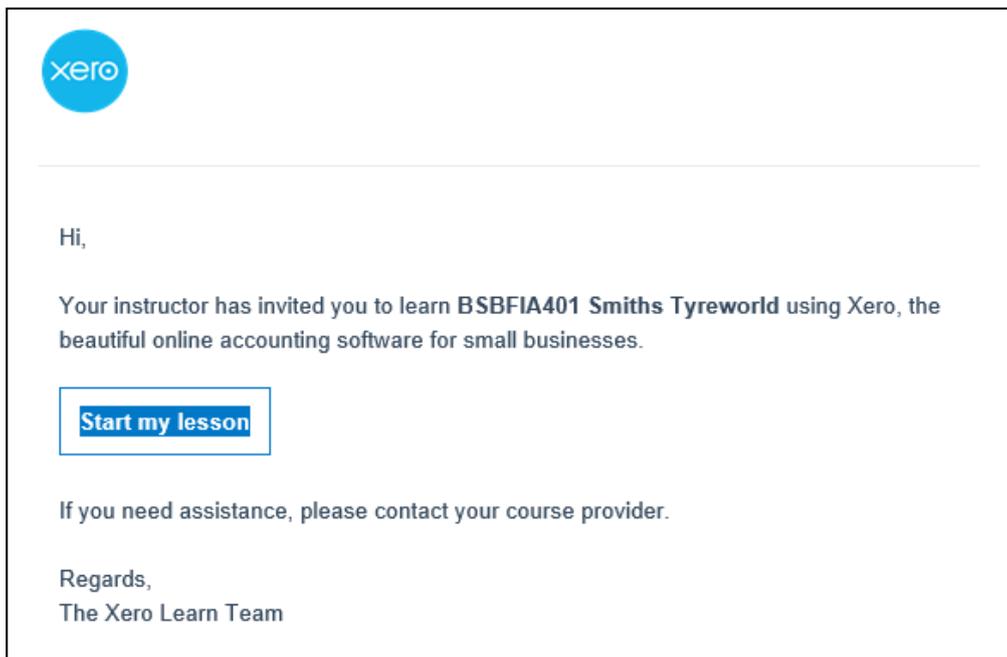


Setting up Xero two-step authentication using a smart phone

Your teacher/lecturer will send you an email inviting you to join the Xero organisation required for your book - the invite email will look something like the one shown below.

If you don't have one, make sure you check your Junk mail before you contact your lecturer!

1. Simply click on the link in the email and you will be redirected to Xero.



2. If you already have a Xero account on the Xero Learn platform you will just need to login.

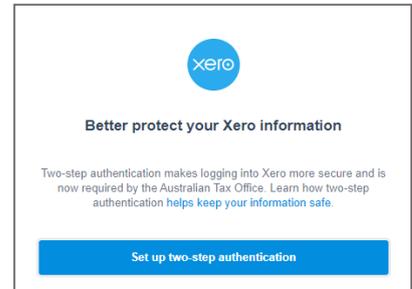
OR

3. If you do not already have a Xero student account one will be created for you automatically. You will just need to create a password and set up two-step authentication.

