

Two factor authentication Guide

HR & salary online

deJong&Laan

Table of Contents

1. An Explanation of Two-factor Authentication	3
2. Android Devices	4
3. iOS Devices	9
4. Reset Authenticator app	12

1. An explanation of two-factor authentication

Two-factor authentication guarantees that only you can log into your online environment, even if your password is known by third parties. A special app generates a unique code via your mobile phone, which you can then use to log into your account.

The Google Authenticator app is compatible with both Android and iOS devices. Chapter 2 will guide you through installing this app on your Android device, while Chapter 3 explains installation on iOS devices.

Before using two-factor authentication you will be required to follow a number of steps. You must log in normally once to activate two-factor authentication. Once activated, you will be asked to enter a code every time you log in

2. Android devices

You can install the Google Authenticator app directly on your phone or via your web browser.

Paragraph 2.1 describes the installation of the Google Authenticator on your phone via the Play Store, while Paragraph 2.2 explains how to install the app via your web browser.

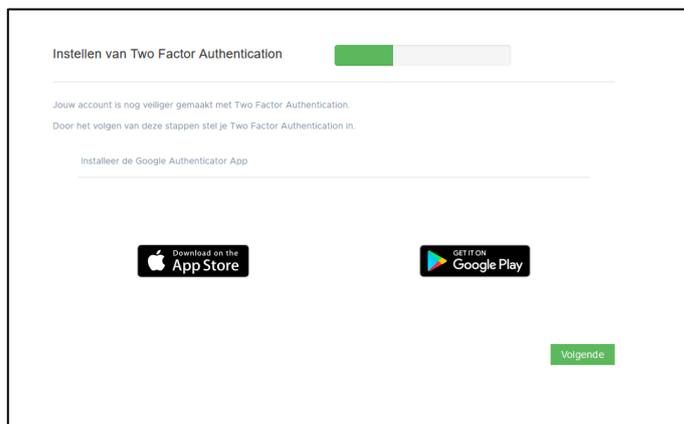
Please note: Paragraph 2.3 describes what to do if you have two of the same type of account for logging in. If this is applicable to you, please read this paragraph before you install the app on your mobile phone.

Have you already installed this app on your mobile phone? If so, you only need to add an account to it.

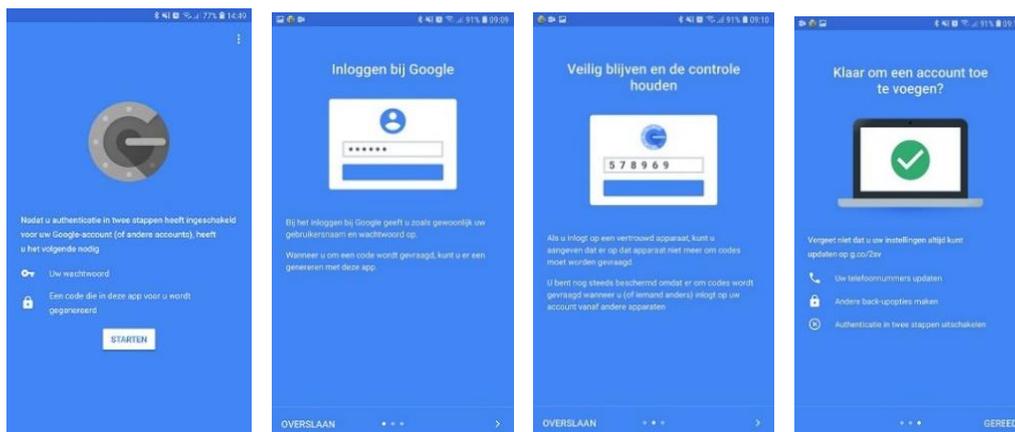
2.1. Google Authenticator for Android Devices via Google Play Store

- Log in via jonglaan.nnbrs.nl
- Select the profile you want to log into.

This will take you to the page shown below. Leave this page open.

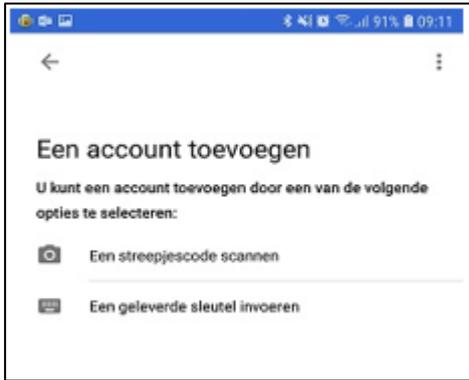


1. On your phone, search for the Google Authenticator app in the Google Play Store.
2. Install the Google Authenticator.
3. Use the wizard and click on 'Finish'.

