FACA Database Community Login Using Authenticator App
User Guide

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Instructions for using the Authenticator App to Log in to FACA Database

Before you can use the Authenticator app to login to the FACA Community, you must:

- Ensure that your mobile number is registered in the system by following the steps below in screenshots:
    1. Navigate to the home page
    2. Click on your name in upper right corner

    3. Select Edit Contact Info in dropdown menu

    4. Enter your mobile phone number as shown below:

    5. Save All

- Download and install the Authenticator (Microsoft Authenticator or Google Authenticator recommended) application on your mobile device.

FACA Database - Login Using Authenticator App

Navigate to the **FACA Login Page**
1. Enter your User Name and Password.
2. Click the **Username Login** button.

The **Confirm your Identity** screen displays as seen below:

3. On the **Confirm your Identity** screen above, click the **Authenticator App** option.

4. Once this is selected click the **Next** button on the lower right corner of the square.

5. The **Add a Time-Based token** screen will display as seen below:
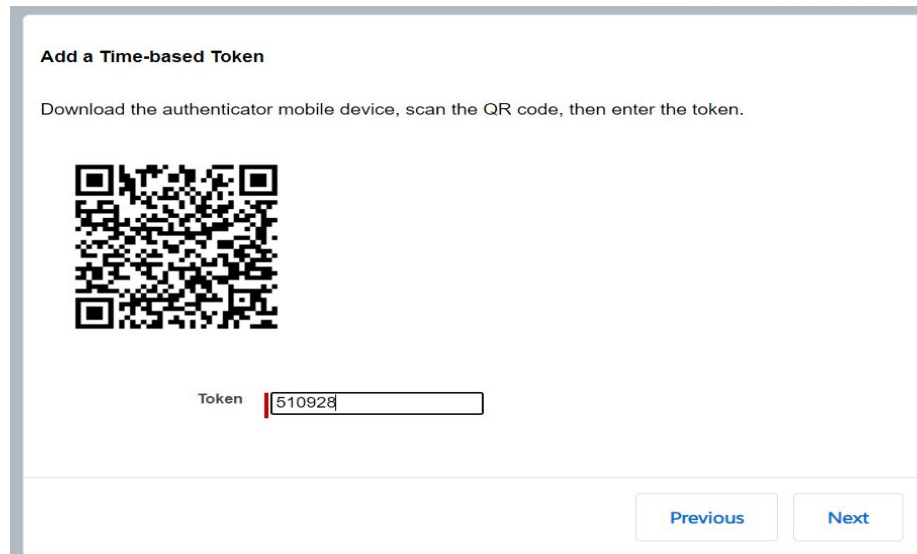
6. On the **Add a Time-Based token** screen, use the **Authenticator** app on your mobile device to scan the **QR code**. This will link (register) your User ID with the **Authenticator** app. A new token is generated by the **Authenticator** app each time and is time sensitive.

7. Enter the token and and click the **Next** button. The **FACA Home Page** should be displayed.
    Note: the QR code needs to be registered only during the first use.

8. Subsequent log-ins will only require verification code on the app to access the FACA Database.
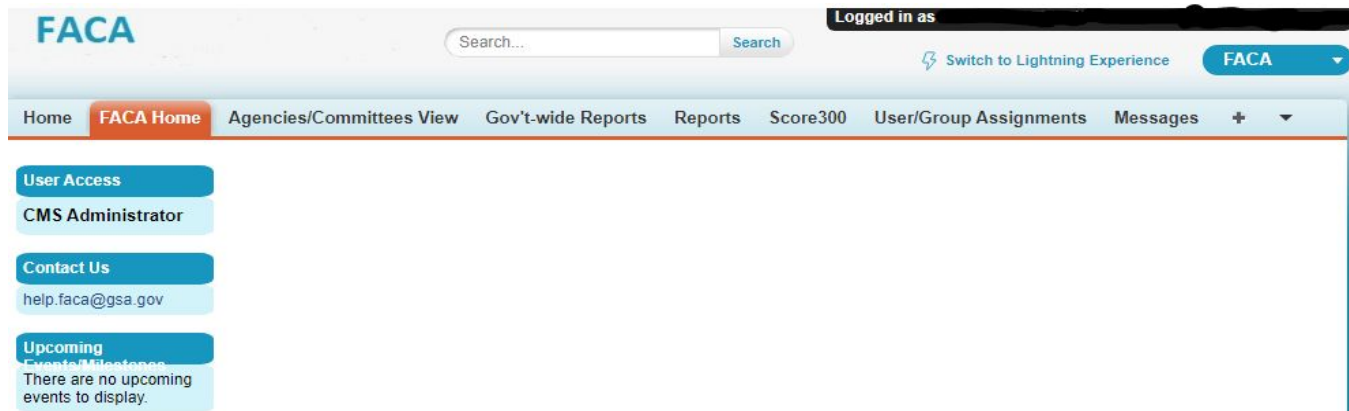
Enter Time-Based Token

