One Time Password - 2FA

A one-time password (OTP) is a unique, temporary code used for a single login session or transaction. Unlike traditional passwords, which remain the same until changed, OTPs are dynamic and can only be used once.

Using a third party authenticator, such as Google Authenticator, 2FAS, Authy etc, your TapeTrack login, once activated, will need your user name, password and a current one time code to be successful.



Ensure your computer, server and device is set to the correct geographical location and time zone to have accurate one time passwords created

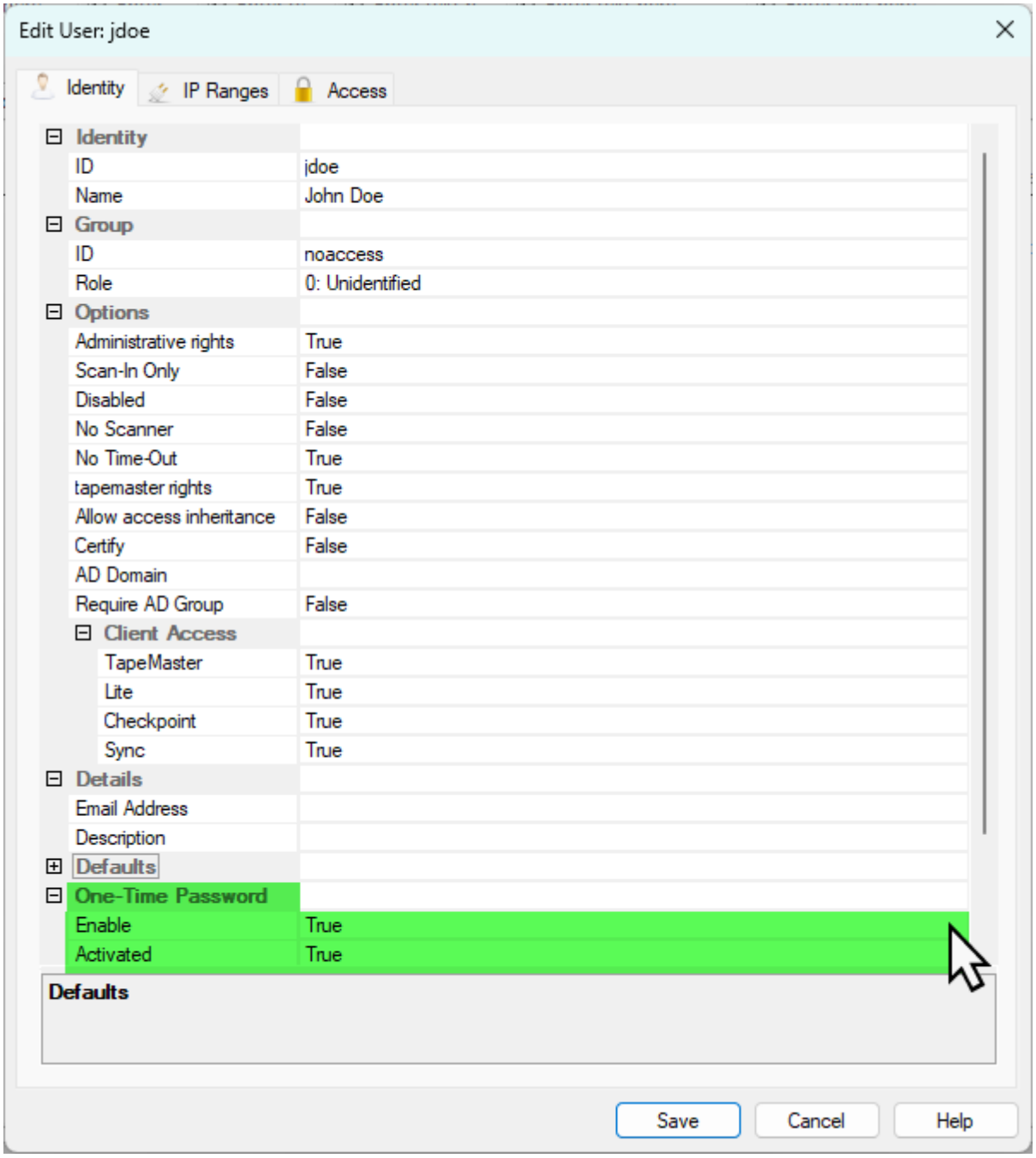
Enabling One Time Password

Open the user's profile you want to enable the OTP option via TapeMaster `Administration` > `Group User Administration`

Open the user-id by right clicking and selecting `Properties`, or double clicking.

