

yocova

Setting up Multi-Factor Authentication (MFA)

Providing the highest levels
of platform security

Issue: May 2023



Increased security on the Yocova platform with Multi-Factor Authentication

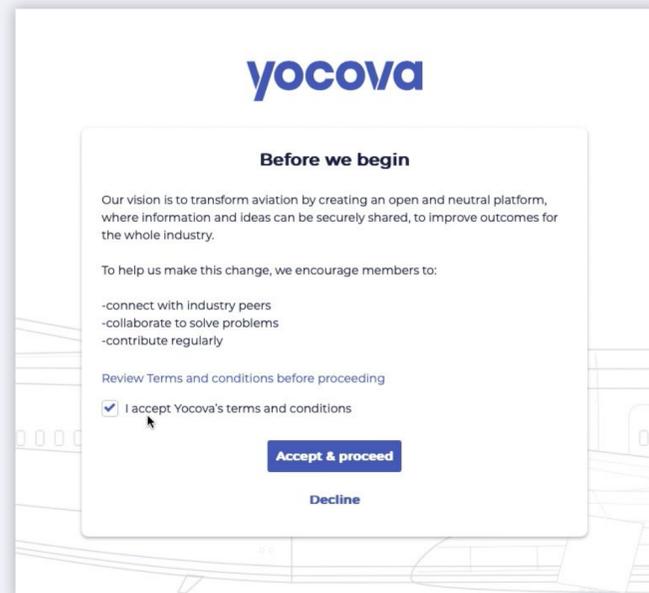
Multi-Factor Authentication (MFA) ensures Yocova members can enjoy the platform safe in the knowledge that their data is even more secure, for greater confidence, and open and safe sharing.

This means that you'll need to use another device, such as your mobile phone, to validate your identity. It's a straightforward process to set this up; there are just a few steps you need to take to install this functionality on your device.

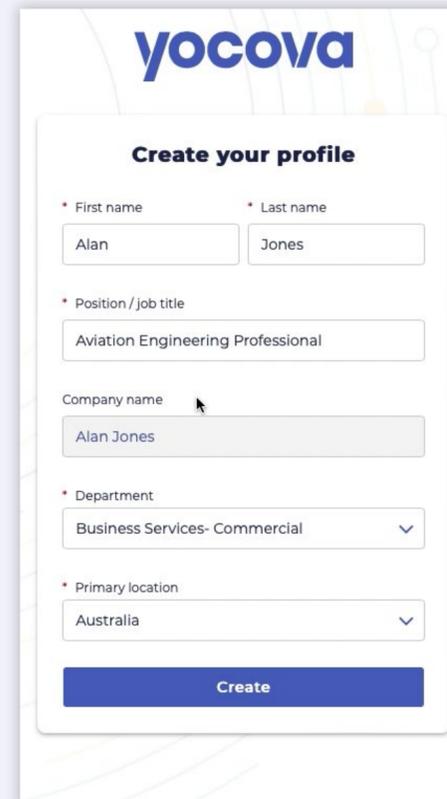
Getting started with Multi-Factor Authentication

The first time you log in to Yocova as a new member you will be asked to accept our terms and conditions, create your profile, and then choose your MFA preference.

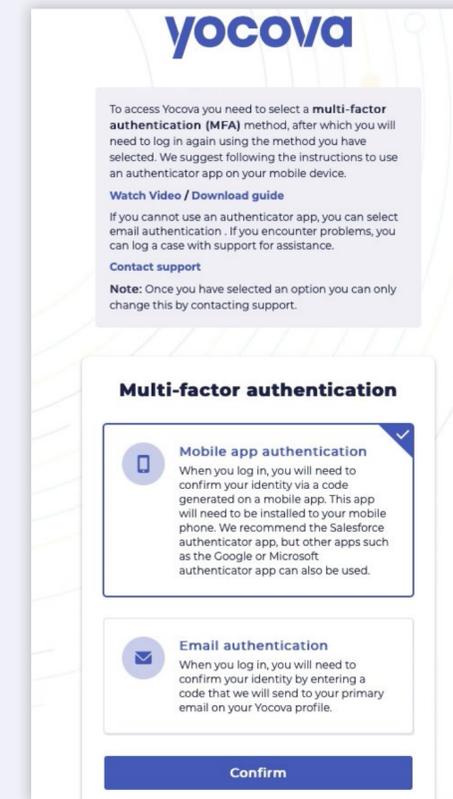
Step 1: Click to review Terms, download and return to this screen to tick and then press **Accept & Proceed**.



Step 2: Create your profile – check and complete all fields before pressing **Create**.



Step 3: Choose between Mobile App or Email Authentication and press **Confirm**.

