

# Set up two-factor authentication (2FA) in CrossConnect

## You will need:

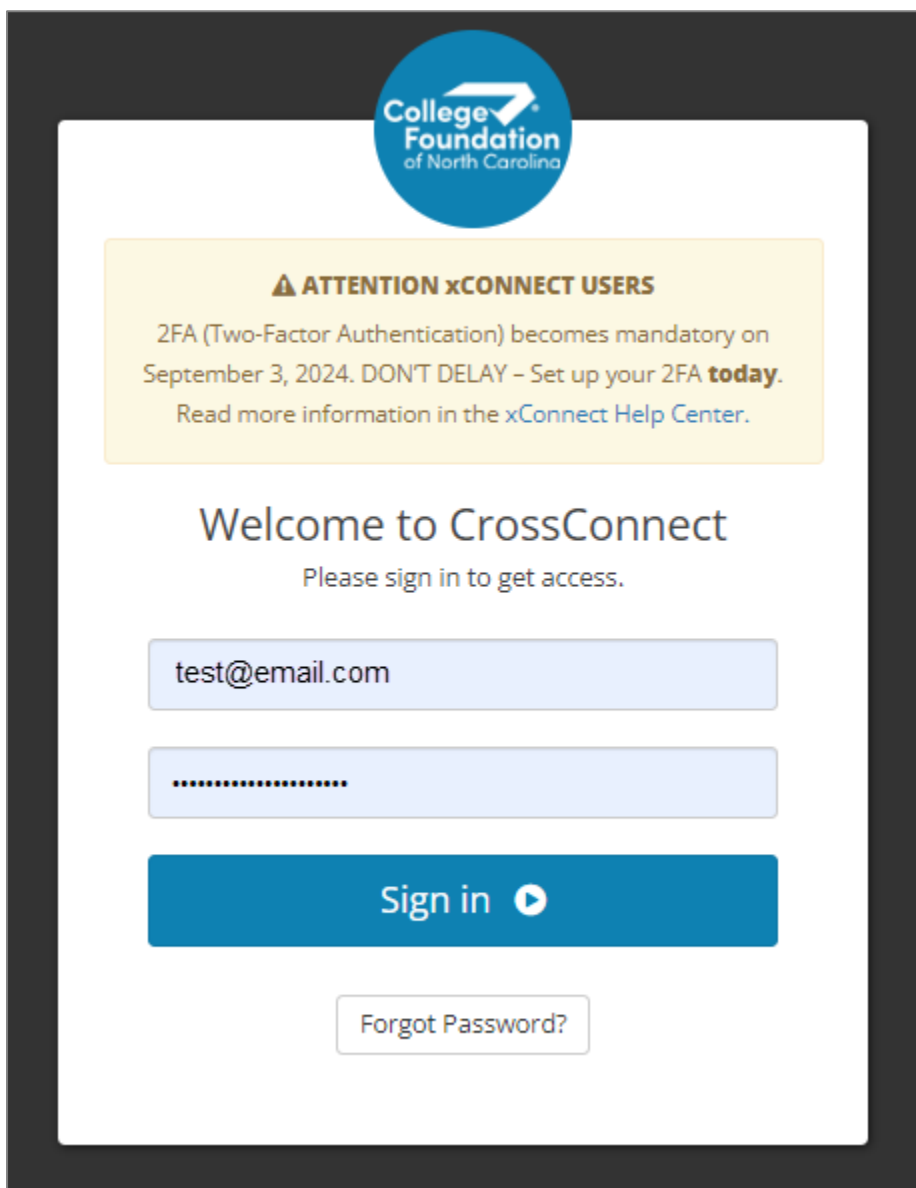
- Access to the computer, to log into CrossConnect
- Access to your mobile phone with a two-factor authenticator app DOWNLOADED


Examples include

Microsoft Authenticator for [Android](#) and [iOS](#) or

Google Authenticator for [Android](#) and [iOS](#).

# Part 1: Login to CrossConnect






**⚠ ATTENTION xCONNECT USERS**

2FA (Two-Factor Authentication) becomes mandatory on September 3, 2024. DONT DELAY - Set up your 2FA **today**.  
Read more information in the [xConnect Help Center](#).

