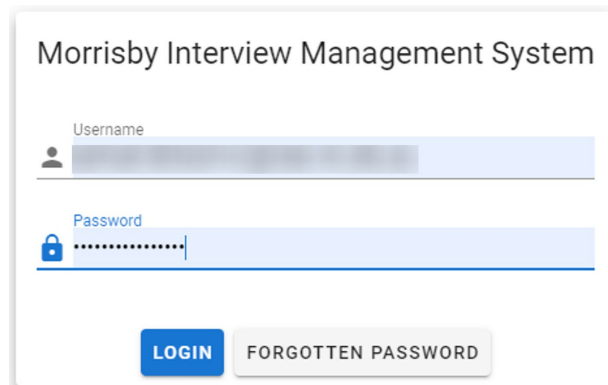


## MCI – Resetting your Two-Factor Authentication on MIMS/ Morrisby Manager

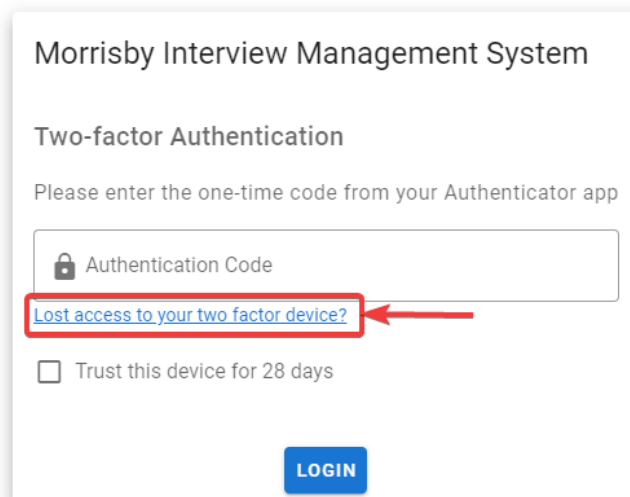
Last Modified 13/09/2023.

1. **OPEN** MIMS (<https://mims.morrisby.com/>)
2. **ENTER** your *Username and Password* that you would normally use to login to Morrisby Manager/MIMS and select login.



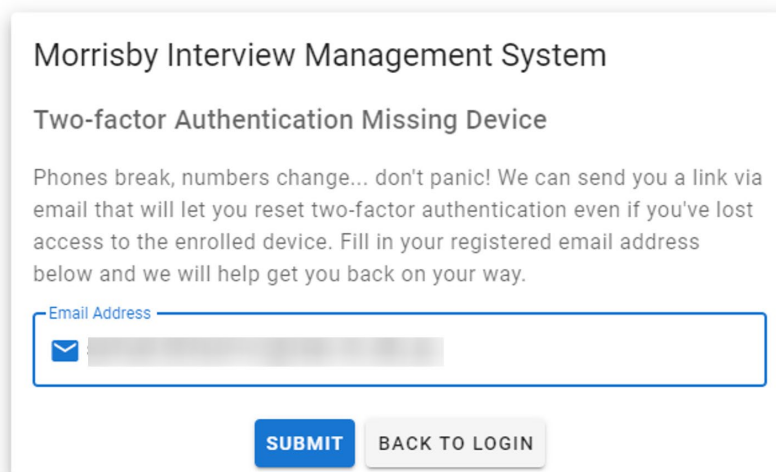
The screenshot shows the login page for the Morrisby Interview Management System. It features a title 'Morrisby Interview Management System' at the top. Below the title are two input fields: 'Username' with a person icon and 'Password' with a lock icon. At the bottom, there are two buttons: a blue 'LOGIN' button and a grey 'FORGOTTEN PASSWORD' button.

3. You will then be prompted to enter your two-factor code.  
**CLICK** *"Lost access to your two factor device?"*



The screenshot shows the 'Two-factor Authentication' screen. It has the title 'Morrisby Interview Management System' and a subtitle 'Two-factor Authentication'. Below the subtitle is the instruction 'Please enter the one-time code from your Authenticator app'. There is an input field for the 'Authentication Code' with a lock icon. Below this field is a link 'Lost access to your two factor device?' which is highlighted with a red box and a red arrow. Below the link is a checkbox labeled 'Trust this device for 28 days'. At the bottom is a blue 'LOGIN' button.

4. **ENTER** the e-mail address you use to login to Morrisby.