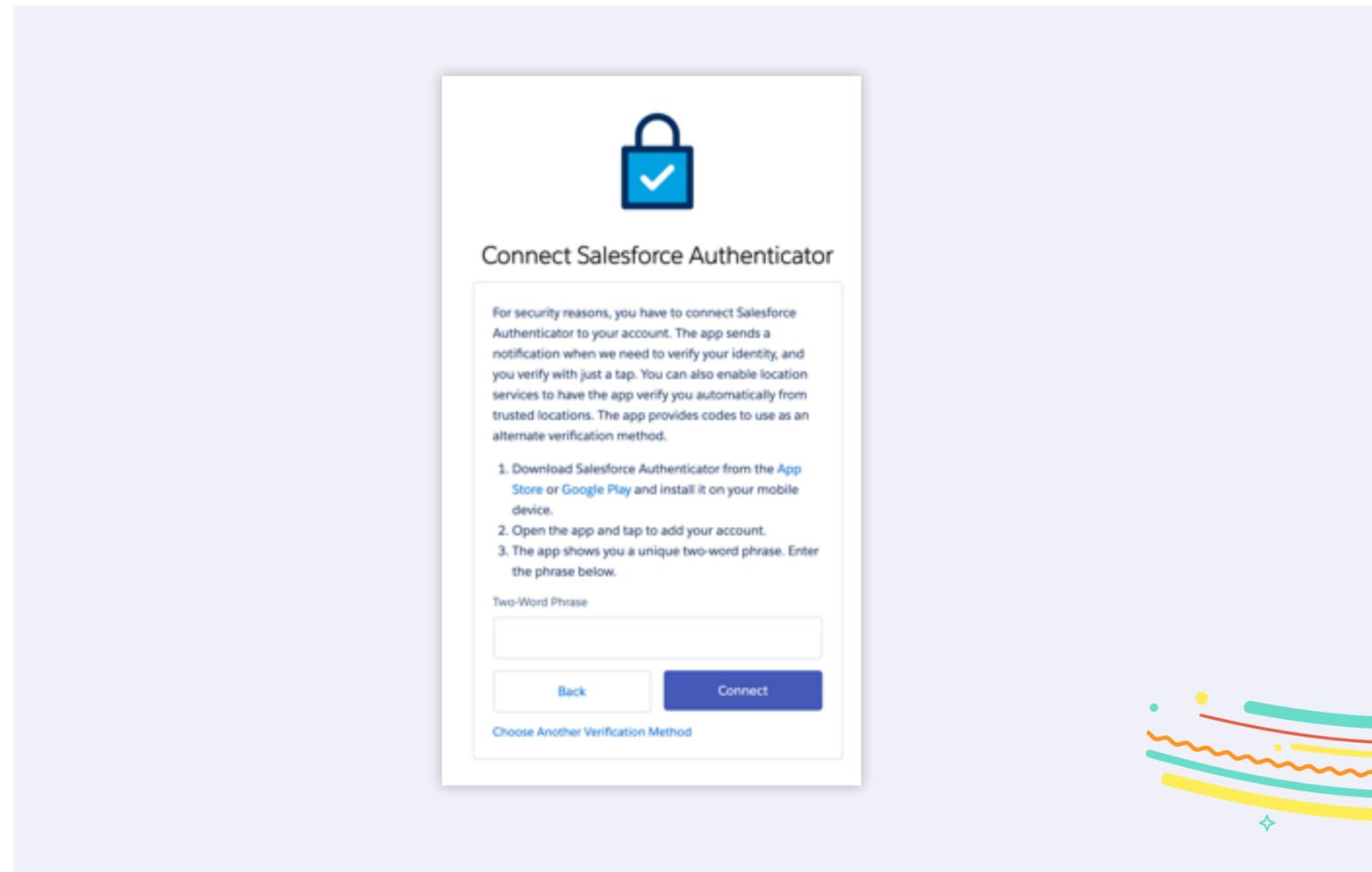


Please note:
Once you confirm your Multi-Factor Authentication choice it can only be amended by emailing support@yocova.com.

Should you choose Email Authentication please go straight to page 10 of this guide.

