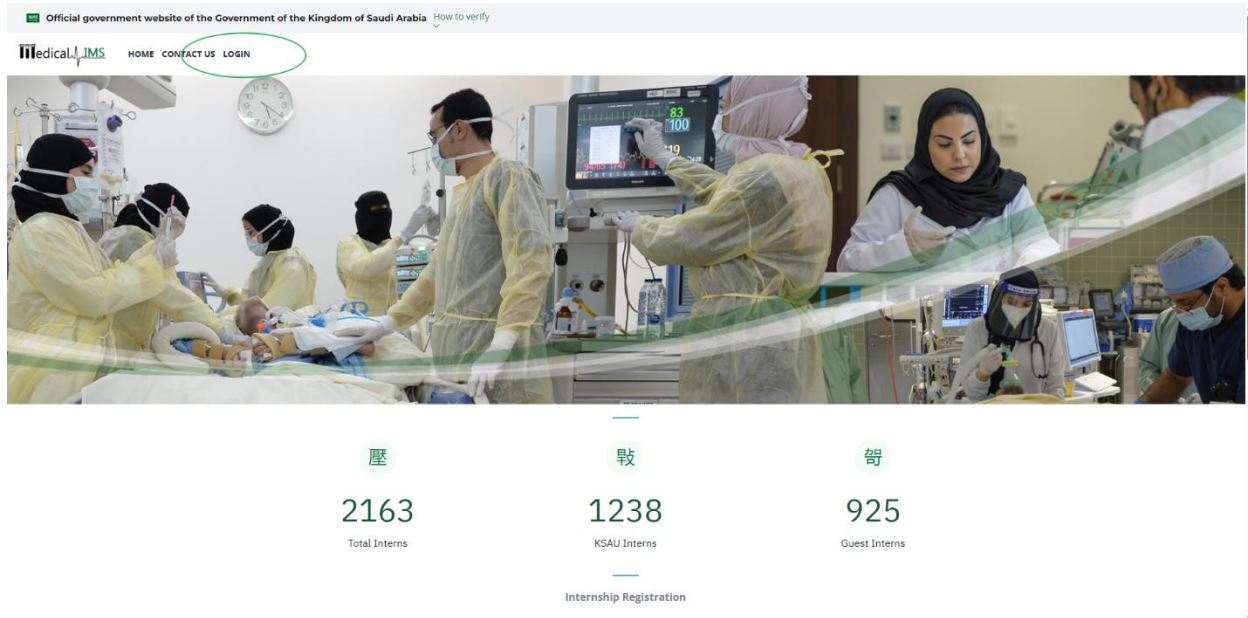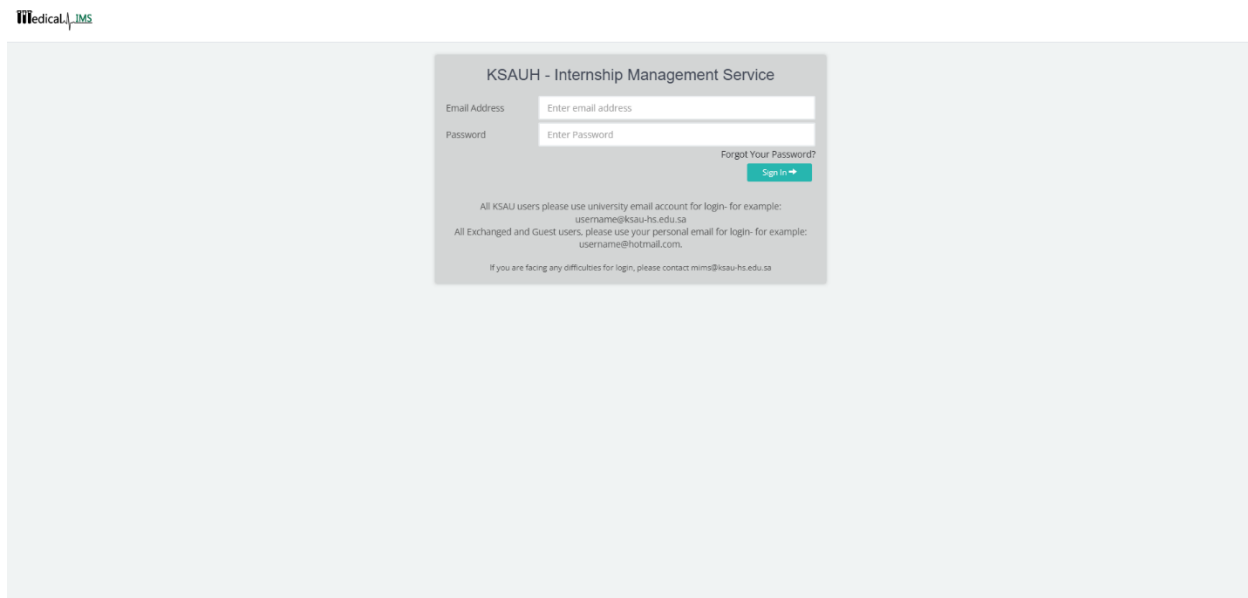# How to register/activate 2FA in MIMS
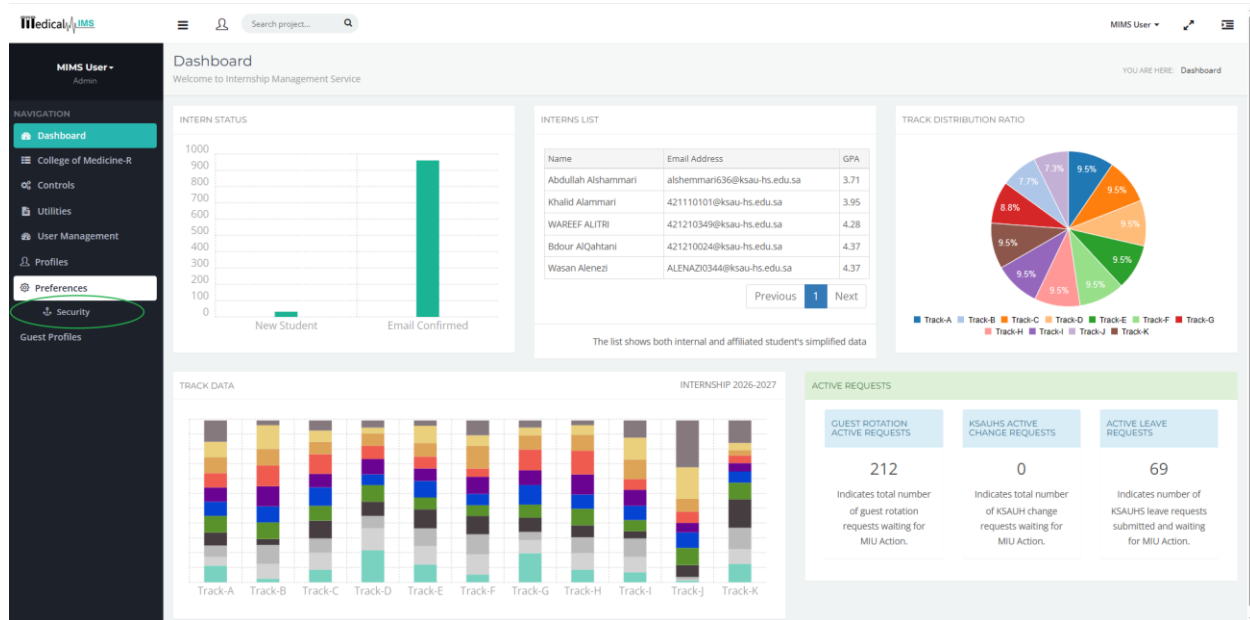
