

# Multifactor Authentication (2-Factor) Autotask Workplace

2FA is a security process used to confirm the identity of an authorized user, which consists of two authentication factors:

- Knowledge factor: Workplace username and password
- Possession factor: Either Google Authenticator (recommended) or a SMS (text message)

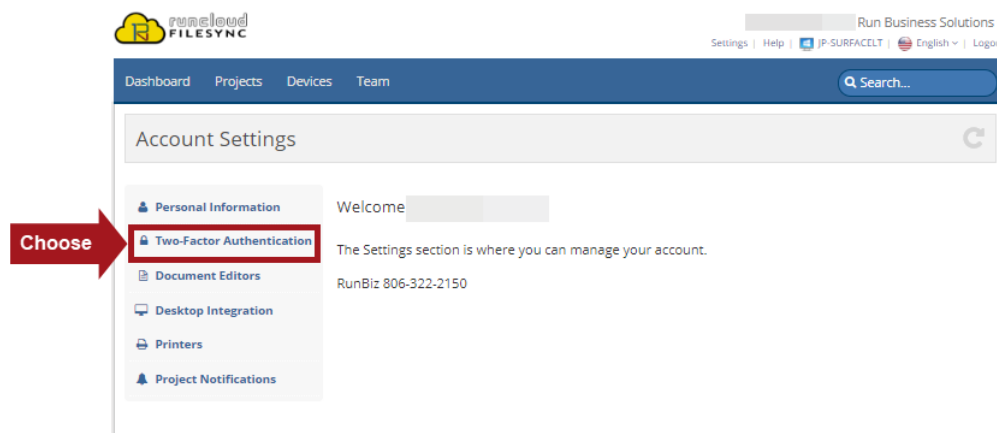
Authentication by two independent factors decreases the risk of an intruder gaining access to and stealing your personal data or identity.

## Enrollment

1. Open [us.awp.autotask.net/login](https://us.awp.autotask.net/login) in your browser.
2. Log in using your email address and active directory password (same password as your email)
3. Open Settings



4. Click on Two-Factor Authentication

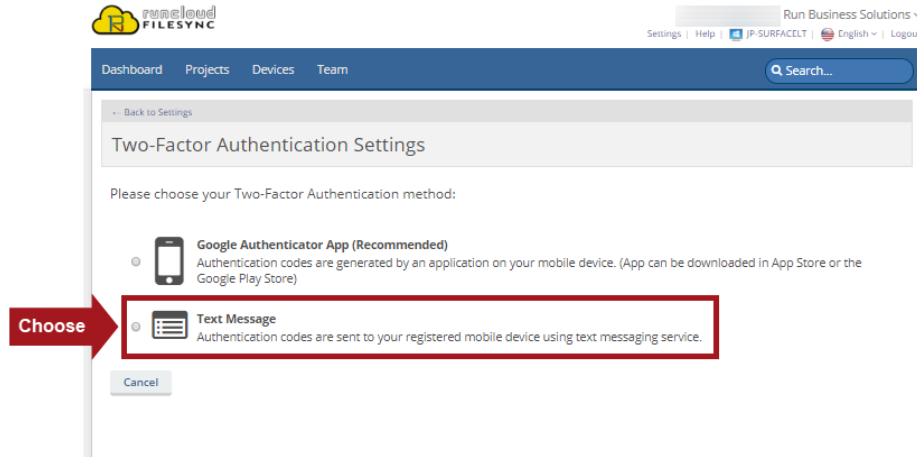


Non-disclosure:

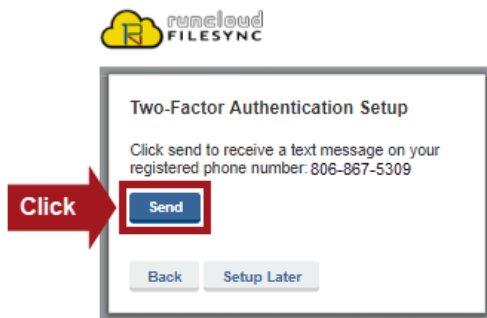
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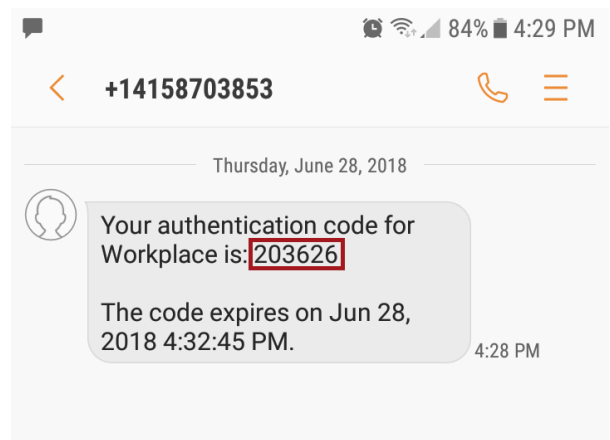
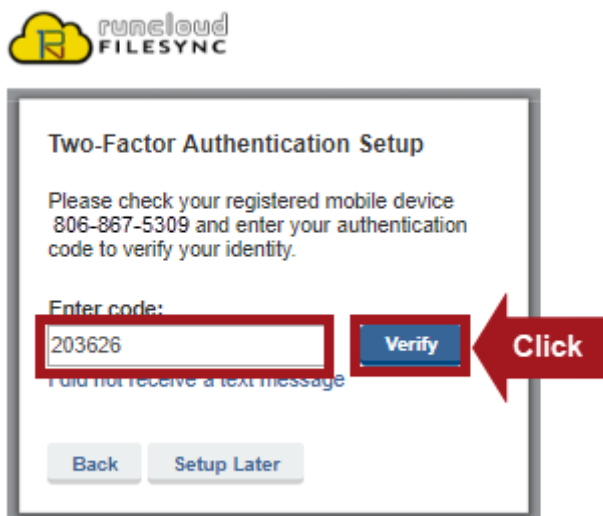
5. Select the authentication method you want to use.  
Runbiz suggests: Receive by text message.



6. Two-Factor Authentication Set up box will pop up  
Check the cell number, then click send.



7. Enter the verification code from text message in box.  
Click verify.



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