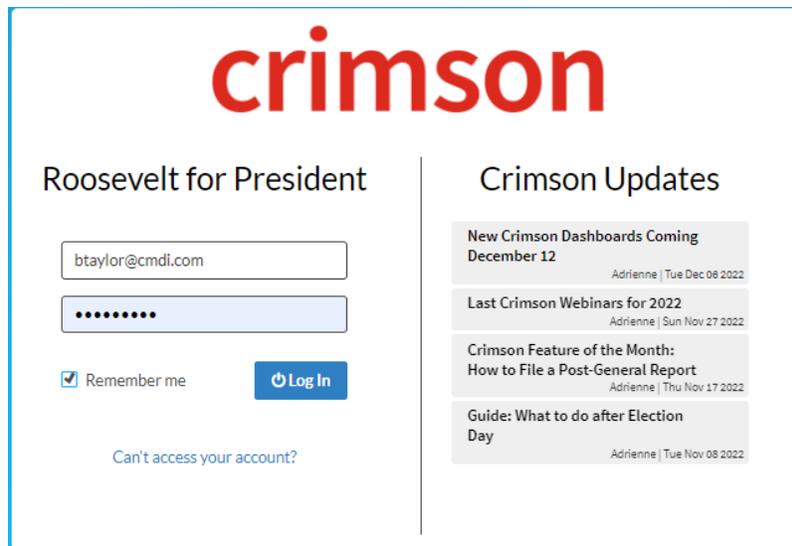


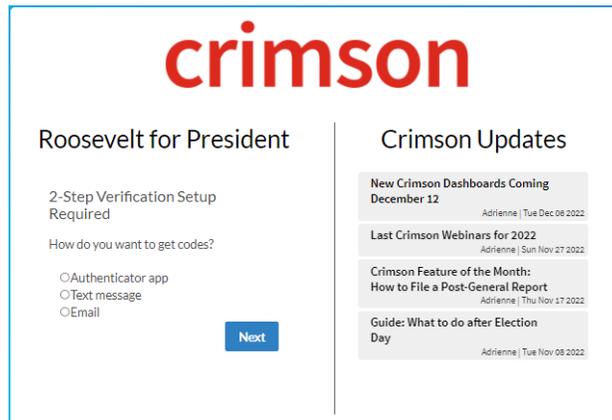
Two Factor Authentication is required for all Crimson Users. This Crimson login feature allows you to setup a second authentication for your password via **authenticator app**, **text message**, or **email** as an extra layer of security. In order to setup two factor authentication, you must log into Crimson.

Logging In

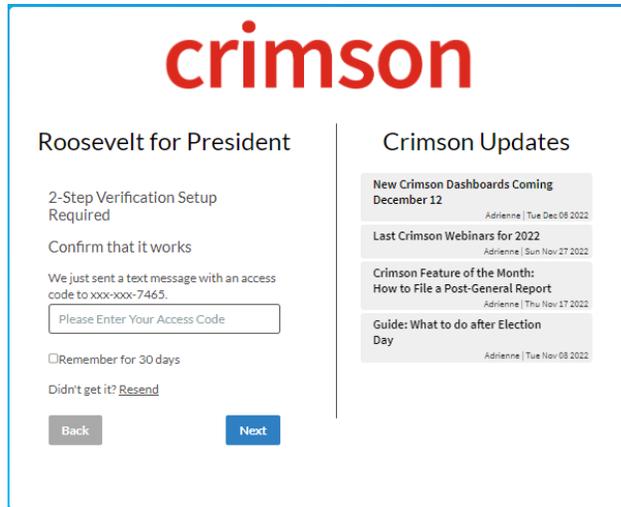
1. Enter your Crimson login credentials.



2. The first time you login, you will be asked to select how you would prefer to receive your 2-Factor Authorization Code. Click **Next** once you have selected the option you prefer.



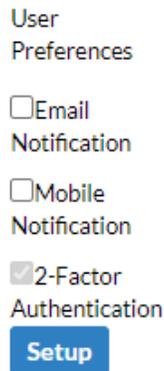
3. You will be sent an access code to enter. You have the option to save that 2 factor authentication access code so it is remembered for the next 30 days. **NOTE:** access codes are only valid for 5 minutes after being sent. Click **Submit** when ready.



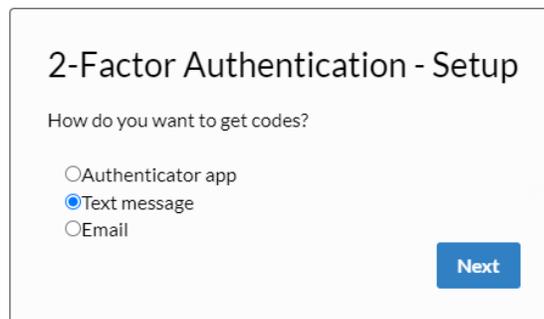
Note: You can update the setup in the future if you want to change how you receive access codes.

Update the 2 Factory Authentication Source

1. Once logged in, open the  drop-down at the top-right corner of Crimson.
2. Select **“Account”**.
3. Under **“User Preferences”** in the **“Password/Access”**, click the blue **Setup** button.



4. Click **“Change Setup”** to change the option for how you receive the 2-Factor Code.
5. Select how you would like to receive the 2-factor authentication access codes going forward.



6. Click the **Next** button and follow the instructions.