1: Open the Home page of the system
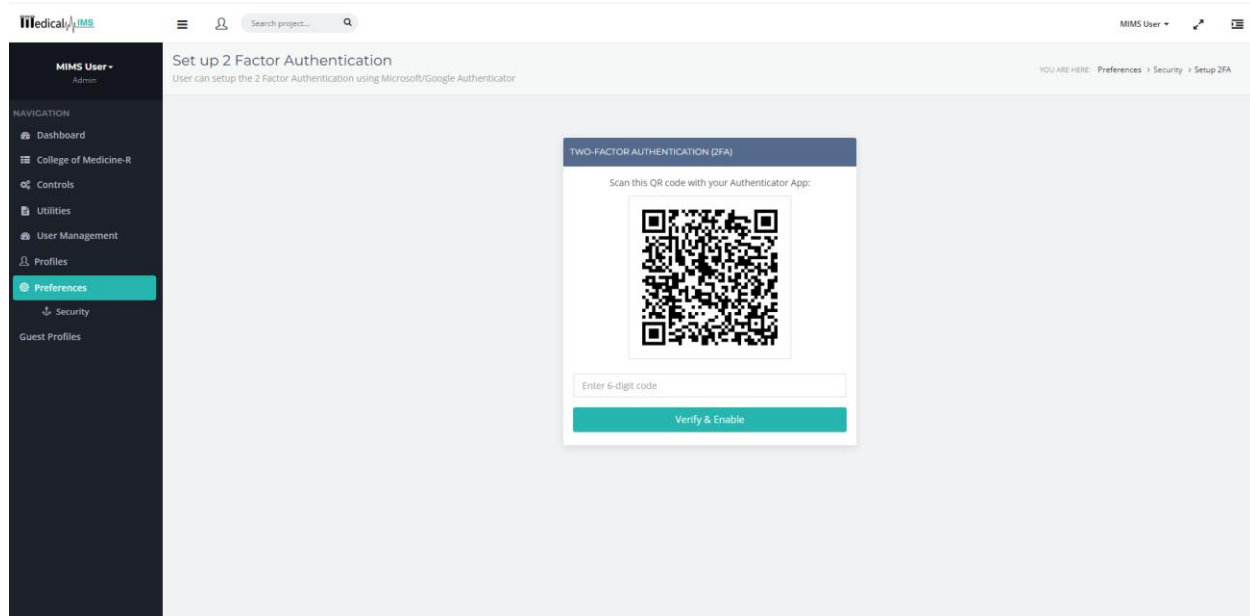

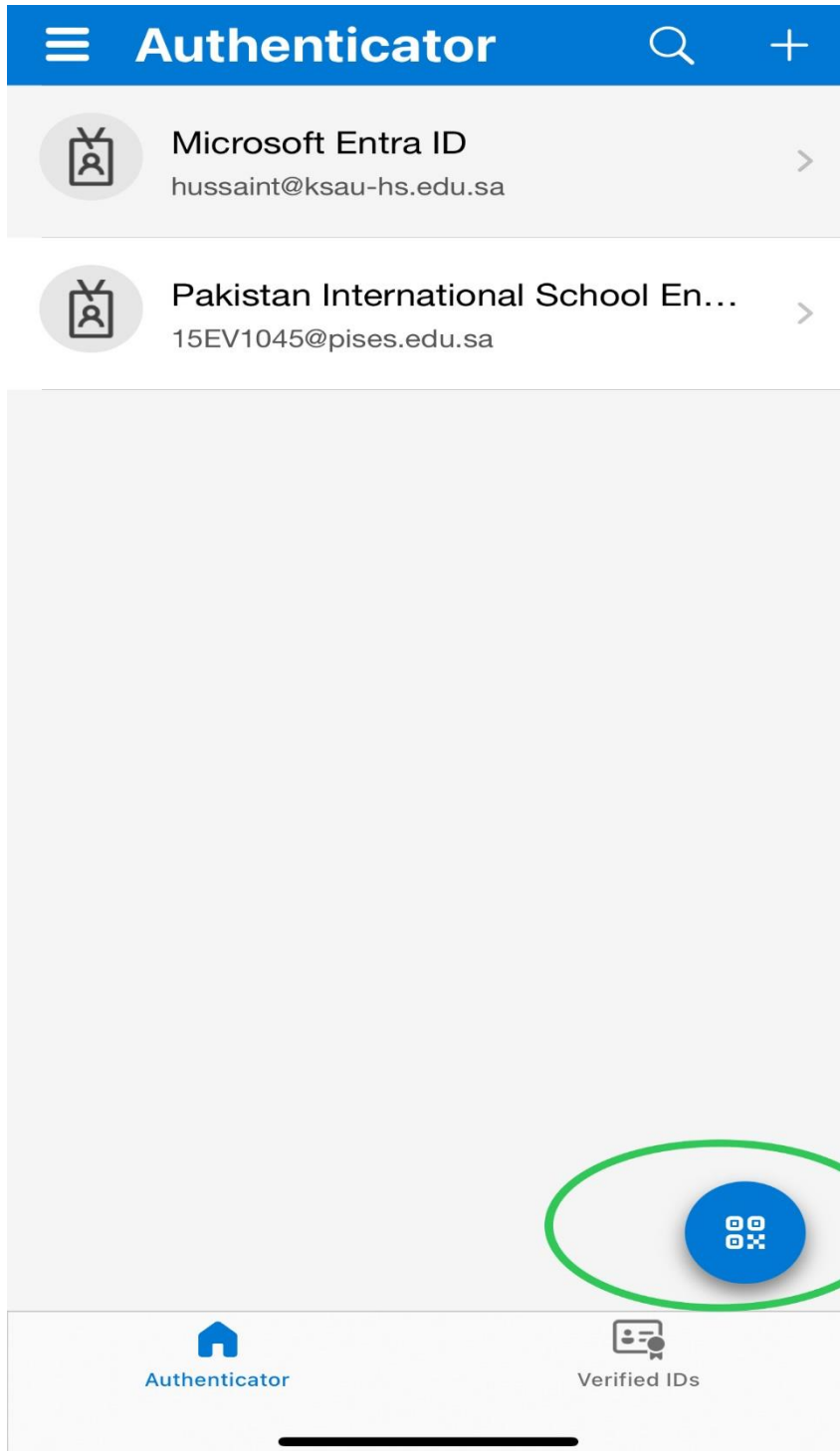## 2: Press Login to open the Login page

