How-To Enable & Configure Two-Step Verification for Users

Software Support - 2022-11-02 - Security / Privacy

[Two-step verification](#) (also known as Two-Factor Authentication) helps protect you and your data by making it more difficult for someone else to log in to your Kahootz account.

It uses two different forms of identity: your password (something you know), and a security code from your phone (something you have). This helps keep your account secure because even if someone else finds your password, they'll be stopped if they don't have access to your phone.

Enabling Two-Step Verification on your Kahootz site

> **Note:** You must be a Site Owner in order to enable two-step verification on your Kahootz site.

1. Click on your "**Name**" at the top right corner of the page to open your Account menu.

2. Select **"Site Admin"** from the dropdown menu.

3. Select "**Settings**" from the available options.

4. Tick the "**Enable two-step verification**" checkbox under the "**Security Settings**" section.

5. You can also tick the **"Trusted Devices"** checkbox to allow users to skip the verification process when using regular devices.

6. Click **"Save."**

Your Kahootz site will now have additional two-step security added.

Getting started

The next time you or your users log into Kahootz, they'll need to go through a simple setup process.

1. Click **"Let's Get Started."**

2. Enter security questions and answers, then click **"Next."**

3. You will now be advised to download an authenticator app to your device, [this article](#) guides you through the process.

4. Point and snap the QR code on the screen, and a security code will appear on your

device.

5. Enter the code displayed on your Authenticator App and click **"Check."**

6. Press **"Continue"** which will log you into your Kahootz site.

You've now finished the Two-Step verification process and gained access to your account.
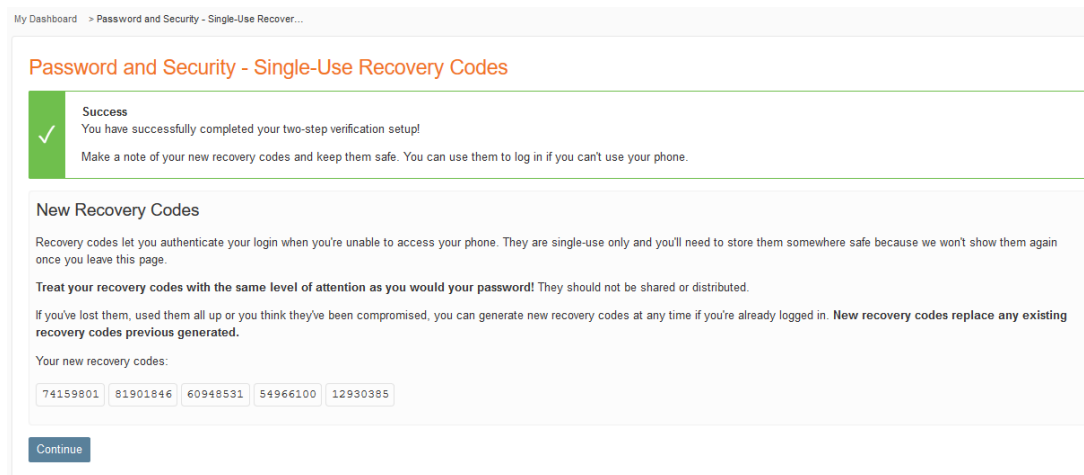
Note: Remember to make a note of your recovery codes in case you can't access the authenticator app.

contact the Kahootz support team

From time to time, you may need to change or amend your security details.

To do this:

1. Click on your "**Name**" at the top right corner of the page to open your Account menu.

2. Select **"Password & Security"** from the drop-down menu.

3. Click on the **"Password", "Security Devices," "Recovery Codes"** or **"Security Questions"** tabs to update them.

4. Once you've changed the details, click **"Save."**

Related Content

- How-To Install an Authenticator App on your Device for Two-Step Verification
- How-To Add/Delete Authenticator Device for Two-Step Verification
- Two-Step Verification