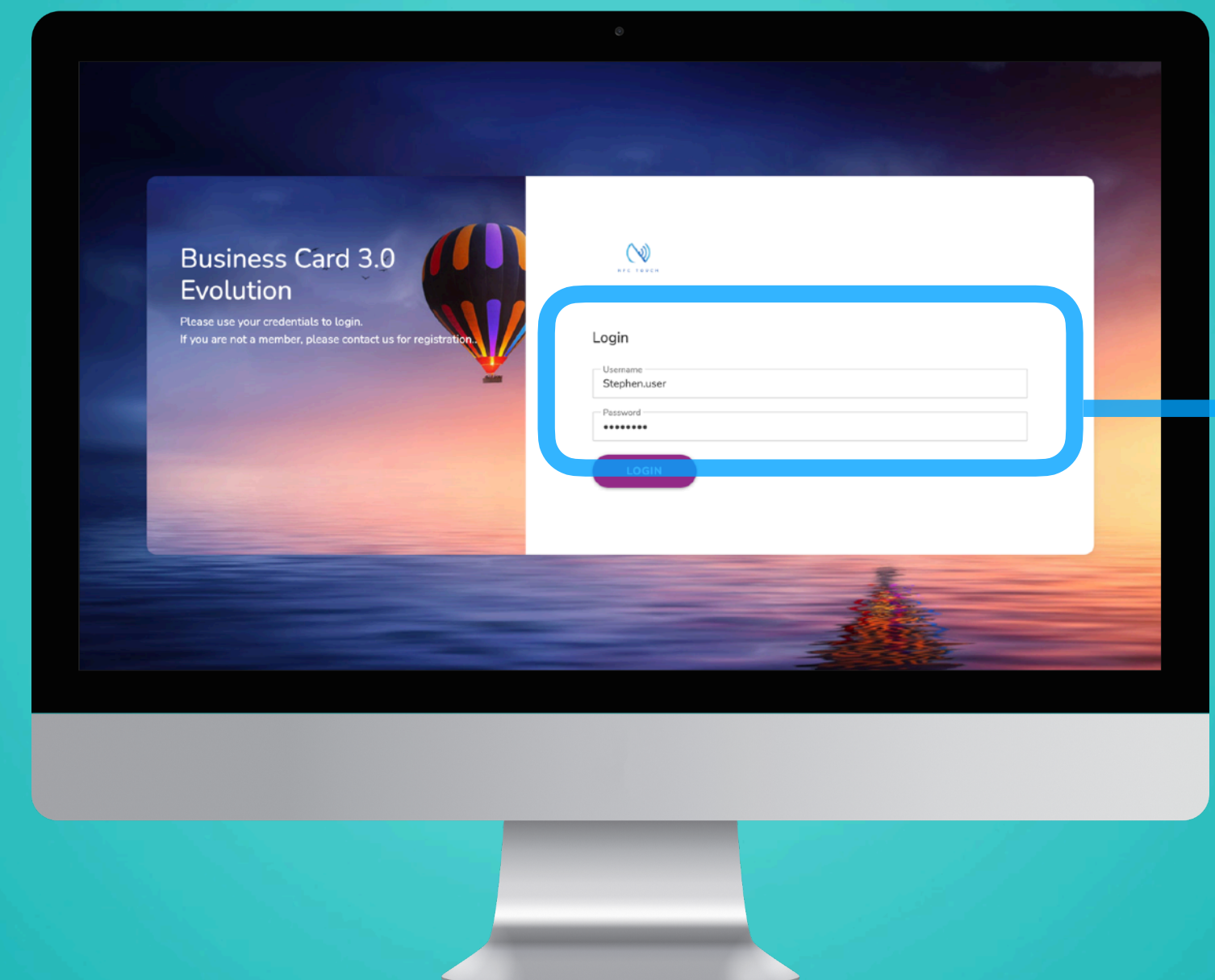
Login

## Login

Enter your username and password, when finish, click on “Submit”



