

Multi-Factor Authentication

Multi-factor authentication (MFA), sometimes referred to as two-factor authentication, allows you to add another layer of security to your SurveyGizmo account. When you enable MFA, in addition to providing an email address and password upon login, users will need to authenticate via a [Google Authenticator compatible app*](#).

*Enterprise Packages: If your use-case requires Multi-factor authentication via SMS (text message), contact your Account Manager to discuss this option.

Multi-Factor Authentication

Enter your 6-digit authentication code.

Enter Code

123456

Problems logging in?

Verify Code

Login Via Multi-factor Authentication (MFA)

Considerations

For Account Administrators on multi-user accounts, before you enable multi-factor authentication for your account, you should consider the following:

- When you enable MFA for your account, all users on your account will be required to complete the MFA setup process the next time they log in to SurveyGizmo.
- As an Account Administrator, you should communicate your plan to enable MFA with users on your account.
- Choose a date and time that minimizes impact to your business for enabling MFA.
- Share MFA setup instructions with users on your account:
 - [Authenticator App Instructions](#)
 - [Text \(SMS\) Instructions](#)

Account-Wide vs User-Specific Multi-factor Authentication

There are a couple of options for enabling Multi-factor Authentication:

- **Account Administrators have the option to enable MFA for their entire account**

When the account-level MFA is enabled on a multi-user account, every user on the account will be required to use MFA to log in to their SurveyGizmo user account.

- **Individual users have the option to enable MFA for their user profile**

If your Account Administrator has not enabled MFA account-wide, you still have the option to utilize MFA for your user profile.

Enable Multi-factor Authentication for the Entire Account

Important! When you enable Multi-factor Authentication for your entire multi-user account, all users on the account will be prompted to setup their MFA upon their *next login* to SurveyGizmo. Share the [setup instructions](#) with your users, if needed.

Account Administrators have the option to enable MFA account-wide. To do so, follow these steps:

1. Navigate to **Account > Summary > Security and Compliance**.
2. Within the **Password Settings** section, locate **Multi-factor Authentication** at the bottom of the list.
3. Click on the associated dropdown menu and select **Require Authenticator App***.

>Password Settings

Expiration Interval	<input type="text" value="Default: never"/>
Reuse Limitations	<input type="text" value="Default: none"/>
Password Complexity Rules	
<input type="radio"/> No restrictions on passwords <input checked="" type="radio"/> Create basic set of rules <input type="radio"/> Create complex set of rules using regex	
Minimum Length	<input type="text" value="8"/> At least 8 characters
Maximum Length	<input type="text" value="10"/> No more than 100 characters
<input checked="" type="checkbox"/> Require at least one upper and one lower case letter <input checked="" type="checkbox"/> Require at least one number <input type="checkbox"/> Require at least one special character	
Additional Protection	
<input type="checkbox"/> Password cannot contain application user information	
Description	<input type="text" value="Describe complexity pattern here so users know requirements."/>
Multi-Factor Authentication	
<input type="text" value="Require Authenticator App"/> <small>MFA can be optionally controlled by the individual user on the My Preferences screen.</small>	



*Enterprise Packages: If your account has been provisioned with SMS Authentication, you can choose either of the **Require SMS** or **Require SMS or Authenticator App** options.

4. Make sure to **Save** your password settings.

When you next log in to SurveyGizmo, you will be prompted to set up your multi-factor authentication for your Administrator account. Proceed to the [setup steps](#) below.

Enable Multi-factor Authentication for Your User Profile

If you are part of a multi-user account and the account MFA has not been enabled by an administrator, you can still enable it for your specific login.

1. Navigate to **Account > Summary > My Preferences**.
2. Locate the **Multi-factor Authentication** section and check the box to **Enable Multi-factor Authentication**.

My Preferences

* Name Jane Smith

* Email jane.smith@company.net

Password [C Reset Password](#)

Multi-factor Authentication

Enable Multi-factor Authentication
To learn more about multi-factor authentication, [click here.](#)



3. You will be presented with a prompt to set up your authentication here via a [Google Authenticator compatible app](#)*. Follow the [setup steps](#) directly below.

