

# Using Google Authenticator With Octane

## Procedure

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## Document Information

<b>Scope</b>	All Employees
<b>Governing Policy</b>	<a href="#">Authentication Policy</a>
<b>Tools and Systems</b>	Octane Google Authenticator (available for download on <a href="#">Google Play</a> or <a href="#">App Store</a> )

## Overview

It is important to employ best-practice security measures while using Octane, Cardinal's home loan platform. This procedure will detail how to set up and use two-step authentication through the Google Authenticator app, which can help the company safeguard data and drastically reduce the chances of fraud, data loss, or identity theft.

Important Terms to Know	
Term	Meaning
Google Authenticator	<ul style="list-style-type: none"> <li>A free security app that adds an extra layer of protection when signing into software or websites like Octane. The app generates a random code used to verify your identity when you sign into a service.</li> </ul>
Two-Step Authentication	<ul style="list-style-type: none"> <li>A security protocol that requires two, separate forms of identification to access a site or service. Google Authenticator provides two-step authentication by generating a random code that helps to prove a user is genuine. Using two-step authentication protects against phishing, social engineering and other security attacks.</li> </ul>

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## Google Authenticator and Two-Step Authentication

Each time you sign into Octane, you'll be prompted to provide two stages of information, in this order:

1. Your username and password
2. A 6-digit verification code

**Note:** For more details on signing into Octane, refer to the [Employee Octane Login Procedure](#).

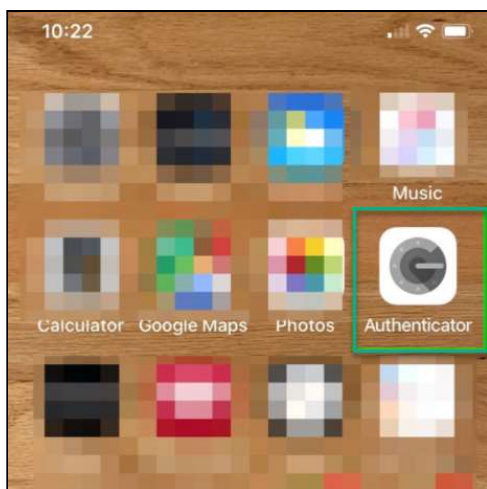
This method is called two-step authentication, because it requires an additional sign-in credential to gain account access — that second credential must come from access to something that belongs to you, like your phone.

By default, the 6-digit code will be sent via text message to your mobile phone. However, you can also download and use the Google Authenticator app to provide a valid 6-digit code.