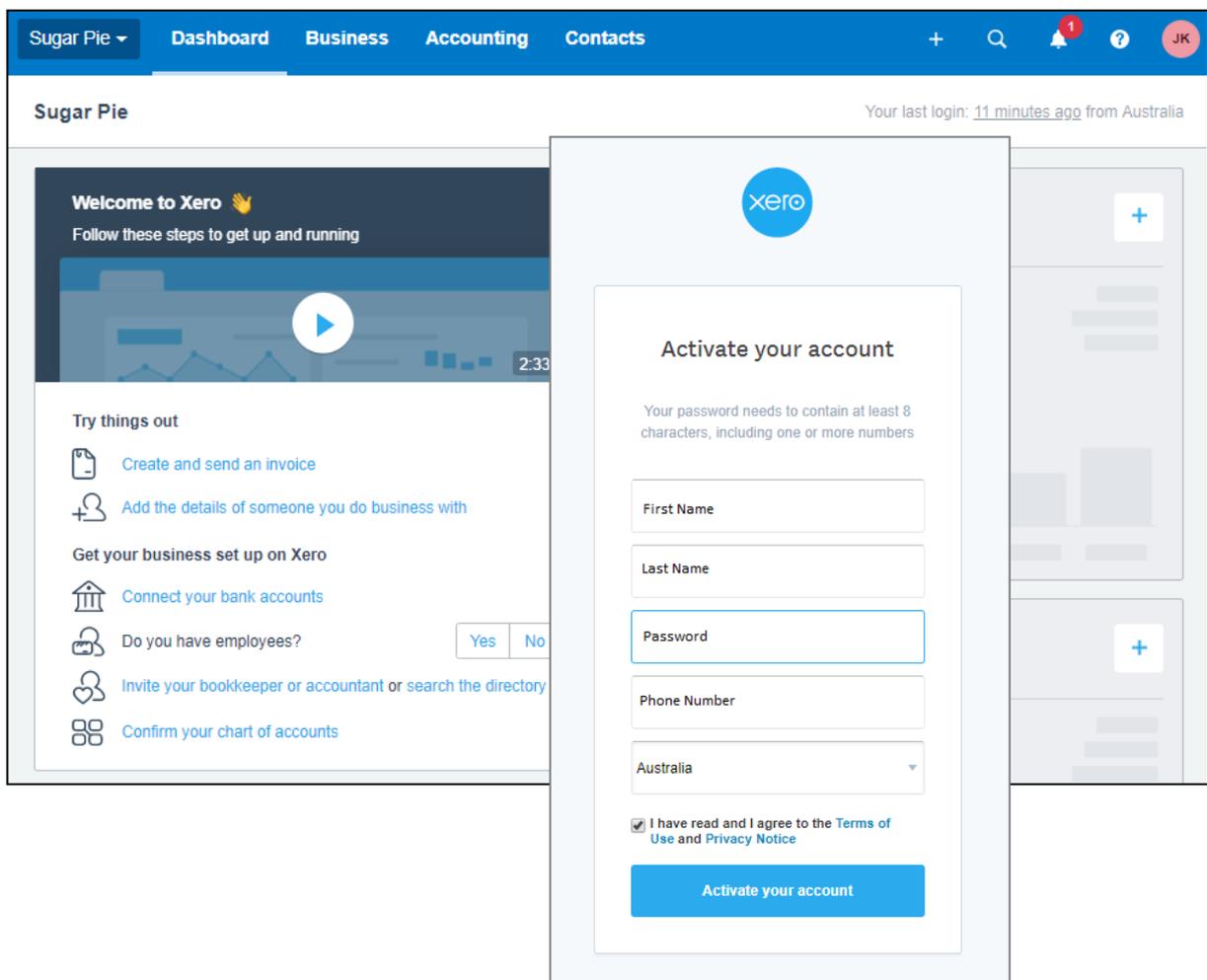
You will need to log in to your Xero account. If you do not already have a Xero account one will be created for you automatically and to start with you will just be asked to create a password.

Your front page should look like the image below:

NOTE: If you have already setup a password the image to the right may appear instead - if so, skip to the next page



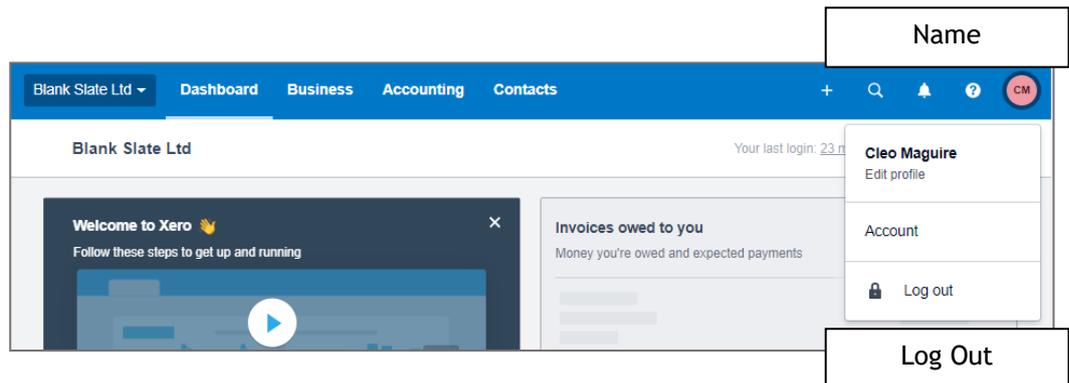
5. You can set up your username and password



6. Enter details including a phone number that will be used to authenticate the account

To streamline things log out first then when you log back in you will set up your two-step authentication, sometimes known as 2 factor authentication or multi factor authentication.

