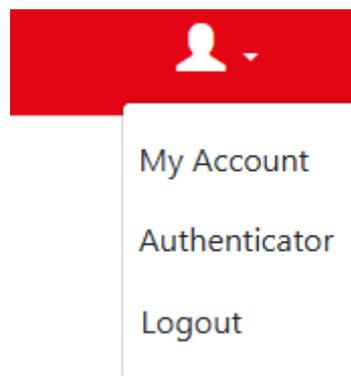


## Setting up Authenticator in the Portal

Once you have registered for a Portal account and logged in for the first time, you can optionally set up an Authenticator App like those provided by Microsoft or Google. If you don't use an authenticator app, you'll just need to use the blue 'Send me a code via email' link instead.

To set up your Authenticator App, just click on the profile icon at the top right after you have logged in



And you'll be taken to this page

If you don't already have an Authenticator App you could download either

- **Microsoft Authenticator** for [Android](#) and [iOS](#), or
- **Google Authenticator** for [Android](#) and [iOS](#).

Scan the QR Code below, or enter the key into your authenticator app.



Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

Next, open your Authenticator App (which is available from your App Store if you haven't installed it already) and click to add a new account. You should now be able to scan the QR code and the Southwark Portal account will be added to the list of accounts in Authenticator.

The last step is to confirm to the Portal that everything is in order. So, just click on the Southwark Portal account in Authenticator and enter the displayed code into the Portal



Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box below.

**Verify**

If the Portal accepts the Authenticator code, you should see a confirmation message

Your authenticator app has been verified.

[Please click here to return to the home page.](#)

That's all there is to it. Next time you log in, rather than choosing to receive a code via email, just enter the current code displayed in Authenticator.