

Clearcast Library

MFA Breakdown

CLEARCAST LIBRARY

This document outlines how to use Multifactor authentication app within the Clearcast Library.

Why Multifactor Authentication?

Multifactor authentication (MFA) is a type of security technology that requires multiple methods of authentication from independent categories of credentials to verify a user's identity.

Multifactor authentication combines two independent credentials:

- A password
- Mobile device – like a mobile phone, laptop, or tablet – or a separate application on your computer

The goal of MFA is to create a layered defence that makes it more difficult for an unauthorized person to access your account, such as a physical location, computing device, network or database. If one factor is compromised or broken, the attacker still has at least one or more barriers to breach before successfully breaking into the target. We are using it for access to the Library to therefore protect users, content, and data.

You will need the MFA to log into The Library each time – though if you are using a private computer for The Library, you can allow your browser to remember your details and log in automatically. Each user will need to use MFA for each account.

If you run into any problems or questions, please contact us via help@clearcast.co.uk.

GETTING STARTED

Please ensure you have a device to hand when you are trying to log into The Library. Most users will use a mobile device for ease of access and for security, but a link on how to download onto a PC or Mac can be found on page 2 of this document.

Please download one of the MFA apps from your chosen device store if you are using a mobile device:

Apple

<https://www.apple.com/uk/search/MFA?src=globalnav>

Android

<https://play.google.com/store/search?q=MFA&c=apps&gl=GB>

Clearcast have used and tested the below Apps:



**Twilio Authy
Authenticator**



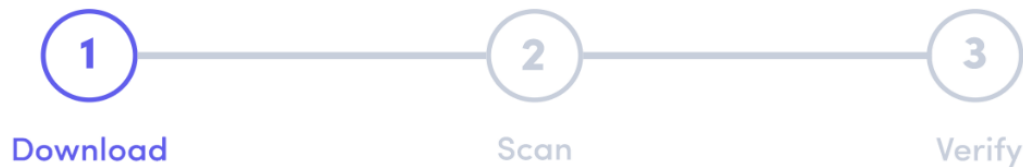
Lastpass Authenticator



Microsoft

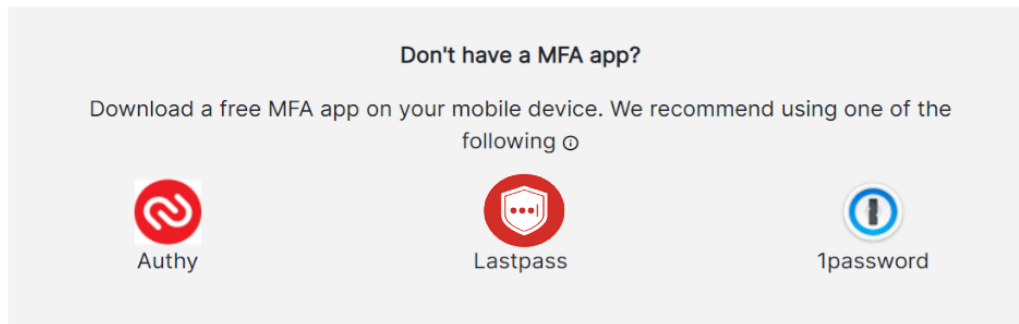
TIP: when creating an account or choosing which email to associate with Clearcast in your MFA app, please make sure to use the same email address you plan to use for the Library log-in. We recommend using an individual corporate email address – please do not use a generic company email address that multiple people could have access to (such as 'office@' or 'info@').

After you have downloaded your MFA app, make sure you keep it to hand when you go to The Library and follow the log-in steps. The Library will prompt you (as seen below) to make sure you have your MFA app already downloaded. Click 'next'.



Download

Open your existing MFA app of choice, or download one you'd like to use

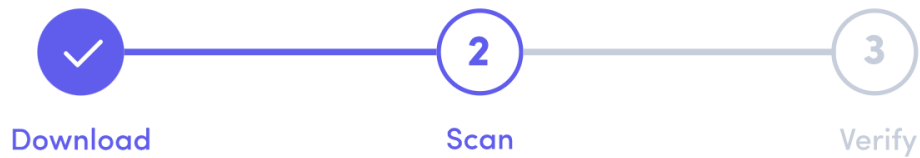


TIP: if you do not want to download an app onto a mobile device, you can instead download the 'direct download' option from authy.com, which can be found at the link below.

<https://authy.com/download/>

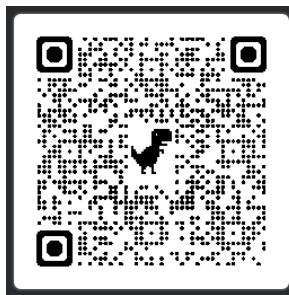
Please make sure to choose the relevant version for your computer (i.e Windows, MacOS, or Linux) from the drop-down options.

Now open your MFA app and scan the QR that shows on The Library (example below). If you need to, or if you are using a Mac or PC MFA application, you can also type the code below it manually. Then click 'next'.



Scan

Open your MFA (multi-factor authentication) app and scan the QR code code below.



or enter the following code manually:

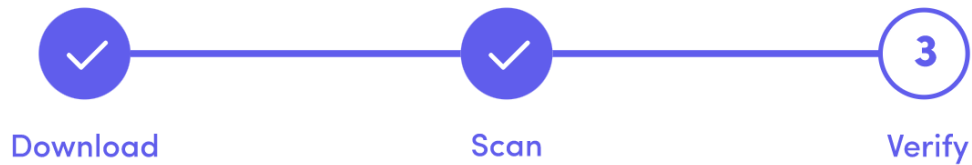
CL3A RCAS T123 L1BR ARY4 M8RK

Once Clearcast Library is registered, you'll start seeing 6-digit verification codes in the app

Back

Next

Once the Clearcast Library is registered to your device, you should see a 6-digit verification code in your app. Enter the code when prompted in The Library, as seen below.



Verify

Enter the code from your MFA app to verify your set up and complete registration.

Code

[Back](#) [Verify and get started](#)

Select the 'verify and get started' and you're in!

Welcome to The Library.