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Enabling two-factor authentication

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Two-factor authentication (2FA) adds a one-time code on top of your password.

Setting it up

1. Open your profile menu and choose Preferences.
2. Select the Security tab, then Enable two-factor authentication.
3. Scan the QR code with a TOTP app such as Google Authenticator, Authy, or 1Password.
4. Enter the six-digit code to confirm.

Backup codes

You are issued **10 single-use backup codes**. Store them somewhere safe - each one works once, and they are the only way back in if you lose your device.

If you lose both your device and your backup codes, an administrator can reset 2FA on your account. Support cannot do this for you.