

CMPOne Two-Factor Authentication

Overview

In CMPOne, two-factor authentication adds an extra layer of protection to your CMPOne database. Used whenever logging in, two-factor authentication will send a text message to a trusted device with a 6-digit code that must be entered before logging in. If the code is not given or entered incorrectly, access is not granted.

Two-factor authentication is not included within CMPOne. If you would like two-factor authentication enabled, please contact a CMPOne representative.

Using Two-Factor Authentication

1. Go to the log-in screen for your CMPOne database.
2. Enter your credentials: username and password.
3. Click Sign-In
4. Open your trusted device and open the text message labeled “CMPOne Security Code”
5. Enter the 6-digit code from the text message into the “Enter Security Code” box in your browser.
6. Click “Submit Code”

Adding Phone Numbers for Users

Users receive their code through a trusted device. This device must have a valid phone number so that it can be entered by an administrator.

1. To enter a device for a user, navigate to Administration > Security > Users.
2. Select and edit the user you would like to set-up two-factor authentication for.
3. In the “2FA Cell Phone Num” box, enter the phone number attached to the trusted device of the user.
4. Click save.

Questions?

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