

# Project Reporting Oversight and Monitoring Solution

Working **better together**

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2-Step Verification in Aconex

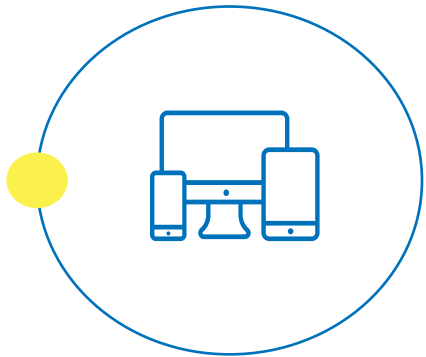
November 2023



# What is 2-Step Verification?

# What is 2-Step Verification?

A Partner Organization logs into an **UNHCR Project** is required to go through a “**2-step Verification**” process also known as 2SV, that provides an extra layer of security within the UNHCR production system.



- ❑ You already sign into Aconex using a login name and password. That’s the first step in 2-Step Verification. The second step links you with a physical device.
- ❑ With 2-Step Verification, you use an Authenticator application on your mobile device (iPhone, Android, Windows) or Windows computer to generate a unique code that you enter into the Aconex login page. UNHCR verifies that code to give you access to UNHCR projects.
- ❑ 2-Step Verification helps to prevent the situation in which a malicious party guesses your password and gains unauthorized access to your Aconex account.
- ❑ It also helps to avoid insecure practices like password sharing between users.

**Note:** *The following slides provide an overview on how to set-up and log into Aconex with 2SV.*

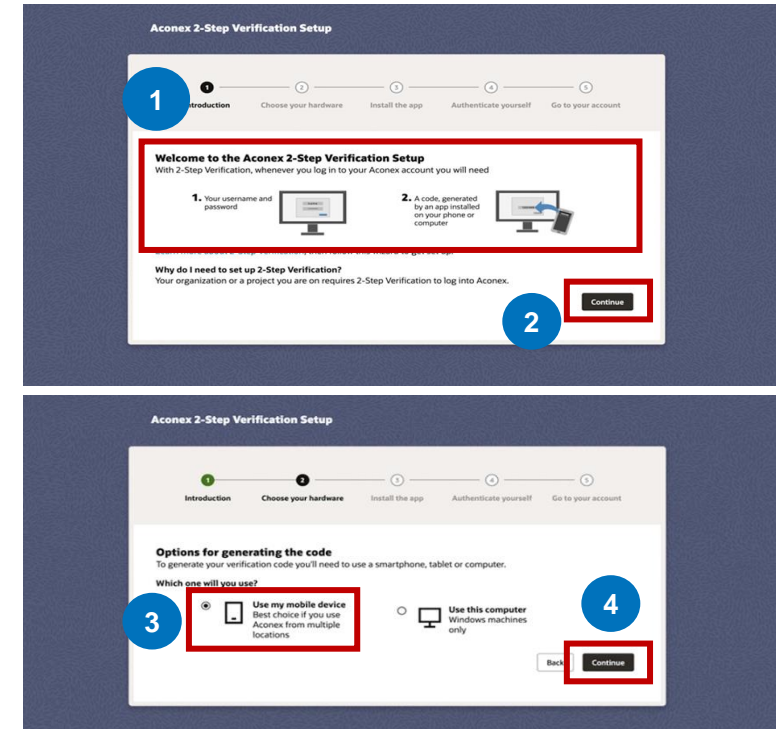


# Setting up 2-Step Verification

# Setting up 2-Step Verification (1/3)

When you log into UNHCR project for the first time, you will be required to set-up 2-step verification process. You'll need to **generate and enter a new 6-digit code from your authenticator app every time you log in.**

