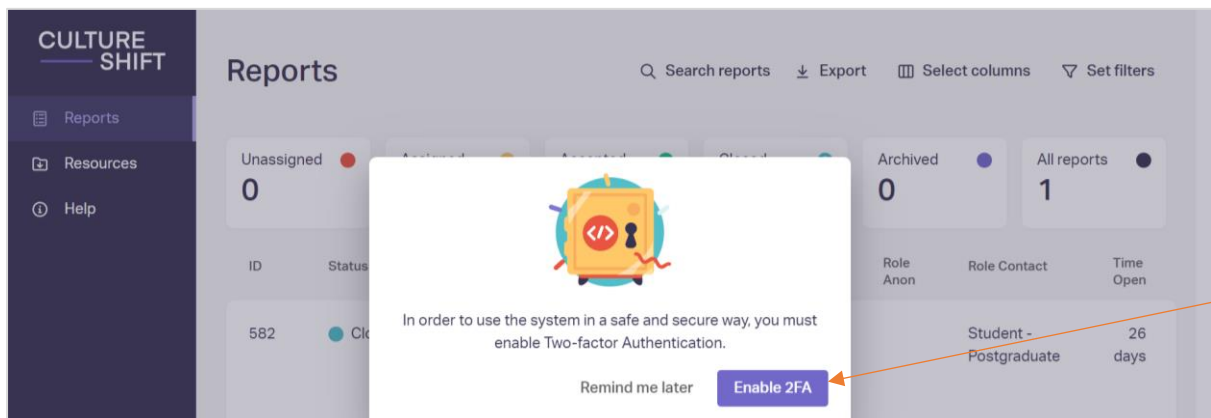**Enabling two factor authentication for Report + Support**

Watch the instructional video from Culture Shift (accessible **here**) or follow the instructions below.

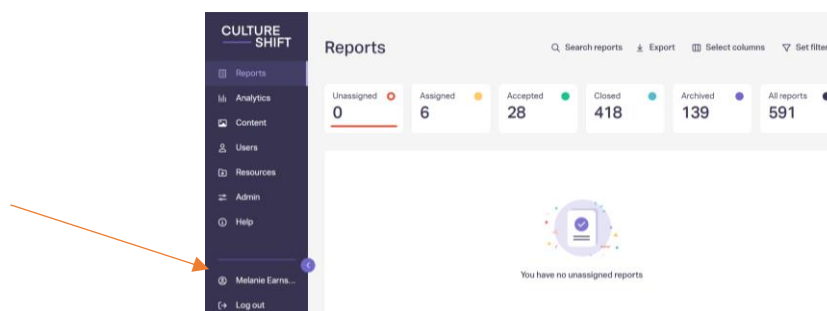1) Download the Google Authenticator app (e.g. through your App Store, if applicable):