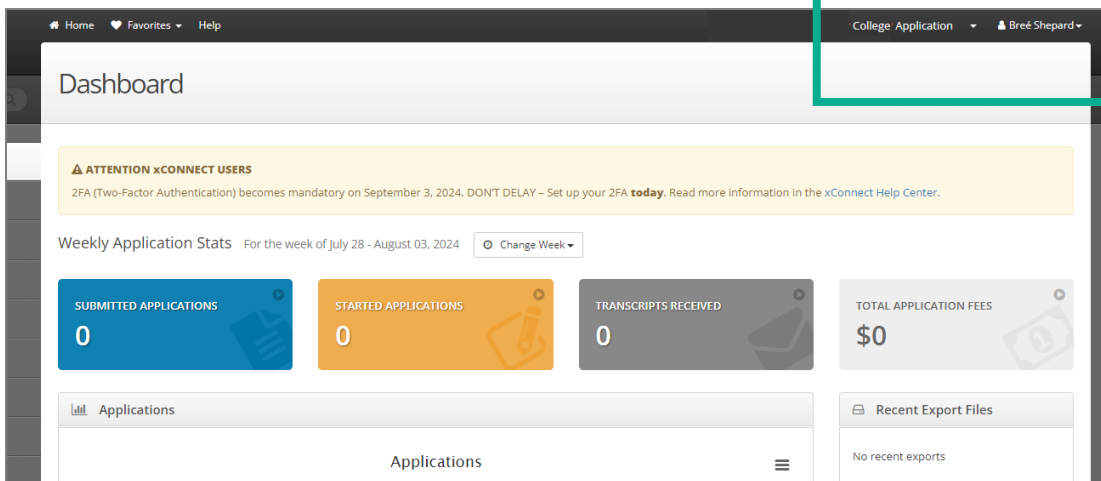
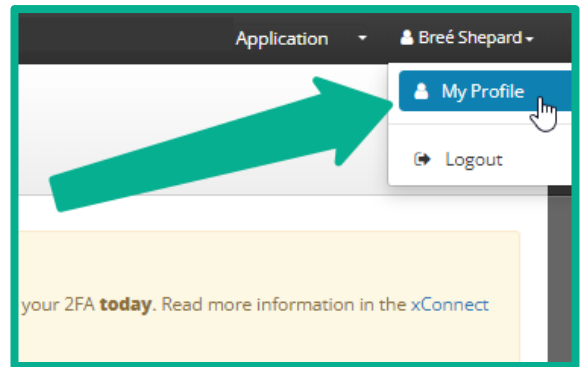
## Welcome to CrossConnect

Please sign in to get access.

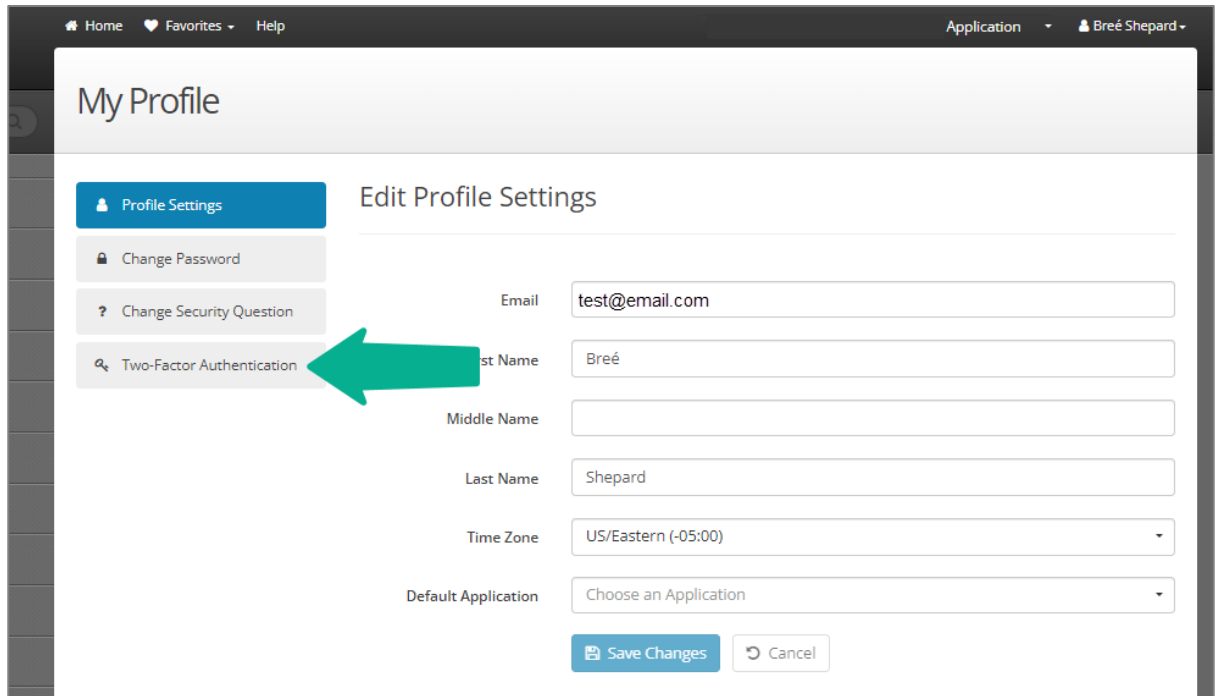
[Sign in](#) 

