# One Time Password

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 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

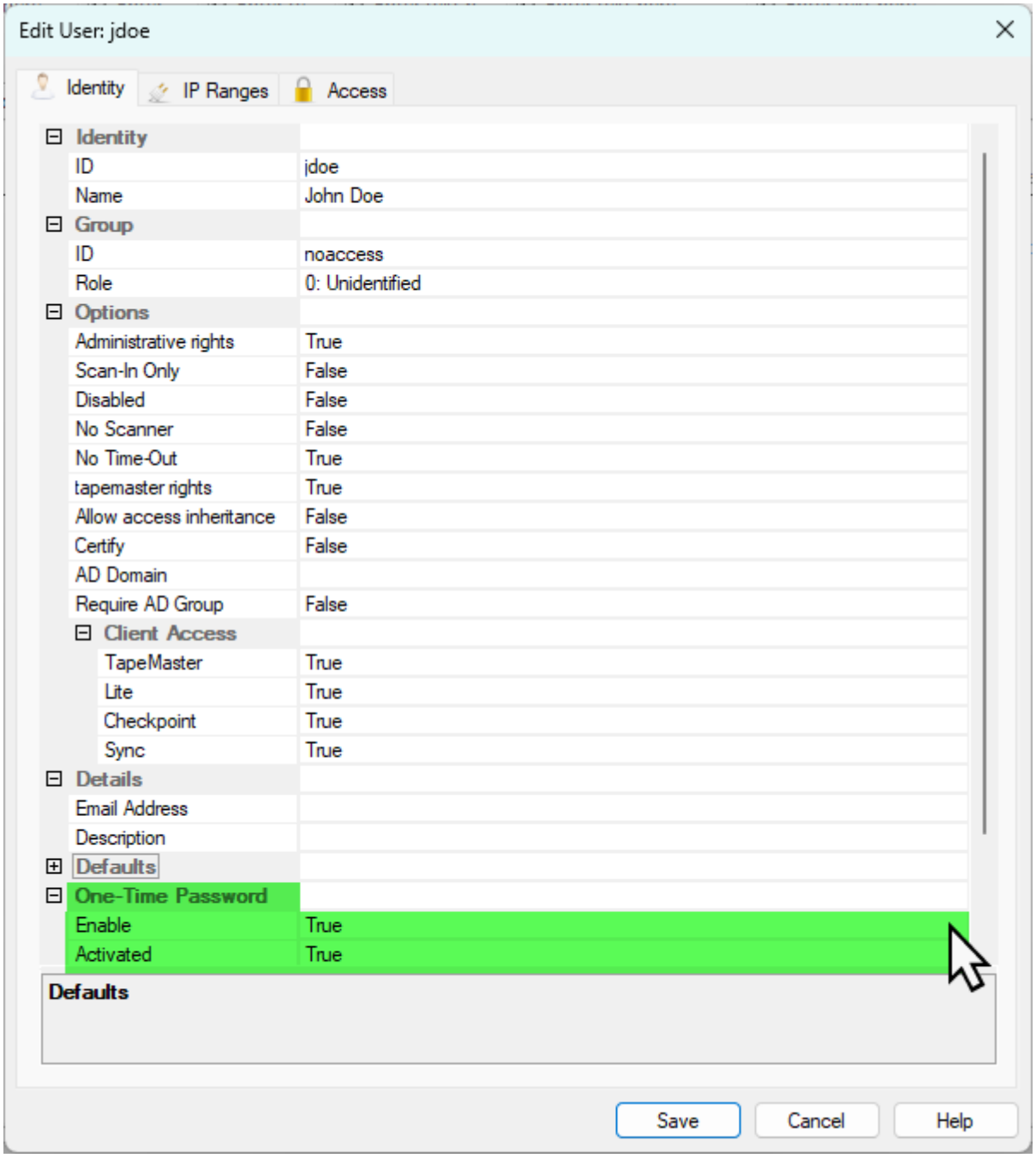
## Enabling One Time Password

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.