2) Login to Report and Support Dashboard and click on the button "Enable 2FA" from the pop-up box to set up two-factor authentication:
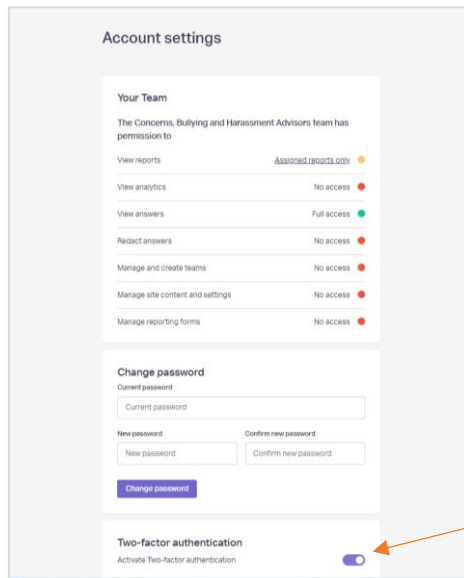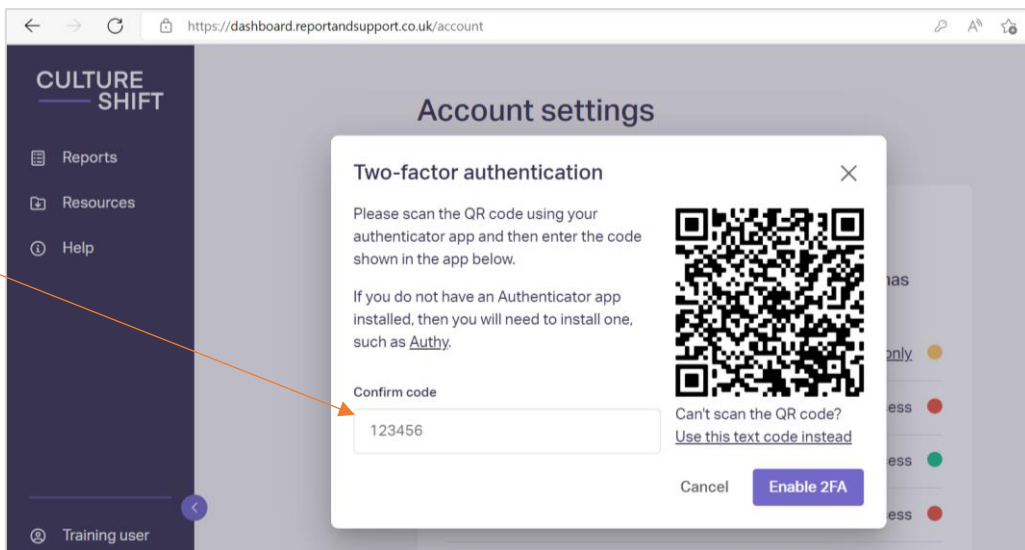

Or (if the pop-up box does not appear)

View your "Account Settings" by clicking on **your name** located at the menu box at the left-hand side:
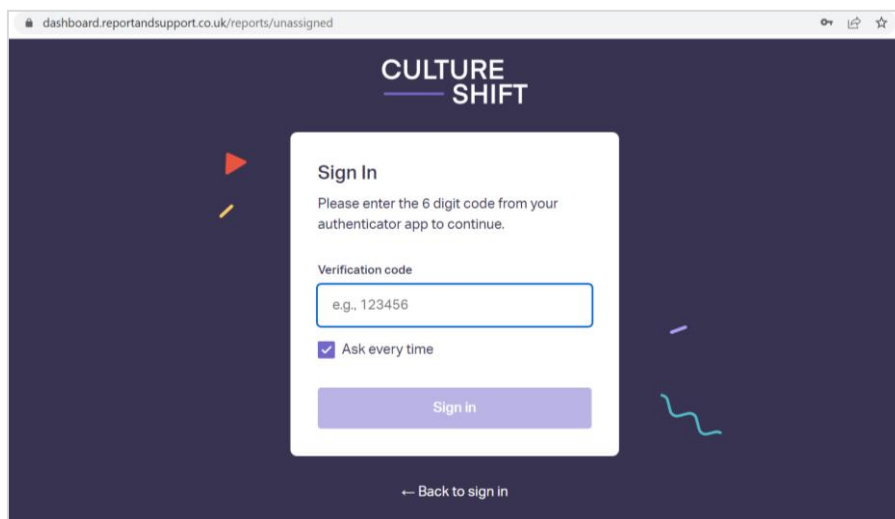
In **Account Settings**, scroll down and click on the button corresponding to "Activate Two-factor authentications:

4) This will reveal a QR code to be scanned with your Google Authenticator app. Put the code that appears in Google Authenticator in the box below:

5) Two factor authentication is now complete. The next time that you log in to the Report + Support dashboard (https://dashboard.reportandsupport.co.uk/), you will be asked to put in your email and password; and then you will be asked for the code for Report + Support in the Google Authenticator:

If you do not have a smartphone that you can use to download Google Authenticator you can use Authy for desktop https://authy.com/download/ following the instructions on the video provided at the beginning.