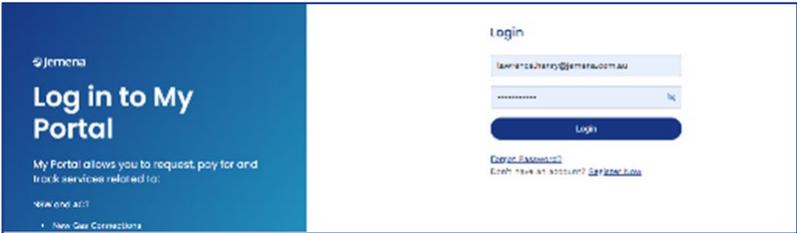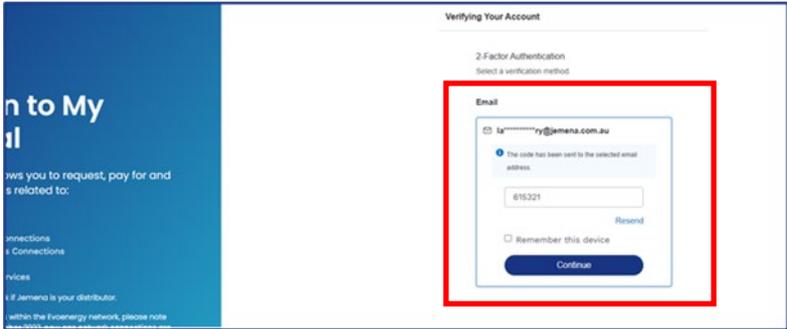# My Portal Cheat Sheet

Two Factor Authentication

We're making your My Portal account more secure by introducing two-factor authentication (TFA) as part of our login process. TFA adds an extra verification step when signing in, helping to protect you against phishing, credential theft, and your information from unauthorised access.

Step	Screenshot
1. Enter your login credentials as normal.	
2. My Portal will send a verification code to your registered email address, and the TFA verification box will appear on My Portal. **Note:** the verification code is valid for 10 minutes. If it expires, just click **Resend** to get another code.	
3. **Enter the verification code** and click the **Continue** button to complete your login. **Note:** your verified login lasts for 8 hours. After that, you will be requested to re-authenticate your login.	