



## Multi-factor authentication on the NZVA websites

The New Zealand Veterinary Association Te Pae Kīrehe (NZVA) is setting up multi-factor authentication (MFA) on its websites to protect your account.

### What is multi-factor authentication?

Multi-factor authentication (MFA) is a login system to protect your NZVA account from unauthorised access.

Your account will require two methods of authentication when you login:

1. Your regular username and password (something you know)
2. A unique one-time code sent to an app on your phone or to your email address (something you have).

This means that, even if someone gets your password, only you will be able to login.

The NZVA websites provide three possible MFA authentication methods for you to use. You will need to set up at least one of these methods, however we recommend setting up two methods. This gives you a fall-back method should the default method not be available (eg if you lose your phone).

These instructions cover the two most common methods and don't require you to buy additional hardware.

### Setting up MFA access using your email address



With this method, each time you log in you will be emailed a one-time code to complete the login process. To set up this method of authentication:

- Log in to the NZVA website using your username and password.
- You will be prompted to set it up your MFA. You will not be able to complete your login until the MFA is set up.



Multi-factor authentication  
Add extra security to your account

**How it works**

-  **Extra layer of protection**  
Every time you log into your account, you'll need your password and an additional form of verification. [How multi-factor authentication works](#)
-  **Unique to you**  
This verification is only available to you. Even if someone gets your password, they will not be able to access your account.


[Get started](#)

- Click the 'Get started' button.
- Select 'Register with email code'.
- Enter your email address.

Register with email code ✕

Register the Email to use for authentication.

Email



[Next](#) [Back](#)

- Click 'Next'.
- A six-digit code will be sent to the email address you entered. Enter the code and click the 'Next' button.



- A set of recovery codes will be displayed. These allow you to log in to your account if you are unable to access your email address. You will need to download these codes and store them in a secure place that you can access easily.

Multi-factor authentication

### Register with recovery codes


Recovery codes enable you to log into your account in the event your primary authentication is not available. Each code can only be used once. Store these codes somewhere safe, as they will not be viewable after leaving this page. [Learn about recovery codes.](#)

wzlr dhia euqk	rlhn wyhw zcjb	rwzg nlla tpuy
lpes ouhq uqji	ghov hdtz uupa	rkdd avmp iesg
uemo bihr wens	pxrn mcsp oofm	erme kjnc ixgv
lpzt etjq qanb	inxagdd dzfg	kiqf cgrm rk dj
dhrb sbcx zfim	nxod zlbb mihn	dcgn hzzk xwqb

[Print codes](#)   [Download](#)   [Copy codes](#)

[Finish](#)

- When you have saved your codes, click the 'Finish' button.
- Multi-factor authentication set up is now complete. Click the 'Continue' button.



Multi-factor authentication is now set up  
You will be able to edit these settings later from your profile area.

[Continue](#)

Each time you log in to an NZVA website, you will be emailed a new code to enter.



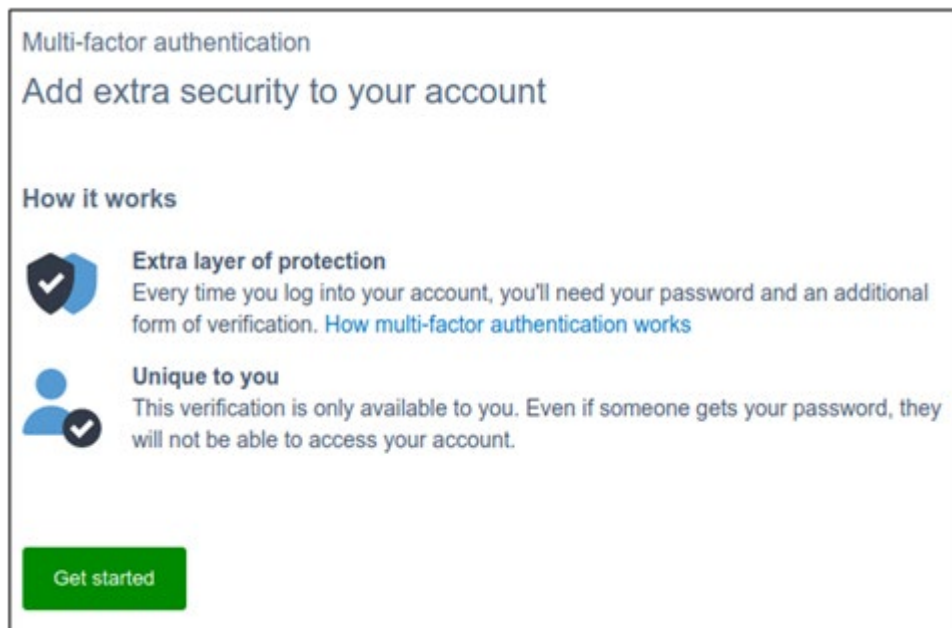
## Setting up MFA access using an authenticator app

With this method, an authenticator app on your phone will generate a code for you to enter each time you log in to an NZVA website. This method may be more convenient than using an email notification, as you don't need to have your email inbox open when you log in.

