

- TWO-FACTOR AUTHENTICATION

Setting Up a TOTP Authenticator

A step-by-step guide to Google Authenticator and Microsoft Authenticator — scanning QR codes and entering setup keys by hand, right on your phone.

What is a TOTP authenticator?

TOTP stands for Time-based One-Time Password. It's a six-digit code, generated by an app on your phone, that proves you have your device in hand — a second lock on top of your password.

30s

A new code every 30 seconds

Each code is only valid for about 30 seconds, then the app quietly generates the next one.



No internet required

Codes come from the time plus a secret key — no signal, no data connection needed.

2

Two things, not one

Signing in now needs something you know (your password) and something you have (your phone).

Pick an authenticator app

Any of these work the same way — this guide walks through Google Authenticator and Microsoft Authenticator, but the steps are nearly identical everywhere.



Google Authenticator

- Free, from Google
- Scan or type to add accounts
- Optional backup to your Google Account



Microsoft Authenticator

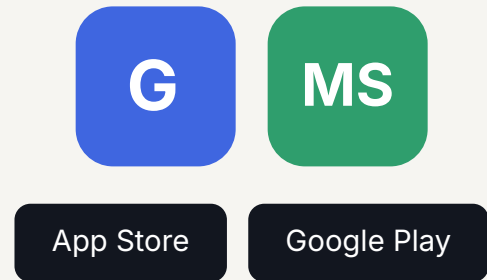
- Free, from Microsoft
- Scan or type to add accounts
- Push-notification sign-in for Microsoft accounts

Also works the same way: Authy, 1Password, Duo, and most password managers with a built-in authenticator.

STEP 1 OF 6

Install the app

1. Open the App Store (iPhone) or Google Play (Android)
2. Search for "Google Authenticator" or "Microsoft Authenticator"
3. Tap Install, then Open once it finishes
4. Allow camera access when it's requested — you'll need it to scan QR codes

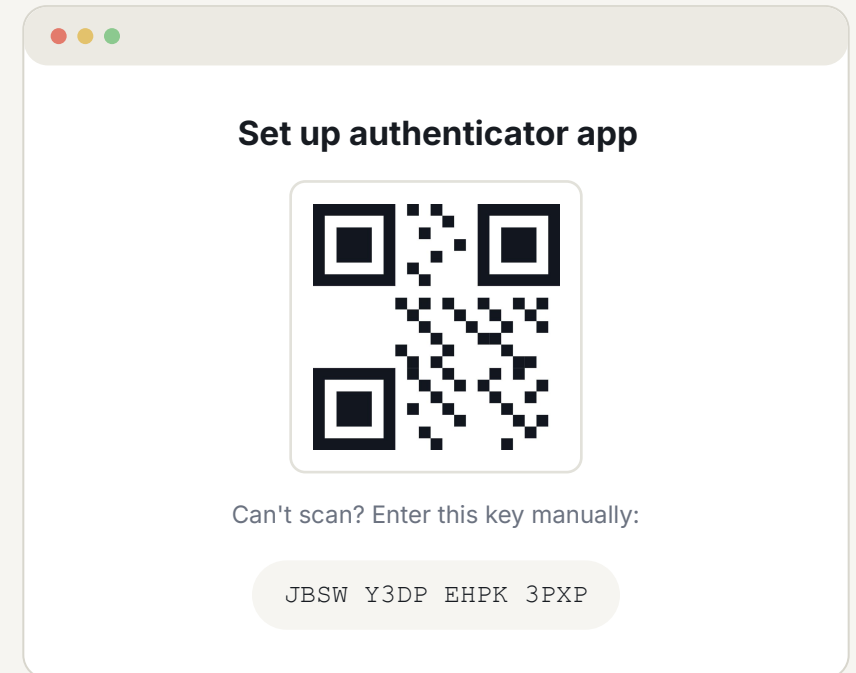


STEP 2 OF 6

Turn on 2FA in your account

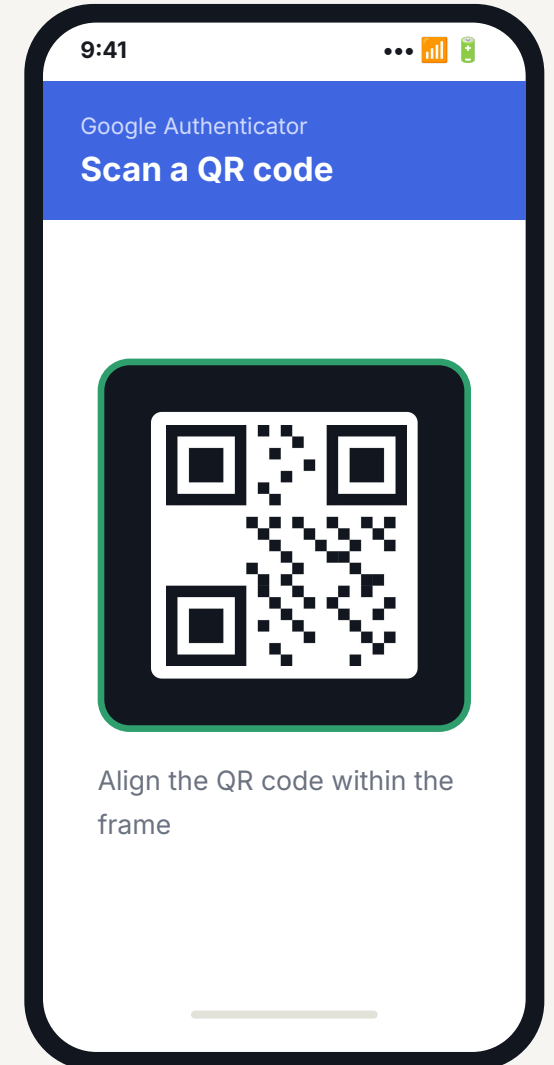
1. Sign into your account
2. You will be prompted to set up 2FA via either:
 - Scan the QR Code
 - Enter the key manually

