

## Setting up Two-Factor Authentication Google Authenticator

### Step 1 – Download the Google Authenticator app

The user must firstly download the ‘**Google Authenticator**’ app to their chosen device, i.e. their smart phone, tablet or iPad.

You can find the Google Authenticator app by simply searching for the name in your app store, or by using one of the below hyperlinks:-



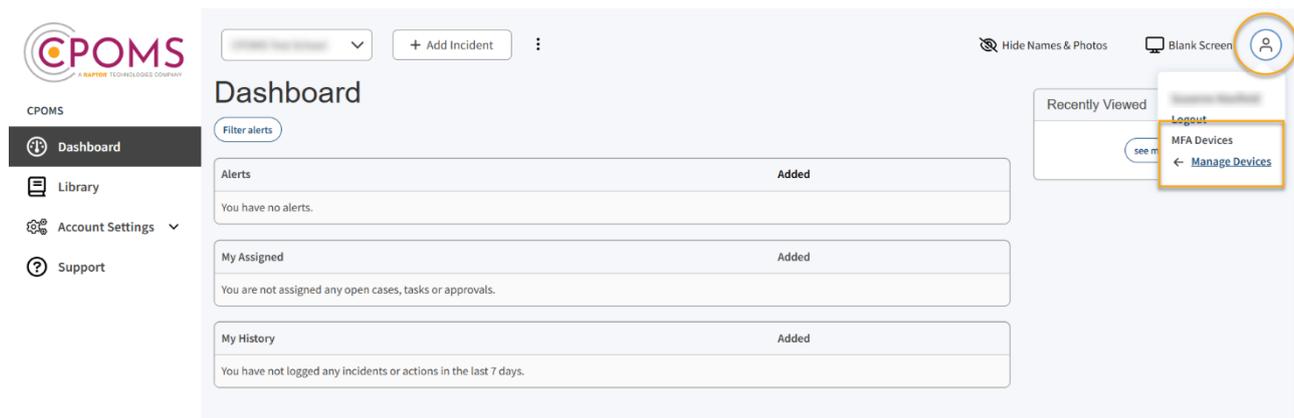
*Please note, other authenticator apps can be used as an alternative to the Google Authenticator, if required.*

### Step 2 - Log in to your CPOMS Account

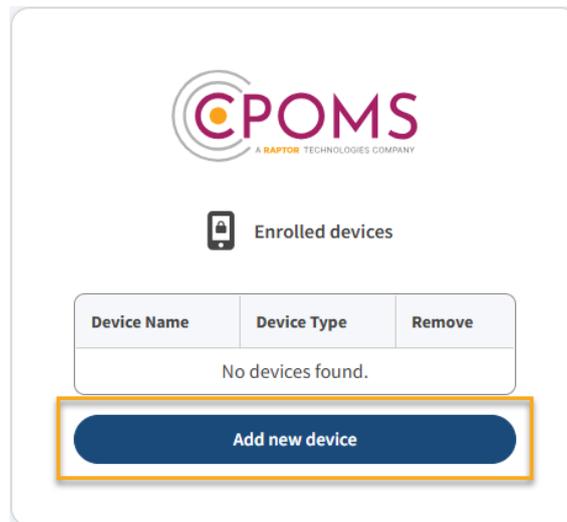
Once you have downloaded the app, please log in to your CPOMS account, on a separate device to the one you have downloaded the app to. If you already have an existing key, please log in with it.

**If you are using CPOMS for the first time**, you will need to request an initial password by navigating to the CPOMS login page and entering your email address. On the next page, when prompted for a password, choose ‘**Forgot Password**’ and follow the simple steps on-screen.

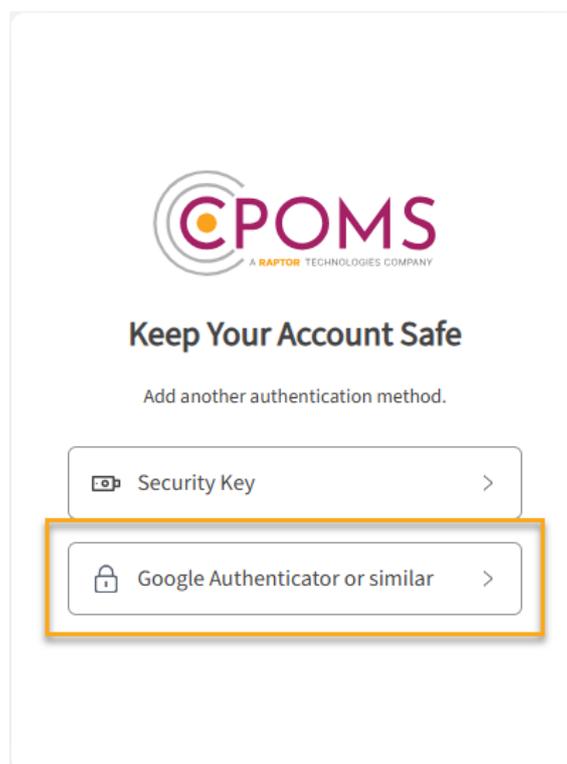
Once you have logged in to CPOMS, click on the ‘**User**’ icon, in the top-right corner and choose ‘**Manage Devices**’.