**Enterprise Packages: If your account has been provisioned with SMS Authentication, you can choose the (Text) SMS option instead. You will need to provide your cell phone number and will then receive a text message with a verification code.*

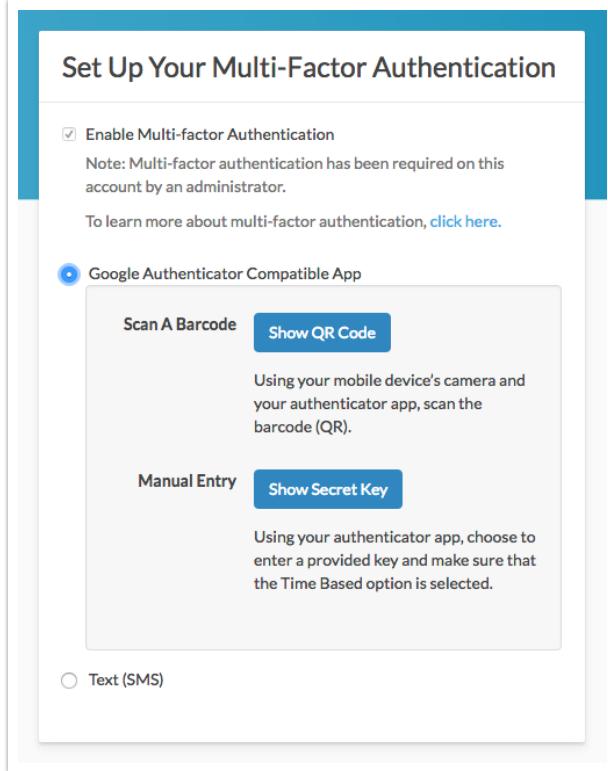
Set Up Your Multi-Factor Authentication (Authenticator App)

Once Multi-factor Authentication has been enabled on your account or user, you will need to set up the authentication.

Important! With app-based authentication a Google Authenticator compatible app is required to configure MFA and to log in to SurveyGizmo. [View a list of commonly used Google Authenticator compatible apps](#) *.

*Install/download a compatible Google Authenticator App on your device before proceeding with the below steps.

Whether you are the Account Administrator that is enabling MFA for your entire account, a user enabling MFA for your specific user profile, or a user logging in for the first time since MFA has been enabled on your account, you will see a version of the below screen.



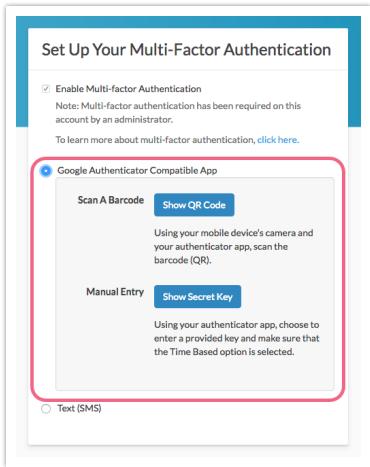
This screen is where you will set up your Multi-factor Authentication with the help of a [Google Authenticator compatible app](#)*.

** If your account has been provisioned with SMS Authentication, you can choose the (Text) SMS option instead. You will need to provide your cell phone number and will then receive a text message with a verification code.*

Setup Instructions

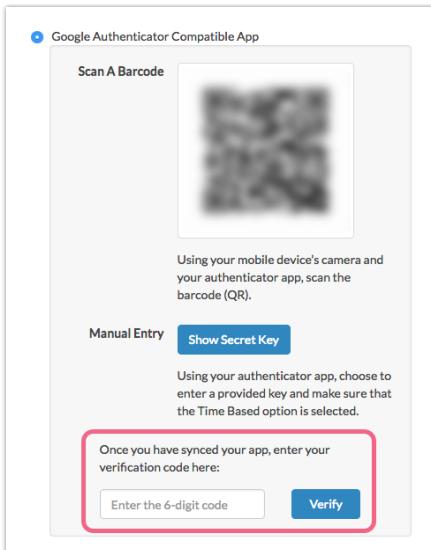
1. Depending on the [Google Authenticator compatible app](#) you have decided on, the instructions for adding a new account (ex. SurveyGizmo) will differ. *Consult instructions specific to your app to learn how to add a new account.*
2. Within your app, choose the option to add a new account. You can either *scan a barcode or manually enter a provided key*.
 - If you prefer to scan a barcode click the **Show QR Code** button and use your device camera to capture the barcode provided on the SurveyGizmo set up screen.
 - If you prefer the manual entry option, in the app make sure to select the **Time Based** option for manual entry. Click the **Show Secret Key** button within SurveyGizmo. You will see a secret key that can be manually input