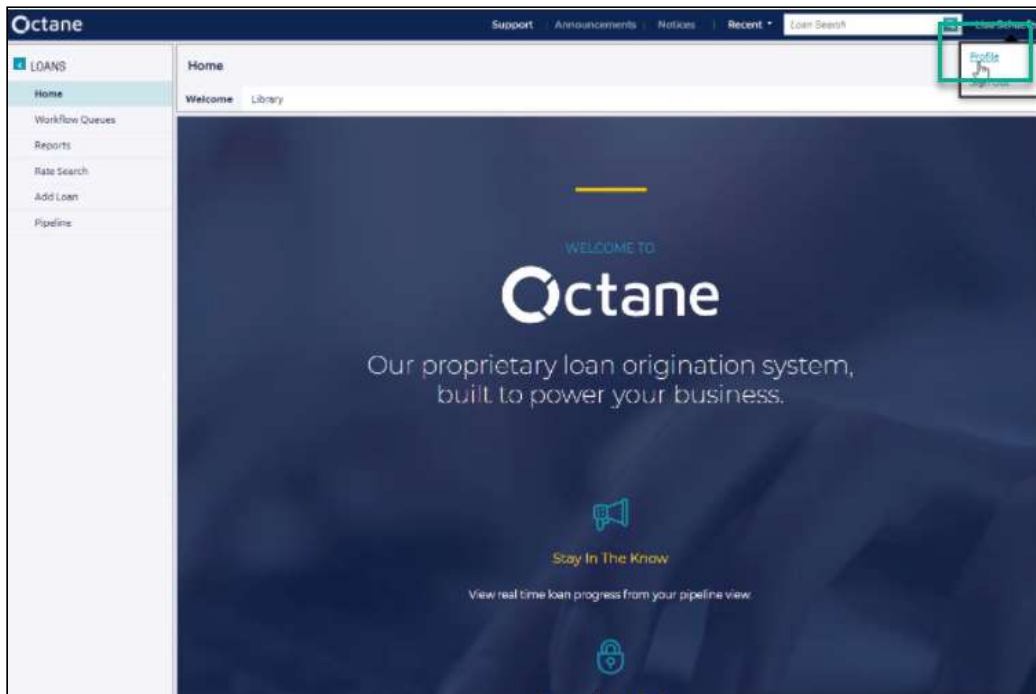
## Setting Up Google Authenticator

Follow these steps to complete two-step authentication for signing into Octane.

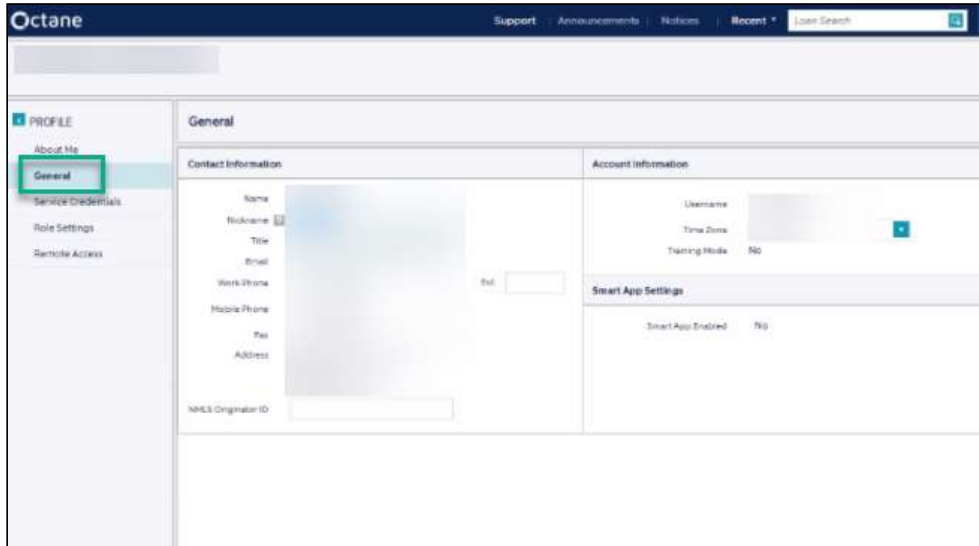
1. Download the Google Authenticator app to your phone. The app is available on the [App Store](#) and [Google Play](#).



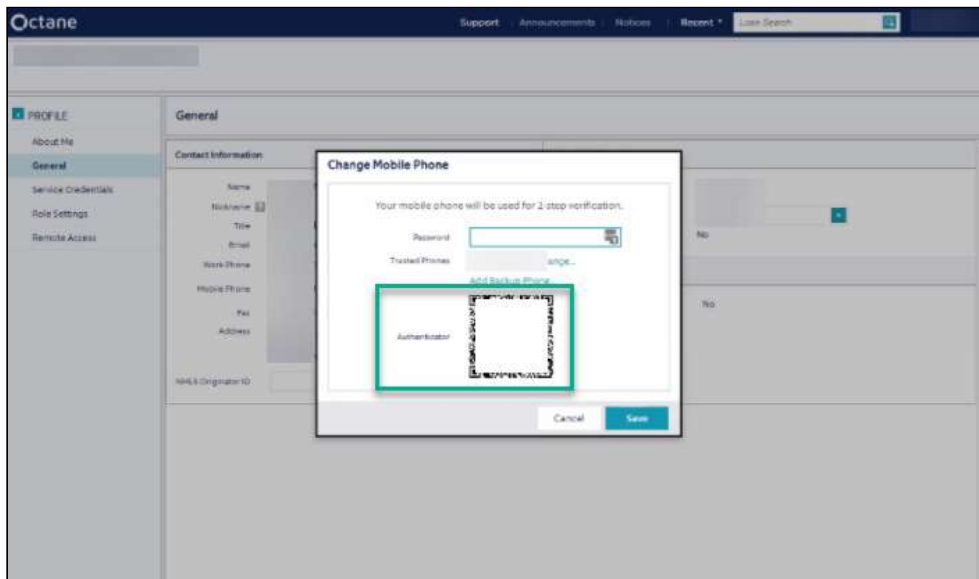
2. Sign into Octane, using your username and password.
3. Click your name in the top right corner of the home screen, then click **Profile** to open your settings.