Under 'Enrolled devices', click 'Add new device'.



Next, select the authentication method you wish to create. To setup an Authenticator App choose the 'Google Authenticator or similar' option.

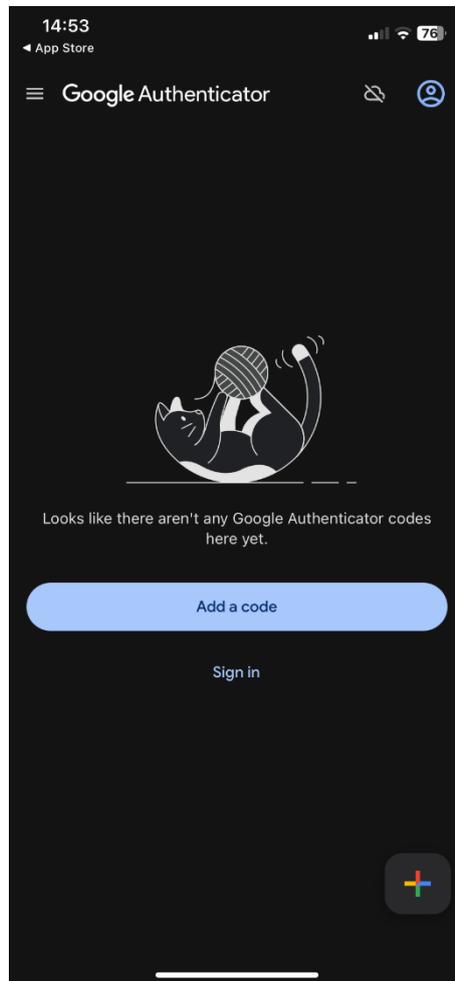


*This will generate a QR code for you to scan within the Google Authenticator app.*

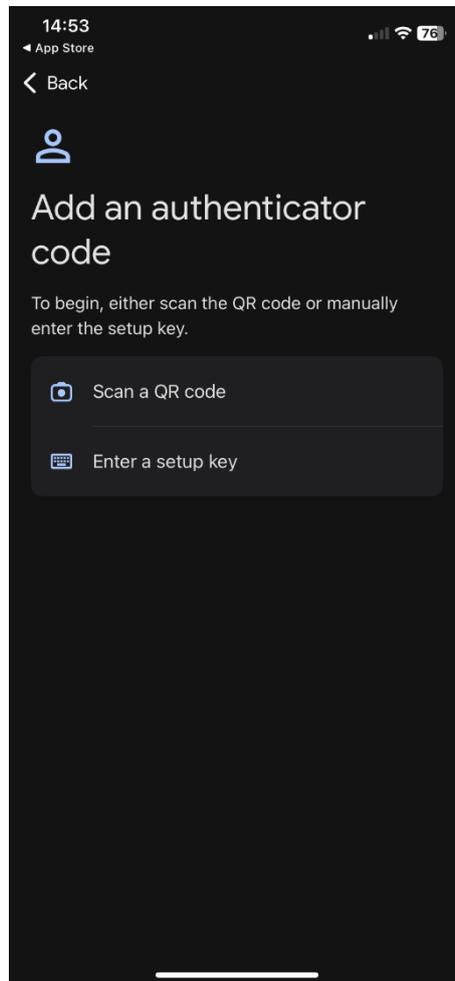
To scan the QR code, simply open up the Google Authenticator app and select the **'Use Authenticator without an account'** button - *if you have a Gmail account setup already, you may choose to 'Sign in'.*



Next, click on **'Add a code'**, or the **'+'** icon if you have setup Google Authenticator for other sites.



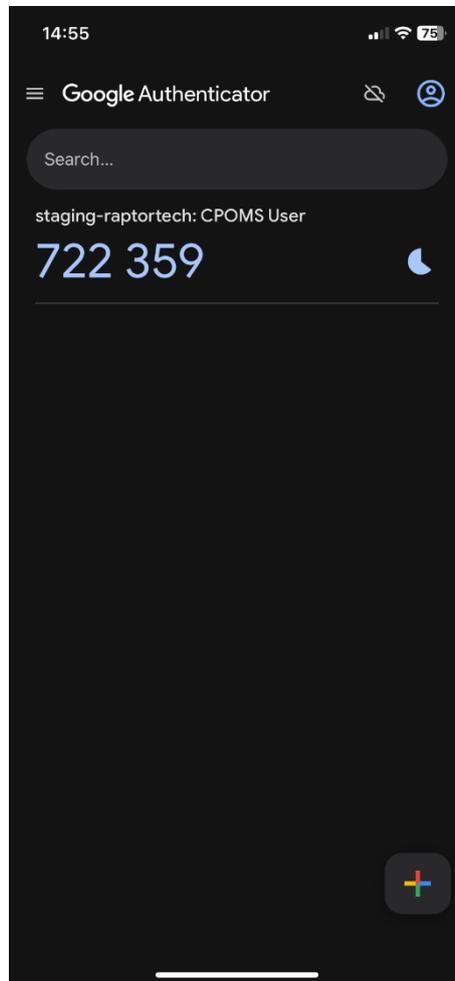
Choose 'Scan a QR code' next.