Select the `Identity` tab.

Set the field `One Time Password` to `True`. This will display an extra field `Activated`, set to `False`. Once the user has successfully set up the one time password and logged in using a successful code this field will display `True` to signify the one time password is now required for all future login attempts with TapeTrack desktop software.



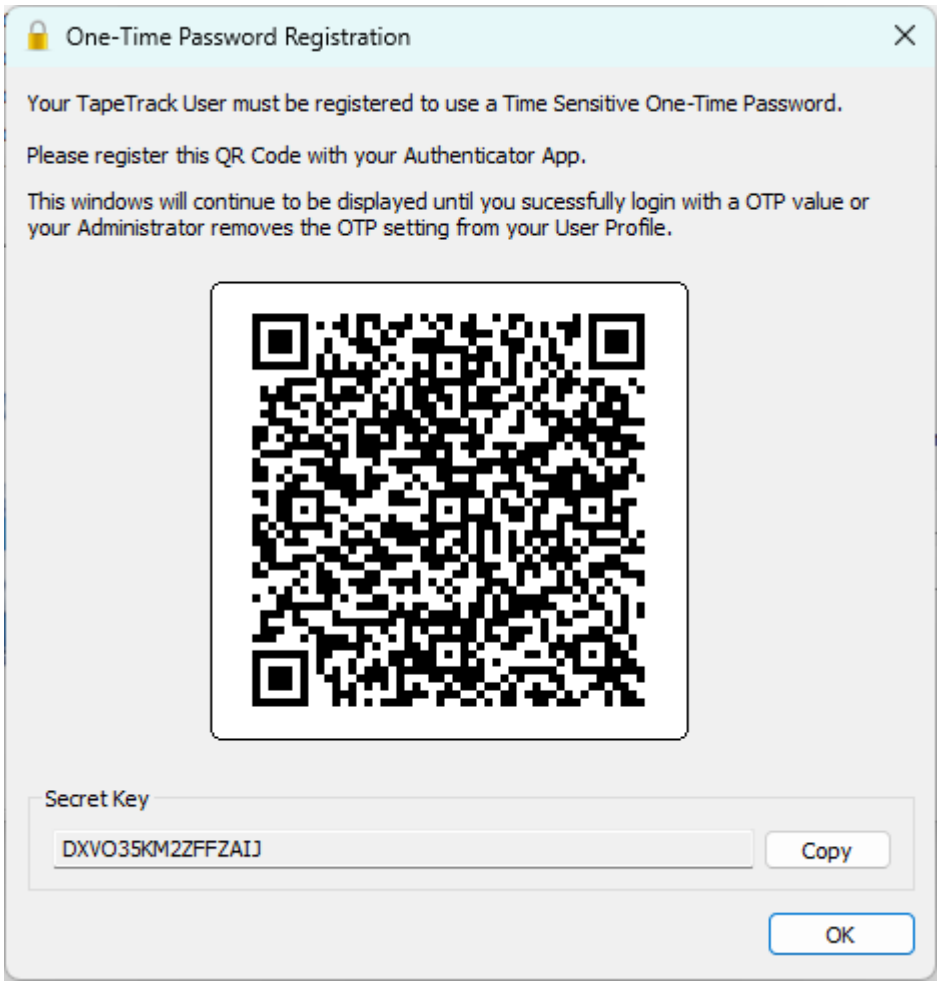
Once a user has activated the one time password function, all desktop software they use (eg TapeMaster, Checkpoint, Lite etc) will need to be a current version with the OTP function to be able to login.