The screenshot shows the 'Two-factor Authentication Missing Device' screen. It has the title 'Morrisby Interview Management System' and a subtitle 'Two-factor Authentication Missing Device'. Below the subtitle is a paragraph: 'Phones break, numbers change... don't panic! We can send you a link via email that will let you reset two-factor authentication even if you've lost access to the enrolled device. Fill in your registered email address below and we will help get you back on your way.' Below this text is an input field for 'Email Address' with an envelope icon. At the bottom, there are two buttons: a blue 'SUBMIT' button and a grey 'BACK TO LOGIN' button.


5. **CLICK SUBMIT**, if you have entered the correct e-mail, you will then receive an email with a *link to Disable Two Factor Authentication*.

## MCI – Resetting your Two-Factor Authentication on MIMS/ Morrisby Manager

Last Modified 13/09/2023.

### Morrisby Interview Management System

#### Two-factor Authentication Missing Device

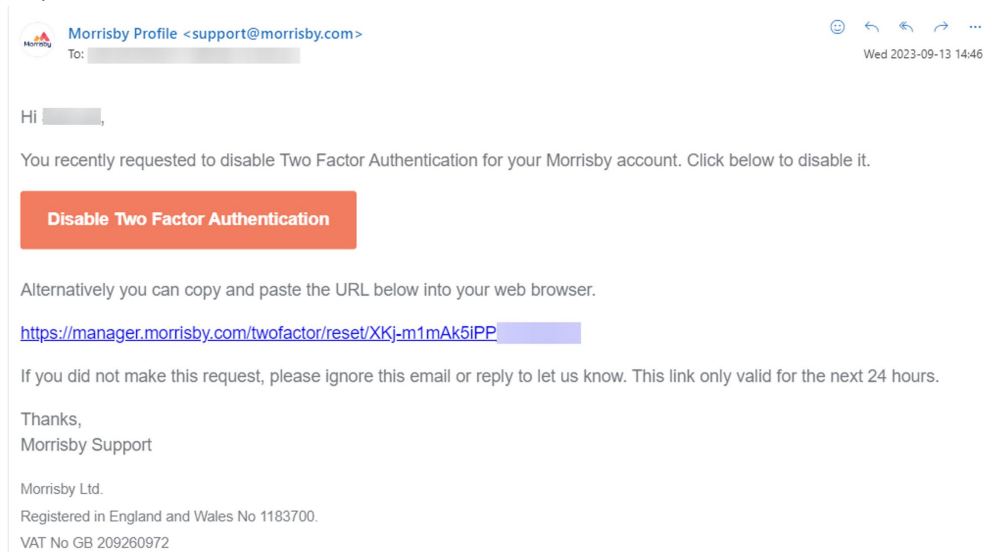
 Thank you. If a valid account is associated with this email then we will send a two-factor authentication reset link.

Phones break, numbers change... don't panic! We can send you a link via email that will let you reset two-factor authentication even if you've lost access to the enrolled device. Fill in your registered email address below and we will help get you back on your way.

Email Address

☐

6. **CLICK** the orange “Disable Two Factor Authentication” button on the email; if this doesn’t work copy and paste the blue link underneath.

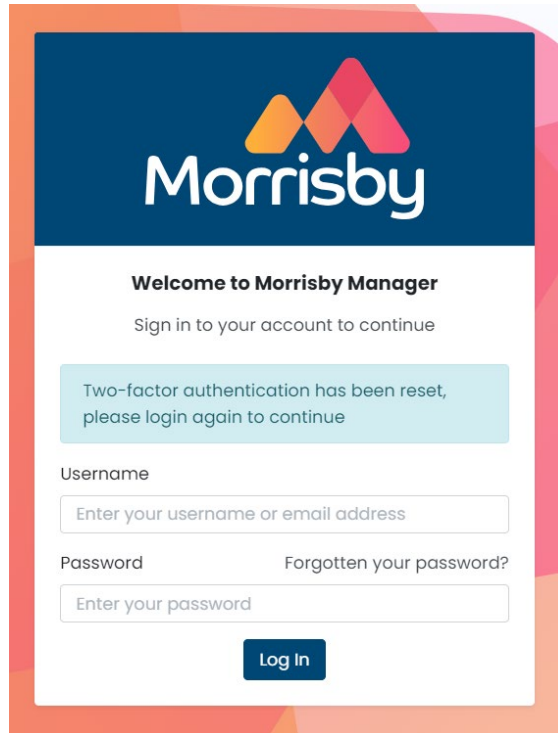


7. If successful, you will receive a message that Two-factor authentication has been reset. **LOGIN** into Morrisby Manager to continue.

