Tidy Academy

SET UP

OVERVIEW

STEPS

How to use 2-factor Authentication

Tidy, as an associated application and long-standing partner of Xero takes the online security of our clients' business seriously. Because of this, Tidy allows its users to sign-in through third-party applications like Microsoft, instead of a standard log-in. These can be easily set up in your Tidy account using this guide.
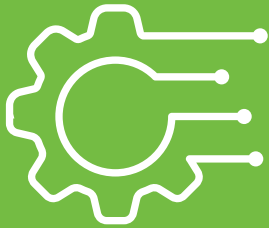
Under **Global Settings**, *click* **Users**.

For the user you would like to edit, *click* **Edit User**.

The login options of the user will be displayed, with two fields that can be changed.

These are the Login Type, and the Login ID (for Microsoft Personal Authentication, you do not need your Login ID).
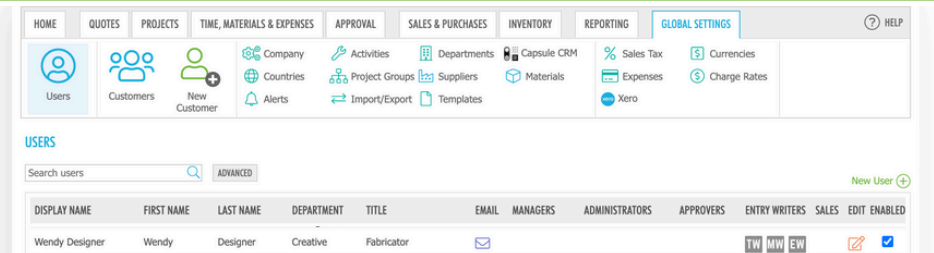

The Login Type will display a drop down list of four third party option types you can choose from to implement Single Sign On (SSO).

These are:
- Microsoft Work Account (Or Office 365)
- Microsoft Personal
- Google Account
- Facebook

Once you have chosen the Login Type and ID, *click* **Save**.

Any of these Sign On options offer 2 Factor Authentication (2FA) as part of their service.

Note: We cannot guarantee you will be able to keep any of the data that you enter into this demo version.

PERSONAL INFORMATION   EMPLOYMENT CONTRACT   INVOICING INFORMATION

LOGIN DETAILS

Login Type   Google

Login ID   wendy@yahoo.com

Send Registration Email ☐

PERSONAL DETAILS

First Name(s)	Wendy	Last Name	Designer
Display Name	Wendy Designer	Department	Creative
Job Title	Fabricator	Time Zone	(UTC+12:00) Auckland, Wellington
Contact Phone	555 6565	Contact Email	wendy.designer@deskjockeys.com
Start Date	13/08/22	End Date	

To learn how to set up 2 Factor Authentication for your Microsoft Account, please read this article:

https://support.microsoft.com/en-us/help/12408/microsoft-account-how-to-use-two-step-verification

Or

To learn how to set up 2 Factor Authentication for your Google or Facebook Account, please read the related article below:

- https://support.google.com/accounts/answer/185839?co=GENIE.Platform%3DDesktop&hl=en
- https://www.facebook.com/help/148233965247823