Enter the token from the authenticator app on your mobile device

Having trouble?

If you can't access your authenticator app, contact your administrator to reset your key.

Next

9. FACA Database **home page** will be displayed as shown below:

Instructions for Using the Authenticator App to Reset Your Password in the FACA Database

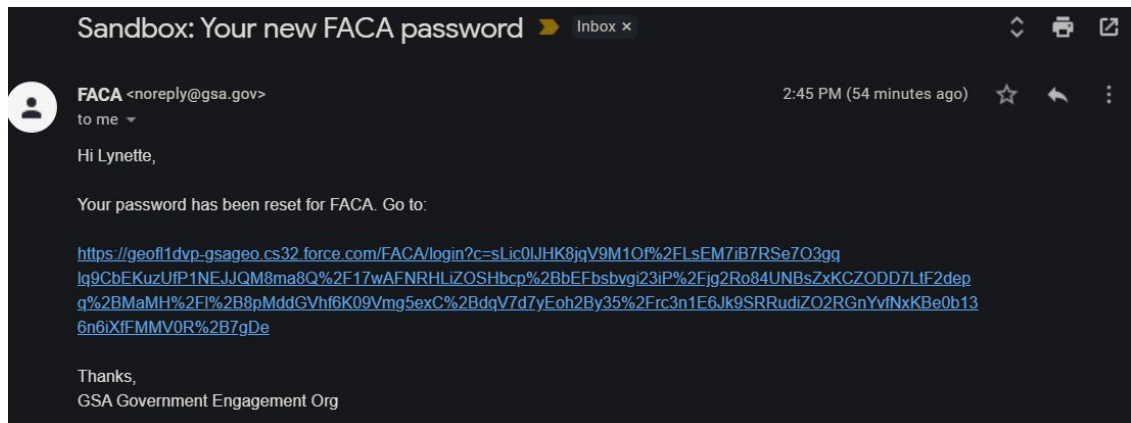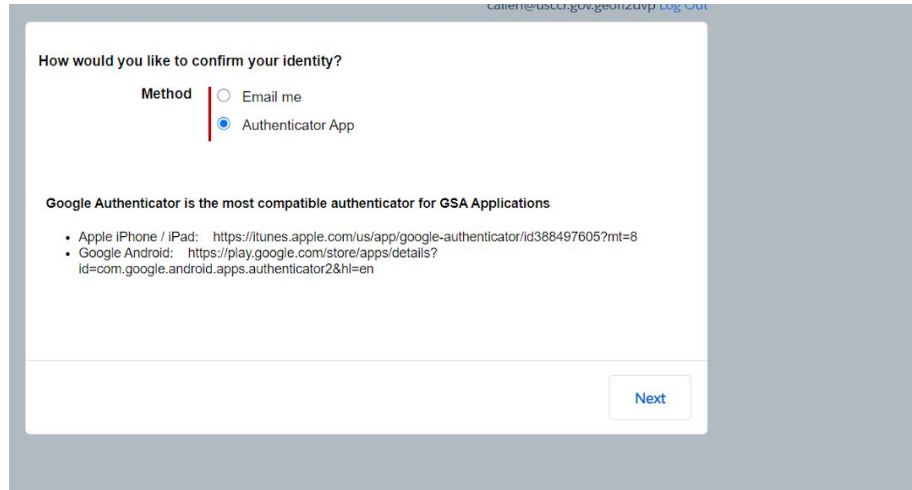1. Click on Forgot Your Password
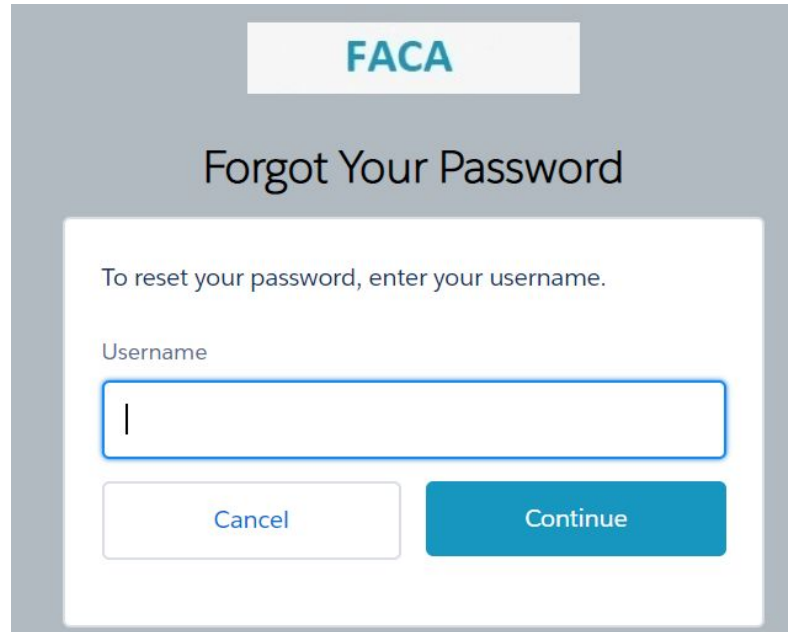
2. Once the password has been reset for a user, the system will auto-generate a password reset link and email the user. Click the password reset email link in the email as displayed below:

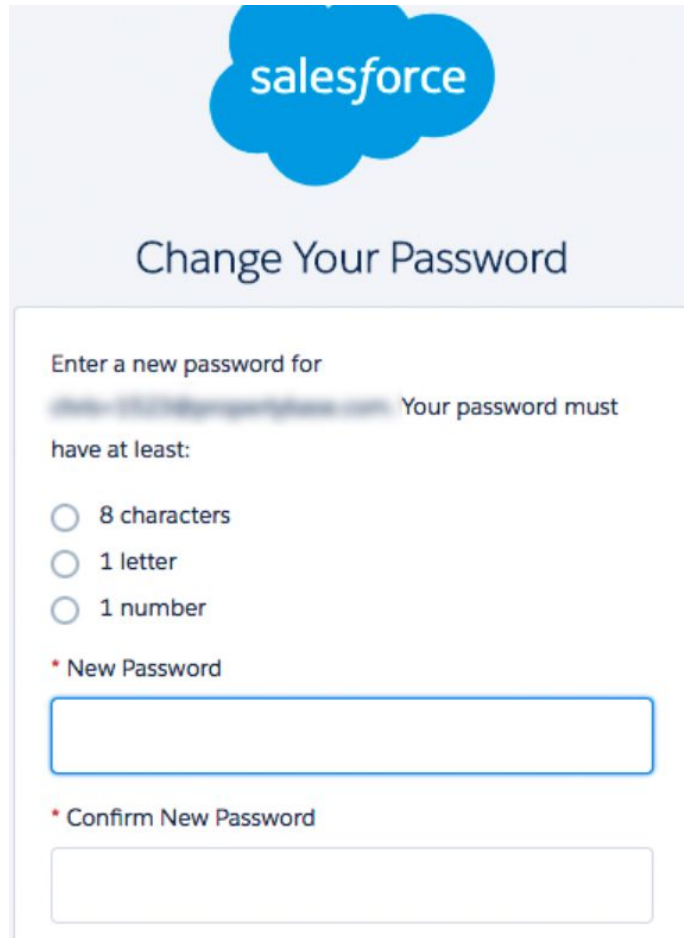3. On the **Confirm your Identity** screen, click the **Authenticator App** option.

