16 January 2025

Dear Valued Stakeholders,

Subject: Enabling of Two-Factor Authentication (2FA) for Enhanced Security on the Management information System (MIS)

1. In our ongoing commitment to ensuring the highest standards of security for our systems and data, we are pleased to announce the implementation of Two-Factor Authentication (2FA) on the MIS. This additional layer of security is designed to protect against unauthorized access and enhance the overall integrity of our systems.

2. **Benefits of Two-Factor Authentication**:

    2.1. **Enhanced Security**: 2FA adds an extra layer of protection by requiring users to provide two or more verification factors. This makes it significantly harder for unauthorized users to gain access to sensitive information.

    2.2. **Reduced Risk of Data Breaches**: By using multiple forms of authentication, the risk of data breaches due to stolen or guessed passwords is greatly minimized.

    2.3. **Compliance**: Implementing 2FA helps ensure compliance with industry regulations and standards, which often mandate the use of strong authentication measures.

    2.4. **Improved User Trust**: Users can have greater confidence in the security of our systems, knowing that robust measures are in place to protect their data.

    2.5. **Mitigation of Phishing Attacks**: 2FA makes it more difficult for attackers to successfully use phishing techniques to gain access to accounts.

3. To use of **Two-Factor Authentication (2FA)**, please download the **Google Authenticator** app from the appropriate platform:

    3.1. **Android Devices:** Google Play Store
    3.2. **iOS Devices:** Apple App Store

4. Once installed, follow the prompts to set up your account for enhanced security.

5. Below are Steps to Enable Two-Factor Authentication on the MIS:

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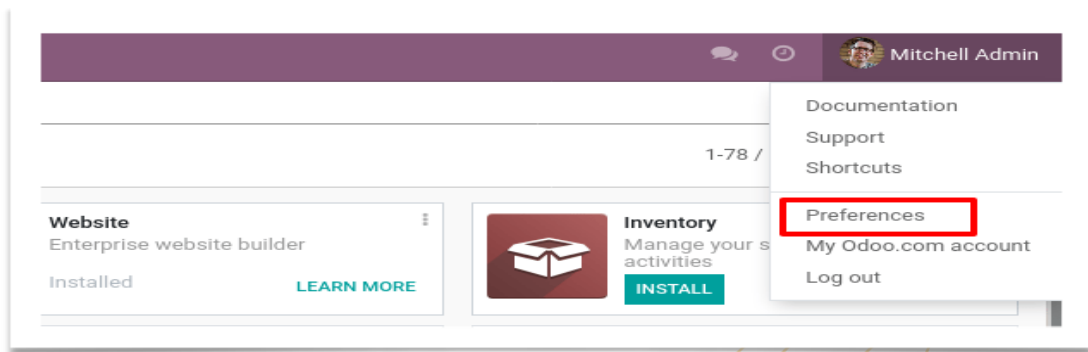Illovo, Sandton 2196   Website: www.inseta.org.za
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5.1. **Login to Your Account**:

5.1.1. Navigate to the login page of the system.

5.1.2. Enter your username and password as usual.

5.1.3. Access Security Settings

5.2. Setting up Two-Factor Authentication:

5.2.1. Once you have your authenticator of choice, go to the Odoo instance you want to setup 2FA, then open **Preferences** (or **My Profile**):

5.2.2.   Open the **Account Security** tab, then click the **Enable two-factor authentication** button:

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5.2.3. Because this is a security-sensitive action, you will need to input your password:

Security Control   ✕

Please confirm your password to continue
This is necessary for security-related changes. The authorization will last for a few minutes.

Password
_____

CONFIRM PASSWORD   CANCEL   Forgot password?

5.2.4. After which you will see this screen with a barcode:

Enable Two-Factor Authentication   ✕

Scan this barcode with your app

Scan the image below with the authenticator app on your phone.
If you cannot scan the barcode, here are some alternative options:

• Click on this link to open your authenticator app
• Or enter the secret code manually: show the code

[QR code image]

Enter the 6-digit code from your app

After scanning the barcode, the app will display a 6-digit code that you should
enter below. Don't worry if the code changes in the app, it stays valid a bit
longer.

