



YOUR GUIDE TO MFA

We have put together a simple guide to help you find your feet when using MFA (multi-factor authentication) when accessing our WOW Travel Tracker.

STEP ONE: DOWNLOADING THE MFA APP

1. Go to the [App Store](#) or [Play Store](#)
2. Download the authenticator app (ideally use Microsoft Authenticator)
3. Open the app
4. Add New Account
 - a. Tap the '+' or 'Add account' button
 - b. Choose 'Enter a setup key' or 'Manual Entry' (wording may vary by app)
5. Enter the Secret Key
6. When prompted, type the Secret Key
7. Give the account name
 - a. Make sure you keep your Secret Key safe
8. Use the code to log in



STEP TWO: LOGGING IN TO TURN ON MFA

1. Open an incognito browser tab
2. Use this [link](http://www.traveltracker.org.uk) (www.traveltracker.org.uk)
3. Log in using the school administrator username and password
4. Select Continue
5. Go to the Settings tab
6. Under Two-Factor Authentication, select **ACTIVATE**
7. Read the information
8. Launch the authenticator app
9. If using Microsoft Authenticator, press the round blue button
10. Scan the Travel Tracker webpage QR with your device's camera
11. Go into the authenticator app
12. Type the 6-digit code provided by the app onto the Travel Tracker page
13. A notification will say, 'Authentication using an authenticator app is active'
14. Select Log out

STEP THREE: LOGGING IN WITH MFA

1. Open a new browser tab
2. Use this [link](http://www.traveltracker.org.uk) (www.traveltracker.org.uk)
3. Select Account Login
4. Enter the school administrator username and password provided
5. Press Continue
6. Go to the authenticator app on your phone
7. Enter the 6-digit code
8. Press Sign In

SOME HELPFUL TIPS AND LINKS:

- MFA needs to be turned on and managed by the school administrator account
- If possible, use the Microsoft Authenticator app
- Your 6-digit code will reset every 30 seconds
- Make sure you keep your Secret Key safe. Write it down and don't share it with anyone.
- Link to the [Travel Tracker Login](#)
- Link to the Microsoft Authenticator app from the [App Store](#) and [Play Store](#)
- For more information or any questions, please reach out at walktoschool@livingstreets.org.uk