into the authenticator app on your device.



3. After scanning the barcode or manually entering the secret key, your app will provide you with a *6-digit verification code**. Enter this code into the provided field (in SurveyGizmo) and click the **Verify** button. This will finish your MFA setup and log you in. If the verification is not initially successful, wait for your app to provide a new verification key and try again.

**The verification code is only active for a short period of time before a new code is generated by your app. If a new code is generated by your app prior to you submitting the previous code to SurveyGizmo, you will need to use the new code.*



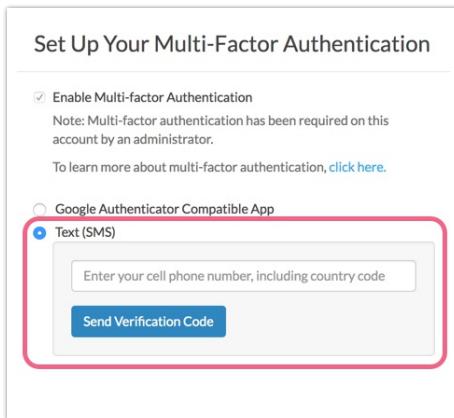
4. You will now need to use your authenticator app each time you log in to SurveyGizmo.

Set Up Your Multi-Factor Authentication (SMS)

Enterprise Packages: If your use-case requires Multi-factor authentication via SMS (text message), contact your Account Manager to discuss this option.

If Text (SMS) Multi-factor Authentication has been enabled on your account, you will be prompted to set up your MFA the next time you log in to SurveyGizmo.

1. Select the **Text (SMS)** option for your MFA when prompted.



2. Enter your cell phone number (including country code) and click the button to **Send Verification Code**. You will receive a text message containing your 6-digit verification code.
3. Enter your code into the field provided and click the **Verify** button. You will be logged in to your SurveyGizmo account.

Set Up Your Multi-Factor Authentication

Enable Multi-factor Authentication
Note: Multi-factor authentication has been required on this account by an administrator.
To learn more about multi-factor authentication, [click here](#).

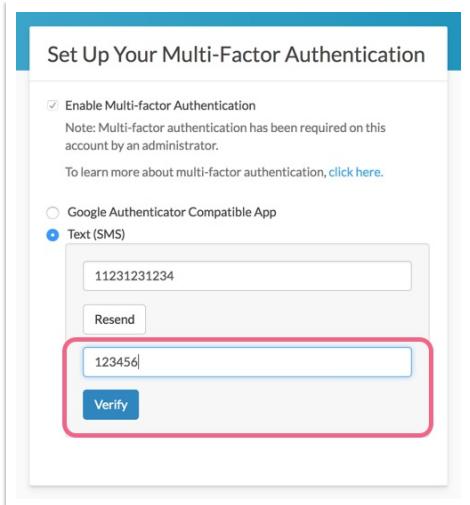
Google Authenticator Compatible App
 Text (SMS)

11231231234

Resend

123456

Verify



4. You will need to use your SMS authentication for each subsequent login to your SurveyGizmo account.

Disable Account Multi-Factor Authentication

If you need to disable your account Multi-factor Authentication or reset a specific user's MFA, you can do so.

Step 1: Disable Account-Wide MFA

As an Account Administrator, you can disable MFA for the entire account. Please note that users that have set up their MFA will still be able to log in via MFA, until their MFA access is reset.

1. To disable the account-wide MFA, navigate to **Account > Summary > Security and Compliance**.
2. Within the **Password Settings** section, locate the **Multi-factor Authentication** dropdown menu and select the **Not Required** option. Make sure to **Save** your settings*.