Verification Code
_____

ENABLE TWO-FACTOR AUTHENTICATION   CANCEL

5.2.5. In most applications, you can simply scan the barcode via the authenticator of your choice,
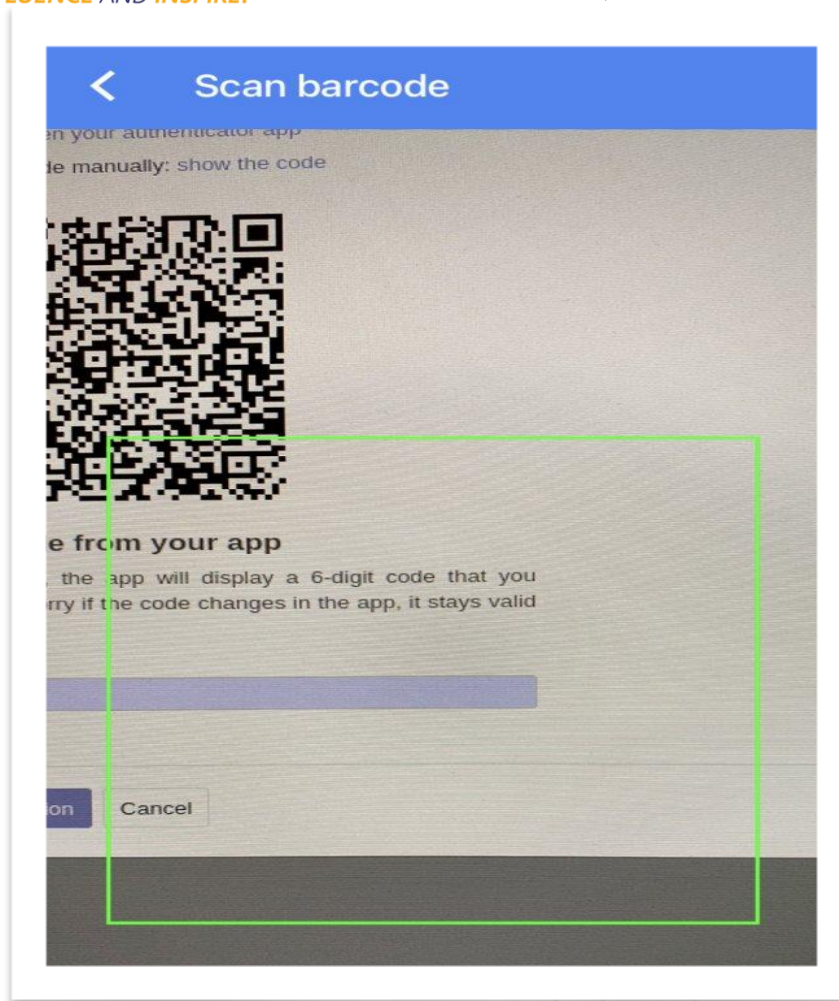the authenticator will then take care of all the setup:

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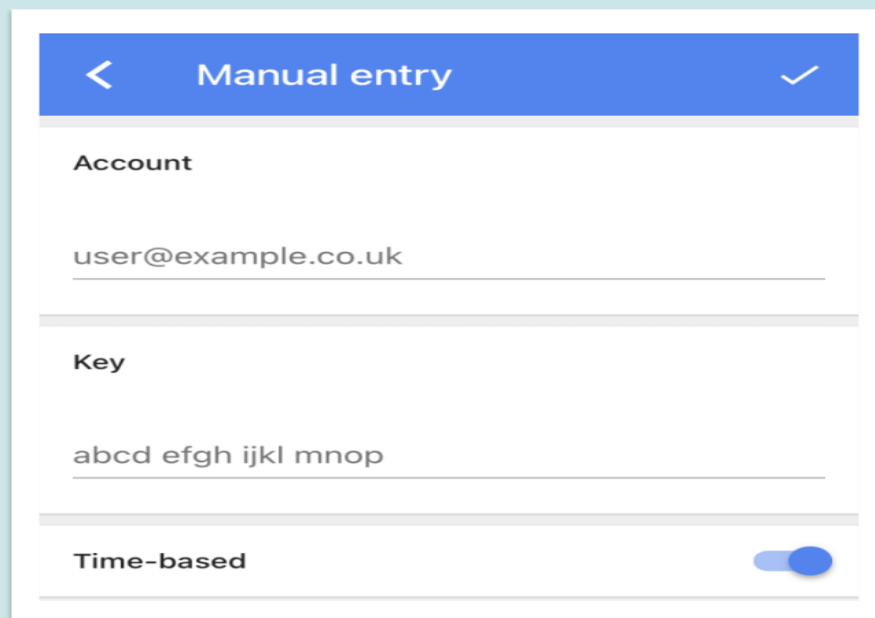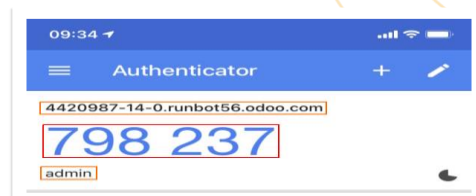*EMPOWERED TO INFLUENCE AND INSPIRE!*

