



# Two-factor Authentication

Promote safety in your company

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File for the administrator

**Sesame Advanced**

**HR Starter**

**Plan Professional**

**Plan Enterprise**

# Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what the functionality “**Two-Factor Authentication**” is and how you can set it up in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

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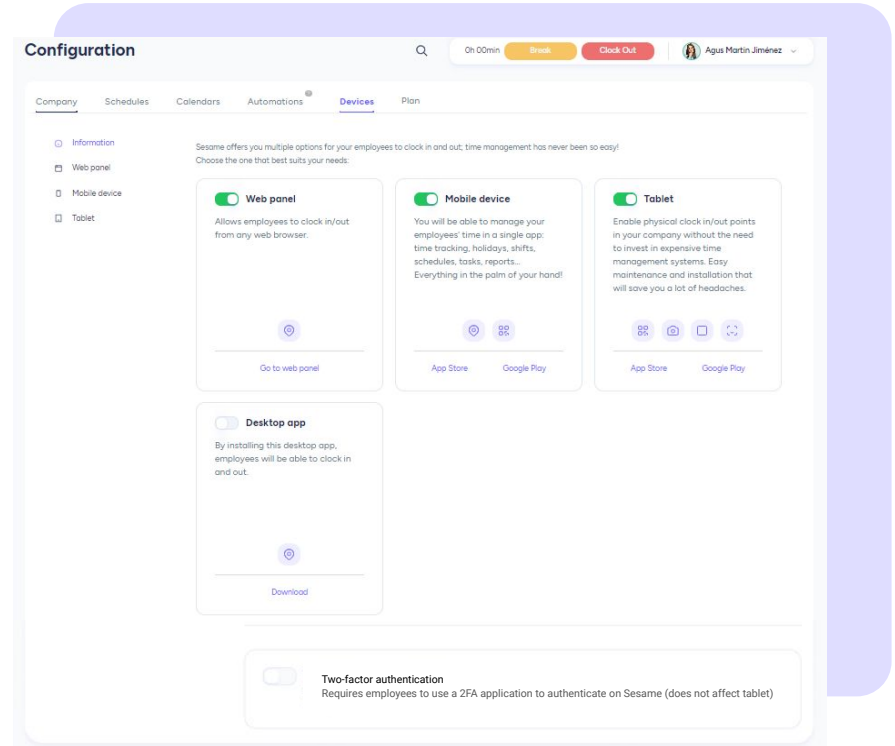
# 1. Set up the Two-factor authentication in your company

Setting up the **Factor Authentication** will only take a few minutes and will provide you with an additional protection layer against unauthorized access. Follow the steps below and you will see that it is very easy:

To activate the Two-factor authentication, follow the next route: **Configuration >> Devices >> Information** and activate the option “Two-Factor Authentication”.

Note that all users accounts will be logged out to configure the two-factor authentication and will be required to download a new app to authenticate.

You will find all the information about the authentication applications [here](#).



## 2. Reactivate the Two-factor authentication to an employee

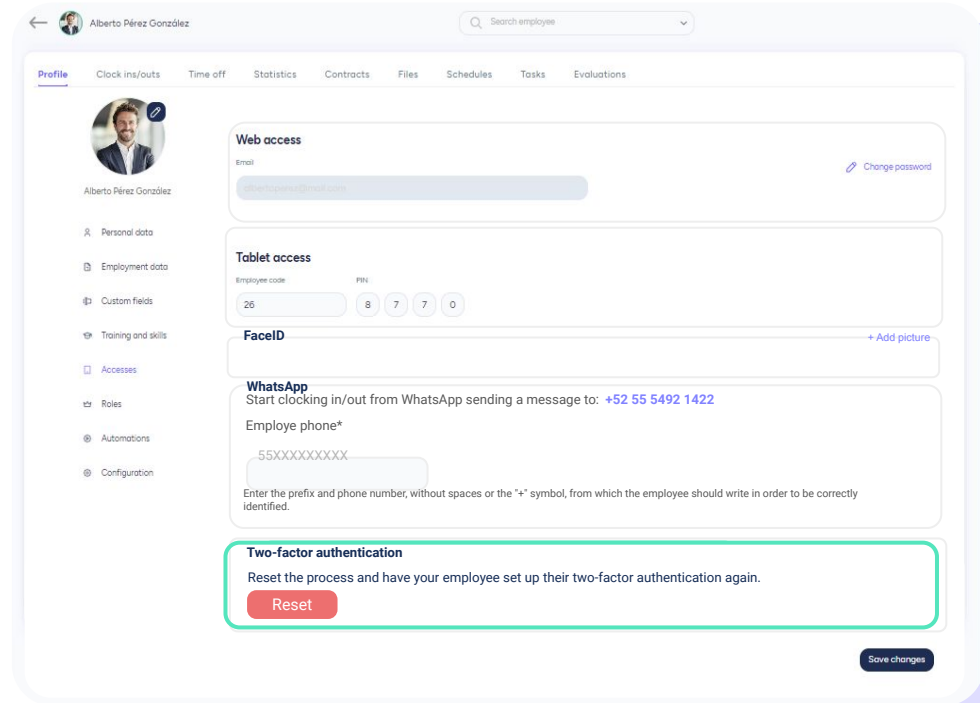
Imagine that an employee loses the phone or any other situation which requires to set up the 2FA again.

As administrator you must be able to reset

As an Administrator you must be able to reset the employee's access configuration so the employee can set it up again to protect the company's data.

You just need go to the employee profile **Employee >> Accesses and click on "Restore"**.

Automatically, the employee will have to configure it again and you will be protected.



The screenshot shows a user interface for managing an employee's profile. The employee's name is Alberto Pérez González. The page has a navigation menu with options: Profile, Clock ins/outs, Time off, Statistics, Contracts, Files, Schedules, Tasks, and Evaluations. A search bar for employees is also present. The main content area is divided into sections for different access types:

- Web access:** Includes an email field with the value "alberto.perez@mesa.com" and a "Change password" link.
- Tablet access:** Includes an "Employee code" field with the value "26" and a "PIN" field with the value "8 7 7 0".
- FaceID:** Includes a "+ Add picture" link.
- WhatsApp:** Includes a "Start clocking in/out from WhatsApp sending a message to: +52 55 5492 1422" and an "Employee phone\*" field with the value "55XXXXXXXX". Below this field is a note: "Enter the prefix and phone number, without spaces or the '+' symbol, from which the employee should write in order to be correctly identified."
- Two-factor authentication:** This section is highlighted with a red border and contains the text "Reset the process and have your employee set up their two-factor authentication again." and a red "Reset" button.

At the bottom right of the page, there is a "Save changes" button.

# Grow your company. Empower your team!

Do you still have questions? In our [help center](#) you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: [soporte@sesametime.com](mailto:soporte@sesametime.com)