

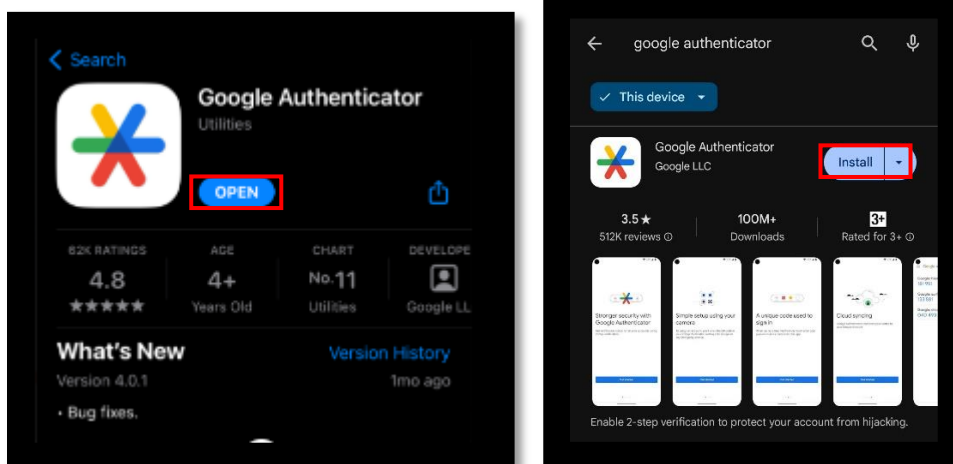
How to Setup Google Authenticator for MFA before enforcement

The following guide provides step by step instructions on how to register and set up Google Authenticator on your device for Multifactor Authentication (MFA) prior to CFA enforcing the use of MFA.

Note: Please ensure you have a PC or another device handy as it will make the process easier. If you do not have a camera on your mobile device, you will need to follow the setup option outlined in **Step 3B**.

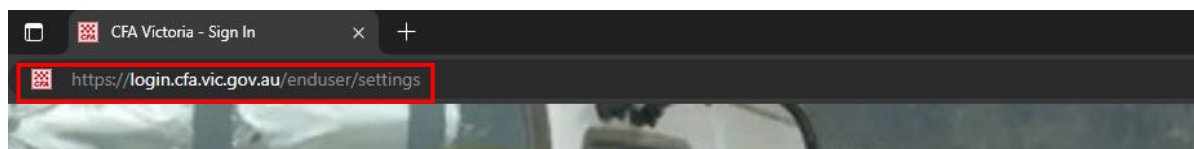
Step 1: Download and Install Google Authenticator App

1. If you do not already have the Google Authenticator app installed on your phone, please follow these steps
 - iOS devices: Search for Google authenticator in the [Apple App Store](#), select **Get** to install then select **Open**.
 - Android devices: Search for Google Authenticator in the [Google Play Store](#), Select **Install** and Select **Open** after the installation is complete.

