# adler | GRADUATE SCHOOL

**Adler Sonis Web Student Information System Two Factor Authentication**

**Two Factor Authentication (2FA)**

This document explains how to set up and use 2FA (Two Factor Authentication) in SONIS 3.4. 2FA is a global setting and will affect ALL SONIS portals, if enabled.

- ➤ Administration
- ➤ Alumni
- ➤ Employer
- ➤ Faculty
- ➤ Student

1. Users must download and use the Google Authenticator app. The app can be obtained from the Google Play Store (formerly Android Market) or from the Apple App Store.



Google Authenticator on the App Store
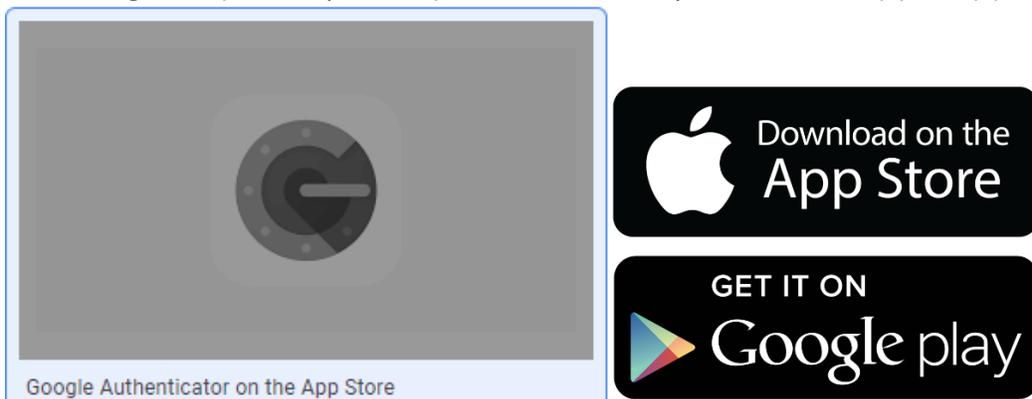
2. Now, when a user logs into SONIS, they will enter their login credentials as usual:

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| LOGIN | PROGRAMS | COURSES |
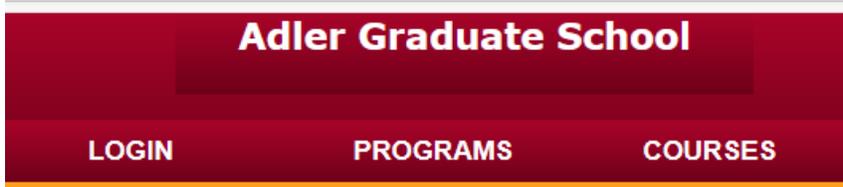
### LOGIN : STUDENT

* Email Address
firstname.lastname@mail.alfredadler.edu

* PIN
••••••

LOGIN

Forgot your PIN and/or ID?

3. When the user clicks the Login button, they will see a new screen with a barcode similar to the one shown below. The user needs to either scan the barcode with their Smartphone Google Authenticator app OR manually enter the Secret Key on the authenticator.



In order to continue, you must download the Google Authenticator application to your smartphone.
For Android products, visit the Google Play Store

For Apple products, visit the iTunes App Store

Once you have downloaded the app, follow the instructions until you are asked to scan the barcode on the screen.

Or enter the code manually
NBGLJUXIMSS7PME3Y

*The QR code on this document is NOT meant to be scanned, the QR codes are unique to each Sonis user.

Once you have completed the setup, click continue to login again.

**Click continue, then relaunch your browser.**

CONTINUE

4. After the scan or entry of the secret key, the user will receive a code on their Smartphone Google Authenticator app, to enter on the next page. The code is only available for a limited time, after which a new code is issued. There is a small clock icon indictor to show how much longer the code will be valid.
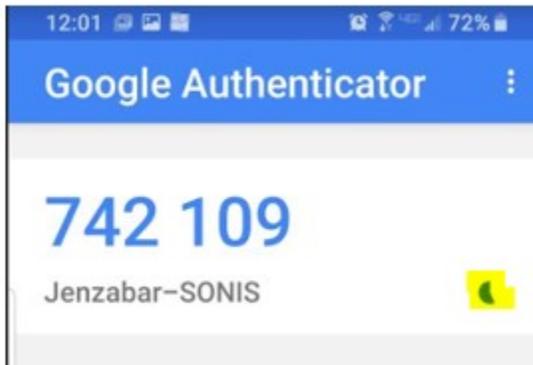


Code received on the user's Smartphone.



Enter the code on the SONIS page shown above.

5. An authentication code will need to be entered for every login attempt from that point forward, but the requirement to scan a barcode is a one-time process. New codes will be automatically generated in the app, simply open it and type in the corresponding code into Sonis.