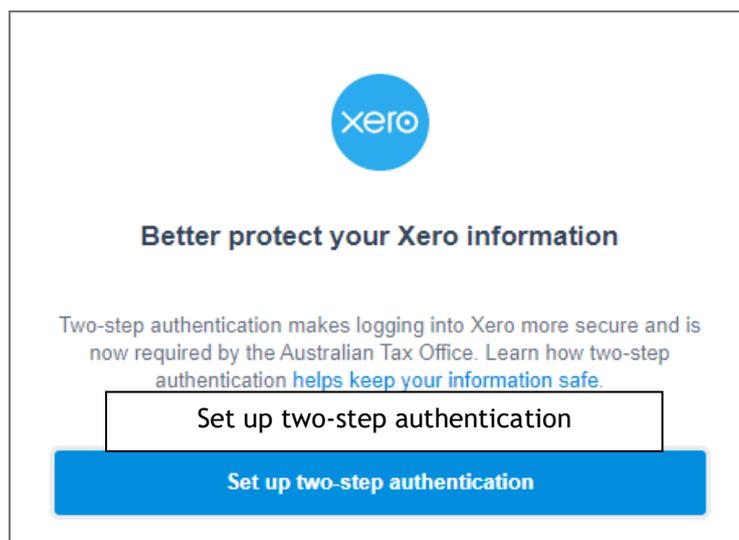
1. Click on your **Name** menu button and then **Log out**



2. Now log back in again with your email and password that you just used.

The following will appear:

3. Click on the button **Set up two-step authentication**



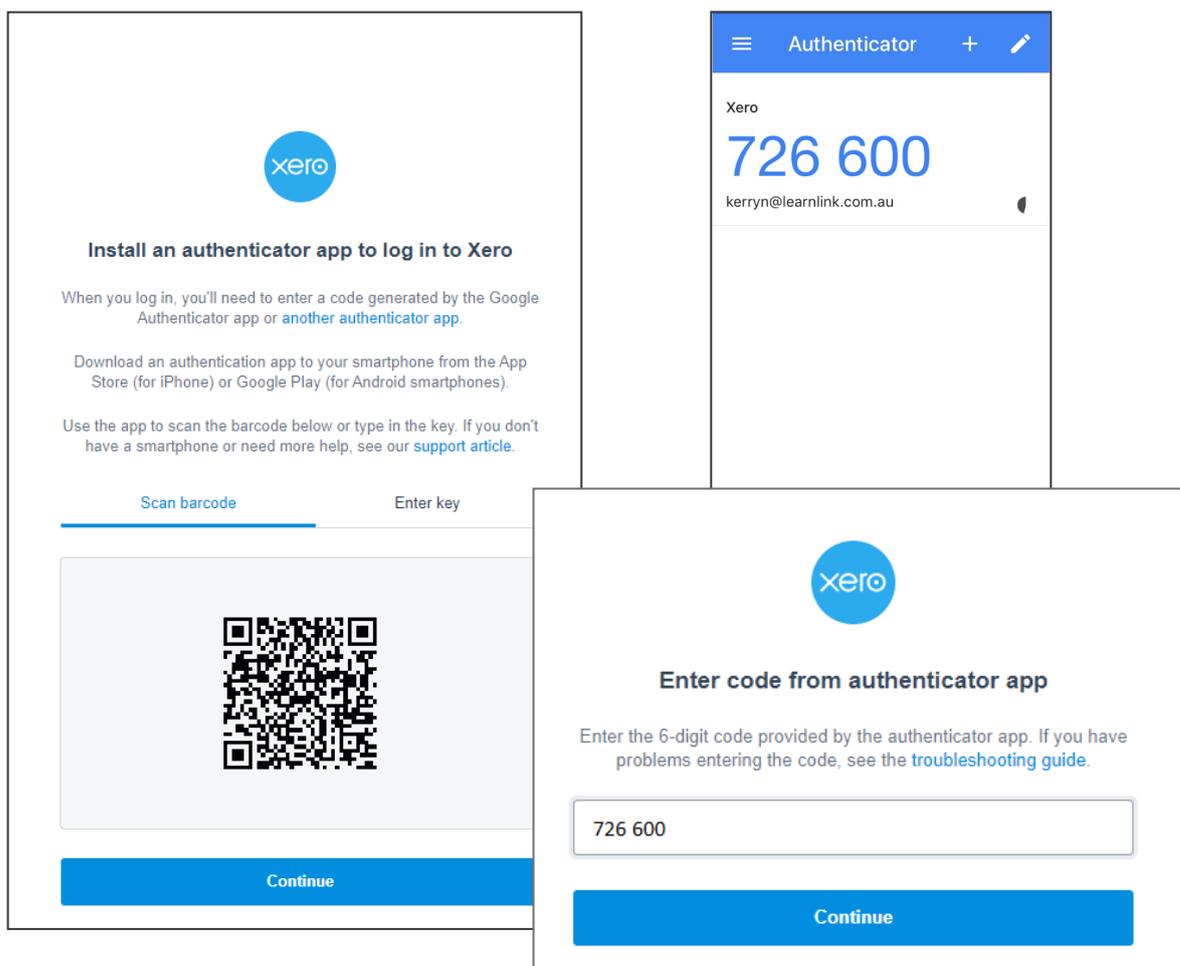
The following will appear. If you have a smartphone the quickest way is using the Google Authenticator app.