4. Click the **Next** button. The **Add a Time-Based token** screen is displayed as seen below:
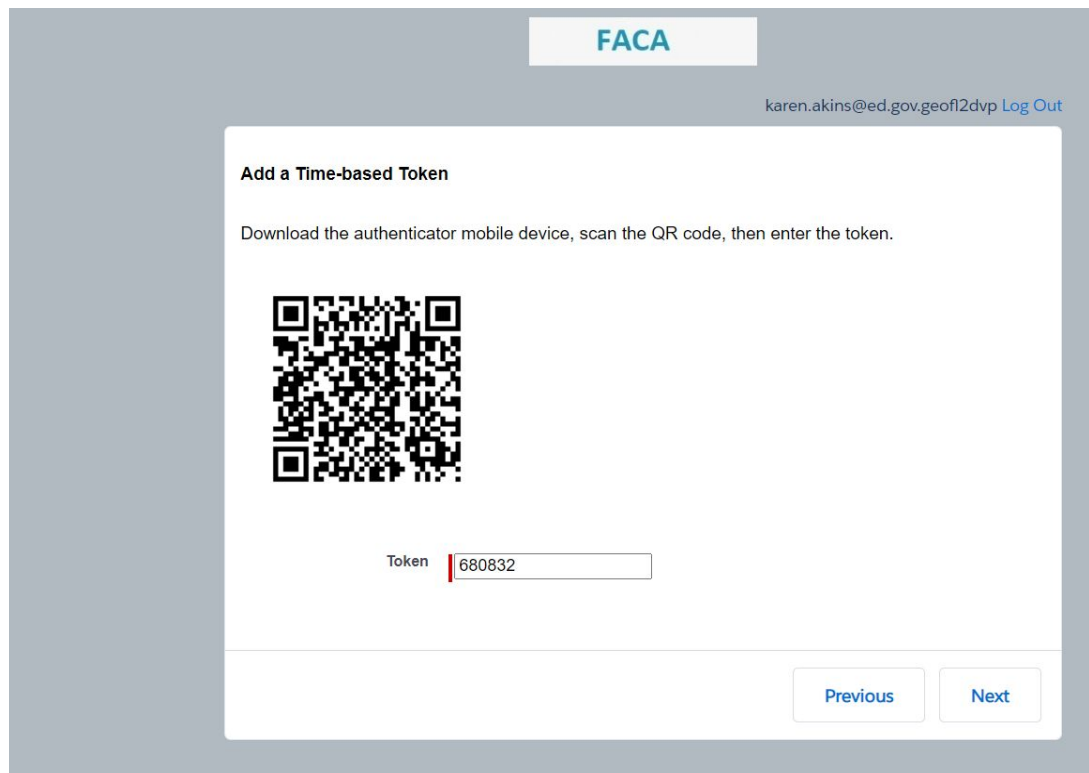
5. On the **Add a Time-Based token** screen (This is the image displayed above), use the **Authenticator** app on your mobile device to scan the **QR code**. This will link (register) your User ID with the **Authenticator** app. A new token is generated by the **Authenticator** app each time and is <u>time sensitive</u>. Enter the token and and click the **Next** button. The **Change Your Password** screen is displayed.

6. This will lead to the **Change Your Password** screen, type in the **New Password** and **Confirm New Password** fields, and click the **Change Password** button.
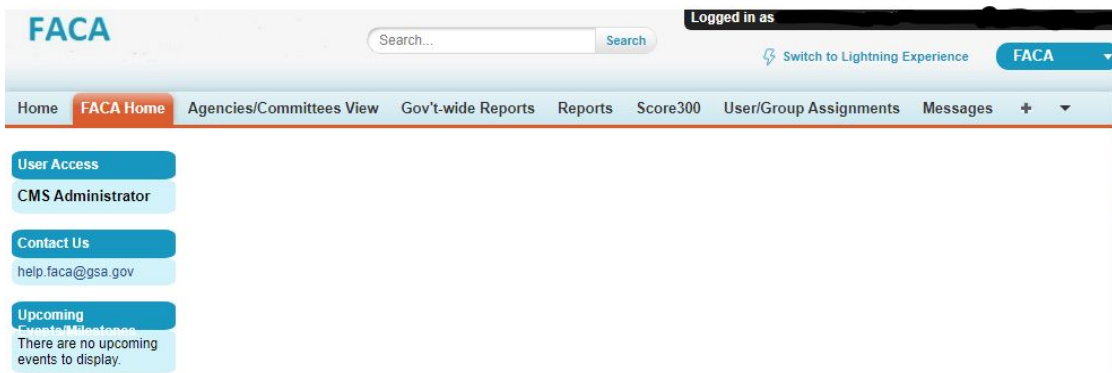

7. FACA **home page** will be displayed as shown below