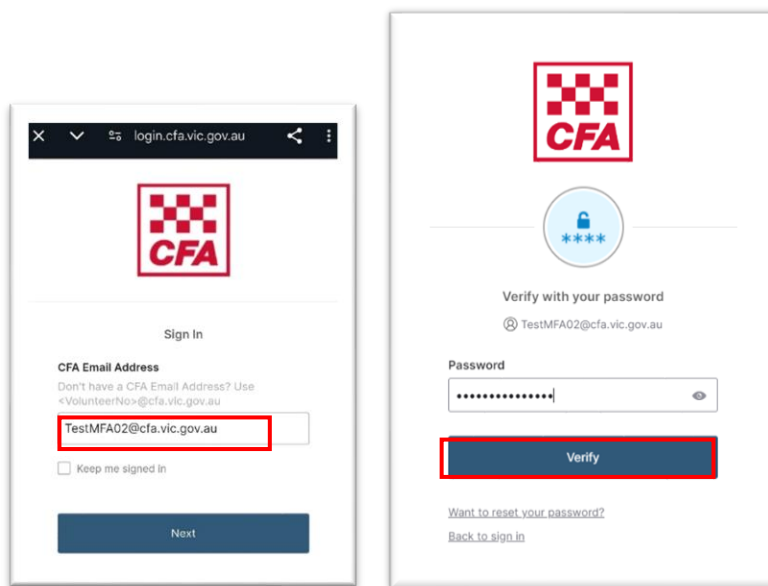


Step 2: Begin Account Setup

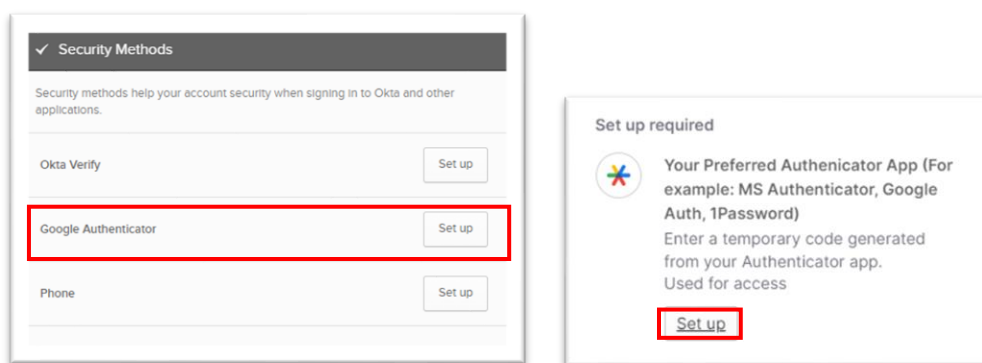
1. On a PC or another device, (e.g., another phone), open a web browser (Safari, MS Edge, Chrome) and go to **login.cfa.vic.gov.au/enduser/settings**.



2. Enter your **CFA Volunteer Email address** in the following format
 - <your_volunteer_number>@cfa.vic.gov.au>, or
 - <your_CFA_email_address@members.cfa.vic.gov.au>, then click **Next**.
3. Enter your **CFA Password**, then click **Verify**.



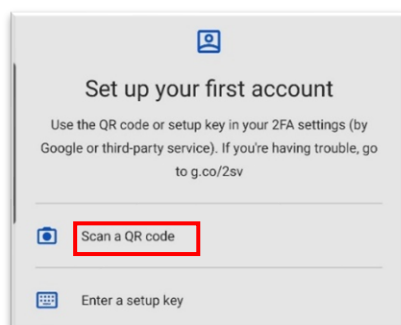
4. In the **Security Methods** section of the Accounts page, click **Setup** next to **Google Authenticator** to start the setup process.



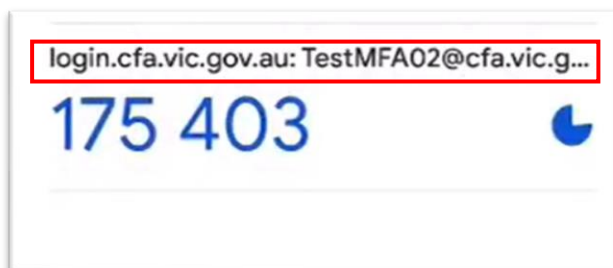
Step 3: Account Setup (Camera/Non-camera device)

3A: If you have a camera and a separate device (e.g., PC)

1. Open the Google Authenticator app on your phone and tap the **+ sign** to add a new account. Choose to **Scan a QR Code**

