POPULI LOGIN APPROVALS (MULTI-FACTOR AUTHENTICATION) INSTRUCTIONS:

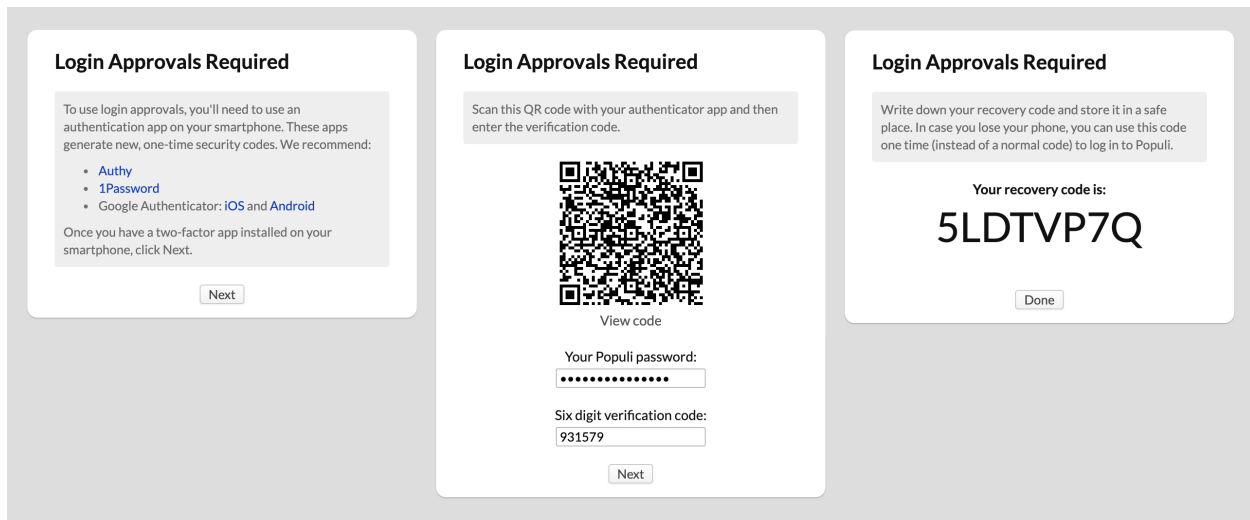**"Login approval" is a Multi-Factor Authentication** security measure that helps protect your Populi user account by requiring an extra login "factor"—in this case, a passcode generated by an authenticator app. To use login approvals, you'll need to install an authenticator app (see below) on your smartphone (if you don't have a smartphone, some authenticator apps also offer a desktop version).

Recognized devices are created whenever you log in to Populi on a new browser or device (a computer, phone, or tablet). You'll have to enter a passcode every time you log in on a device that's not on that list. **After a device is recognized for your account, you can also mark devices trusted, which means that you can remain logged in on that device for as long as you wish.**

As mentioned above, login approvals work with a **"Time-based One Time Password" (TOTP)** generated by an **authenticator app** on your **smartphone or desktop.**

Smartphone version instructions (video tutorial link: https://www.youtube.com/watch?v=xfTzJiuSEBY):
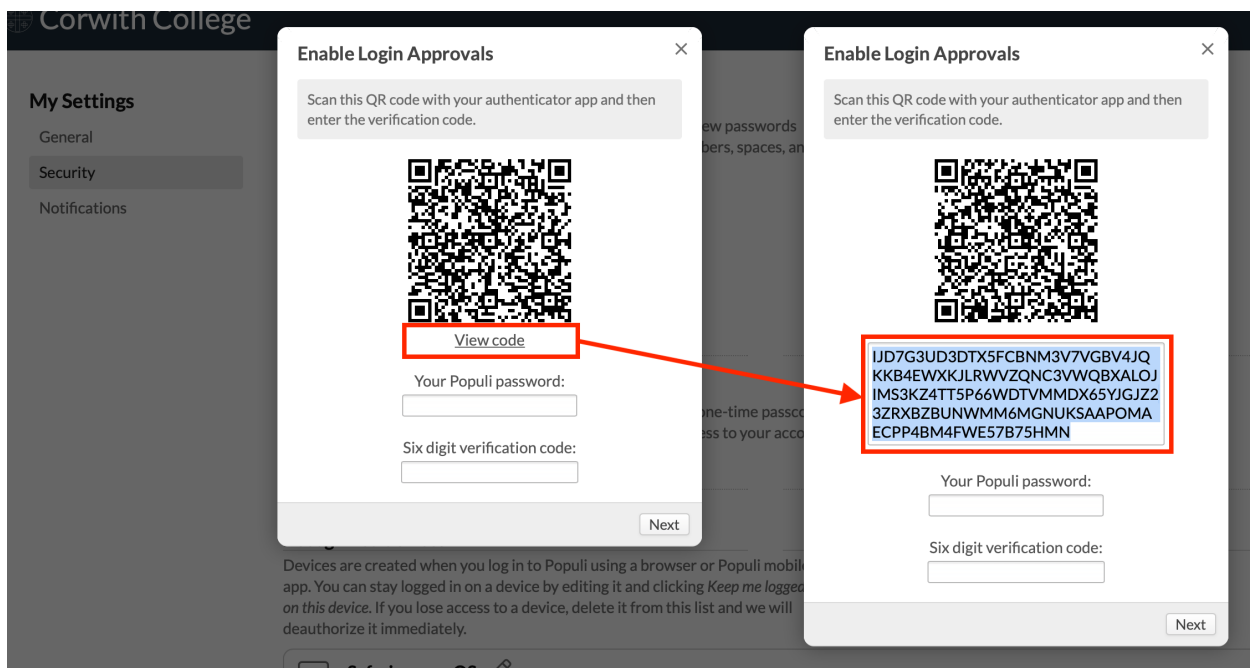
1. Download an authenticator app to your smartphone or desktop. Any such app will work—search your phone's app store or web search engine for "authenticator app" or "TOTP app". See below for smartphone instructions, and then instructions for desktop versions.
2. Here are three that we ourselves use at Populi:
   - [Authy](#)
   - [1Password](#)
   - Google Authenticator: [iOS](#) and [Android](#)
3. After creating your password, you'll see a screen asking you to download an authenticator app. Once that's done, click **Next**.
4. Populi will display a QR code on the screen.
5. Open your authenticator app and use the *add account* function. Hold your smartphone camera up so it can see the QR code on your computer screen. Follow the prompts in your app to finish adding the account.
6. Enter your Populi password.
7. The app should have generated a six-digit verification code at this point. Enter that code below the password.
8. Click **Next**.
9. Populi will generate a recovery code for you. This code lets you log in to Populi one time in case you lose access to your smartphone (and can't use a code from the authenticator app). Copy the recovery code and store it in a safe place.
10. Click **Done** to go to Populi > Home.
11. In the future, whenever you log in to Populi on a new device, check your authenticator app for a freshly-generated passcode and enter it where requested on the Populi login screen.