4. Click the **General** tab in the left pane on the left side of the screen.

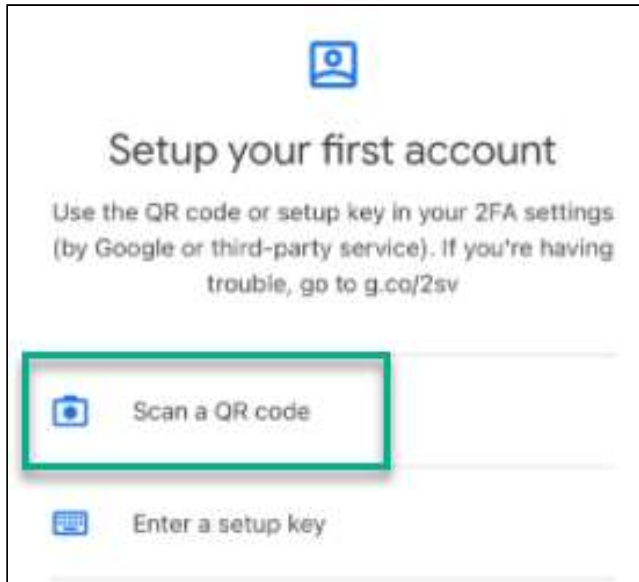


5. Click the **Change Mobile Phone** button.
6. Locate the QR code labeled **Authenticator**.

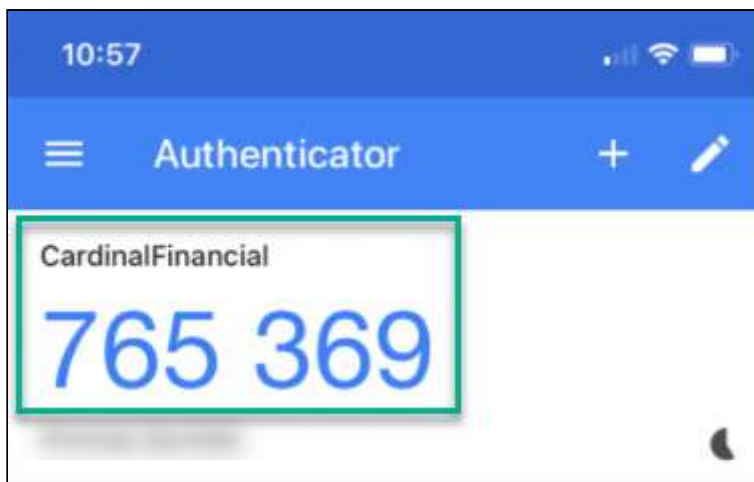


7. Open the **Google Authenticator** app on your phone.

8. On the screen that says "Setup your first account," click **Scan QR code**.



9. Point your phone camera at the screen in Octane so that the QR code shows on the screen. Your camera will automatically detect the code and complete the entry. You should now see **CardinalFinancial: <yourusername>** listed at the top of the screen on your Authenticator account.



10. In Octane, click **Cancel** on the **Change Mobile Phone** dialog to close it. You will not need to enter your password or click **Save**.