Getting started with Salesforce Authenticator App

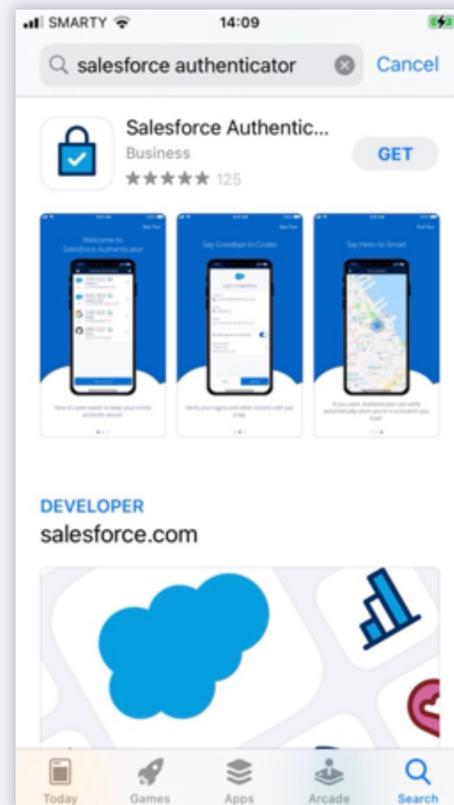
The first time you log in to Yocova, this screen will appear after you have created your profile:



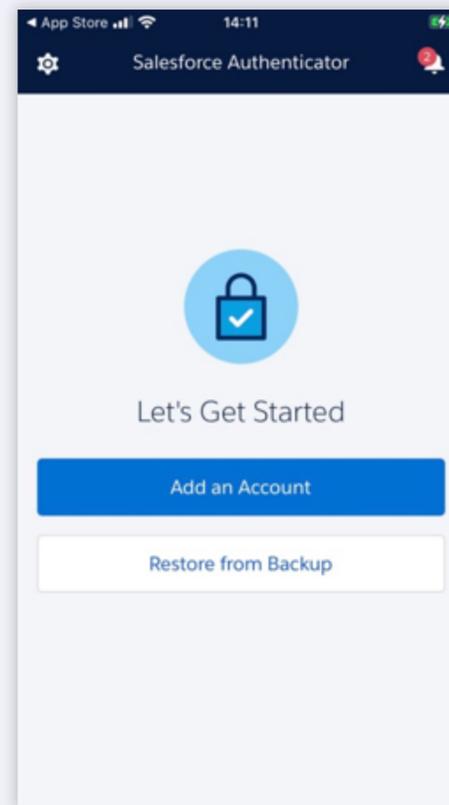
You've got a couple of options – you can either use the Salesforce Authenticator app, or use an alternative authenticator, such as Microsoft or Google. These are typically available without charge from Apple and Google App stores.

Using the Salesforce Authenticator App

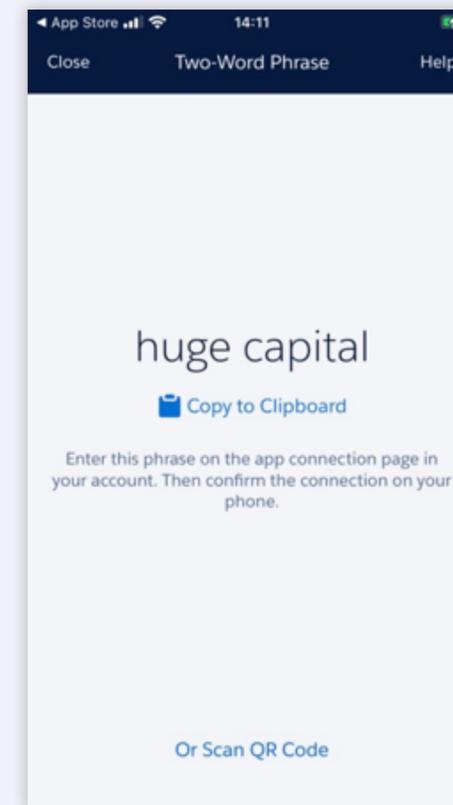
First, go to the App Store or Google Play store and search for and download “Salesforce Authenticator”. It looks like this:



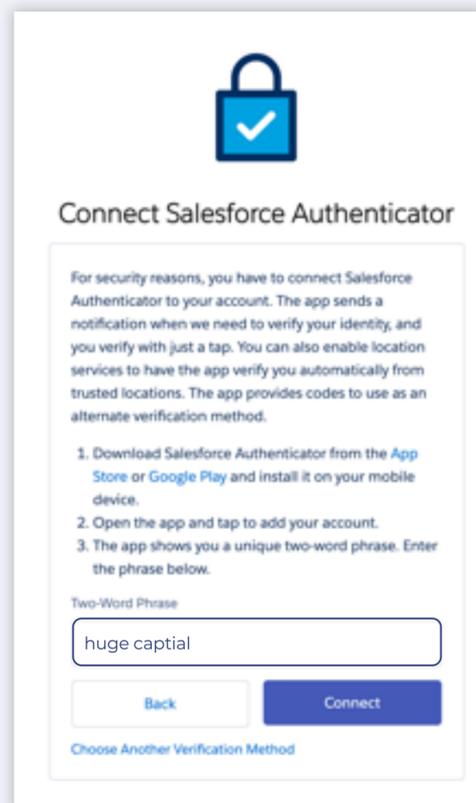
Once you've installed the app, you'll be prompted to add an account. Tap **Add an Account** on your device.



