How to Set Up **Two-Factor Authentication**

This guide has been designed to assist member and club administrators in the process for setting up and 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)

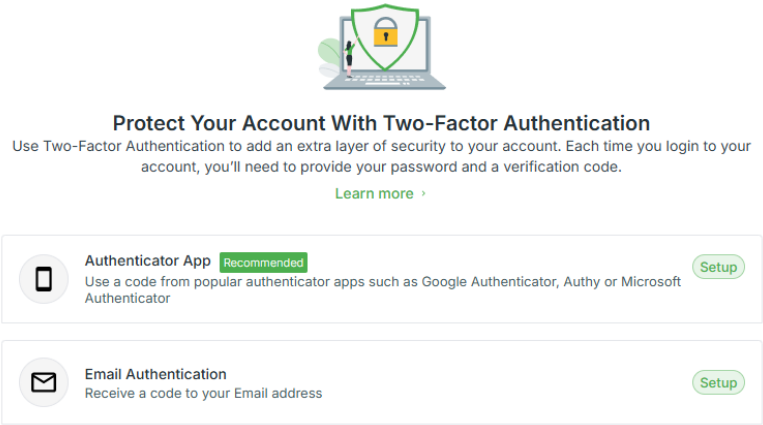
Two-Factor Authentication (2FA) is one of the most effective measures we can use to protect personal information and restricted functions from unauthorised access, by requiring two proofs of identity. 2FA uses a combination of something you know (your password) with something you have (a code generated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

JustGo has introduced Two-Factor Authentication as an additional security measure available to all users.

2FA Set UP

If you wish to set up 2FA, log in and select **Menu** from the top left of the screen, then navigate to the **Two-Factor Authentication** tile under the Member Area heading.

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.

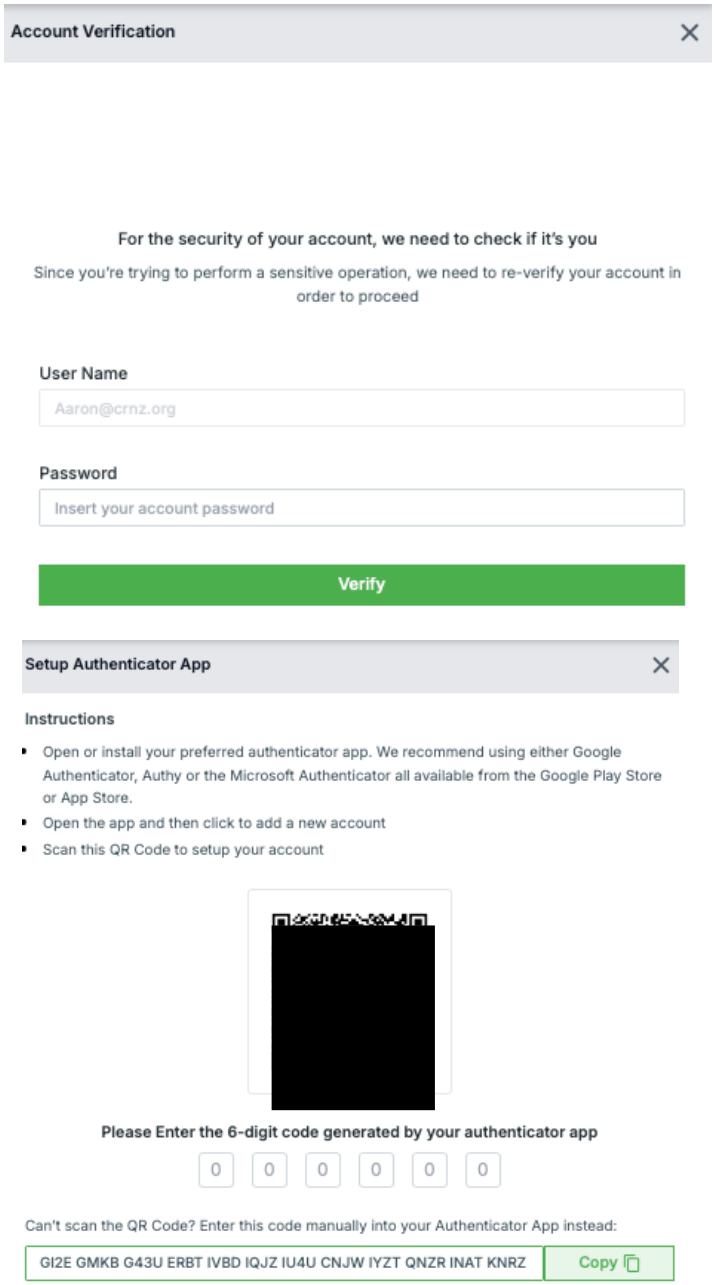


Authenticator App - Set UP

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.