We recommend using the Microsoft Authenticator app or the Google Authenticator app, both of which are available on the Google Play and Apple App stores.

Here's how to get started with your authenticator app:

- Download and install your authenticator app from Google Play or the Apple App Store.
- Log in to the NZVA website using your username and password.
- You will be prompted to set up your MFA. You will not be able to complete your login until the MFA is set up.




- Click the 'Get started' button.
- Select 'Authenticator app verification method'.
- Register the website with the app by scanning a QR code or manually entering the code provided.



Multi-factor authentication  
**Register with authenticator app**

Verification codes are created by an app on your phone. [How to use authenticator apps.](#)

OR

Enter manually the following code into  
authentication app:

**BDWG Q7IW UZ3M JDD4**

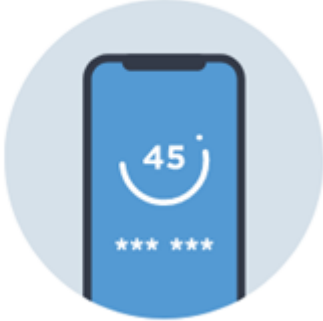
[Back](#)

- When the app is set up on your mobile device, you will be prompted to enter a code which will be displayed in the authenticator app on your phone. Enter the code and click the 'Next' button.

Multi-factor authentication  
**Register with authenticator app**

Use verification code from your authenticator app. [How to use authenticator apps.](#)

Enter 6-digit code



[Back](#)

- A set of recovery codes will be displayed. These allow you to log in to your account if you are unable to access your email address. You will need to download these codes and store them in a secure place that you can access easily.



Multi-factor authentication

## Register with recovery codes


Recovery codes enable you to log into your account in the event your primary authentication is not available. Each code can only be used once. Store these codes somewhere safe, as they will not be viewable after leaving this page. [Learn about recovery codes.](#)

wzlr dhia euqk	r1hn wyhw zcjb	rwzg nlla tpuy
lpes ouhq uqji	ghov hdtz uupa	rkdd avmp iesg
uemo bihr wens	pxrn mcsp oofm	erme kjnc ixgv
lpzt etjq qanb	inxagdd dzfg	kiqf cgrm rk dj
dhrb sbcx zfim	nxod z1bb mihn	dcgn hzzk xwqb

[Print codes](#)   [Download](#)   [Copy codes](#)

**Finish**

- When you have saved your codes, click the 'Finish' button.
- Multi-factor authentication set up is now complete. Click the 'Continue' button.



**Multi-factor authentication is now set up**  
You will be able to edit these settings later from your profile area.

**Continue**

Each time you login to an NZVA website, your app will generate a new code for you to enter.



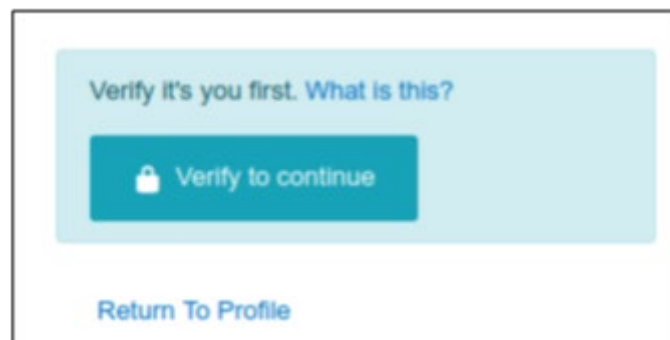
## Managing your MFA settings

To change or manage your MFA settings:

- Log in to the NZVA website.
- Open your profile and click the 'Edit' tab.
- Click the 'MFA Settings' button.

The screenshot shows the NZVA user profile page. At the top, there is a navigation bar with links: Overview, Edit, Invoices, Subscriptions, CPD, Messages / Connect, Notifications, Calendar, My Events, History, and Events AIR. The left sidebar contains a menu with links: Profile, Contact Info, Addresses, Dietary Information, Demographic, Organisations, and Gecco Theme. The main content area is titled 'Security Settings' and features a yellow warning banner: 'Multi-factor Authentication will be compulsory from . Use the link below to set up MFA.' Below the banner are three buttons: 'Change password', 'MFA Settings (Multi-factor Authentication) [?]', and 'Manage sessions [?]'. The 'MFA Settings' button is highlighted with a red box. Below the buttons are form fields for 'Title', 'First Name \*' (with the value 'richard.thomas@clad.nz'), and 'Middle Name'. A 'Display' checkbox is checked. On the right side, there is a 'Profile' section with a date 'Jan 12'.

- You will need to verify your identity by entering your password.



From here, you can manage your authentication methods. You can add or remove authentication methods, set a default method, and reset existing methods. Please note that if you remove all authentication methods, MFA will be disabled. You will need to set it up again the next time you log in to an NZVA website.