NOTE: If you do not have a smart phone, please see the separate set of instructions detailing how to set up two-step authorisation without a smart phone.

4. Follow the steps on the screen - download the Google Authenticator App
5. Open the App and scan the Barcode on the screen

This will provide you a code to use when logging on as shown to right. This code is constantly changing every 30 seconds. It will change to red when it is a few seconds away from changing again.

6. When a code is displayed in the APP that is blue - type it into the box in Xero



7. When you have completed the steps click on **Continue**

Now for the good bit. You can choose questions that you will easily be able to remember the answer - but may not be easily guessed by others.

1. For each of the question boxes click on the droplist button and choose a question then type an answer to it
2. Click on **Continue**

Security questions help verify your identity

Select and answer 3 security questions below. As a backup to the authenticator app, we can verify your identity using these questions.

What was the name of your first pet? ▼

Billie

What is the first name of your closest childhood friend? ▼

Patrick

What road did you live on when you first started school? ▼

Brown

Continue

[Learn more about security questions](#)

3. Add an alternative email address if you want to (make sure you have access to it right now) then click on Next (or you can click on Skip if you do not have an alternate email address or have access to it)

Add another email address as backup

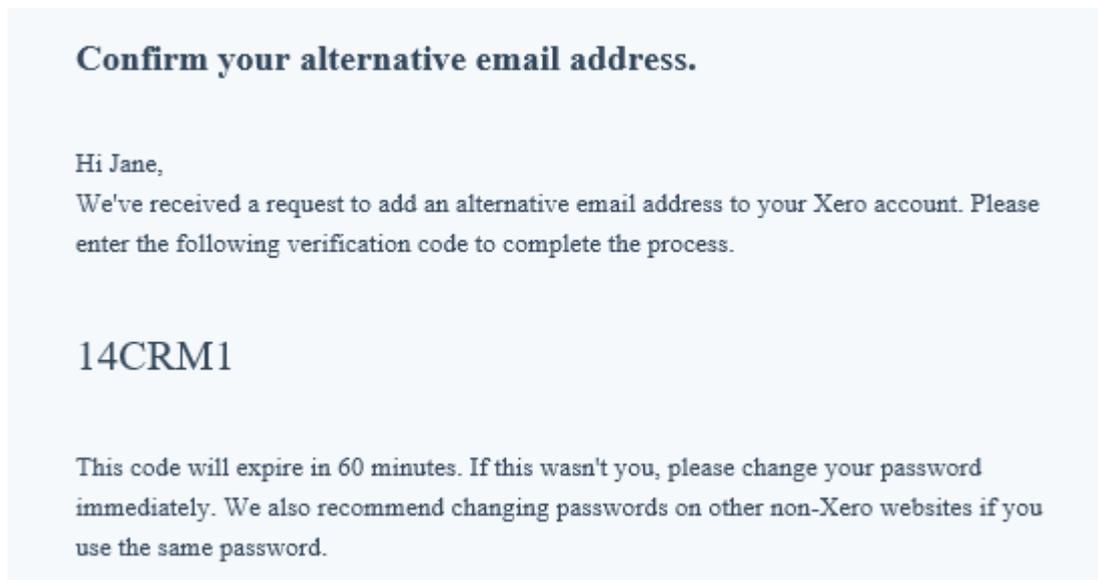
As a backup to the authenticator app, we can verify your identity using an alternative email address. This address needs to be different to the one you use to log in to Xero.

kerryn@officelinklearning.com.au

Continue

[Not now](#) [Why add an alternative address?](#)

4. Open your alternate email address and note the code in the email



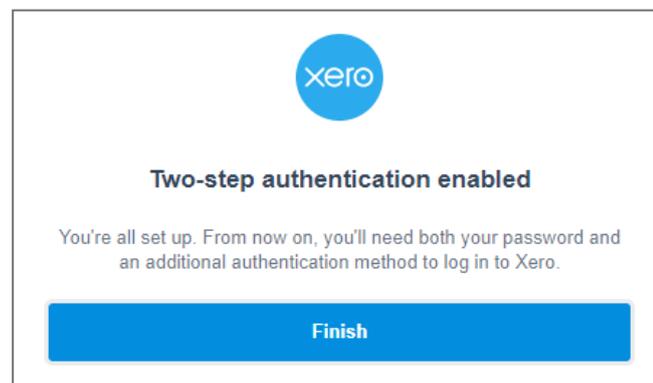
5. Return to the Xero window and enter the code then click on **Confirm Email**

Confirm alternative email address

Enter the 6-letter code that was sent to your alternative email address.