3: Once on the Home page, Click on "Security" under "Preferences" from the menu of the left-hand side.
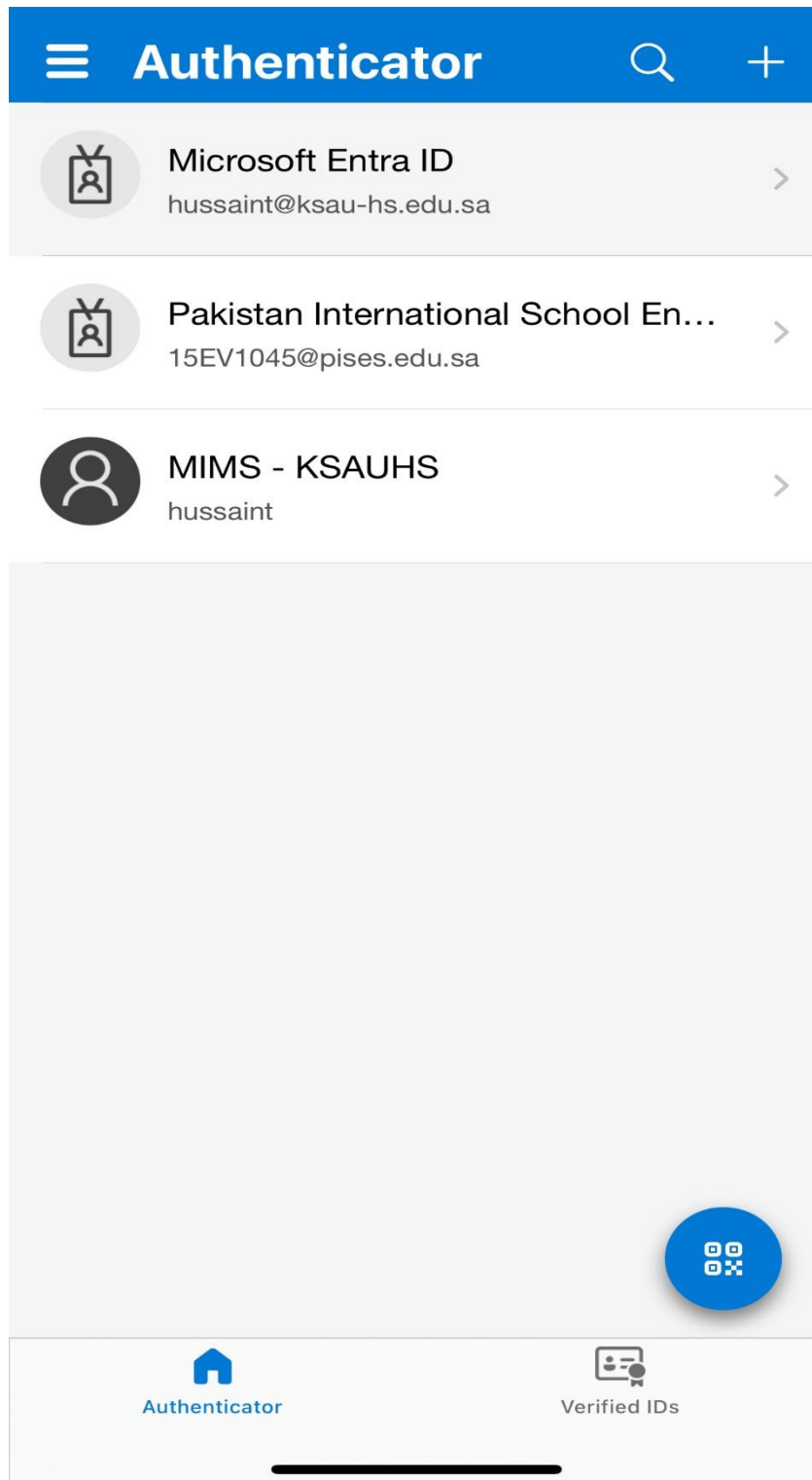