Setting Up Authenticator

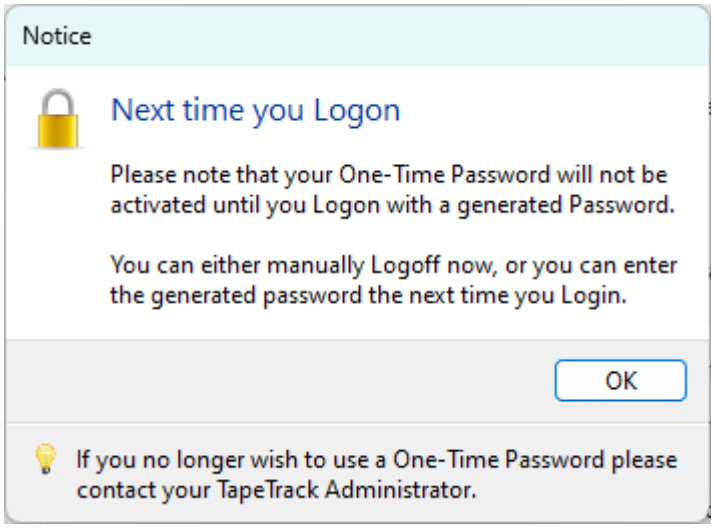
Load your choice of authenticator app on your device. The decision of what authenticator app to use is down to personal preference and your companies IT polices and approved apps.

Log into to your choice of TapeTrack desktop software (TapeMaster, Checkpoint or Lite) with your current user-id and password. Click **OK**

You will be presented with a QR code to add your key to the authenticator app, scan to add the code or use the `Secret Key` value to enter it manually.

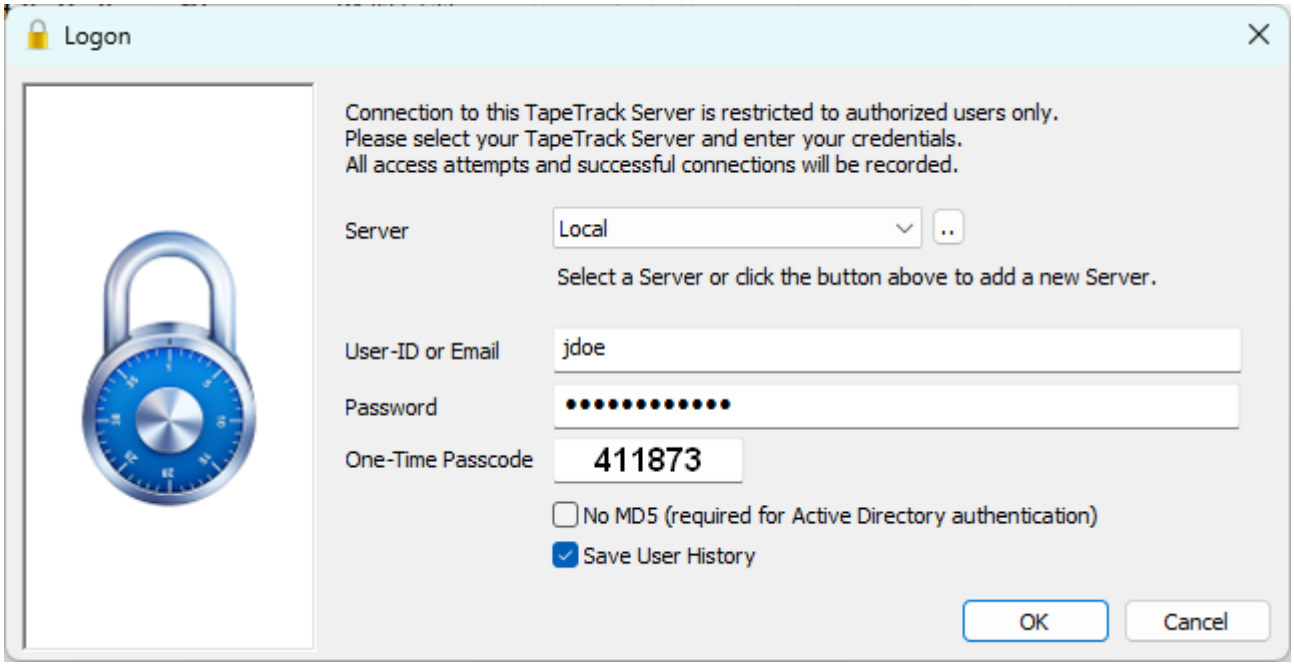


This QR code will be displayed each time you login until you have logged in successfully using the OTP.



