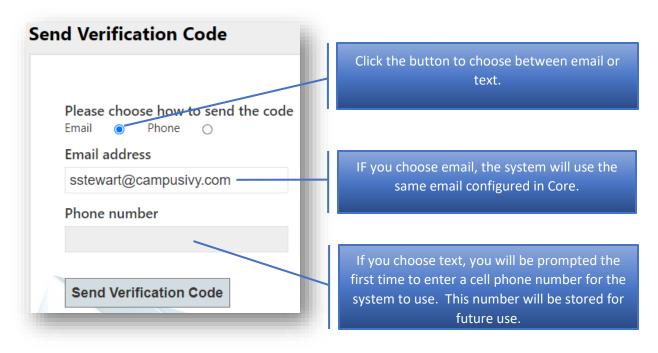


Multi factor Authentication

Depending on the frequency set by the institution, Core will prompt users to provide a secondary method of confirming their identity before granting access. This can be via email or text message based on the user's preference.

Multi Factor Steps

1. Once you enter your Username and password and click login, you will be sent to a screen to complete the verification process.



2. Once you click 'Send Verification Code' then you will be prompted to enter the code from your text or email.

Enter Verification Code	
Enter the verification code we sent you	Enter code here
Verify	

3. Once you click on verify you will be allowed access to Core.

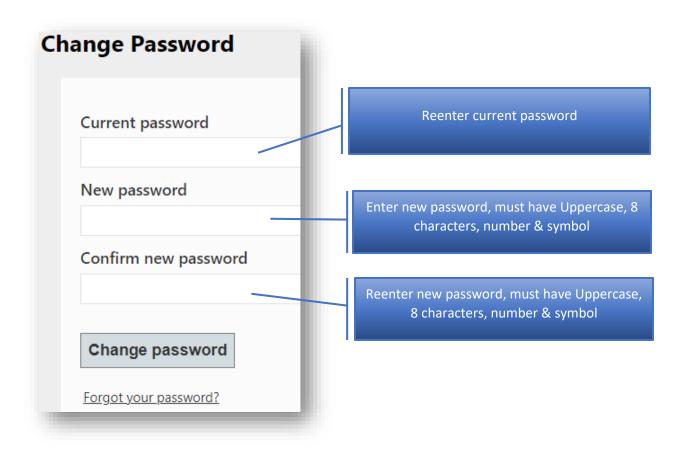


Password Expiration

Depending on the frequency set by the institution your password will expire after a period. You will be prompted to update your password.

Password Reset Steps

1. Once your password expires, you will be prompted to change it.



- 2. Once you click 'Change password' then you will be sent back to the login page to reenter your username and the new password.
- 3. If you forgot your password, you can use the 'Forgot your Password' link to go through the steps to reset.

