Initial Setup

The first time a user attempts to log into Fluxx Grantmaker, there will be a requirement to set up Multi-Factor Authentication (MFA).

1. Enter the username and password
2. Click "**Next**".

The user will be taken to the "Configure Multi-Factor Authentication" page, where they choose to receive their MFA Token (a 6-digit code) via **Short Message Service** (SMS) or a **Smartphone Application** (Google Authenticator). The method chosen will be the user's default method from then on.

If possible, the Hogg Foundation would prefer users choose the Smartphone Application.

Set Up to Use Smartphone Application

1. Select "**Smartphone App**"

2. Download and install the Google Authenticator app on your iOS or Android device

3. After installing Google Authenticator on your mobile device, click "Scan QR Code"

4. Scan the MFA Code using the Google Authenticator app

5. Click "**Next**"

Set Up Using SMS

Configure Multi-Factor Authentication

Hogg Foundation requires that you use Multi-Factor Authentication to access your account.

1. Select "SMS"

2. Enter a Mobile Phone number

3. Click "**Send SMS**"

Select MFA Method

1. | SMS | Smartphone App |

Mobile Phone Number

2. | +1 | 555-555-5555 |

3. Send SMS

How to Use

After setting up the SMS or Smartphone Application (Google Authenticator), the user will be taken to the MFA Token entry page after logging in.

Smartphone Application

The user will open the Google Authenticator app to receive the MFA Token (a 6-digit code). You will have 30 seconds to enter this code before it expires; if you miss the 30-second window, the token will renew every 30 seconds and be replaced with a new MFA Token until you successfully enter it.

1. Enter the token value in the MFA Screen

2. Click "**Login**"

Enter MFA Token
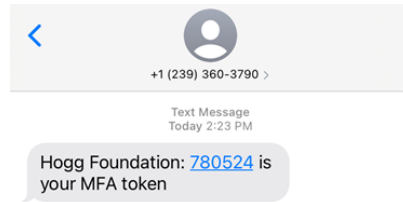
Token can be found in your mobile application

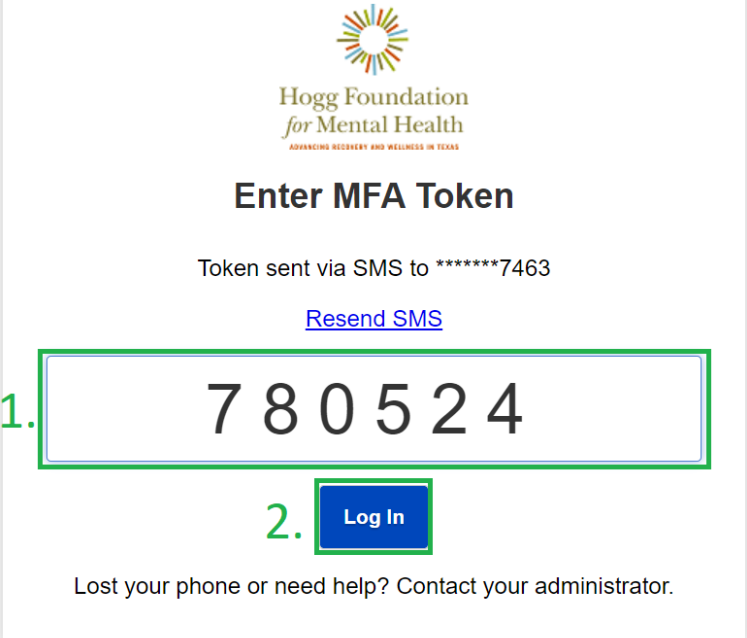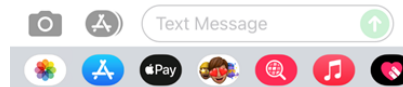1. 0 2 1 1 1 0

Back 2. Log In

Lost your phone or need help? Contact your administrator.

SMS

After entering your phone number, the user will receive a text message containing their MFA Token.

1. Enter the token value in the MFA Screen

2. Click "**Login**"