You'll then see a two-word phrase, for example: **huge capital**.



Just enter the two words you see into your “Connect Salesforce Authenticator” on your browser and click **Connect**:



Connect Salesforce Authenticator

For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.

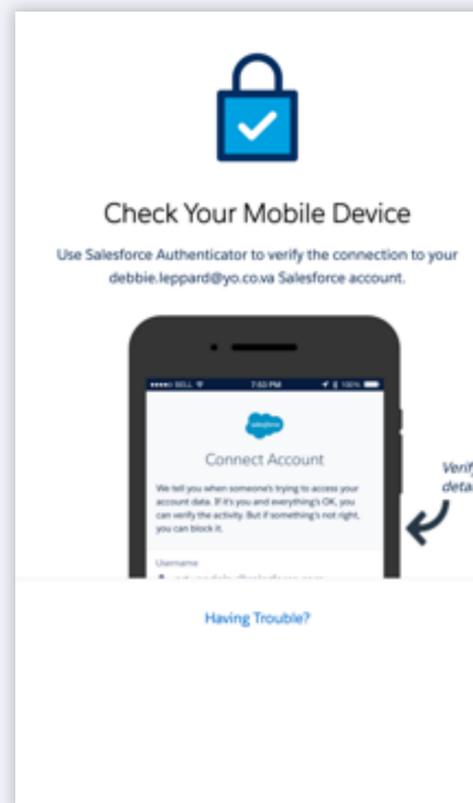
1. Download Salesforce Authenticator from the App Store or Google Play and install it on your mobile device.
2. Open the app and tap to add your account.
3. The app shows you a unique two-word phrase. Enter the phrase below.

Two-Word Phrase

[Back](#) [Connect](#)

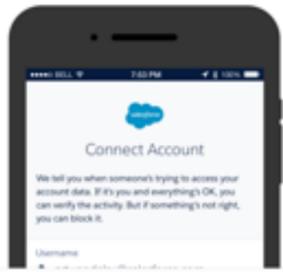
[Choose Another Verification Method](#)

You'll then see the following message in your browser asking you to approve the request to log in to Yocova.



Check Your Mobile Device

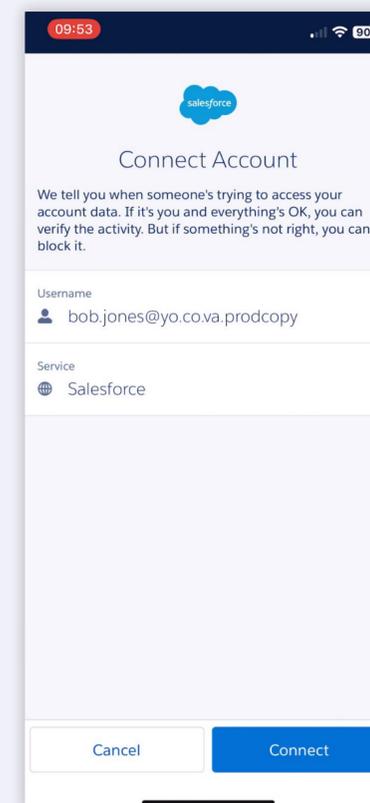
Use Salesforce Authenticator to verify the connection to your debbie.leppard@yo.co.va Salesforce account.



Verify details

[Having Trouble?](#)

And you'll see the **Connect Account** page on your mobile device.



Connect Account

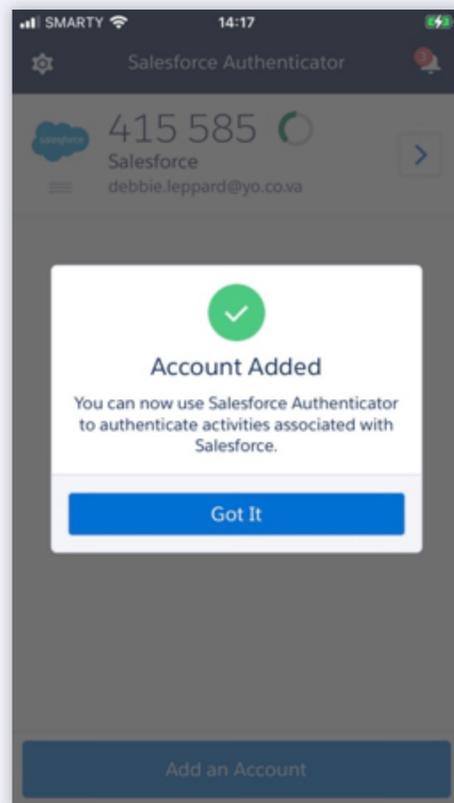
We tell you when someone's trying to access your account data. If it's you and everything's OK, you can verify the activity. But if something's not right, you can block it.