You will not be able to proceed to the application until 2FA has been setup successfully



Scan the QR code

1. Open the authenticator app
2. Tap the + button to add an account
3. Choose "Scan a QR code"
4. Point your camera at the code on your screen
5. The account appears in your list automatically

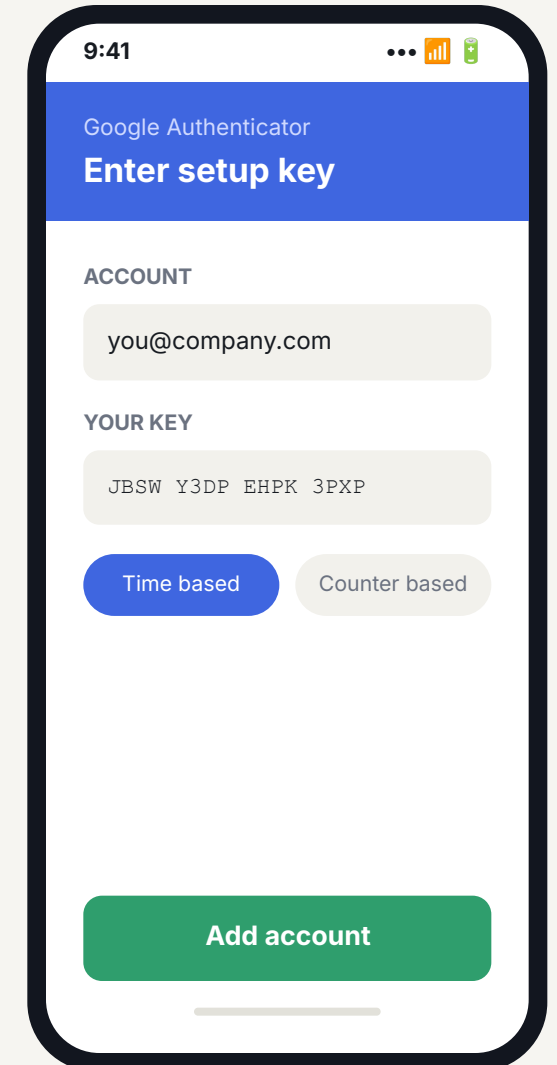


STEP 4 OF 6

...or enter the key manually

1. In the app, tap + then "Enter a setup key"
2. Type an account name you'll recognize (e.g. your email)
3. Type or paste the secret key shown on the website
4. Leave the type set to "Time based"
5. Tap Add to save it

Use this when the code and your phone's camera aren't on the same device — for example, setting up 2FA from a work laptop with no webcam.



STEP 5 OF 6

Confirm the code

Back on the website, click continue and type the current 6-digit code shown in the app to confirm the pairing worked.

4 8 2 9 1 3



Refreshes every 30 seconds

If the code expires before you finish typing, just use the next one — no need to start over.

Save your backup codes

Most services also hand you a set of one-time backup codes when you turn on 2FA. Save them somewhere safe — you'll need one if you ever lose your phone.

BACKUP CODES

4F82	-	9K3L	K3ZP	-	6D2Y
7Q1D	-	X6MP	8M1L	-	QW7J
2H9A	-	T4RS	R4VB	-	N9F5
N5CV	-	8U0E	0XT2	-	HL3C

Store these offline

Write them down, print them, or keep them in a password manager. They're usually shown only once — if this screen closes, they're gone.

Tips & troubleshooting

- Codes don't match? Make sure your phone's date & time are set automatically — TOTP codes depend on the clock being accurate.
- Getting a new phone? Transfer your accounts in the app before wiping the old device, or re-enroll using your backup codes.
- One app, many accounts — add every site that supports TOTP to the same authenticator app.
- Never share a 6-digit code or your setup key with anyone, including someone claiming to be support.

You're set up

- ✓ Installed the app
- ✓ Turned on 2FA
- ✓ Scanned the QR code or entered the key
- ✓ Confirmed with a 6-digit code
- ✓ Saved backup codes
- ✓ Ready to repeat for other accounts

From now on, signing in needs your password and your phone.