Confirm email

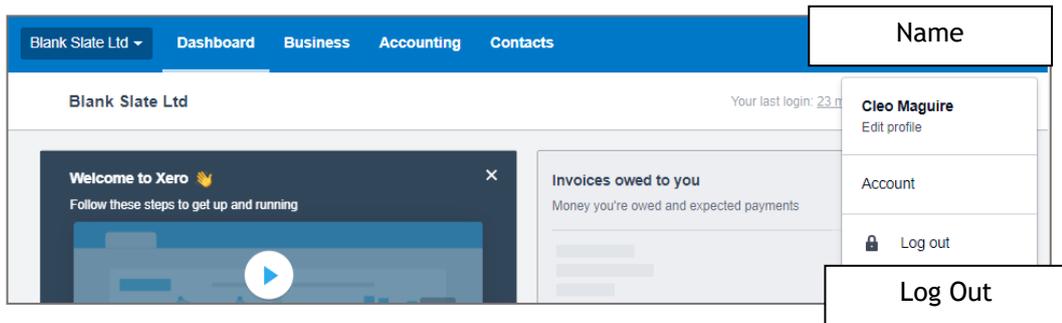
6. Click on **Done OR Finish**



Test signing in with two-step authentication

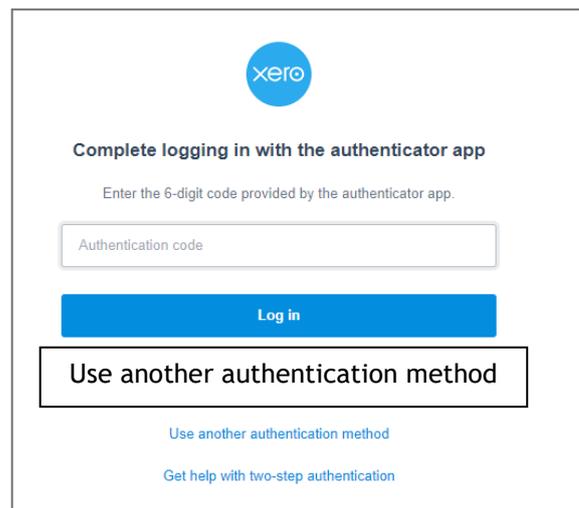
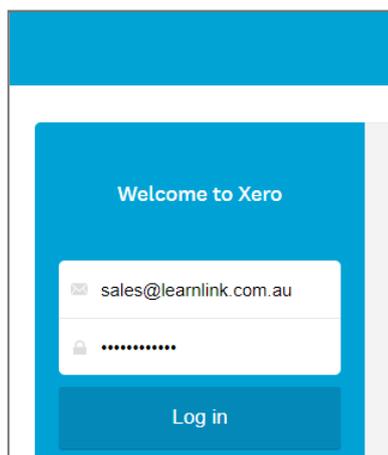
First you will need to log out.

1. Click on your **Name** menu button and then **Log out**



2. Now let's have a go at logging in without the authenticator app and just using questions. Enter your **email** and **password** and click on **Log in**

3. Click on **Use another authentication method**



4. Click on **Security questions**
5. Type in the answers you gave for the two questions that appear then click on **Log in**

The image displays two screenshots of the Xero login interface. The left screenshot shows the 'How would you like to authenticate your log in?' screen. It features the Xero logo at the top, followed by the question 'How would you like to authenticate your log in?'. Below this are three options: 'Authenticator app', 'Security questions' (which is selected and highlighted with a black box), and 'Alternative email address'. A 'Set up' link is located to the right of the 'Alternative email address' option. At the bottom, there is a link that says 'Get help with two-step authentication'. The right screenshot shows the 'Complete logging in by answering security questions' screen. It also features the Xero logo at the top. Below the logo is the heading 'Complete logging in by answering security questions'. There are two questions: 'What is the first name of your closest childhood friend?' with the answer 'Patrick' entered in the text box, and 'What road did you live on when you first started school?' with the answer 'Brown' entered in the text box. A blue 'Log in' button is positioned below the text boxes. At the bottom, there is a link that says 'Use another authentication method'.

You are all done!

Now each time you log in to Xero you can choose which method you want to use to authenticate yourself.