Username
bob.jones@yo.co.va.prodcopy

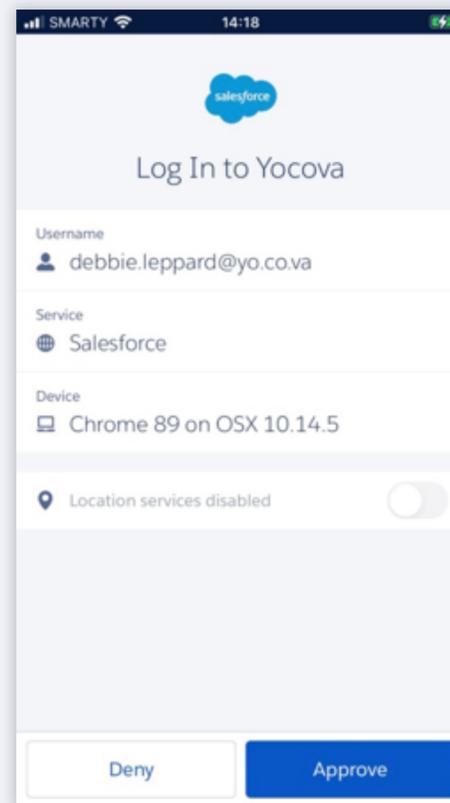
Service
Salesforce

[Cancel](#) [Connect](#)

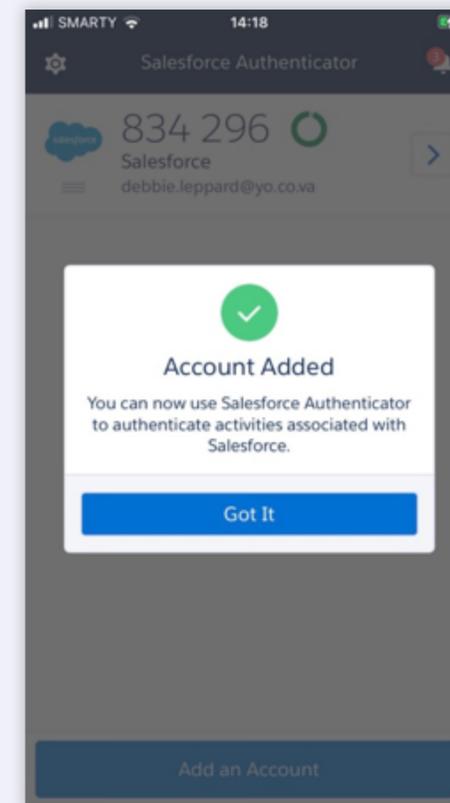
Tap **Connect** and you'll then see the **Account Added** page on your mobile:



Tap **Got it** and then the following screen will show on your mobile:



Tap **Approve** on your mobile and you'll see a green tick on your browser and the Account Added screen on your mobile.

