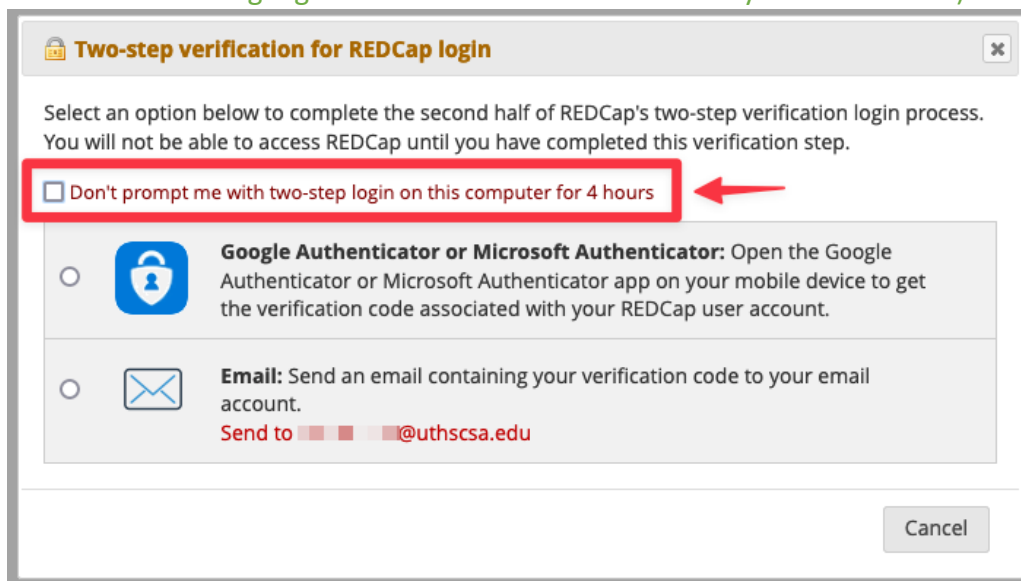# REDCap Two-Factor Authentication

To comply with UT System requirements, we must implement a more rigorous log in process that involves multi-factor authentication. In simplest terms, there are generally three different factors that may be used for authentication: (1) what you know such as a username and password, (2) who you are using biometric parameters (e.g., fingerprint), and (3) what you have such as a registered device or access to third party authenticators.
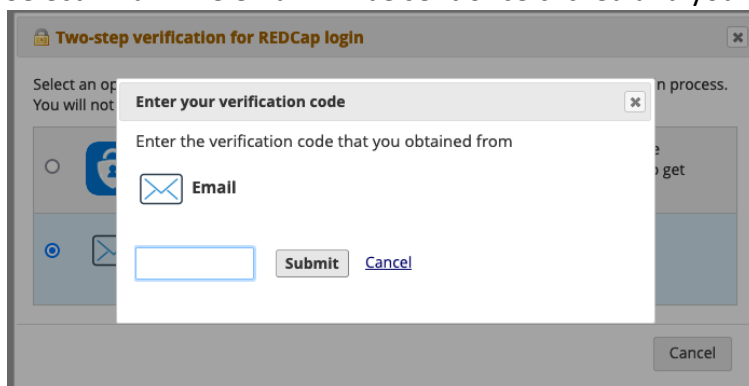
To do this, we are going to implement two of the options provide by REDCap. <u>You must first authenticate via email before you can setup Google Authenticator or Microsoft Authenticator</u>.

Email: REDCap will send an email to the address you have in your profile where you will receive a verification code that must be entered to complete the log in process.

- Login to REDCap
- As soon as you login to REDCap, you will be presented with the following screen: (you may place a check in the box highlighted in red below to 'remember' your verification)

- Select Email. The email will be sent once clicked and you will be presented the following screen:

- Check your email Inbox for the REDCap 2-step login code. Enter the code and click on Submit. (The verification code expires within 2 minutes. If you do not enter the verification code within this time
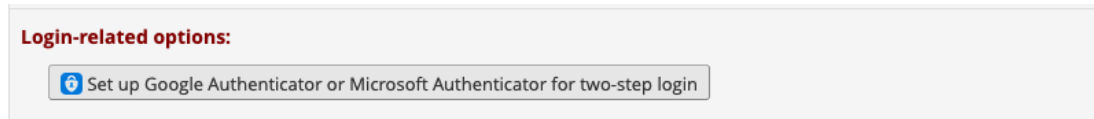
- Success! You are now logged into REDCap.