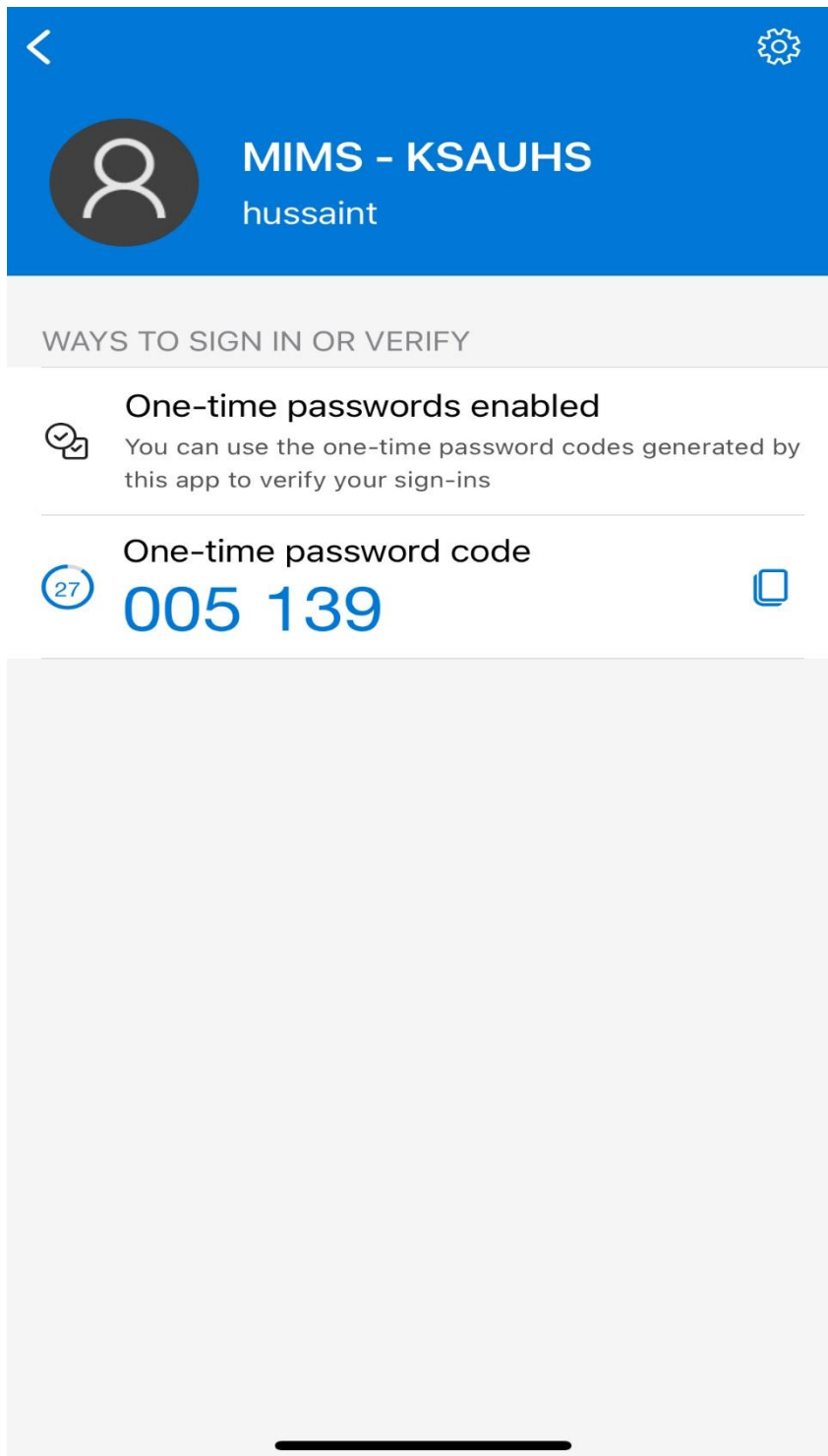**4: This page will show a QR code for your authenticator app e.g. Microsoft/Google Authenticator.**

5: Open the Authenticator app on your mobile device and select the QR code icon given on the right bottom corner of the screen and scan the QR code.
