


### Sun Health Kronos Multi-Factor Authentication Instructions:

The Instructions below will help walk you through how to initially set up multi-factor authentication for your Sun Health Kronos Account.

**PLEASE NOTE:** Please read through all instructions before setting up multi-factor authentication

- 1. To initially set up please download the TOTP Authenticator App 

Android/ Google: <https://play.google.com/store/apps/details?id=com.authenticator.authservice2>



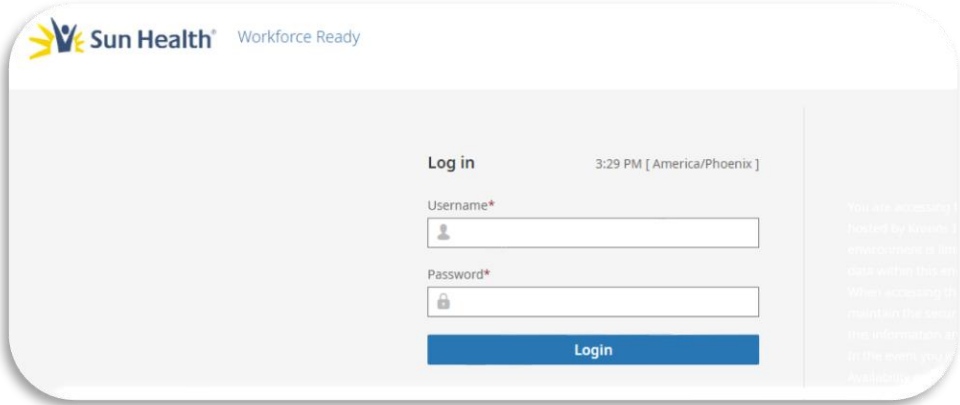
IOS/ Apple: <https://apps.apple.com/us/app/totp-authenticator-fast-2fa/id1404230533>



- 2. Add Kronos Account

Now that the app is installed open your Kronos account login page on you computer <https://secure4.saashr.com/ta/6144183.login>

Input your username and password and press login on your computer




### 3. Connecting to App

- a. If Multifactor Authentication is enabled, you will receive a Change Verification Code message with a QR Code at the top

Change Verification Code

Register your device by scanning the QR code below using an authenticator app such as Google Authenticator.



Or you can enter the following account name and secret key into your authenticator app.

Account Name

Secret Key

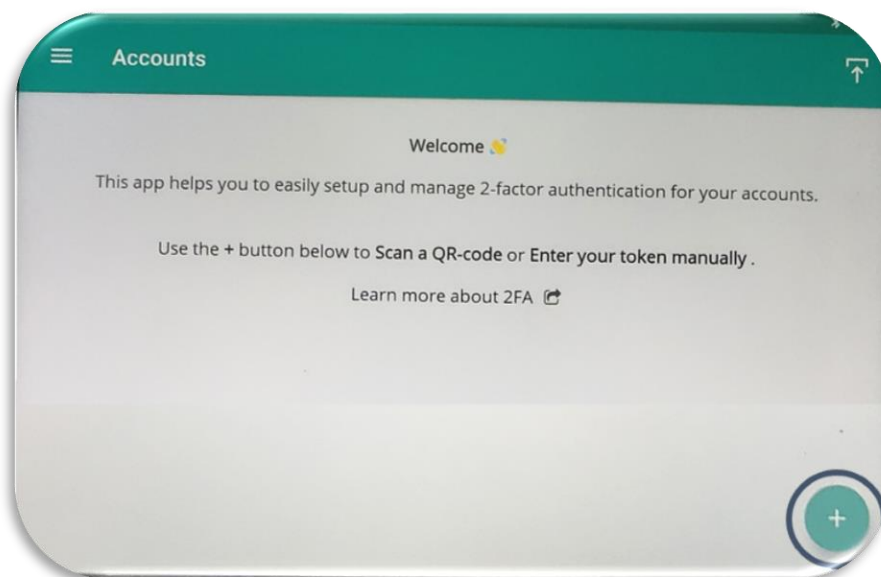
Once you have successfully registered your device, you will need to enter the code it generates as a second step during each subsequent login, separately from your username and password.

Verification Code\*

Change

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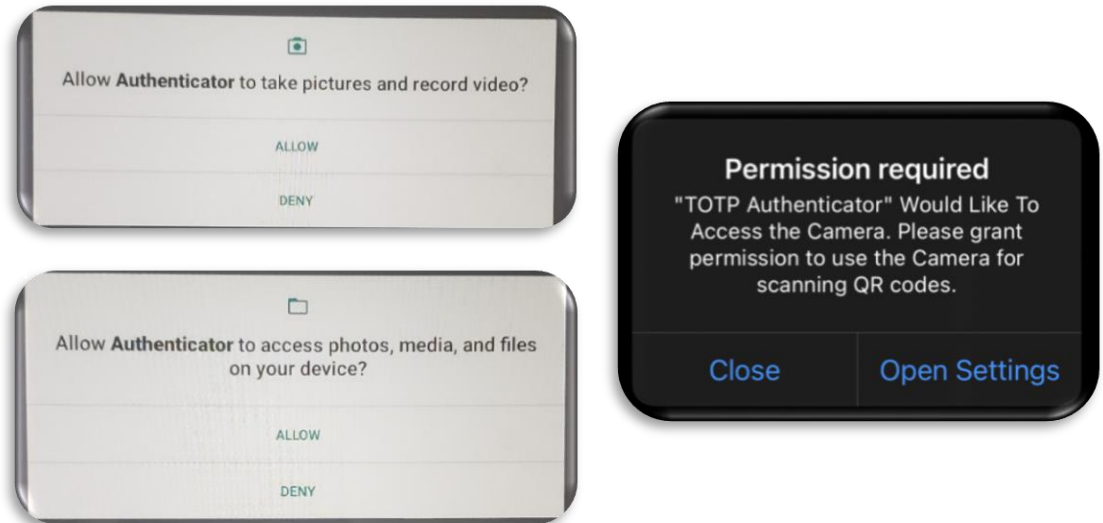
- b. Open the TOTP Authenticator App and press the + icon to add Kronos



- c. Select scan QR Code for Android or Scan for Apple



- d. **PLEASE NOTE:** you may be asked to share camera and image permissions, once Kronos is added you can remove these permissions



4. Scan QR Code

- a. After scanning the QR Code on your screen, you should have a 6-digit code appear that you can input into the verification code section

**PLEASE NOTE:** The 6-digit code will change every 30 seconds and will be different each time you log in.

5. You are now good to login to your Kronos account and will be asked to input pin from app for each time you log in.

## Frequently Asked Questions:

**What is Multi-Factor Authentication (MFA):**

This is the process of verifying a logon to an account or service by requiring a one-time code provided via text message or secondary authentication application.

**How does MFA help security:**

The authentication code provides YOU the opportunity to say “Yes! This is me logging on to my account!”, or “NO! I am currently NOT trying to logon. Deny this request!”.

**What systems will this affect:**

This pin will only effect Kronos login and is separate from your Microsoft MFA.

**Will I have to use MFA every time I logon to my computer:**

Yes! You will need to use MFA every time you login to your Kronos account

**What if I forget my mobile device at home?**

If you forget your mobile device at home, you will be unable to access your Kronos account.