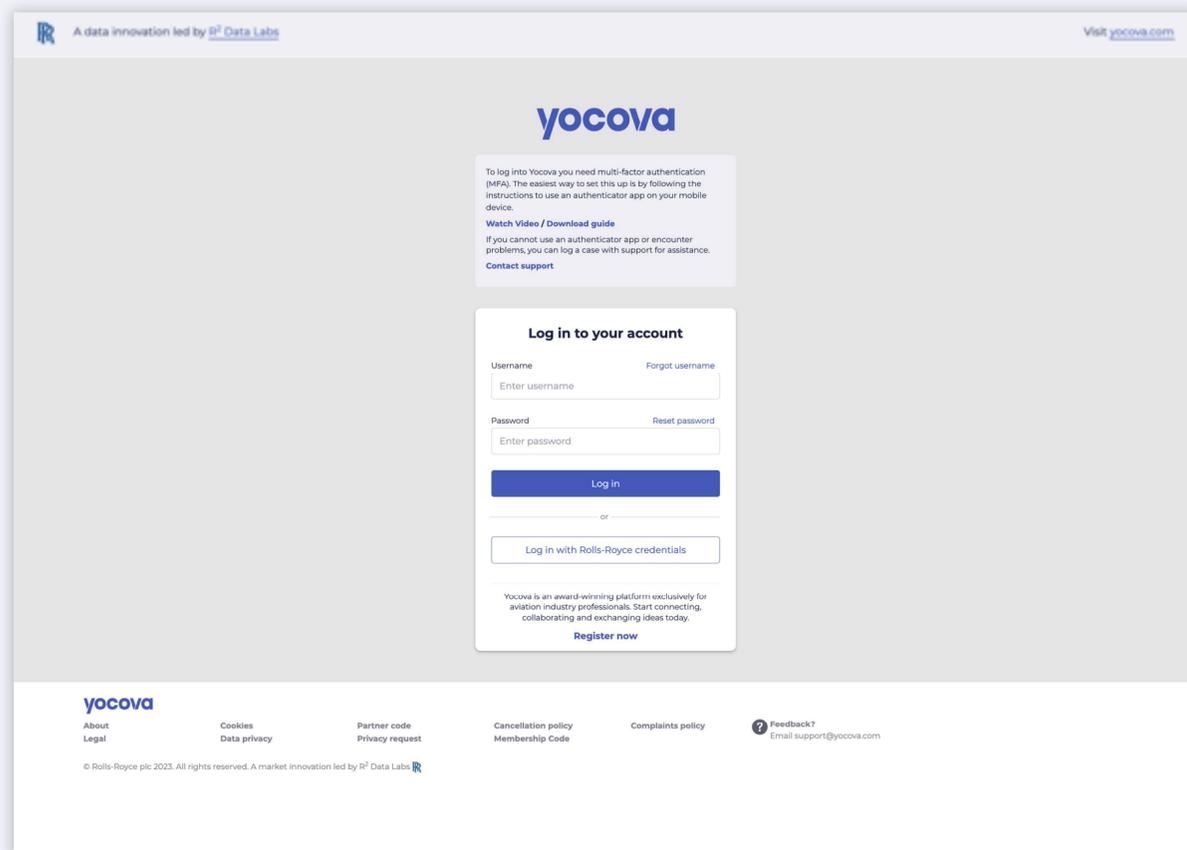


Tap **Got it** on your mobile and you'll then be logged into Yocova.

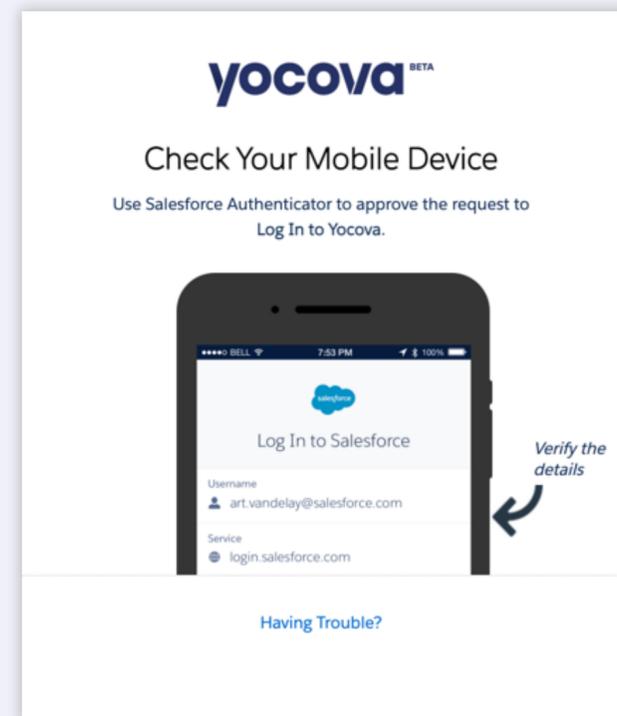
Your mobile will also have the option to turn on location services, which allows Salesforce Authenticator to determine your location, but you can cancel this if you'd prefer not to use it.

Future logins after Multi-Factor Authentication is installed and enabled

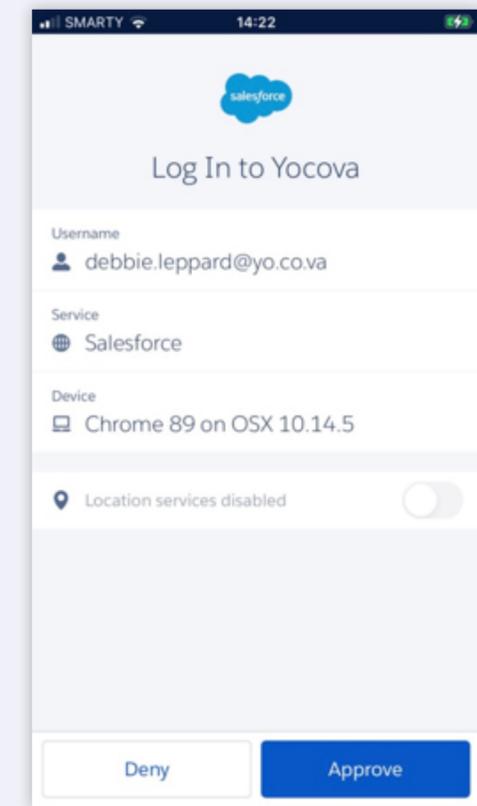
Each time you login to Yocova please have your second device to hand. It will be required to support your secure sign-in.



