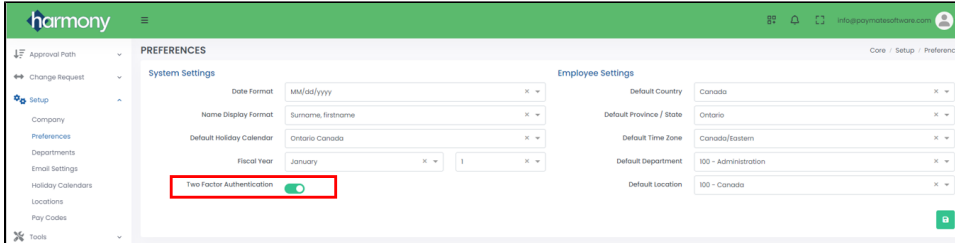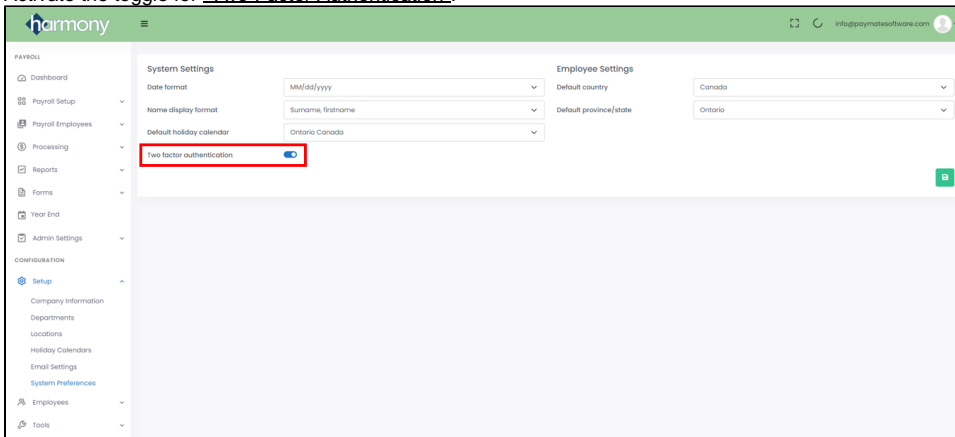# Harmony - Two-Factor Authentication

Two-factor authentication (by email), or 2FA, is available and is optional for all Harmony customers. This is an additional security measure that can be enabled, requiring the Harmony user to confirm signing into the application.

Pre-Requisites:

- Have access to the inbox for the email address that relates to your Harmony account
- Have access to Harmony

How to Enable Two-Factor Authentication

1. Navigate to your System Preferences.
   a. If you are logging in from the Payroll module, navigate to Configuration > Setup > Preferences.
   b. If you are logging in from the Time & Attendance / Human Resources / Employee Self-Service modules, navigate to Module Selection Screen > Settings > Setup > System Preferences.
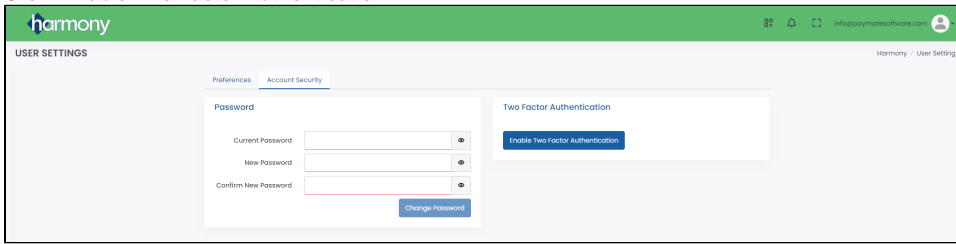2. Activate the toggle for *"Two-Factor Authentication"*.

3. Save your changes.
4. Navigate to your *User Settings*. You can do this by clicking on your profile icon at the top-right corner of the page.
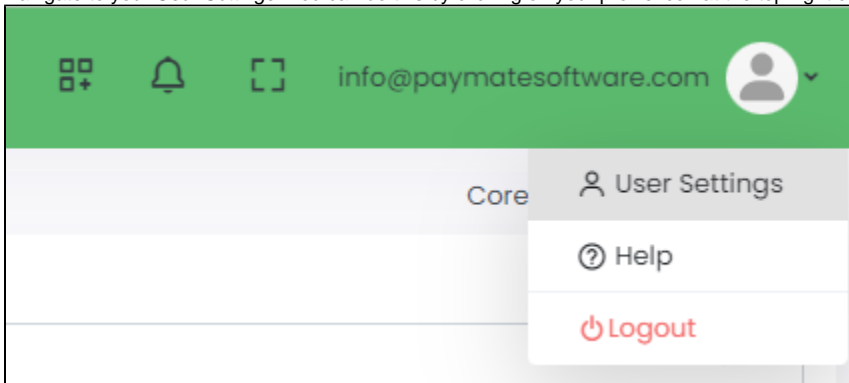
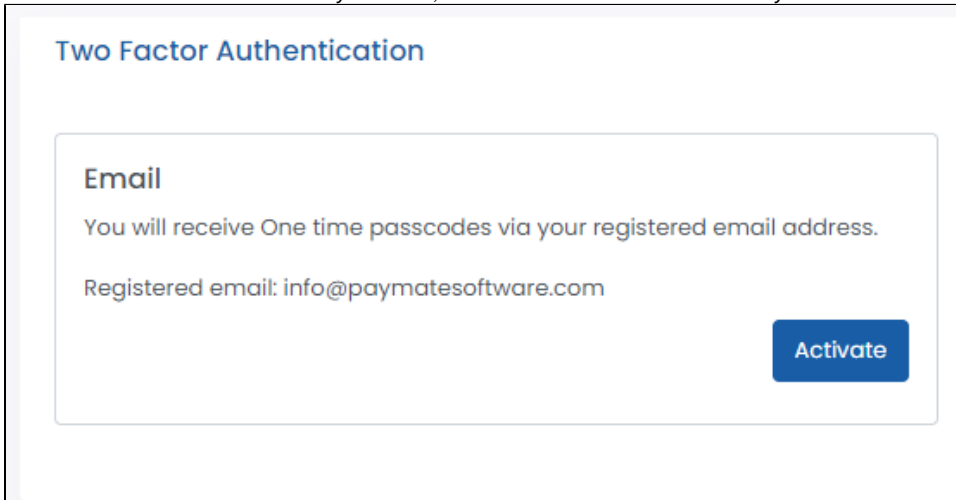5. Navigate to your *Account Settings* / *Account Security* tab.

6. Click **"Enable Two Factor Authentication"**.

7. Click **"Activate"**. This will send an email to the account's email address.
    Note: Please be sure to check not only the inbox, but also the SPAM or Junk folders of your email address.

8. Follow the instructions in the email that was sent to complete your activation of two-factor authentication.