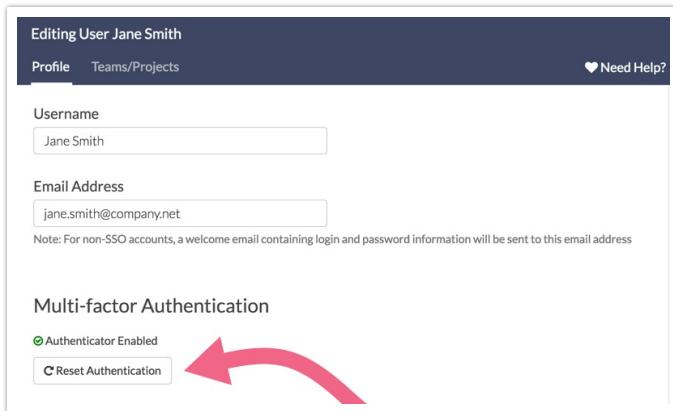
**Please note that users that have set up their MFA will still be able to log in via MFA, until their MFA access is reset.*

Step 2: Reset User's MFA

Account Administrators can reset Multi-factor Authentication for other users on the

account. This is done to no longer require MFA login (after the account setting has been disabled) or if the user is having trouble logging in via their existing MFA.

1. To reset a user's Multi-factor Authentication, navigate to **Account > User Management > Users**. Access a specific user's settings by clicking on their username.
2. On the user's **Profile** tab, scroll to the **Multi-factor Authentication** section and click the **Reset Authentication** button.



3. You will see a pop-up message asking for confirmation. Click the **Reset MFA** button to finish. The user will now be able to log in via their email/password combination. Users can also [reset their own MFA](#) while logged in to SurveyGizmo.

Reset Your Multi-factor Authentication

There are several reasons why you may want to reset your Multi-factor Authentication:

- If you have set up MFA for your user profile but it is not required on the overall account, you may decide that you no longer need it.
- Perhaps you accidentally deleted SurveyGizmo authentication from your Authenticator app and need to re-add it.
- Maybe you are having trouble logging in with MFA and want to set it up again.

To reset MFA for your user profile (while logged in to SurveyGizmo):

1. Navigate to **Account > Summary > My Preferences**.
2. Locate the **Multi-factor Authentication** section and click the **Reset Authentication** button.

The screenshot shows a 'My Preferences' form with several fields:

- Name: Jane Smith
- Email: jane.smith@company.net
- Reset Password button
- Multi-factor Authentication section:
 - Authenticator Enabled (checkbox checked)
 - Reset Authentication button (highlighted with a red box)

3. You will see a pop-up message asking for confirmation. Click the **Reset MFA** button to finish.
 - If the account MFA is enabled, you will need to set up a new MFA the next time you log in.
 - If the account MFA is *not* enabled, you will be able to log in with your email address/password combination only going forward.

Limitations

If your account is configured to use [Single Sign-On \(SSO\)](#), SurveyGizmo's Multi-factor Authentication is not available.

Google Authenticator Compatible Apps

When you enable MFA, in addition to providing an email address and password upon login, users will need to authenticate via a Google Authenticator compatible app.

We recommend using Google's official Authenticator app, if possible:

- [Google Authenticator for iOS](#)
- [Google Authenticator for Android](#)

Below are *some* of the other currently available apps:

- [Authy for iOS, Android, Chrome, OS X](#)

- FreeOTP for iOS, Android and Pebble
- Microsoft Authenticator for Windows Phone
- LastPass Authenticator for iOS, Android, OS X, Windows
- 1Password for iOS, Android, OS X, Windows

FAQ & Troubleshooting

- + **I'm having trouble logging in with Multi-factor Authentication.**
- + **I received a "A user in your SurveyGizmo account needs help logging in" email message, what should I do?**
- + **I'm an Account Administrator. How do I reset a user's Multi-factor Authentication?**
- + **I need to use Text (SMS) for Multi-factor Authentication, how can I get access to this option?**

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