[Forgot Password?](#)

Click your name in upper right corner, then My Profile

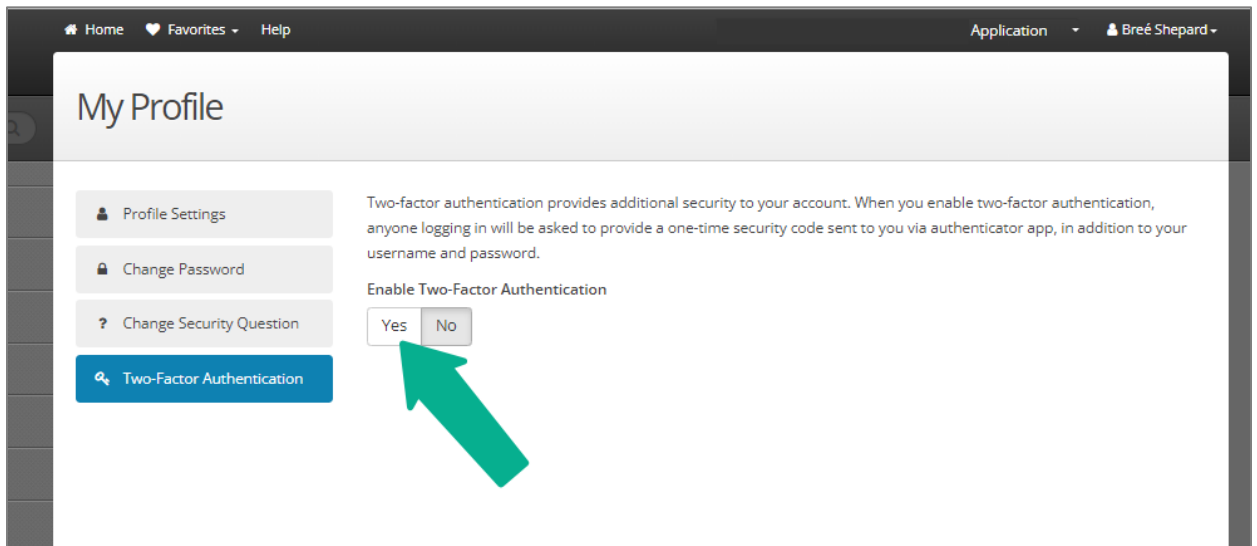


Notice the "Two-Factor Authentication" on the left. Click that.



The screenshot shows the 'My Profile' page with the 'Edit Profile Settings' form. The left sidebar contains a list of settings: Profile Settings, Change Password, Change Security Question, and Two-Factor Authentication. A green arrow points to the 'Two-Factor Authentication' option. The form fields include: Email (test@email.com), First Name (Breé), Middle Name, Last Name (Shepard), Time Zone (US/Eastern (-05:00)), and Default Application (Choose an Application). There are 'Save Changes' and 'Cancel' buttons at the bottom.

