Two-Factor Authentication

One-Time Setup

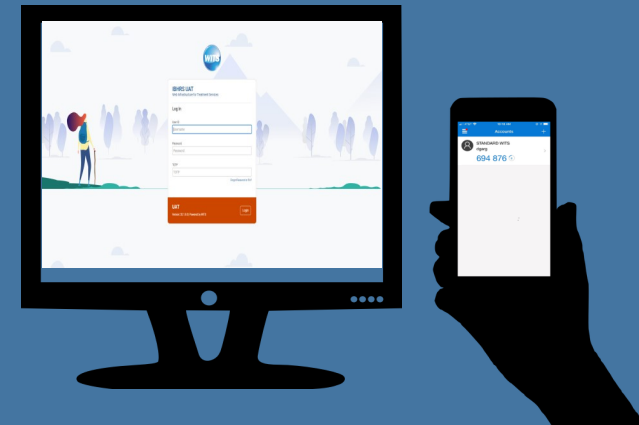**1** Download the Microsoft or Google Authenticator app.

2 When your account is created in IBHRS, you'll receive an email with the TOTP link.

3 Click the link to get the QR Code. Scan the code with the Authenticator app.

4 You'll get a unique number (TOTP Code) that you can use when you log in to IBHRS!

Everyday Use

1 The login page will have a TOTP field.

2 Open your App and get your TOTP code.
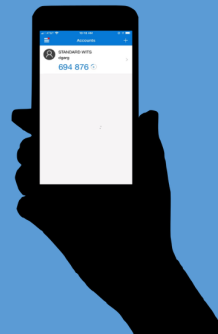
3 Use the Code when you log in!