**Step 2**  
Sign out



**Step 3**  
Input your  
username  
and  
password

Log out

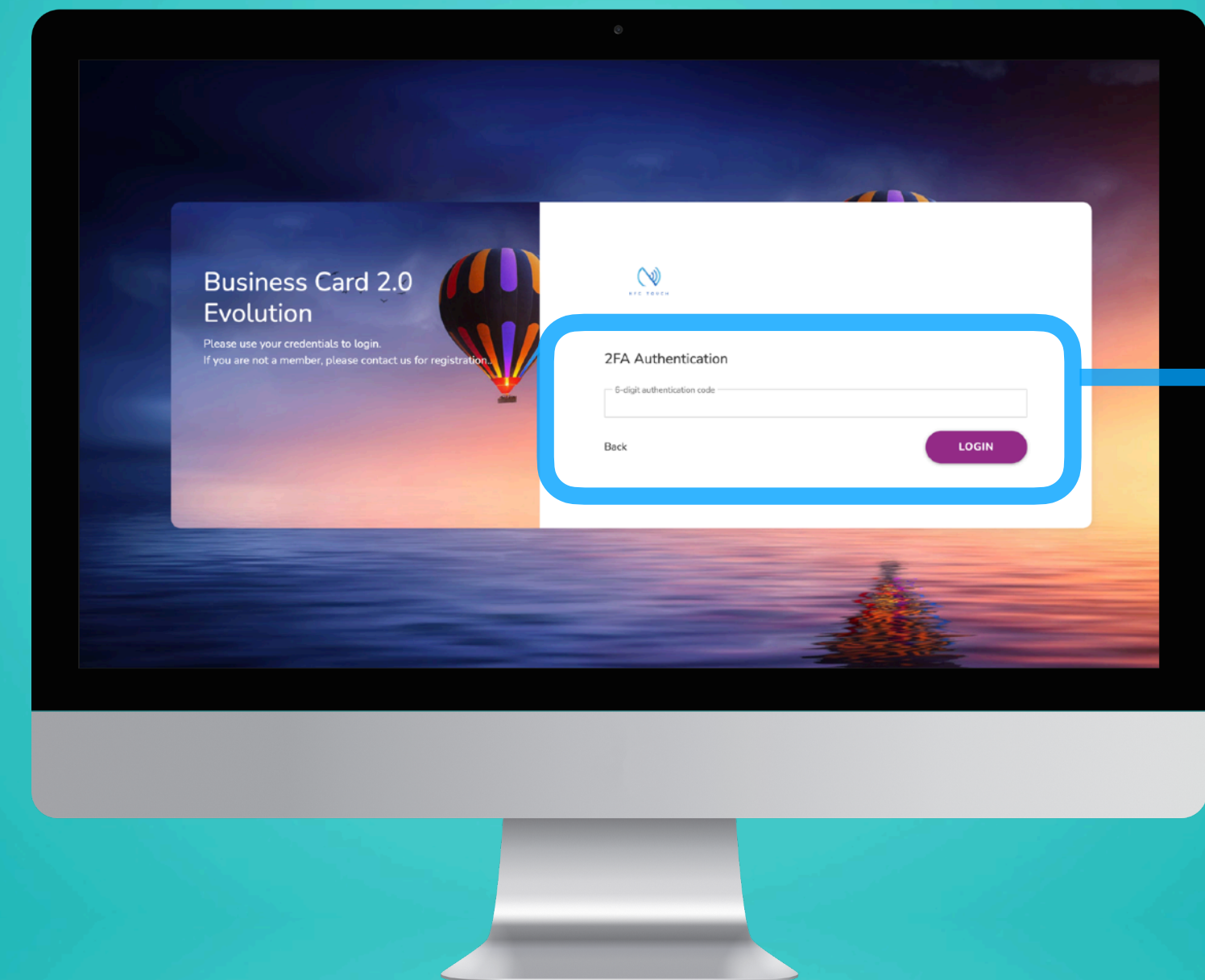
Login

## Input 6-digit Authentication Code

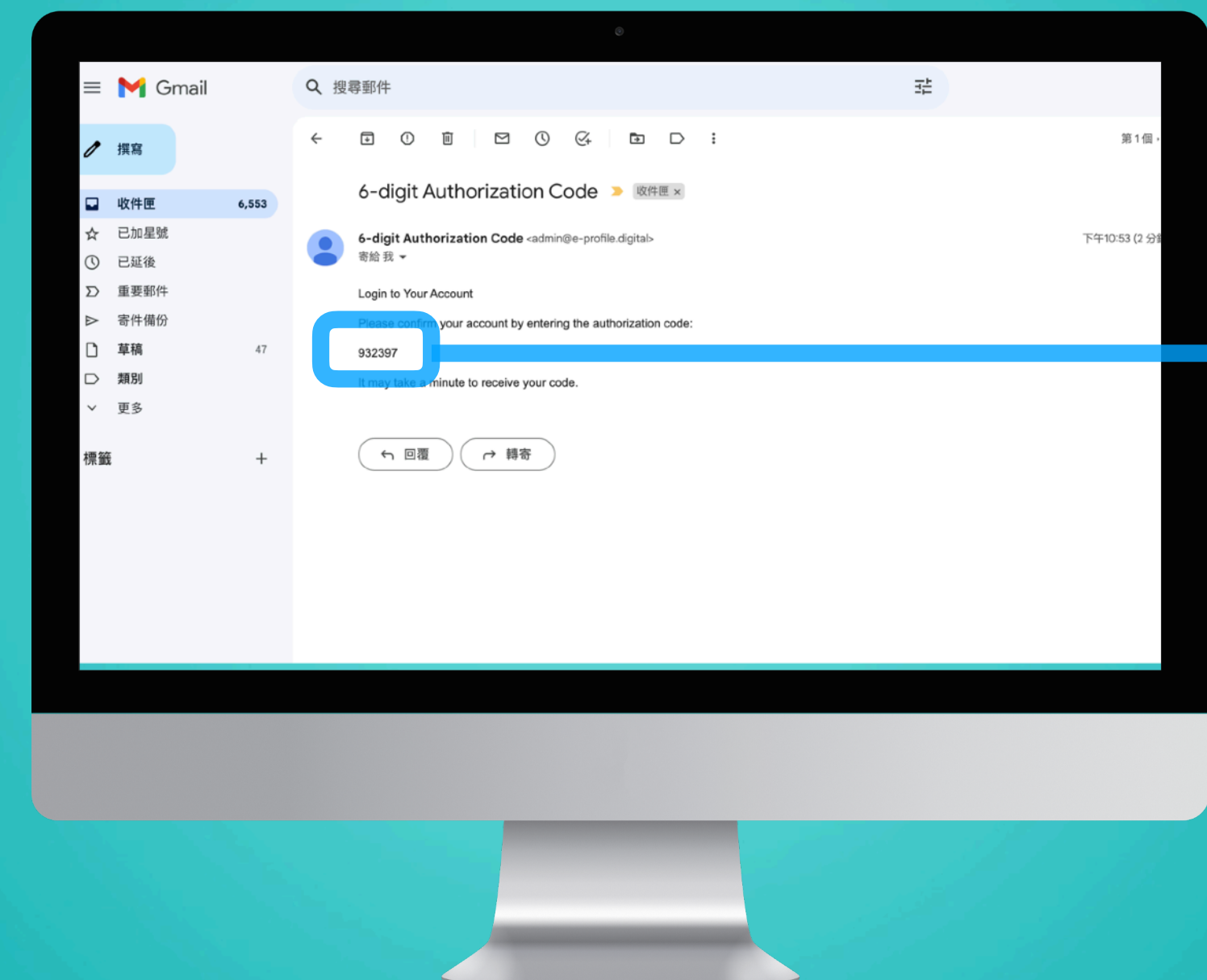
You will be asked to input a 6-digit authentication code. Please check your email. The 6-digit code should have sent to you.

## Find your 6-digit Authentication Code

Check email! Copy and paste the 6-digit authentication code in order to login.



**Step 4**  
Enter the  
6-digit  
authentic  
ation code



**Step 5**  
Copy and  
paste this  
code in  
order to  
login