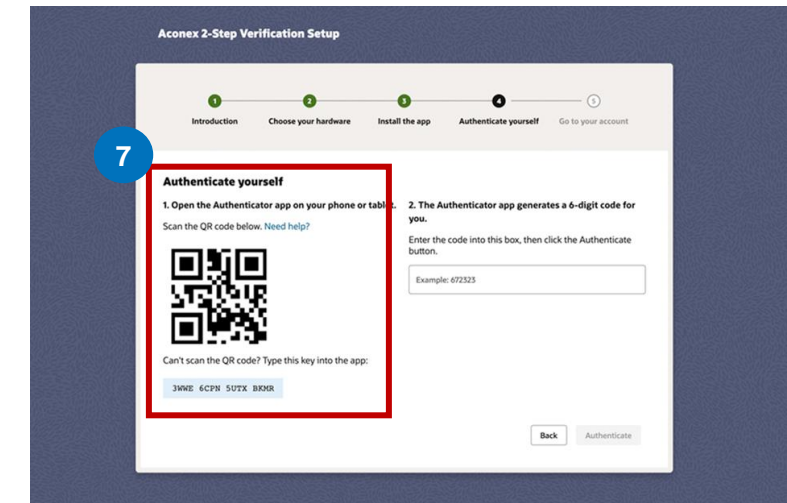
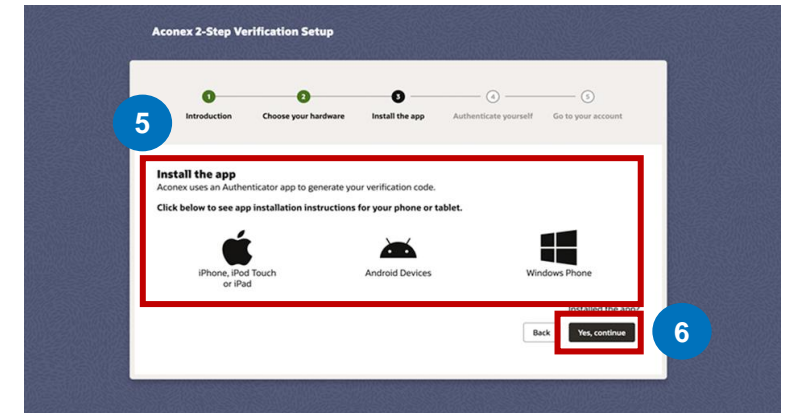
1. After you entered your login name and password, you'll see the **"Aconex 2-Step Verification Setup Wizard"**.
2. Click **"Continue"** when you're ready to begin.
3. **"Choose the device"** on which you want to install the authenticator app (for this example, we'll choose **"Mobile Device"**).
4. Click **"Continue"**.



# Setting up 2-Step Verification (2/3)

5. **“Choose your device’s operating system”**. A new tab will open in your browser. This contains instructions to (1) download the app; (2) set the time on your device.
6. When you’re finished, close the instructions, and click **“Yes, continue”** in the Setup Wizard.
7. The next page of the Setup Wizard asks you to open the authenticator app you just downloaded, and either **“Scan the QR code”** or enter the **“Highlighted key”** into your authenticator app.

*Tip!: If you’re using the authenticator app on your computer, you won’t see the QR code. You can just enter the highlighted key into your app.*