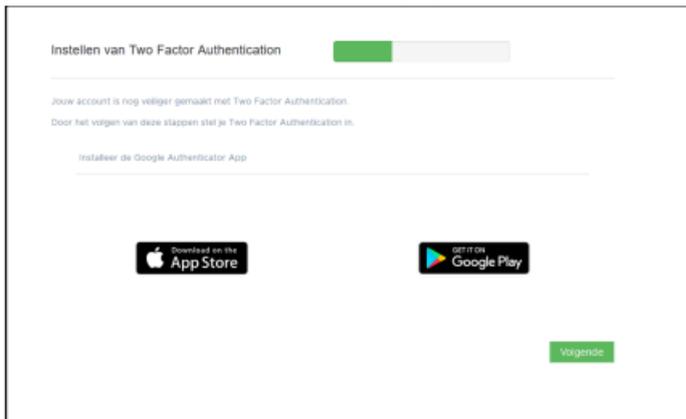


Choose 'Scan a barcode' in the 'Add an Account' section of the mobile app

*You may see the following notice: Allow Authenticator to take photos and record videos. Click on 'Allow'



4. Go to the web browser page you left open earlier and click on the 'Next' button



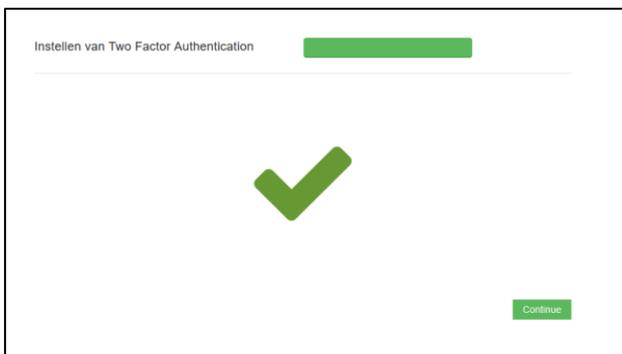
5. Scan the QR code on the screen using the camera on your mobile phone.

6. Enter the code displayed on your mobile phone screen in the log-in screen on your web browser.



7. Click on the 'Validate' button.

You will now see the following screen:

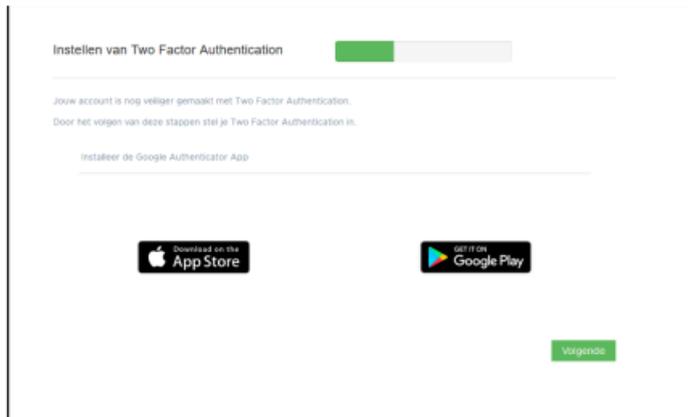


Click on 'Continue' to complete login.

2.2 Google Authenticator for Android Devices (installation via web browser)

- Log in via jonglaan.nbrs.nl
- Select the profile you want to log into.

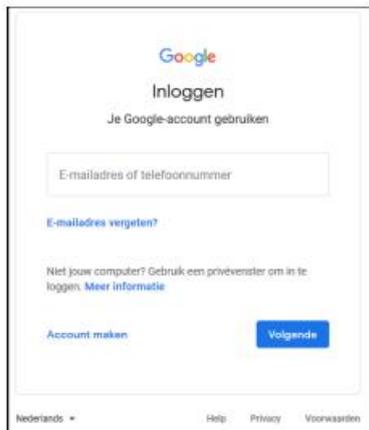
This will take you to the page shown below:



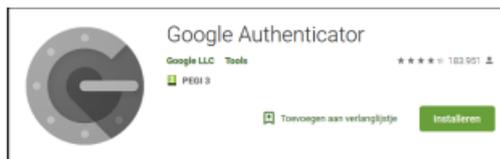
1. Click on the 'Get it on Google Play' button:



2. Log in with your Google/Gmail account.



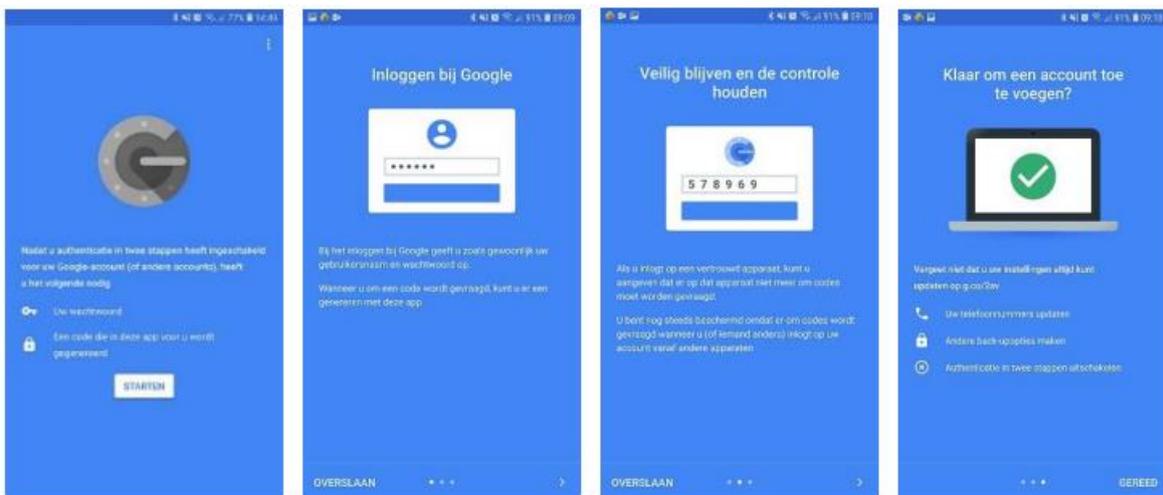
3. This will take you to the page where you can install Google Authenticator.



4. Click on 'Install'



5. Select the device on which the app will be installed.
6. Click on 'Install'.
7. Click on 'OK'.
8. Google Authenticator will be installed on your mobile phone.
9. Open the Google Authenticator app.
10. Use the wizard and click on 'Finish'



Choose 'Scan a barcode' in the 'Add an Account' section of the mobile app.

*You may see the following notice: Allow Authenticator to take photos and record videos. Click on 'Allow'.



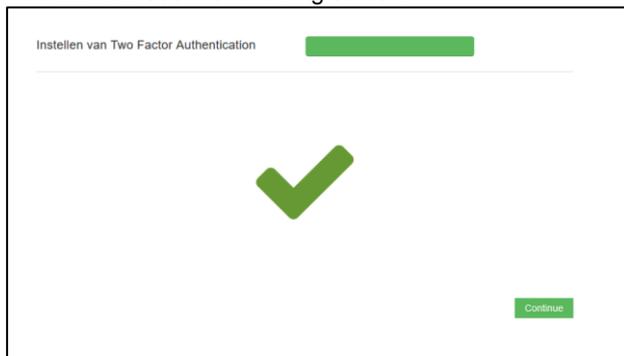
11. Go to the web browser page and click on the 'Next' button.
12. Scan the QR code on the screen using the camera on your mobile phone

13. Enter the code displayed on your mobile phone screen in the log-in screen on your web browser.



14. Click on 'Validate'.

You will now see the following screen:



Click on 'Continue' to complete login.

2.3. Multiple logins with the same email address

If you have access to multiple companies via your staff account, or if you have both a manager login and a staff login, it is important that the account names are different in the Google Authenticator app.

You can change this by following these steps:

1. First activate only one account, as described above.
2. After adding this account in the Authenticator app, tap and hold on this account. A small pencil will appear on the upper right-hand side. Tap on the pencil to change the account name.
3. Click on 'Save'.



4. You can then use the generated code to log into your account.

You can log into your second account in the usual way. You will not need to change its name in the authenticator app.

3. iOS devices

Have you already installed this app on your mobile phone? Then all you have to do is add an account.

