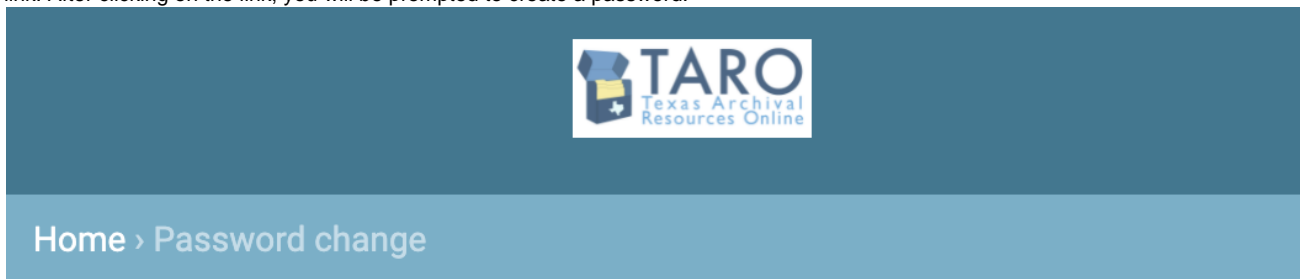


Login and Two-Factor Authentication

- [First Time Login and Setting Up Two-Factor Authentication](#)
- [Regular Login with Two-Factor Device](#)
- [Regular Login with Email](#)
- [Resetting Password](#)
- [Updating Two-Factor Device](#)
- [Video with Workflow](#)

First Time Login and Setting Up Two-Factor Authentication

1. New TARO members will receive an introductory email that invites them to login for the first time. This email will include a one-time login link. After clicking on the link, you will be prompted to create a password:



New password:

- Your password can't be too similar to your other personal information.
- Your password must contain at least 8 characters.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.

New password confirmation:

Submit

2. Create a secure password that does not match any other passwords that you may use for other sites. Be sure to store this password in a secure location.
3. After creating a password, you will be prompted to setup two-factor authentication. To complete this step you will need an authenticator app on your smart phone. Any authenticator app that can scan a QR code should work. For example, TARO members who are also University of Texas at Austin staff may use the [DUO app](#) used for utexas authentication. For TARO members who do not already have a two-factor authentication app in use through their institution, we recommend the free mobile app, Google Authenticator, which is available for [iPhones](#) and [Android](#).

To start using a token generator, please use your smartphone to scan the QR code below with an authenticator app, such as Google Authenticator. Then, enter the token generated by the app.



Otp device: Otp token:

Note: If you do not see a "Otp device" autopopulate, try refreshing the page.

4. Scan the QR code using your authenticator app on your phone, then enter the generated token into the OTP token field and click Log in. (Note: The "OTP device" field is an automatically generated uniquely named device associated with your user. You do not need to worry about this field or write it down.)

After validating the token, you will be presented with a success page



Home

Two factor authentication has been successfully setup. Press OK to complete the process and be prompted to login for the first time.

5. Press OK to login for the first time, then enter in your username and password:



Username:

jbennett

Password:

.....

[Forgotten your password or username?](#)

LOG IN

6. Click LOG IN, then enter in the token generated by your authentication app:



Otp device:

jbennettDevice0Mk2ro ▼

Otp token:

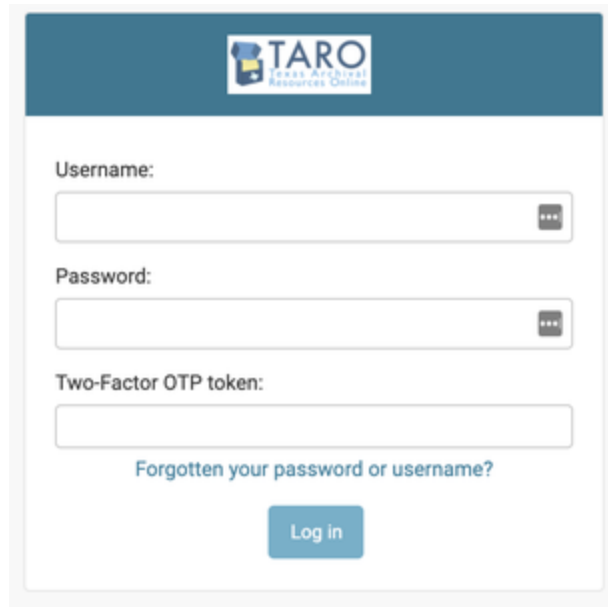
Send validation code email

Log in

Congratulations and welcome to the TARO member administration site!

Regular Login with Two-Factor Device

1. Visit <https://txarchives.org/admin/> to navigate to the login screen.



2. Fill in your username and password. Open the Two-Factor app on your smartphone and enter in the token provided.
3. If your login is successful, you will be redirected to the main page.

Regular Login with Email

Two-Factor with email is not recommended but is a way for a member to still log into TARO without a smart phone.

1. Visit <https://txarchives.org/admin/> to navigate to the login screen.
2. Fill in your username and password. Since you want to use email as your two-factor, select "Log in" without filling anything into "Two-Factor OTP Token".
3. The next form will have a drop down option for OTP token delivery. Under "OTP Device or Email", select the option with the word "email."



Please enter your OTP token.

Username:

TestAccount

Password:

.....

OTP Device or Email:

✓ TestAccount-Auth Device-GppjVY

TestAccount-Auth Email-n0wByJ

Two-Factor OTP token:

Forgotten your password or username?

Log in

Get OTP token (Email Only)



4. You will receive an email shortly with the token which you will need to input into "Two-Factor OTP token".
5. Hit "Log in" and if all the information is correct, then you will be redirected to the main page.

Resetting Password

1. Navigate to the login page



Username:

Password:

Two-Factor OTP token:

[Forgotten your password or username?](#)

Log in



2. Select the link "Forgotten your password or username?" and you will be redirected to a reset password form.
3. Enter your email and hit "Reset my password".



Home › Password reset

Password reset

Forgotten your password? Enter your email address below, and we'll email instructions for setting a new one.

Email address:

Reset my password

4. You will receive an email shortly with a reset password link which will send you to form to enter a new password.



Home › Password reset confirmation

Enter new password

Please enter your new password twice so we can verify you typed it in correctly.

New password:

Confirm password:

Change my password

5. Once you fill out the form with matching password and select "Change my password", then you will get redirected to a success page with a link to the log in page.

Updating Two-Factor Device

When you get a new phone or two-factor device, these are the steps to update your account.

1. Although not recommended as the normal way to log into your account, follow the steps to [Regular Login with Email](#).
2. Once you have successfully logged into your account, select "TWO FACTOR AUTHENTICATION" at the top right.

TARO
TEXAS ARCHIVAL
Resources Online

WELCOME, **TEST**. [DOCUMENTATION](#) / [CHANGE PASSWORD](#) / [TWO FACTOR AUTHENTICATION](#) / [LOG OUT](#)

Texas Archival Resources Online | Member Administration

TARO_MANAGER

Finding Aids [+ Add](#) [Change](#)

Repositories [Change](#)

Recent actions

My actions

None available

3. You are then taken to your account's QR code which you can scan and connect to your new two-factor device.

Video with Workflow

[Login and Two-Factor Authentication Demo](#)