

Two-Factor Authentication for CRNZ and Club Administrators



This guide has been designed to assist CRNZ and club administrators in the process for understanding and Two-Factor Authentication.

If unsure, if you have any questions or if you require assistance, please contact us at membership@crnz.org



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About Two-Factor Authentication (2FA)

Two-Factor Authentication (2FA) is one of the most effective measures we can use to protect personal information and restricted functions from unauthorised access, by requiring two proofs of identity. 2FA uses a combination of something you know (your password) with something you have (a code generated by an app or by email) as an additional layer of security when you log in.

JustGo has introduced Two-Factor Authentication and CRNZ will soon make it mandatory for any user assigned the role of Club Administrator.

Users can choose to opt into Two-Factor Authentication now, however if you haven't done so, this guide will detail how to navigate your first login after it has become mandatory for your role.

2FA Set UP

After logging in with your password, you will be presented with a Security Alert OR you can set up directly under the Two-Factor Authentication Tile.

Select **Setup Two-Factor Authentication** to continue. You will be required to complete this set up before you can continue.



Security Alert

To continue, please enable Two-Factor Authentication. For any queries reach out

[Setup Two-Factor Authentication](#)



There are two ways to configure 2FA: via an **Authenticator App**, such as the Microsoft or Google Authenticator apps, or **Email Authentication**, where a code will be sent to the email address in your profile.



Protect Your Account With Two-Factor Authentication

Use Two-Factor Authentication to add an extra layer of security to your account. Each time you login to your account, you'll need to provide your password and a verification code.

[Learn more >](#)

	Authenticator App Recommended Use a code from popular authenticator apps such as Google Authenticator, Authy or Microsoft Authenticator	Setup
	Email Authentication Receive a code to your Email address	Setup

Authenticator App - Set UP

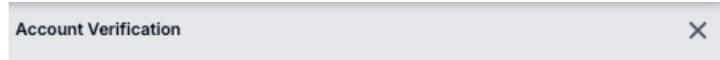
After clicking Setup, a slide-in window will ask you to re-verify your login credentials. Enter your username and password in order to continue.

The screen will change to provide you with directions to set up authentication in your nominated Authenticator App. Follow the directions on screen.

- Where the black box appears in the screenshot below, you will be presented with a QR code.
- Where the blue box appears, you will be presented with a code to enter manually if you are unable to use the QR code.

After you have successfully set up your JustGo account in your Authenticator App, enter the six digit code generated in the app to continue.

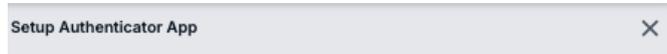
Once complete, a message will appear below the Authenticator App option to confirm successful set up. You can now continue by selecting from the menu options at the top of the screen.



For the security of your account, we need to check if it's you
Since you're trying to perform a sensitive operation, we need to re-verify your account in order to proceed

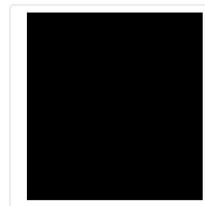
User Name
Aaron@crnz.org

Password
Insert your account password



Instructions

- Open or install your preferred authenticator app. We recommend using either Google Authenticator, Authy or the Microsoft Authenticator all available from the Google Play Store or App Store.
- Open the app and then click to add a new account
- Scan this QR Code to setup your account



Please Enter the 6-digit code generated by your authenticator app

0 0 0 0 0 0

Can't scan the QR Code? Enter this code manually into your Authenticator App instead:

G12E GMKB G43U ERBT IVBD IQJZ IU4U CNJW IYZT QNZR INAT KNRZ Copy



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[Learn more](#)

Authenticator App Recommended

Use a code from popular authenticator apps such as Google Authenticator, Authy or Microsoft Authenticator

Successfully setup, 16 February 2025 14:32 AEDT

Email Authentication Setup

Receive a code to your Email address

If you lose your mobile device or security key, you can [generate a backup code](#) to login your account

Email Authentication - Set UP

After clicking Setup, a slide-in window will ask you to re-verify your login credentials. Enter your username and password in order to continue.

The screen will change and you will be presented with the next step to verify the email address which is in your profile.

If you no longer have access to that email address, please contact us via membership@crnz.org.nz to have your profile updated.

Click **Verify** to continue.

Account Verification ✕

For the security of your account, we need to check if it's you
Since you're trying to perform a sensitive operation, we need to re-verify your account in order to proceed

User Name

Password

Verify

Setup Email Authenticator ✕

What email would you like to use?

We will send you a 6-digit code to your email address to verify your email. We will send you a confirmation code shortly.

Email

Verify

You will receive an email containing a 6 digit code which is **valid for only five minutes**. Return to JustGo and enter the verification code from the email.

Setup Email Authenticator ✕

Please verify your Email

Please enter the 6-digit code that has been sent to **A*****@crnz.org** email address.

Verification Code

Didn't get the code? [Resend again in 52 seconds](#)



OTP Verification

Dear Aaron,
Thank you for choosing Canoe Racing New Zealand !
To complete your verification, please use the following One-Time Password (OTP):

262391

This code is valid for the next 5 minutes. For your security, please do not share this code with anyone.
If you did not request this code, please contact our support team immediately.

Best regards,
The Canoe Racing New Zealand Team
membership@crnz.org



Once complete, a message will appear below the Email Authentication option to confirm successful set up. You can now continue by selecting from the menu options at the top of the screen.



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 **Authenticator App** Recommended Setup
Use a code from popular authenticator apps such as Google Authenticator, Authy or Microsoft Authenticator

 **Email Authentication** Toggle
Receive a code to your Email address

 Verified Email Aaron@crnz.org, 20 February 2025 15:23 NZDT Remove

If you lose your mobile device or security key, you can [generate a backup code](#) to login your account