

ESTABLISHING AN AUTHENTICATOR APP IN BLACK DIAMOND

#1 Click on your name in the top right corner and then select **User Settings & Preferences**.



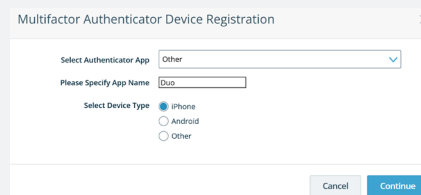
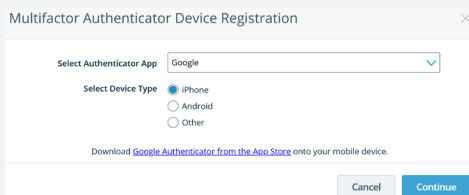
#2 In the new tab, toggle **Enable Multifactor Authentication** to **Yes**.



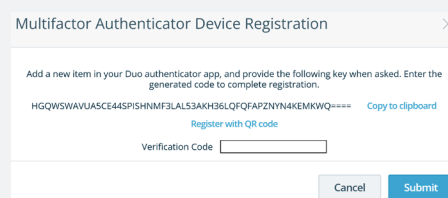
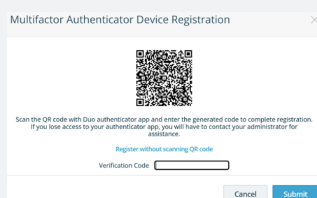
#3 At the bottom of the page under Authenticator App, click **Register Device**.



#4 If utilizing **Google** or **Microsoft**, you can select those options directly in the dropdown menu. Otherwise select **Other** and enter the name of the app into the textbox. Then select your device type and click **Continue**.



#5 Depending on the device, you can either scan the QR code or copy and paste the key manually into authenticator. Then click **Submit**.



#6 Upon logging in again, you will be prompted to verify your identity with the authenticator app you selected.

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