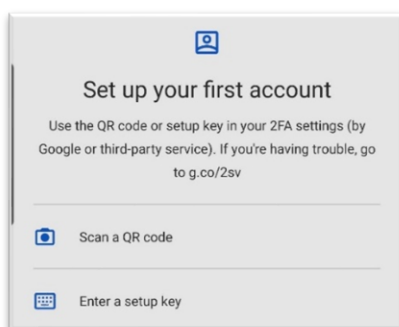


2. Point your camera at the QR code displayed in the browser. The app will automatically scan and add your account.

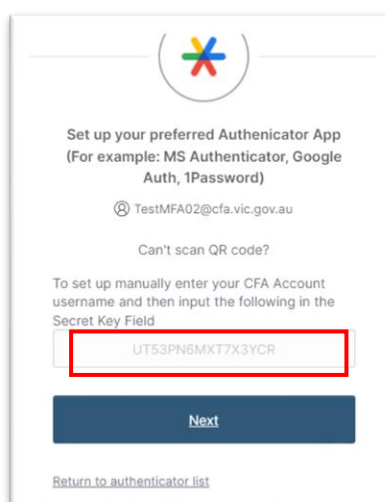
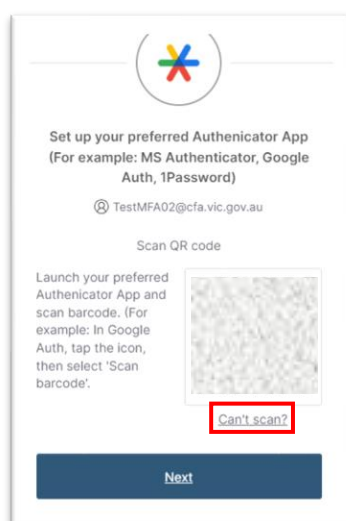


3B: If you don't have a camera or a separate device

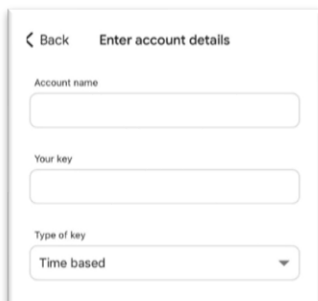
1. Open the Google Authenticator app on your phone and tap the **+ sign** to add a new account, choose **Enter a Setup Key**



2. When prompted to scan the QR code on your computer, click **Can't scan** and make a note of the string of numbers and letters.



3. Click **Enter a Setup Key** in the app on your phone. Use your CFA email address as the **Account name** and enter the string of numbers and letters you noted earlier as **Your Key**. Then, click **Add**. Confirm that your account has been added successfully.



← Back Enter account details

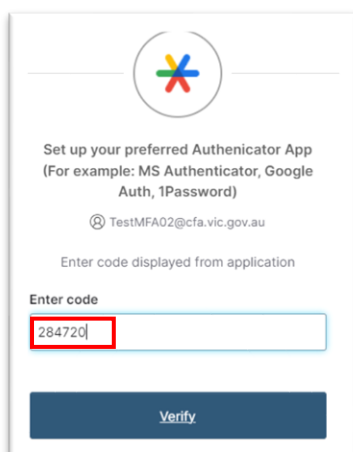
Account name

Your key

Type of key
Time based

Step 4: Completing the Setup

1. Return to your web browser and click **Next**. Enter the code generated on your mobile app and click **Verify**. You will notice that you will be automatically logged in.



Set up your preferred Authenticator App
(For example: MS Authenticator, Google Auth, 1Password)

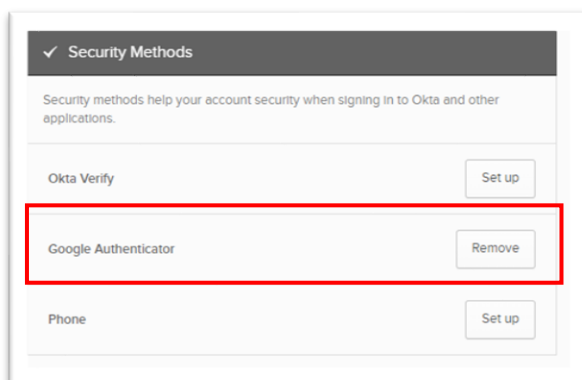
TestMFA02@cfa.vic.gov.au

Enter code displayed from application

Enter code
284720

Verify

You will see that **Google Authenticator** has been added, confirming it has been successfully registered. You'll now be prompted to use Google Authenticator MFA during future logins.



✓ Security Methods

Security methods help your account security when signing in to Okta and other applications.

Okta Verify Set up

Google Authenticator Remove

Phone Set up