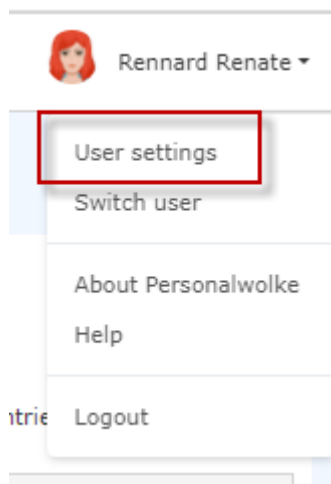


2nd Factor Authentication

To set the 2-factor authentication, the employee must go to the profile settings on the start page (click on the avatar or name in the upper right corner of the start page, see picture).



The information and input mask is opened by clicking on "User settings".

A screenshot of the 'Settings' page. At the top, there are two buttons: 'Save & Close' and 'Save'. Below this, on the left, is a user profile card with a red-haired woman's avatar and a list of settings categories: Deputy, Project Time, Security, Travel management, and Workflow Settings. To the right of the profile card, there are settings for 'Language' (set to English) and 'Menu' (set to Desktop). Below these is a checkbox for 'Link Page With Menu' which is unchecked. A search bar is present with the text 'Deputy', 'Project Time', 'Security', and 'Travel management' listed below it. The 'Enable 2nd Factor Authentication' button is highlighted with a red rectangle. At the bottom right, there is a chat icon.

Activation is done by clicking on the button "Enable 2-factor authentication" and following the instructions in the window that then opens. The process itself is supported by the use of apps such as Google Authenticator.

NOTIZ

Attention! Each staff member can decide for themselves whether 2-factor authentication takes place at login, as this is an individual entry in the profile settings.

However, it is also possible to make this mandatory for the entire organisation. This is done via a setting directly on the client. If you would like mandatory 2-factor authentication, please contact the Workflow advisors.