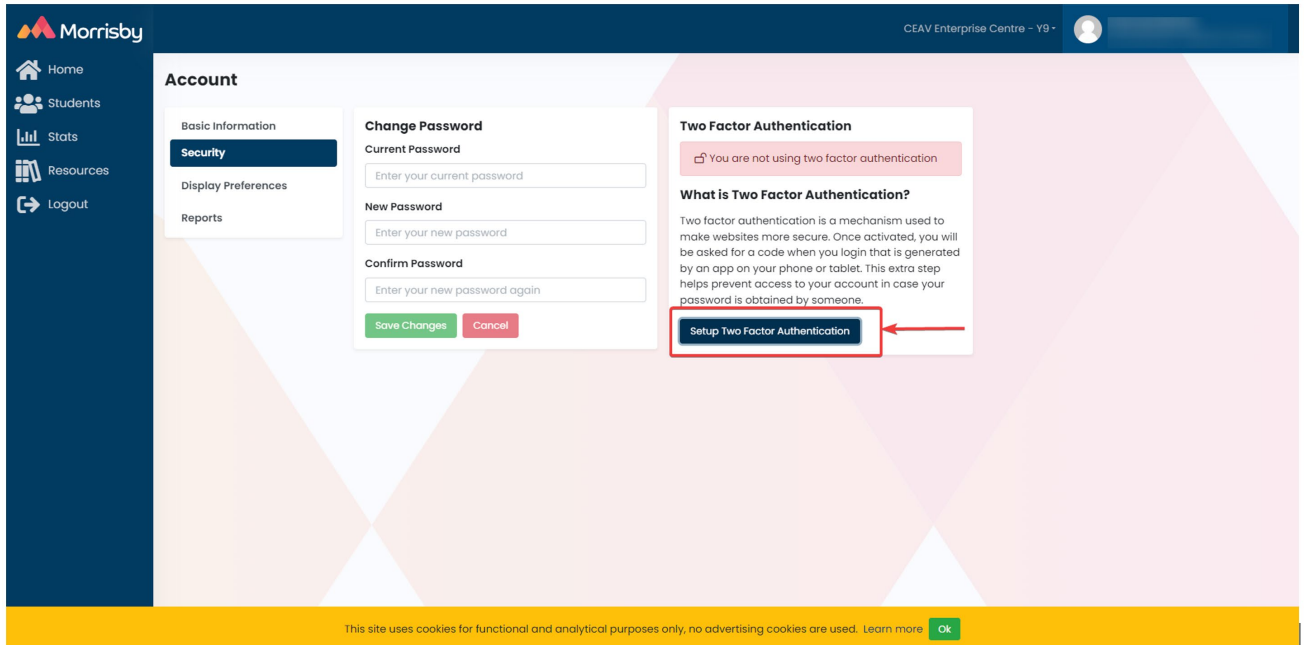
*\*Please Note, if you receive this message: Reset Token is invalid or expired\* please repeat above steps\**

## MCI – Resetting your Two-Factor Authentication on MIMS/ Morrisby Manager




Last Modified 13/09/2023.

The image shows the Morrisby Manager login interface. At the top is the Morrisby logo. Below it, a welcome message says "Welcome to Morrisby Manager" and "Sign in to your account to continue". A light blue box contains the message: "Two-factor authentication has been reset, please login again to continue". There are input fields for "Username" (with placeholder "Enter your username or email address") and "Password" (with placeholder "Enter your password"). A link "Forgotten your password?" is next to the password field. A "Log In" button is at the bottom.

8. **SELECT** your name in the top right corner, then **SELECT** my account.
9. **NAVIGATE** to the Security Tab on the right-hand side of the screen.
10. **CLICK** "Setup Two Factor Authentication" and follow the screen prompt to re-enable your two factor authentication code

The image shows the "Account" page in Morrisby Manager. The left sidebar has links for Home, Students, Stats, Resources, and Logout. The "Account" section has tabs for Basic Information, Security (selected), Display Preferences, and Reports. The "Security" tab contains a "Change Password" section with fields for Current Password, New Password, and Confirm Password, and "Save Changes" and "Cancel" buttons. To the right is a "Two Factor Authentication" section. It has a pink box saying "You are not using two factor authentication". Below is a "What is Two Factor Authentication?" section with explanatory text. At the bottom of this section is a "Setup Two Factor Authentication" button, which is highlighted with a red box and a red arrow pointing to it. The top right of the page shows "CEAV Enterprise Centre - Y9" and a user profile icon. A footer bar at the bottom states: "This site uses cookies for functional and analytical purposes only, no advertising cookies are used. Learn more" with an "Ok" button.

## **Approved Two Factor Authentication Apps**

- Twilio Authy Authenticator 
- Google Authenticator 
- Microsoft Authenticator 
- Duo Mobile 