Google Authenticator or Microsoft Authenticator: REDCap will accept Google and Microsoft authentication services through their respective applications.
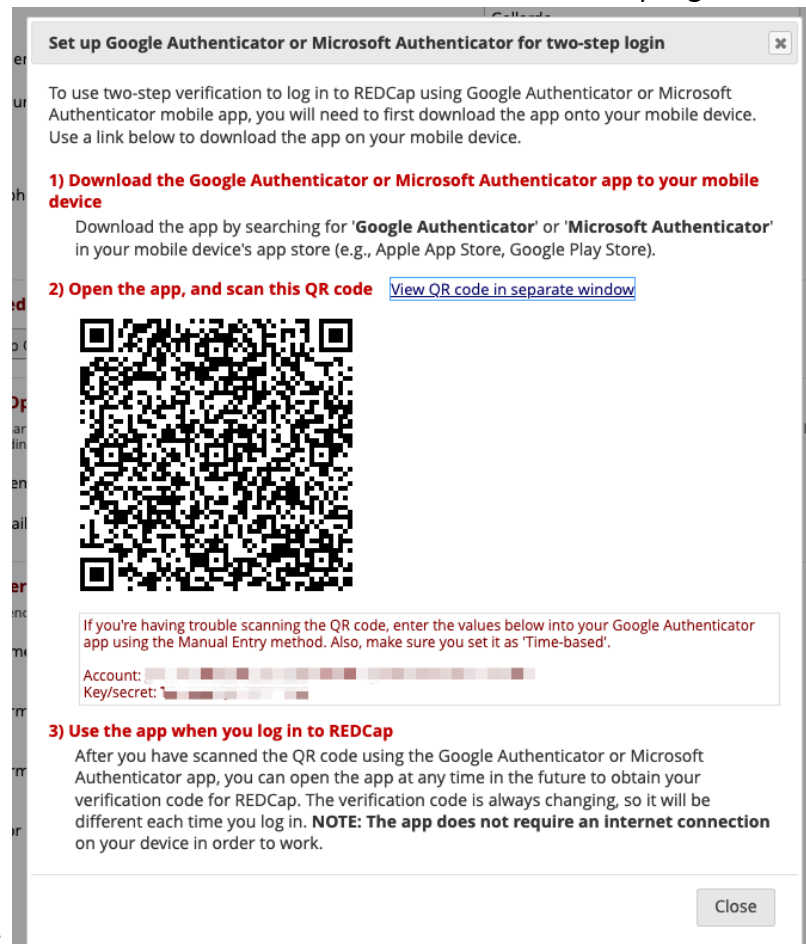
- Once logged in to REDCap, click on Profile (located in the upper right corner):

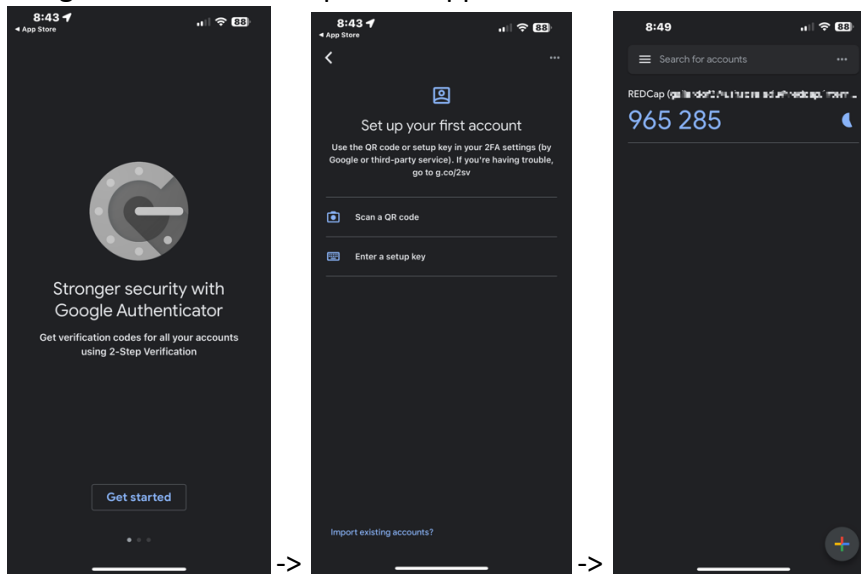- Once in your profile, locate the section labeled Login-related options:

- Click on Set up Google Authenticator or Microsoft Authenticator for two-step login and the
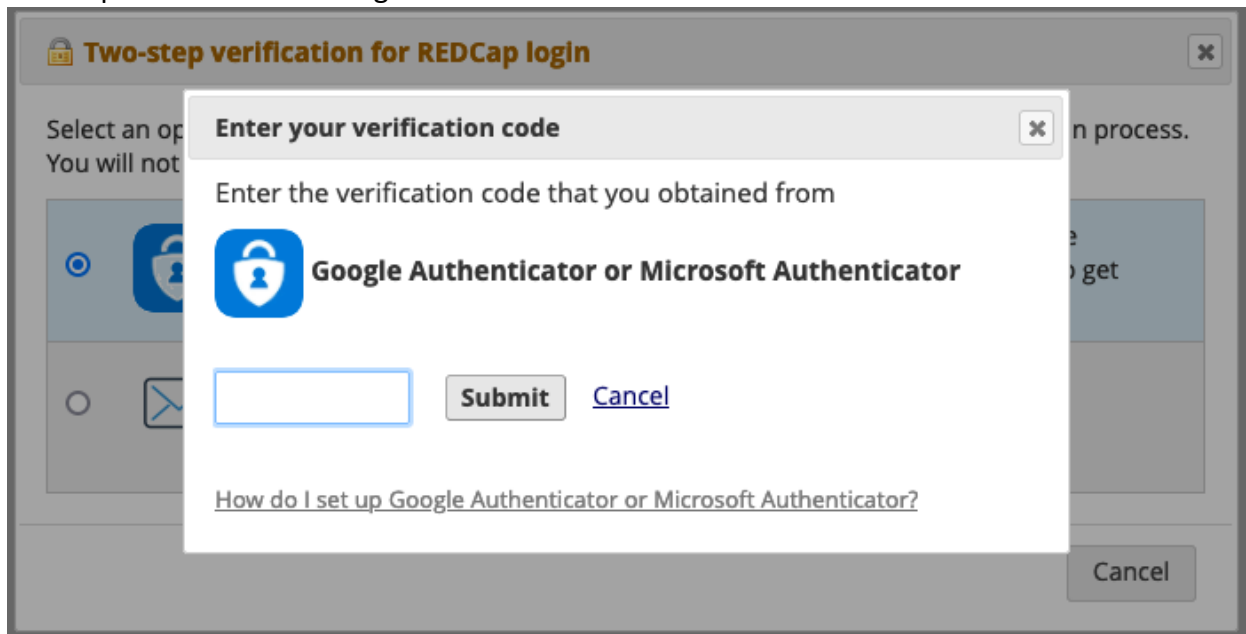

following screen will show:

- Download the Google Authenticator or Microsoft Authenticator app to your mobile device.

- Google Authenticator: Open the app and select Get Started:

 -> ->

- Click on Scan a QR code and scan the QR code from the REDCap screen, alternatively, you may enter the setup key.
- This is the code you will use when you select Google Authenticator from the login screen. This number will be different every time you use the app. The disappearing 'pie' on the right is how much time you have left before the code expires.
- Screen presented when Google Authenticator or Microsoft Authenticator is selected:

- Success! You are now logged into REDCap.