



[Knowledgebase](#) > [Security / Privacy](#) > [How-To Enable & Configure Two-Step Verification for Users](#)

How-To Enable & Configure Two-Step Verification for Users

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[Two-step verification](#) (also known as Two-Factor Authentication) helps protect you and your data by making it more difficult for someone else to log in to your Kahootz account.

It uses two different forms of identity: your password (something you know), and a security code from your phone (something you have). This helps keep your account secure because even if someone else finds your password, they'll be stopped if they don't have access to your phone.

Enabling Two-Step Verification on your Kahootz site

Note: You must be a Site Owner in order to enable two-step verification on your Kahootz site.

1. Click "**Account**" and then "**Site Admin**" from the dropdown.
2. Tick the checkbox: "**Enable two-step verification to improve security on your Kahootz site.**"
3. You can also tick the "**Trusted Devices**" checkbox if you want to allow users to skip the verification process when using devices they use regularly.
4. Click "**Save.**"

Your Kahootz site will now have additional two-step security added.

Getting started

The next time you or one of your users log into Kahootz, they'll need to go through a simple setup process.

1. Click "**Let's Get Started.**"
2. Enter security questions and answers, then click "**Next.**"
3. You will now be advised to download an authenticator app to your device. [This article](#) will take you through the process.
4. Point and snapshot the QR code. A security code will then appear on your device.
5. Enter the code and click "**Check.**"
6. Press "**Continue**" which will log you into your Kahootz site.

You've now finished the Two-Step verification process and gained access to your account.

My Dashboard > Password and Security - Single-Use Recover...

Password and Security - Single-Use Recovery Codes

Success
You have successfully completed your two-step verification setup!
Make a note of your new recovery codes and keep them safe. You can use them to log in if you can't use your phone.

New Recovery Codes

Recovery codes let you authenticate your login when you're unable to access your phone. They are single-use only and you'll need to store them somewhere safe because we won't show them again once you leave this page.

Treat your recovery codes with the same level of attention as you would your password! They should not be shared or distributed.

If you've lost them, used them all up or you think they've been compromised, you can generate new recovery codes at any time if you're already logged in. New recovery codes replace any existing recovery codes previously generated.

Your new recovery codes:

74159801	81901846	60948531	54966100	12930385
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[Continue](#)

Note: Remember to make a note of your recovery codes in case you can't access the authenticator app.

If you don't have access to your authenticator app or the recovery codes at the time of logging into your account, you'll need to [contact the Kahootz support team](#) so they can issue you a single-use recovery code. This will only work once and you'll have to re-generate new recovery codes once logged in.

Changing Password and Security details

From time to time, you may need to change or amend your security details.

To do this:

1. Click "**Account > Password & Security**"
2. Click on the "**Password**", "**Devices**," "**Recovery Codes**" or "**Security Questions**" tab to update them.
3. Once you've changed the details, click "**Save**."

Related Content

- [Two-Step Verification](#)
- [How-To Add/Delete Authenticator Device for Two-Step Verification](#)
- [How-To Install an Authenticator App on your Device for Two-Step Verification](#)