Now select "Yes" to enable two-factor authentication



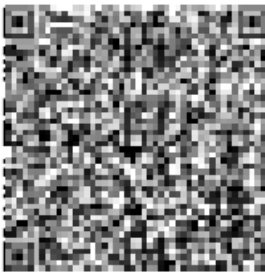
The screenshot shows the 'My Profile' page with the 'Enable Two-Factor Authentication' dialog. The dialog text reads: 'Two-factor authentication provides additional security to your account. When you enable two-factor authentication, anyone logging in will be asked to provide a one-time security code sent to you via authenticator app, in addition to your username and password.' Below the text are 'Yes' and 'No' buttons. A green arrow points to the 'Yes' button. The left sidebar shows the 'Two-Factor Authentication' option highlighted in blue.

# Instructions will appear on screen.

## Keep the CrossConnect screen open while you do the next steps.

To use an authenticator app go through the following steps:

1. Download a two-factor authenticator app like Microsoft Authenticator for [Android](#) and [iOS](#) or Google Authenticator for [Android](#) and [iOS](#).
2. Scan the QR Code or enter this key `ha3 syj guz olj gy3 qlj mm2 ml1 mm4 ell miy kmr gi3 mmj` into your two-factor authenticator app. Spaces and casing do not matter.



3. Once you have scanned the QR code or input the key above, your two-factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Verification  
Code

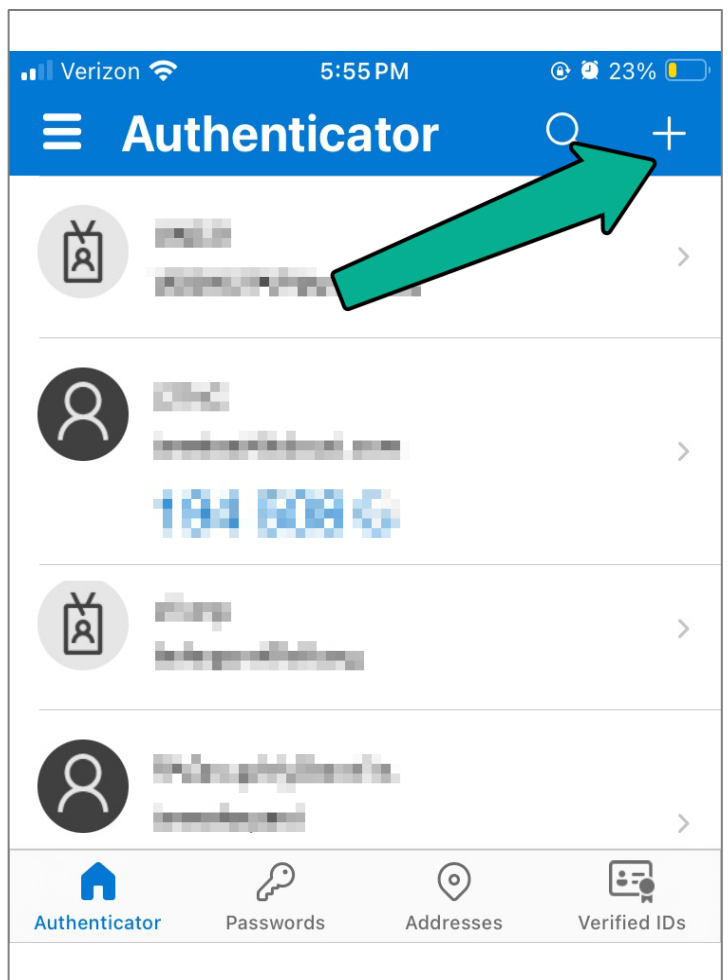
# Part 2: Configure your authenticator app

Download a two-factor authenticator app.