Your device will then load your camera (if prompted 'Allow' access to the camera), point the device camera towards the QR code image **on screen**.

When the QR code is detected, the camera will close (this usually happens quite quickly).

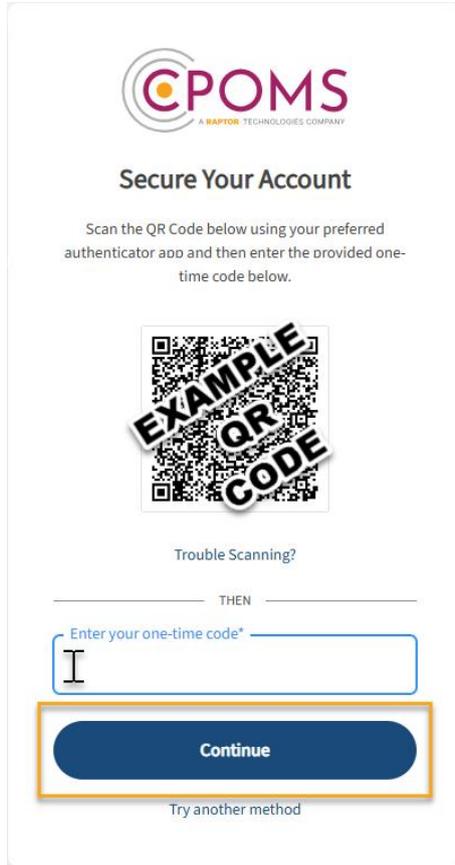
The app will now contain a new device called 'Raptor Tech', with a random 6-digit code beneath it. *For security purposes, the numbers will change every 30 seconds as the circle goes round.*



**\*Please continue with the below points to ensure your app is setup correctly and saves to your account.**

Beneath the QR code image **on screen**, enter the current 6-digit code which is now appearing in the app.

Lastly click **'Continue'**.



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A RAPTOR TECHNOLOGIES COMPANY

### Secure Your Account

Scan the QR Code below using your preferred authenticator app and then enter the provided one-time code below.



[Trouble Scanning?](#)

THEN

Enter your one-time code\*

**Continue**

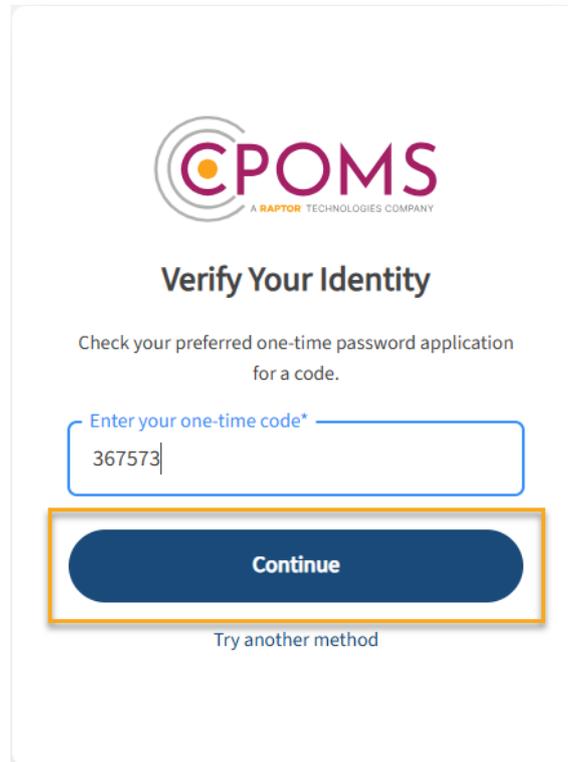
[Try another method](#)

On save, your new OTP (One-Time Passcode) device will appear listed in the Enrolled Devices section.

### Step 3 - Elevate your Access

**Log out of CPOMS and log back in again.** It will now ask you to authenticate your login using the app.

When prompted, enter the 6-digit number appearing in the app currently, and click '**Continue**'.



If you are in a higher-level user group, your access will now change to reflect your user group permissions.

*This help sheet provides instructions on setting up a two-factor authentication method that you can use alongside CPOMS. Please note that the Google Authenticator app is not affiliated with CPOMS.*

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## Renaming the Authenticator

If you wish to change the name of the Authenticator, within your Google Authenticator app, you can do so as follows:-

- ③ Within the Google Authenticator app swipe/ drag the code, *showing beneath 'Raptor Tech'*, to the left.
- ③ Click on the 'pencil' icon.
- ③ Enter your preferred 'Account name' and choose '**Save**'.

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For further assistance on any of the above please do not hesitate to contact us on

**01756 797766** or [support@cpoms.co.uk](mailto:support@cpoms.co.uk).