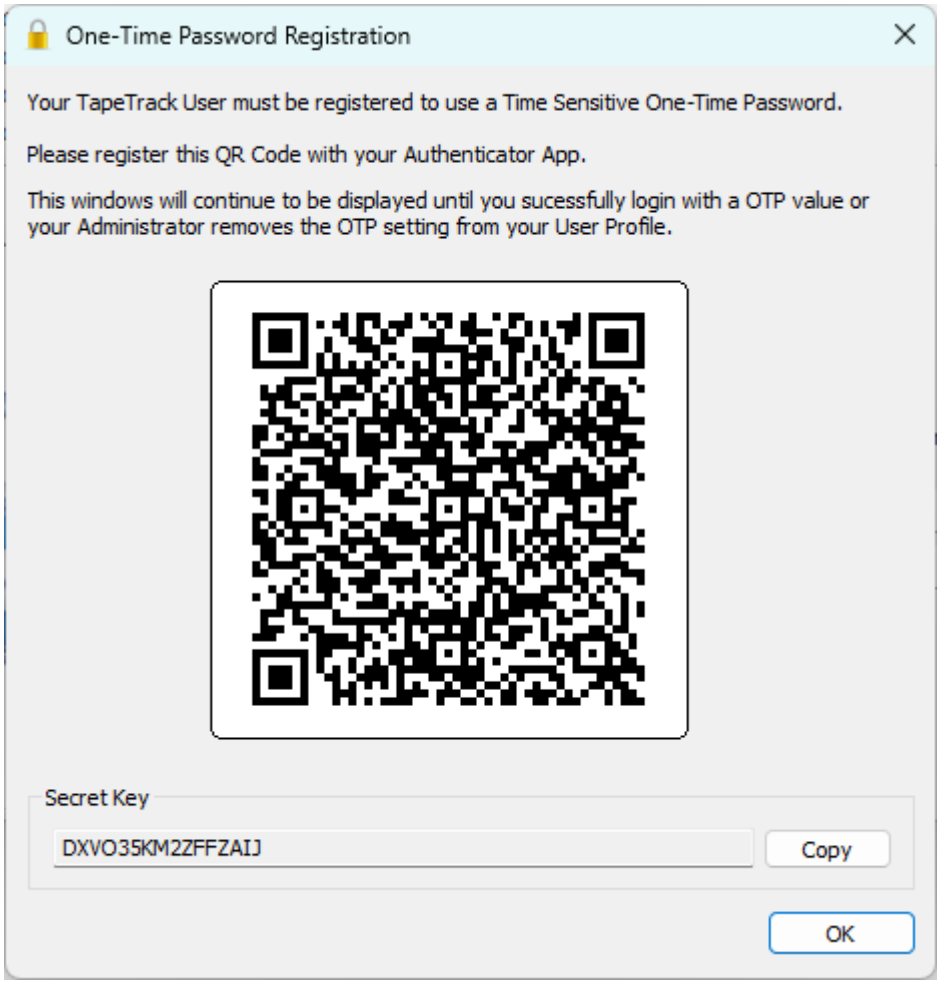

Once a user has activated the one time password function, all desktop software they use (eg TapeMaster, Checkpoint, Lite etc) will need to be a current version with the OTP function to be able to login.

## Setting Up Authenticator

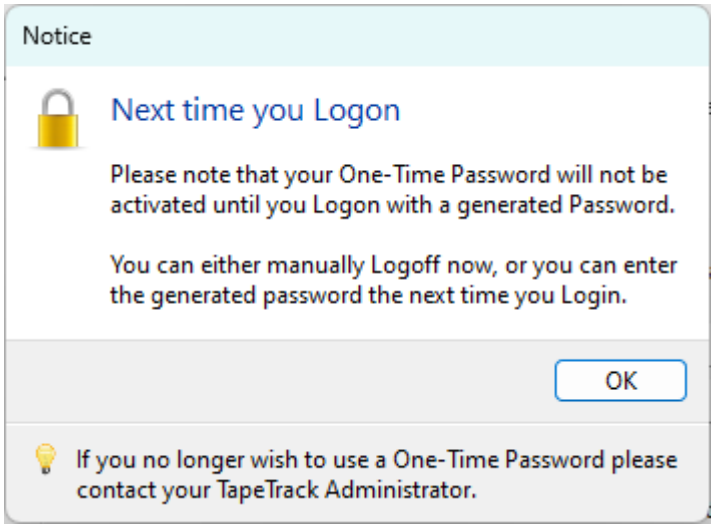
Load your choice of authenticator app on your device. The decision of what authenticator app to use is down to personal preference and your companies IT polices and approved apps.

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

Yow 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.



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