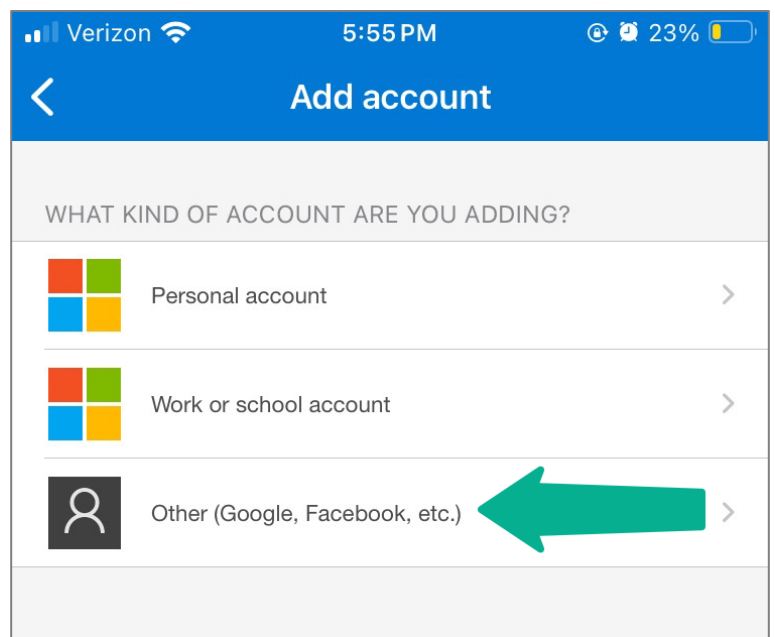
I will show you how to configure two-factor using the **Microsoft Authenticator** app, but you are free to use whichever app you would like.

Once you have downloaded the app, then...

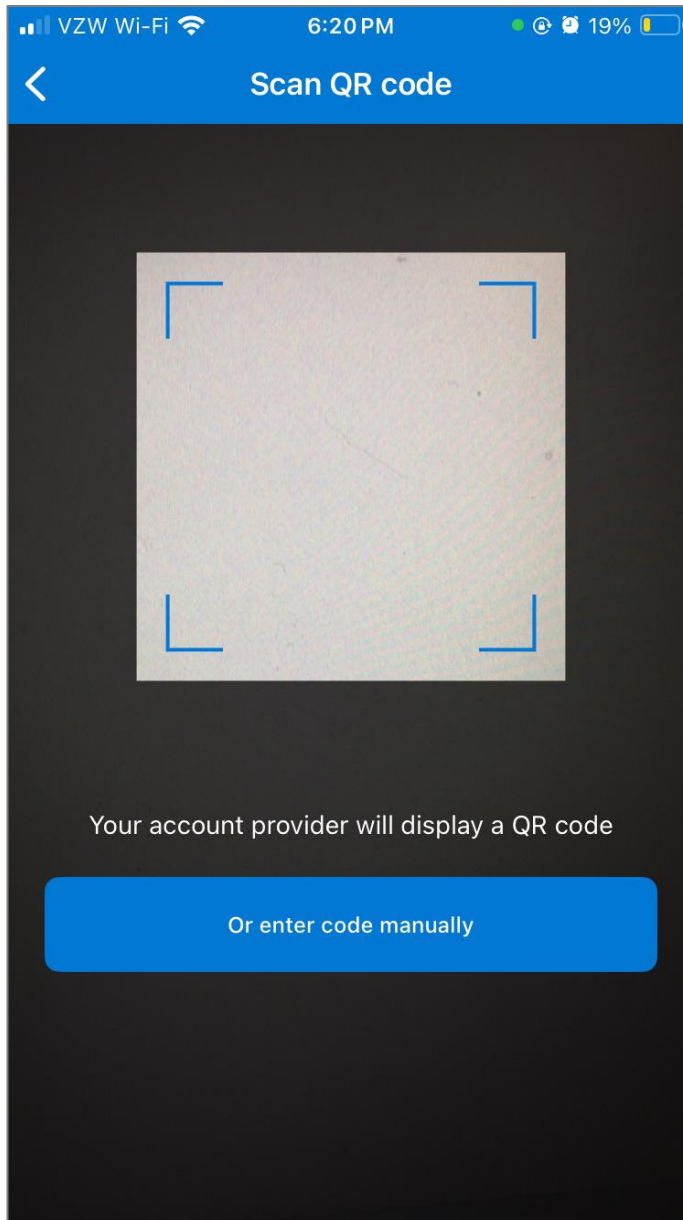
Click the plus button (+) in the upper right corner