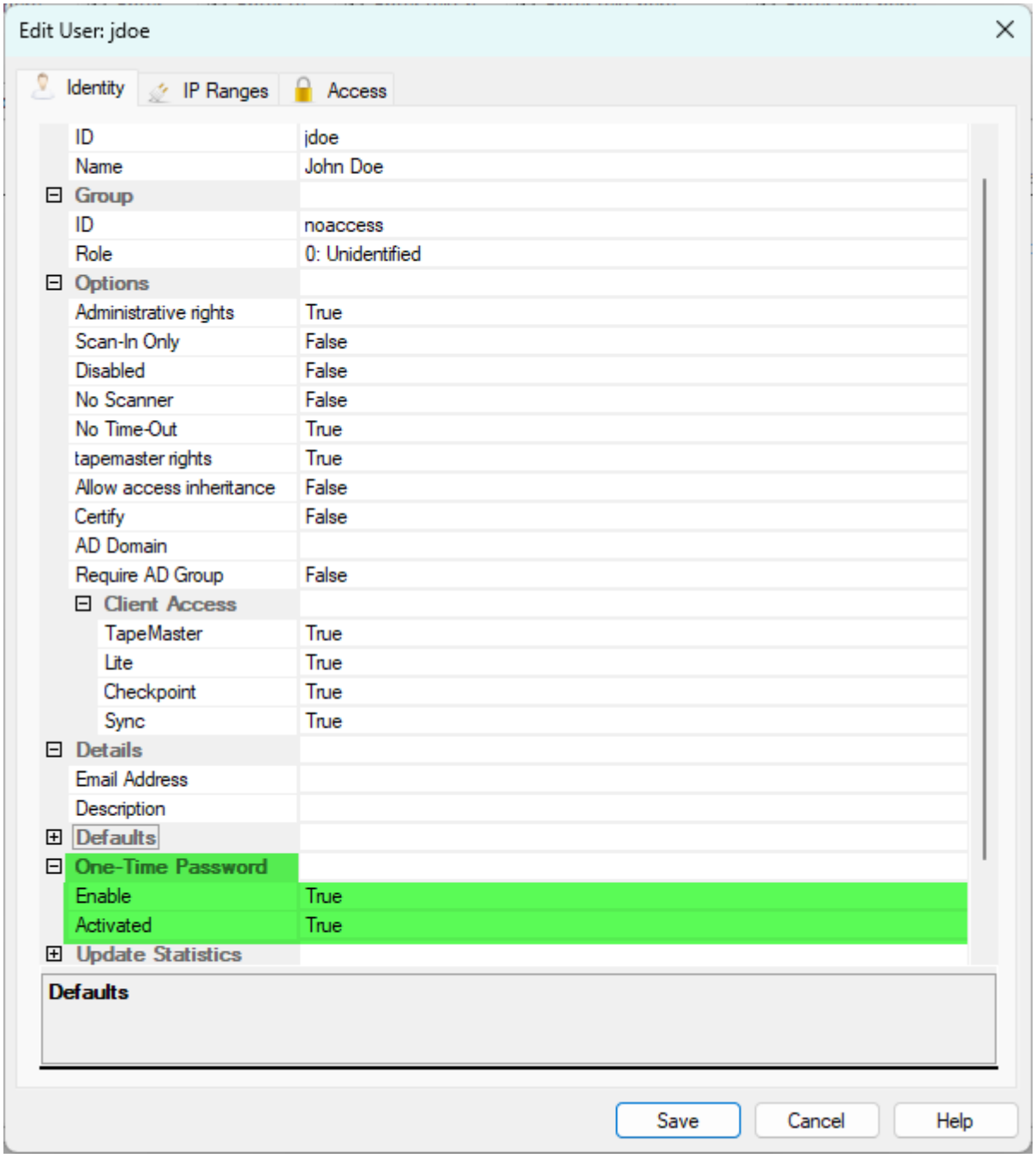
Activate One Time Password

Log out of TapeTrack and log back in, this time using your user-id, password and OTP.



As you have not activated the OTP feature until after a successful login using the OTP value, the QR code will display again. Simply click OK on both the popups and continue for connection. Once you have logged in the OTP is now activated and the QR popup will no longer be displayed on login.

Once the user-id has activated the OTP function, the user-id `identity` tab will now display the OTP activated field as `True`.



Lost One Time Password Access

If a user that has the OTP activated loses access to their authenticator (lost or damaged device etc), setting the One Time Password `Enabled` field to `False` will turn off the requirement to enter a OTP when logging in.

Setting the One Time Password `Enabled` field to `True` will restart the adding OTP process for the user upon login. The secret key will have changed and will need to be added to the new device and then used to login to activate the OTP function.

technote, tapemaster user, master, lite, checkpoint, desktop, login, otp, server

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