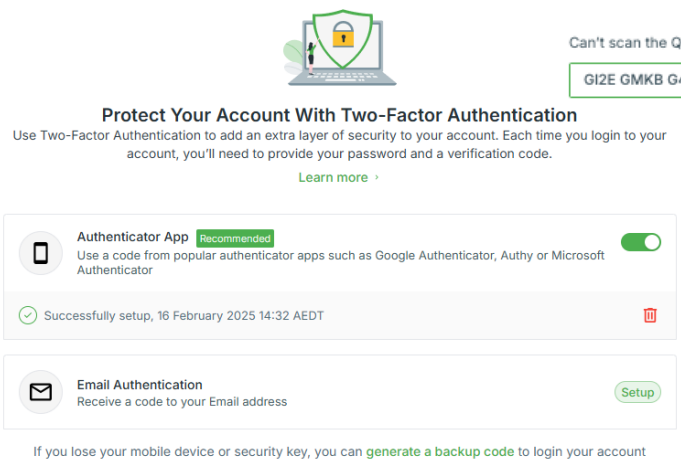
The screen will change to provide you with directions to set up authentication in your nominated Authenticator App. Follow the directions on screen.

- 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.



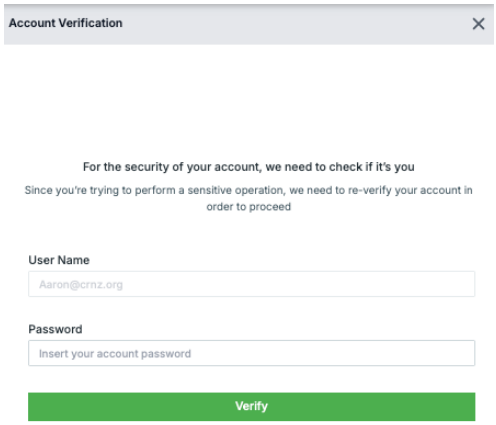
After you have successfully set up your JustGo account in your Authenticator App, enter the six digit code generated in the app to continue.

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.



Email Authentication - Set UP

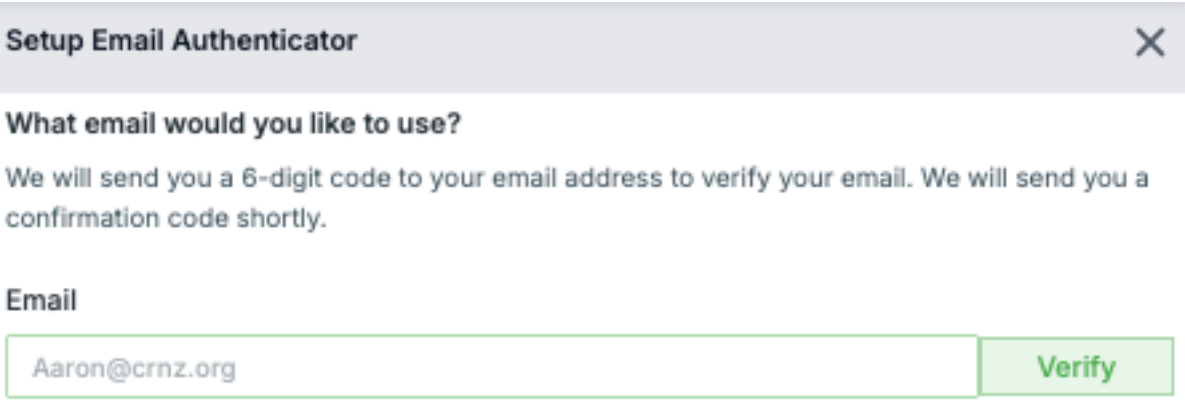
After clicking Setup, a slide-in window will ask you to re-verify your login credentials. Enter your username and password in order to continue.



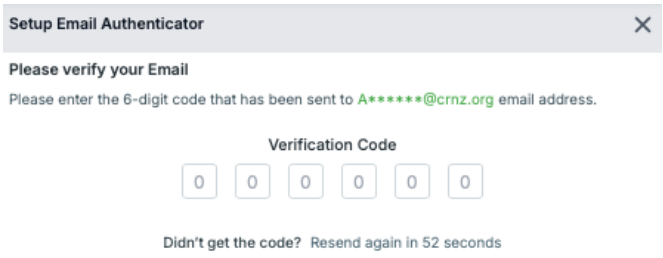
The screen will change and you will be presented with the next step to verify the email address which is in your profile.