Note

If you cannot scan the screen (e.g. because you are doing this set-up on the same phone as the authenticator application), you can click the provided link, or copy the secret to manually set-up your authenticator:

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5.2.6.   Once this is done, the authenticator should display a verification code with some useful identifying information (e.g. the domain and login for which the code is):

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5.2.7. You can now input the code into the **Verification Code** field, then click the **Enable two-factor authentication** button.

5.2.8. Congratulation, your account is now protected by two-factor authentication!
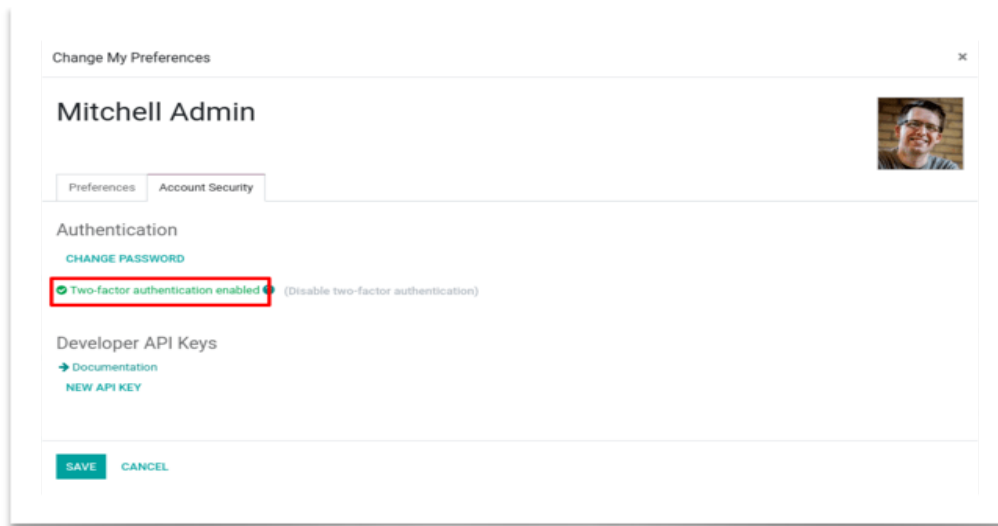
5.3. Logging in to the MIS using Two-Factor Authenication:

5.3.1. You should now **Log out** to follow along.

5.3.2. On the login page, input the username and password of the account for which you set up 2FA, rather than immediately enter Odoo you will now get a second log-in screen:
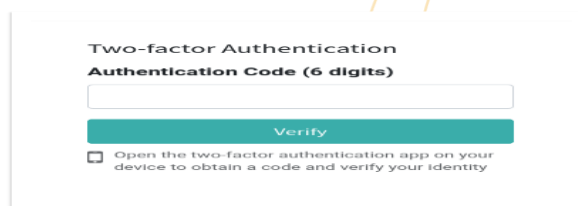
5.3.3. Get your authenticator, input the code it provides for the domain and account, validate, and you're now in.

5.3.4. And that's it. From now on, unless you disable 2FA you will have a two-step log-in process rather than the old one-step process.

6. For Assistance and Support, please contact support@inseta.org.za