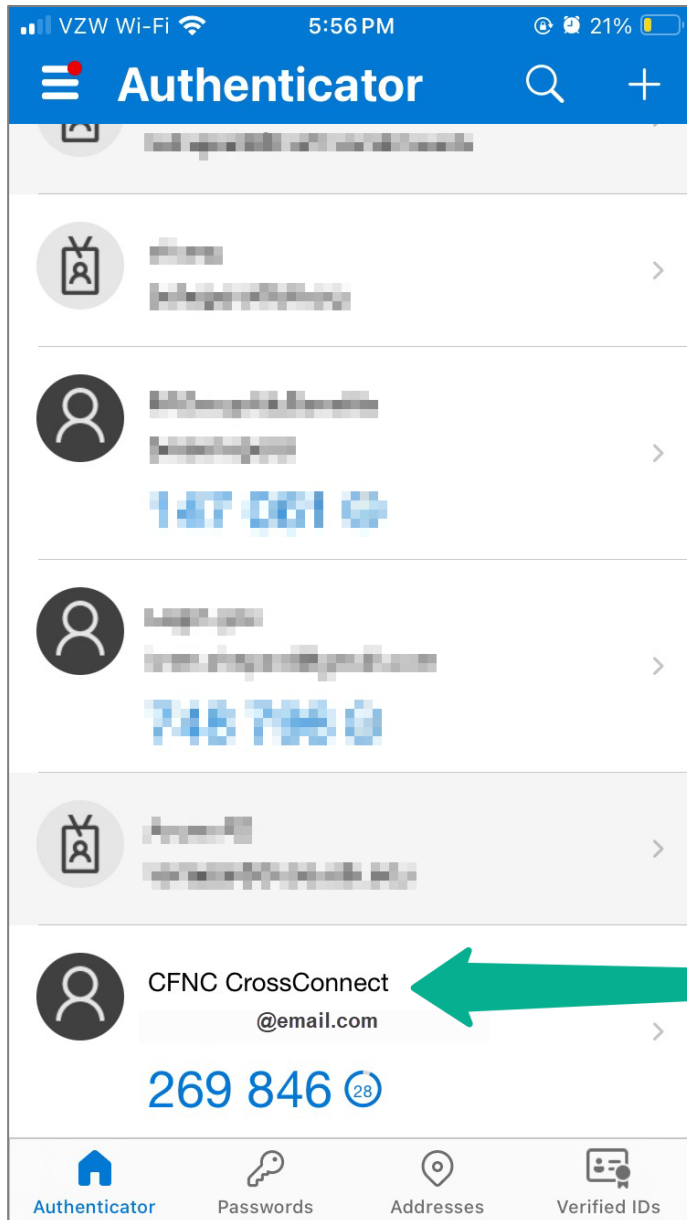
Select "Other (Google, Facebook, etc.)"



Your camera will turn on. You will use the camera to scan the QR code that you see in CrossConnect



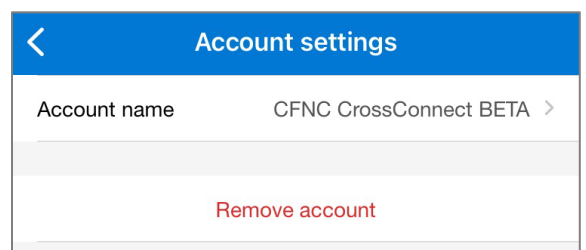
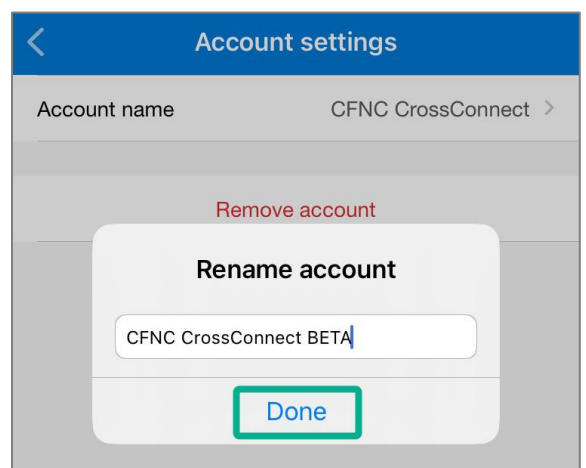
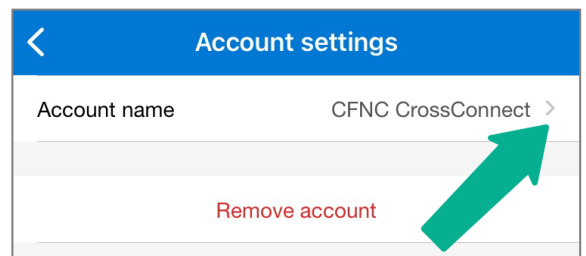
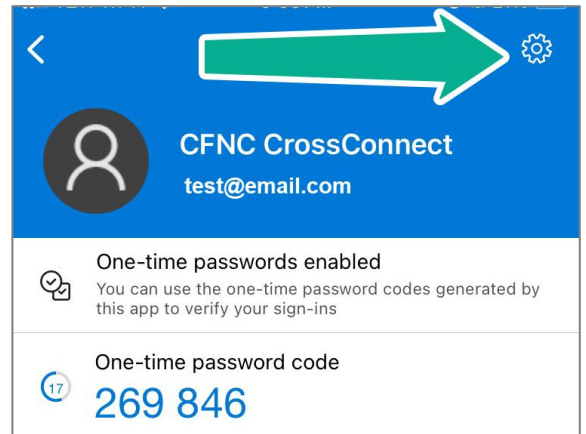
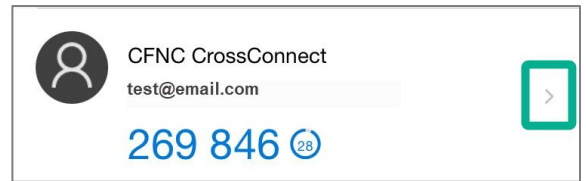
Poof! Now **CFNC CrossConnect** is at the bottom of your app with a 6-digit code that refreshes every 30 seconds