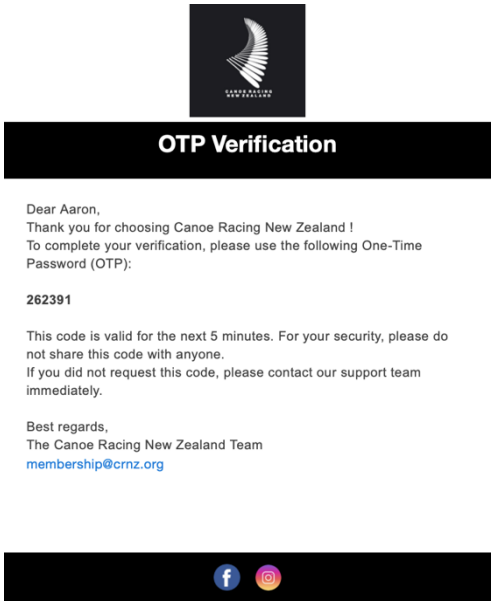
If you no longer have access to that email address, please contact us via membership@crnz.org.nz to have your profile updated.

Click **Verify** to continue.

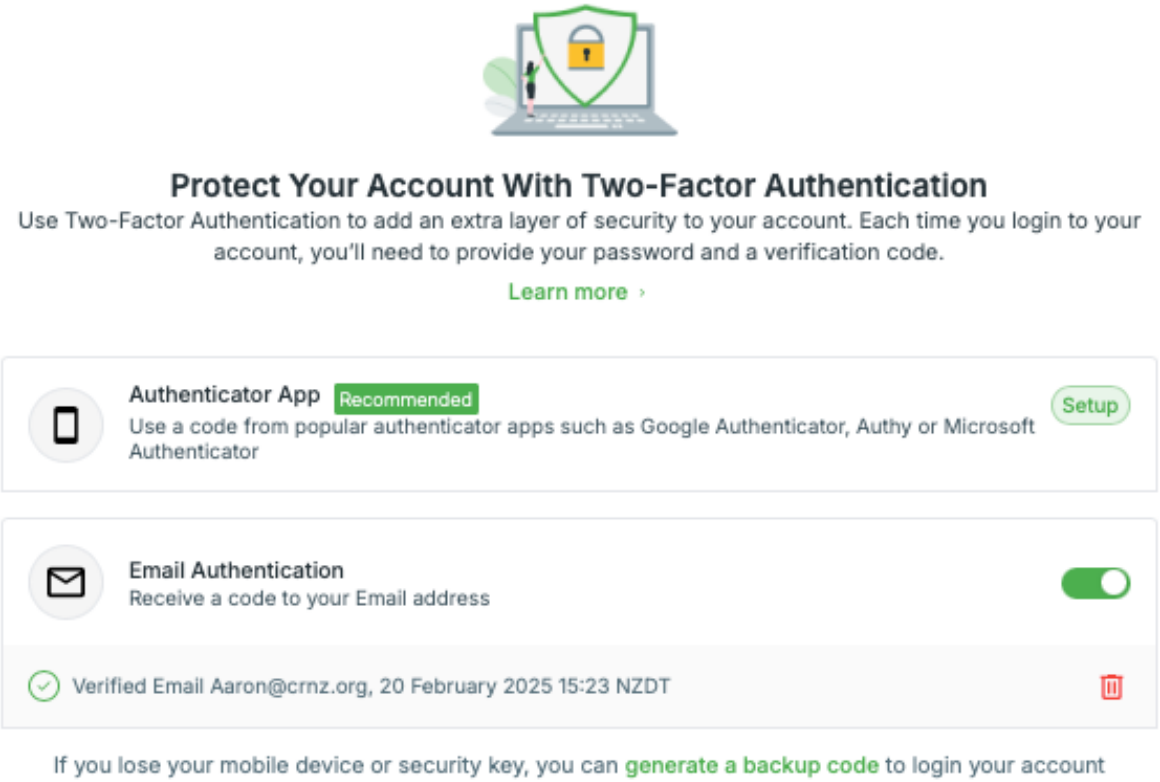


You will receive an email containing a 6 digit code which is **valid for only five minutes**. Return to JustGo and enter the verification code from the email.





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.


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
Verified Email Aaron@crnz.org, 20 February 2025 15:23 NZDT
If you lose your mobile device or security key, you can generate a backup code to login your account