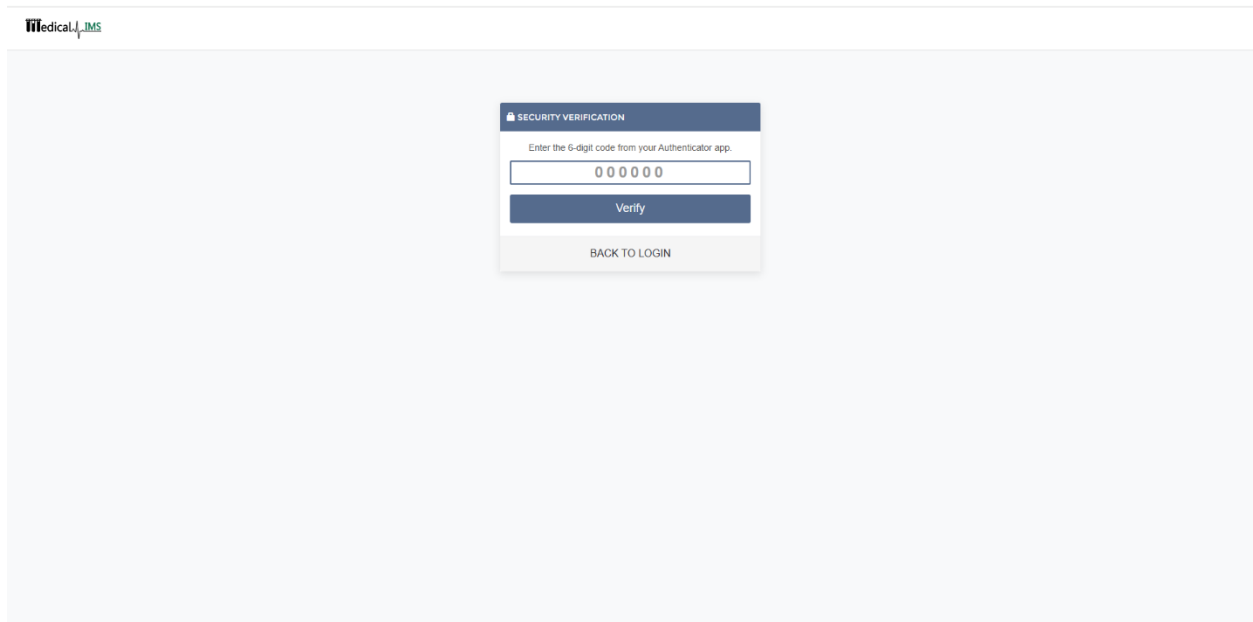
6: You will see that the system has registered itself with the name "MIMS – KSAUHS" and it will show your username below it.

7: Tap on the name of the system, it will give you a TOTP (Temporary one-time password). Enter the same TOTP (6-digit PIN code) on the registration screen of the MIMS and click on "Verify & Register"

8: Once activated, the system will ask you for TOTP as second layer of authentication after your login.

9: The user can go back and deactivate this feature by choose "Preferences/Security" from the left menu.