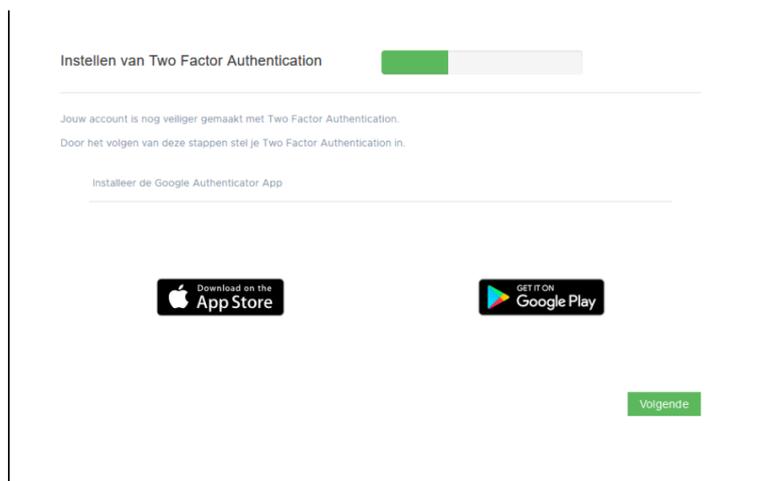
Paragraph 3.1 describes how you can install the app on your mobile phone via the App Store.

Please note: Paragraph 3.2 describes what to do if you have two of the same type of account for logging in. If this is the case, please read this paragraph before you install the app on your mobile phone.

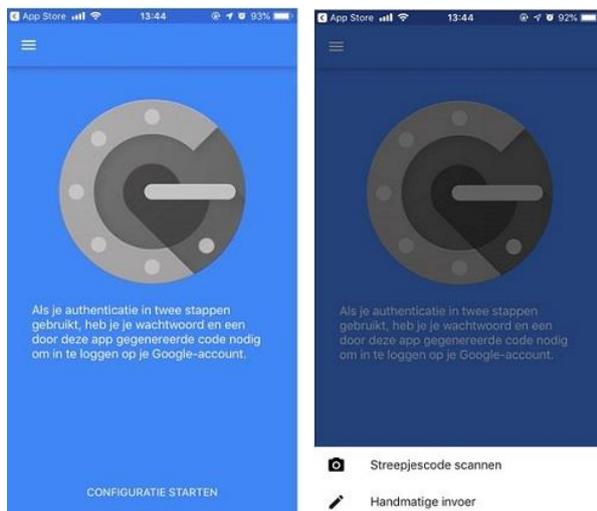
3.1. Google Authenticator for iOS via the App Store

- Log in via jonglaan.nbrs.nl
- Select the profile you want to log into.

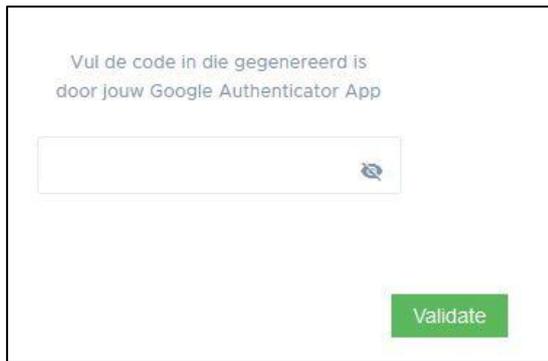
This will take you to the page shown below. Leave this page open.



1. Search for 'Google Authenticator' in the App Store on your phone.
2. Install and open Google Authenticator.
3. Click on 'Start configuration'.
4. Click on 'Scan bar code'.

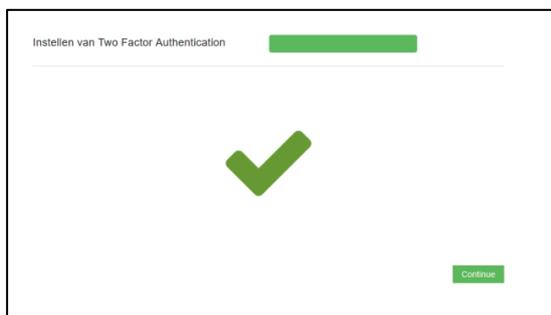


5. Click the 'Next' button on your web browser.
6. Scan the QR code on the screen using the camera on your mobile phone.



7. Enter the code displayed on your mobile phone screen in the log-in screen on your web browser.
8. Then click on 'Validate'.