# (Optional) Rename account

If you want to change the name for YOUR reference, follow these steps.

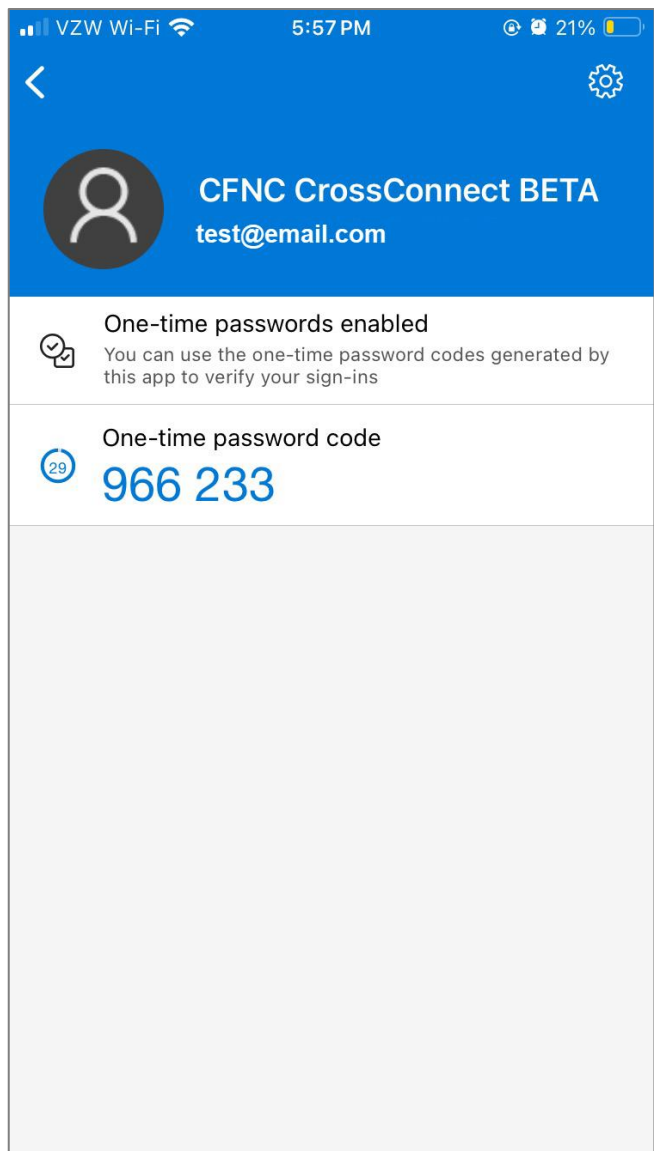
1. Click on the CFNC CrossConnect name/arrow
2. Click the gear symbol in the upper right corner
3. Then click the arrow to the far right of the current account name
4. Type in the name that you would like to see when you open your app. Click **Done**.
5. You have just renamed your CFNC CrossConnect account name!