After the Multi-Factor Authentication has been enabled, when you click Log in on your browser, the following screen will appear, prompting you to check your mobile:



When you open your mobile device, you'll be asked to approve the request to log in to Yocova. Tap **Approve**:

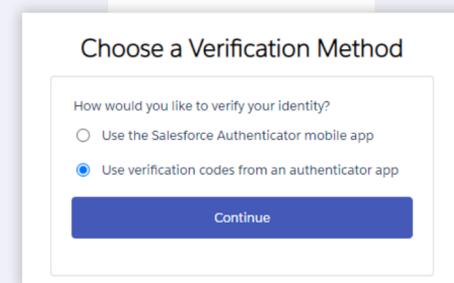
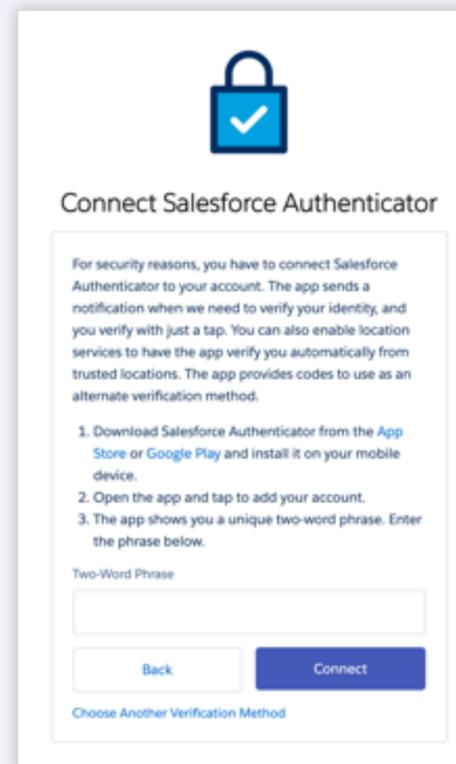


The green tick will then appear and you'll be logged in to Yocova.

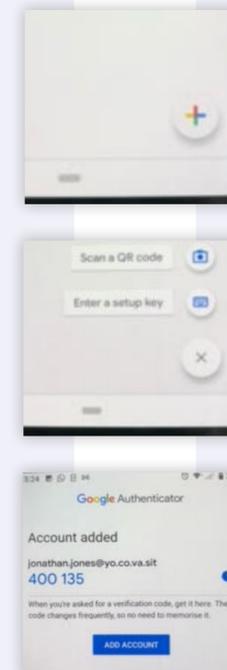
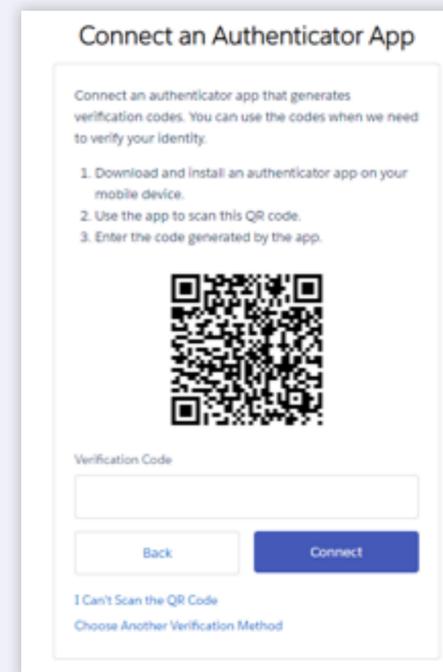
Using alternative Multi-Factor Authentication such as Google or Microsoft Authenticator

If you are unable to install Salesforce Authenticator on your mobile, but you have an alternative authenticator installed such as Google or Microsoft, then it is possible to use those instead. From the first prompt click **Choose Another Verification Method**:

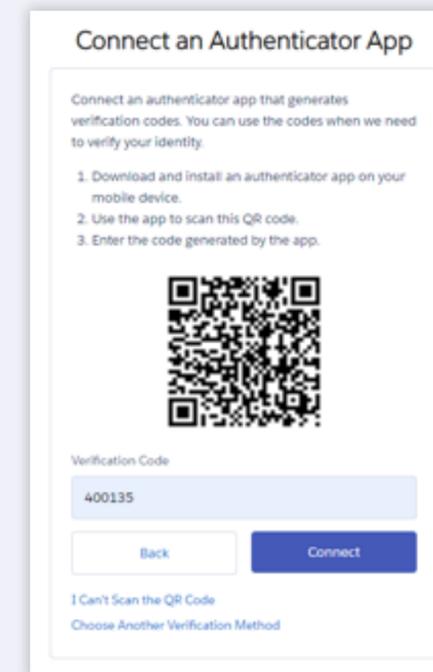
And select Use verification codes from an authenticator app and then click **Continue**:



The login screen will then display a QR code that you can scan from within your authenticator app:

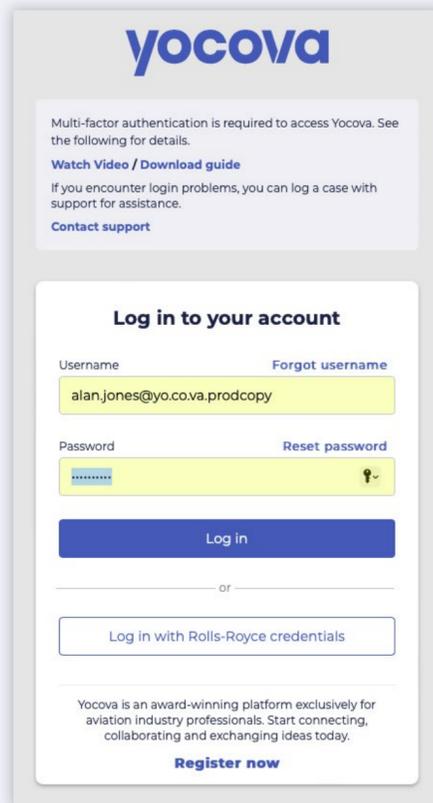


Scanning the QR code will add the account to your authenticator app. You can then add the number from the app, into the Yocova login page.



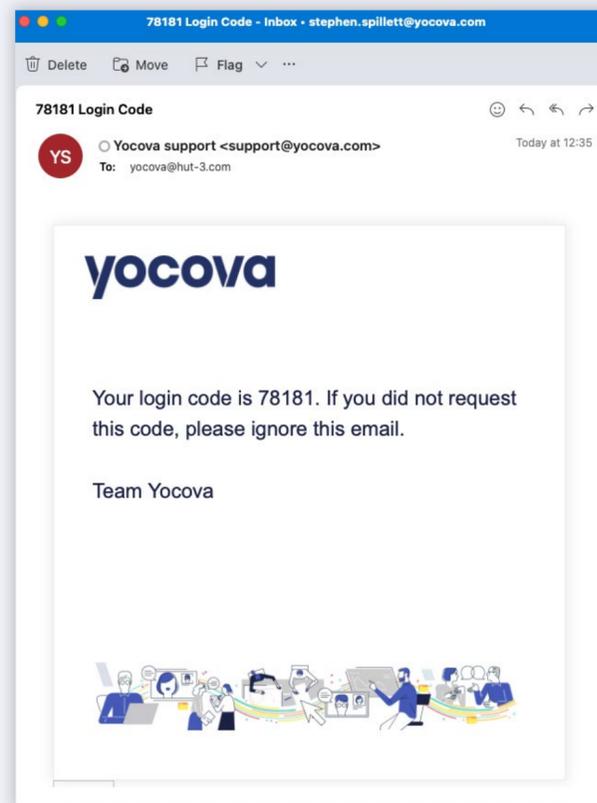
Getting started with email authentication

First log in to Yocova with your username and password.

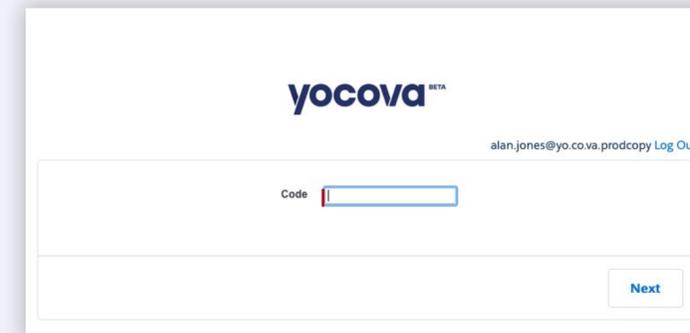


The screenshot shows the Yocova login interface. At the top, the Yocova logo is displayed. Below it, a message states: "Multi-factor authentication is required to access Yocova. See the following for details." with links for "Watch Video / Download guide" and "Contact support". The main section is titled "Log in to your account" and contains a "Username" field with the value "alan.jones@yo.co.va.prodcopy" and a "Forgot username" link. Below that is a "Password" field with a "Reset password" link and a "Log in" button. There is also an option to "Log in with Rolls-Royce credentials" and a "Register now" link at the bottom.

Check your email for a message from Yocova Support (support@yocova.com) which contains a five-digit code.



Insert the five-digit code into Yocova as shown below, and press Next to complete your log in.



The screenshot shows the Yocova login page with the "Code" field filled with "78181" and the "Next" button highlighted.

Please note you will need to repeat this step each time you wish to access Yocova.

We recommended using a single device where you can receive emails and connect to Yocova.com via a web browser.

We hope these instructions are useful.
If you have any questions please contact

support@yocova.com