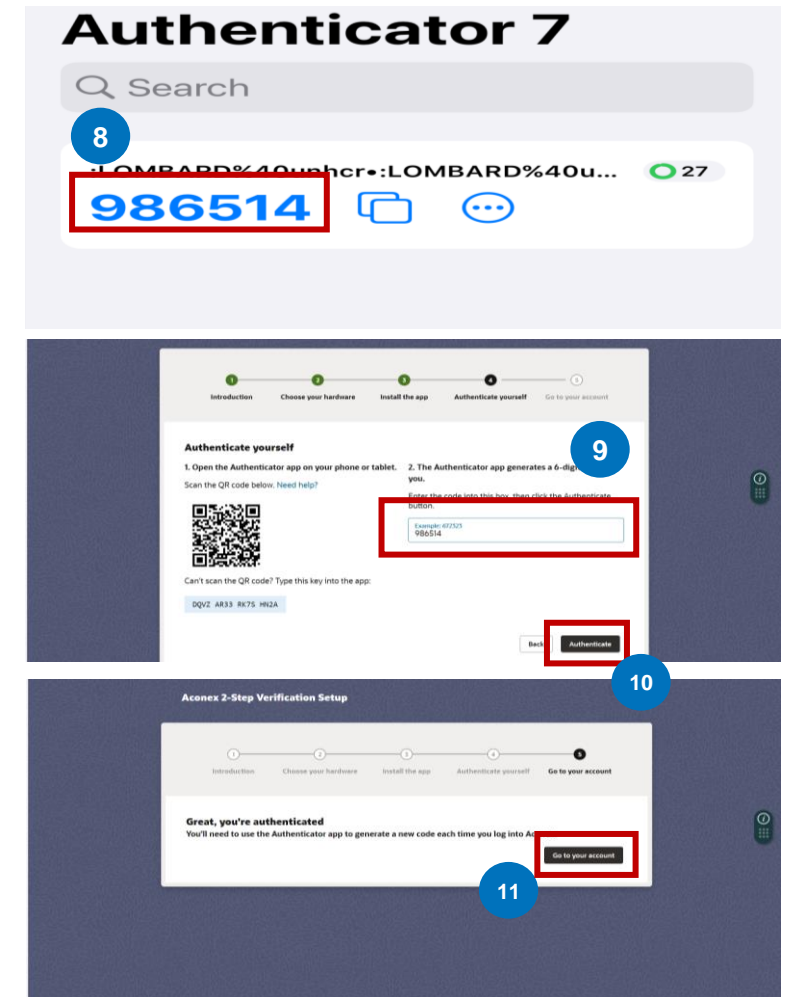


# Setting up 2-Step Verification (3/3)

8. Your app will generate a 6-digit verification code.
9. “Enter code” into the empty field at Step 2 on the Wizard page.
10. Click “Authenticate”.

*Tip!: Once you've successfully authenticated yourself, you'll see the confirmation page. Click Go to your account to close the Wizard and start work.*

11. Click “Go to Account” to access you Aconex Account.





# Downloading the Authenticator App



# Downloading the Authenticator App



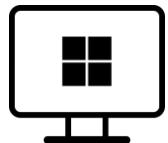
## Downloading the Authenticator app to your iOS device

1. Open the App Store on your iOS device.
2. Search for Google Authenticator.
3. Download Google Authenticator to your device.



## Downloading the Authenticator app to your Android device

1. Open the Google Play store on your Android device.
2. Search for Google Authenticator.
3. Download Google Authenticator to your device following their instructions. **Note** you may need to log into Google to do this.



## Download the WinAuth authenticator to your Windows computer.

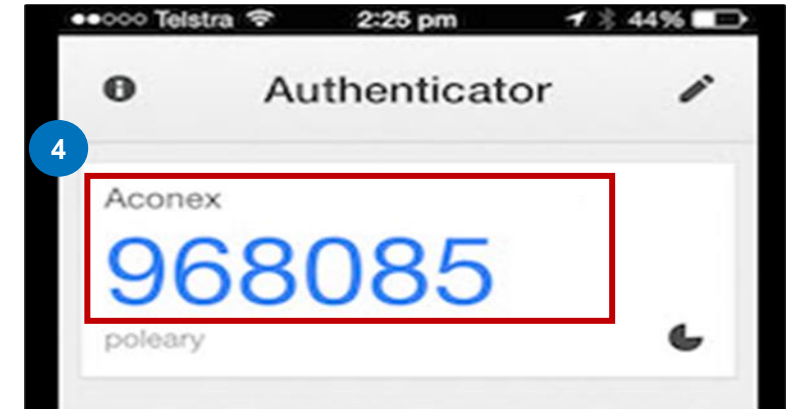
1. Click on link on computer to download WinAuth Version 3.5.
2. Download the application to your computer.



Generate your 6-digit code

# Generate your 6-digit code

1. Log into Aconex with your username and password. You'll be asked to enter your verification code.
2. Find the device you downloaded the authenticator app to.
3. Open the authenticator app.
4. Find the Aconex verification code.  
*Tip!: The app generates a new 6-digit code every 30 seconds.*
5. Enter your 6-digit code into the box on the login page and click Authenticate.
6. You'll be taken to your project.





**Thank You**  

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