# Part 3: Verifying your authenticator code in CrossConnect

Open your authenticator app and navigate to the **CFNC CrossConnect** (or whatever you renamed it to).

Take note of the code.



Enter the code in CrossConnect in the Verification filed (#3 under Configure Instructions).

Click **Verify**.

**Two-Factor Authentication**

### Configure Two-Factor Authenticator App

To use an authenticator app go through the following steps:

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2. Scan the QR Code or enter this key `ha3 syj guz o1j gy3 qlj mm2 m11 mm4 e11 miy kmr gi3 mmj` into your two-factor authenticator app. Spaces and casing do not matter.
3. Once you have scanned the QR code or input the key above, your two-factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

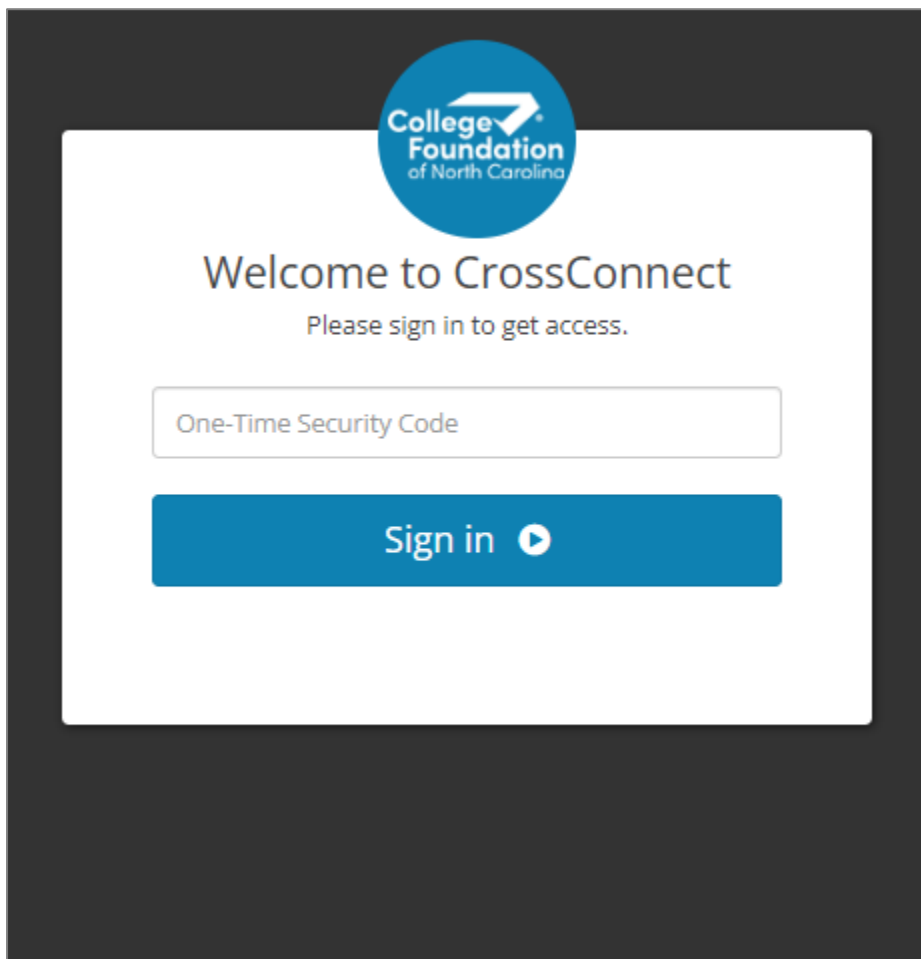
Verification Code


**Verify**

**Mobile App Screenshot:** CFNC CrossConnect BETA test@email.com. One-time password code: 966 233.

# Part 4: Logging in after two-factor is enabled

Now when you log in, you will see this prompt to enter the 6-digit code from your authenticator app




College  
Foundation  
of North Carolina

Welcome to CrossConnect

Please sign in to get access.

One-Time Security Code

Sign in 

# Part 5: More Two-Factor Settings

1. If you need to add additional authorization apps, use the **+ Add Authenticator App** button and repeat the previous steps to configure the two-factor authentication.
2. If you need to Reset your Authentication Key, use this button. **Use caution - all previously authorized authentications will be reset.**