Login Approvals Required

To use login approvals, you'll need to use an authentication app on your smartphone. These apps generate new, one-time security codes. We recommend:

- Authy
- 1Password
- Google Authenticator: iOS and Android

Once you have a two-factor app installed on your smartphone, click Next.

Next

Login Approvals Required

Scan this QR code with your authenticator app and then enter the verification code.

View code

Your Populi password:

••••••••••••••

Six digit verification code:
931579

Next

Login Approvals Required

Write down your recovery code and store it in a safe place. In case you lose your phone, you can use this code one time (instead of a normal code) to log in to Populi.

Your recovery code is:

5LDTVP7Q

Done

Desktop version instructions (video tutorial link: https://www.youtube.com/watch?v=Fz0_AfIQ314):

See below to learn how to use login approvals *without* using an authenticator app on a smartphone. Instead of a smartphone app, you'll use a "desktop" version of an authenticator app.

For instructions on how to use a smartphone with login approvals, see above.

1. Download the desktop version of an authenticator app to your computer. Here are a couple that we like:
   - Authy
   - 1Password (requires a paid subscription)
2. Click your picture in the upper right of the screen (in the black bar) and select *Settings*. In the left sidebar, click *Security*.
3. In the a dialog asking you to download an authenticator app, click **Next**.
4. Populi will display a QR code on the screen. Under the QR code, click **View Code**.
5. Populi shows you a long alphanumeric code. Copy the code.

6. Open your authenticator app and use the *add account* function. When it requests the code from the website, paste the long code from Populi in that field.
7. Follow the prompts in your app to finish adding the account. Once added, it should begin generating passcodes—typically, a new one every 30 seconds.
8. In Populi, enter your Populi password and the most recent passcode from the authenticator app in their respective fields.
9. Click **Next**.
10. Populi will generate a recovery code for you. This code lets you log in to Populi one time in case you lose access to your smartphone (and can't use a code from the authenticator app). Copy the recovery code and store it in a safe place.
11. Click **Done** to go to Populi > Home.

To log in to your school's Populi site:

1. Go to your school's unique Populi URL: `https://sksm.populiweb.com`.
   o You can find this URL by looking at your welcome email.
   o You can also bookmark your school's Populi login page.
2. Enter your username. If you're using your own computer, click **Remember** to have Populi remember your username whenever you log in—less typing! If you're using a public computer, *don't click **Remember**!*
3. Enter your password. This field hides what you're typing by showing your characters as black dots. If need be, click **Show** so you can see what you're typing—but we recommend you don't do this if you're in a public place.
4. If you're logging in on a new device or web browser, Populi will ask for a verification code. It will be generated by the authenticator app on your smartphone or desktop. Enter the code to complete the login on the new device.
5. Click **Log in** or press *Enter* on your keyboard.

Browser tabs, timeouts, and support:

Some miscellaneous items worth knowing:

- Once logged in, if you leave your account open without using it, Populi will automatically log you out after one hour (unless you're using one of your trusted devices). This is to help prevent unauthorized access to your account.
- If you get logged out, you can log right back in. Populi will take you right back to where you were working.
- You can open multiple Populi browser tabs. As long as you're doing something in one of those tabs (moving your mouse, typing something, etc.), the timeout clock will reset itself.
- Your Populi login also admits you to this help system. Just go to `https://support.populiweb.com` and enter your regular username and password, and then enter your school's unique Populi subdomain. (If you're already logged in to Populi, just click the *Help* link in the upper left.)