You will now see the screen below:

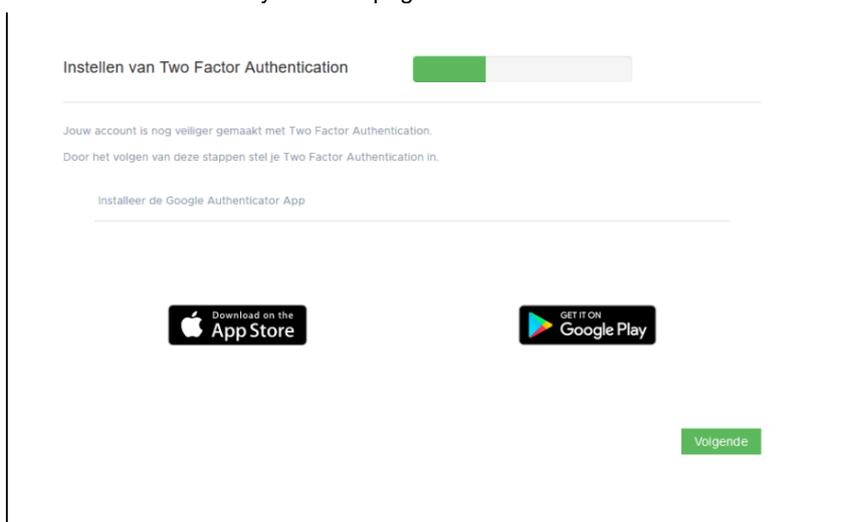


Click on 'Continue' to complete login.

3.2. Multiple logins with the same email address

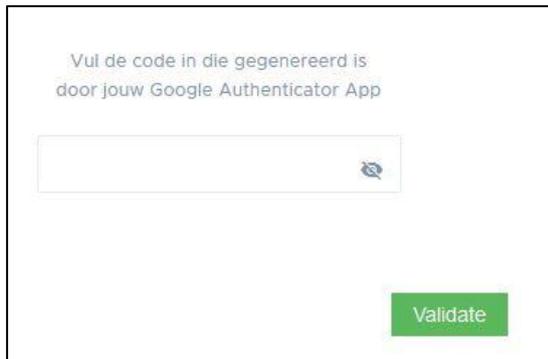
If you have access to multiple companies via your staff account, or if you have both a manager login and a staff login, then it is important to go through the activation process for both accounts.

1. First activate one account, as described above.
2. After adding this account in the Authenticator app, select your second account on the HR & Salary home screen.
3. This will take you to the page shown below.



4. Click on 'Next'.
5. Scan the bar code with your mobile phone again.
6. Enter the generated code in your web browser and click on 'Validate'.

Enter the code generated by your Google Authenticator App.



Vul de code in die gegenereerd is door jouw Google Authenticator App

Validate

The image shows a rectangular form with a light gray background. At the top, there is a line of text in Dutch: "Vul de code in die gegenereerd is door jouw Google Authenticator App". Below this text is a white rectangular input field with a thin gray border and a small blue eye icon on the right side. At the bottom right of the form is a green rectangular button with the word "Validate" written in white text.

You are now logged into your second account.

There are now two lines with two codes in your Authenticator app. When you change from one account to another, you must enter a validation code again. Enter the first code when you want to log into the account you activated first, and the second code if you want to log into the second activated account.

4. Reset Authenticator app

When a user no longer has access to the Authenticator app (for example, because he/she has a new phone), a reset must be carried out. Do you have an employee login? Contact your employer to take care of this.

As the employer, you can carry out the 'reset'. Click on the telephone icon for the user. After the reset, the user can re-establish the link between the app and his/her account.

06 Jacob van Lennep	jacob.lennep@nmbrs.demo Jacob van Lennep	Payslip Viewer (new)	NL	<input type="checkbox"/>					<i>i</i>	+	
04 Norbert Moorman	norbert.moorman@nmbrs.demo Norbert Moorman	Payslip Viewer (new)	NL	<input checked="" type="checkbox"/>					<i>i</i>	+	
08 Oker de Ridder	oker.ridder@nmbrs.demo Oker de Ridder	Medewerker Login	NL	<input checked="" type="checkbox"/>					<i>i</i>	+	
03 Test de Medewerkerfoto	thijmen.alkema@nmbrs.nl Test de Medewerkerfoto	Medewerker Login	NL	<input checked="" type="checkbox"/>					<i>i</i>	+	
02 Willem de Groot	willem.groot@nmbrs.demo Willem de Groot	Medewerker Login	NL	<input checked="" type="checkbox"/>					<i>i</i>	+	

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