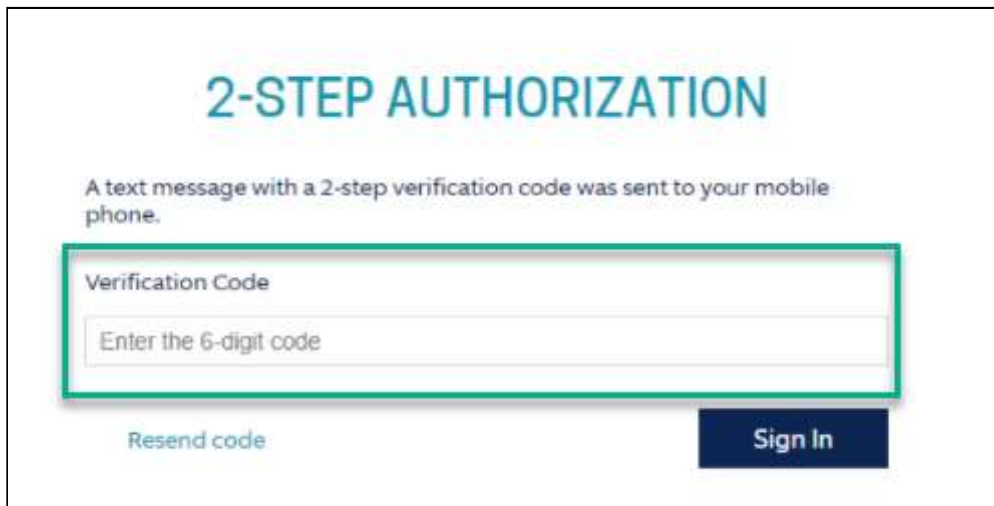
**Important:** If you change your mobile phone, you must complete another Authenticator setup on your new phone and in Octane.

## Using Google Authenticator In Octane

After you set up Google Authenticator, you can use the app to get a two-step verification code when signing into Octane, rather than getting a code via a text message. Follow these steps below to correctly use the Google Authenticator app each time you sign into Octane.

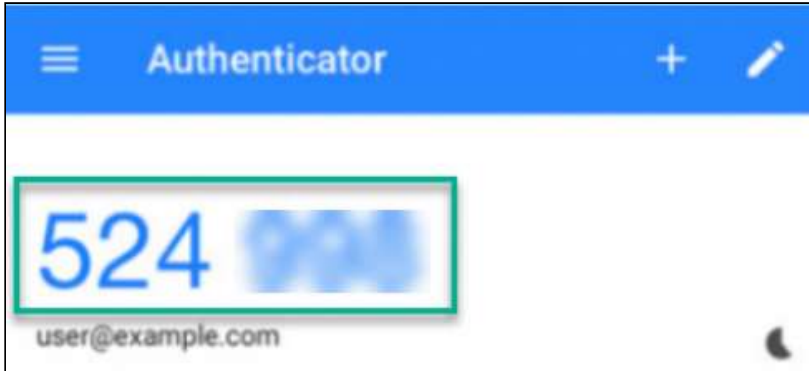
**Note:** When you use Google Authenticator, a text message will still be sent to your phone, but you can ignore it. The Authenticator app will also work even if you are unable to receive text messages.

1. Sign into Octane, using your username and password.
2. Once you have entered your credentials, you will receive a prompt to enter in the verification code.



3. Open the Google Authenticator app on your phone.

4. Enter the verification code shown on your Google Authenticator into Octane.



5. Once the code is entered, you will be redirected to Octane.

## References

Reference List
<a href="#">App Store</a>
<a href="#">Employee Octane Login Procedure</a>
<a href="#">Google Play</a>

## Revision History

Revision History is to be used as a reference only and will only provide a summary of document changes. For complete versioning, refer to the Google Docs versioning functionality, which is the system of record. Versioning has been captured as of 10.1.20.

Date	Version	Description	Approver
5.18.21	V1	Reformatted the entire document to fit with new style and color guidelines. Added new screenshots of Octane and Google Authenticator.	Erica Price, Lisa Schaefer, Webb Deneys
3.5.19	-	Initial Publication	-