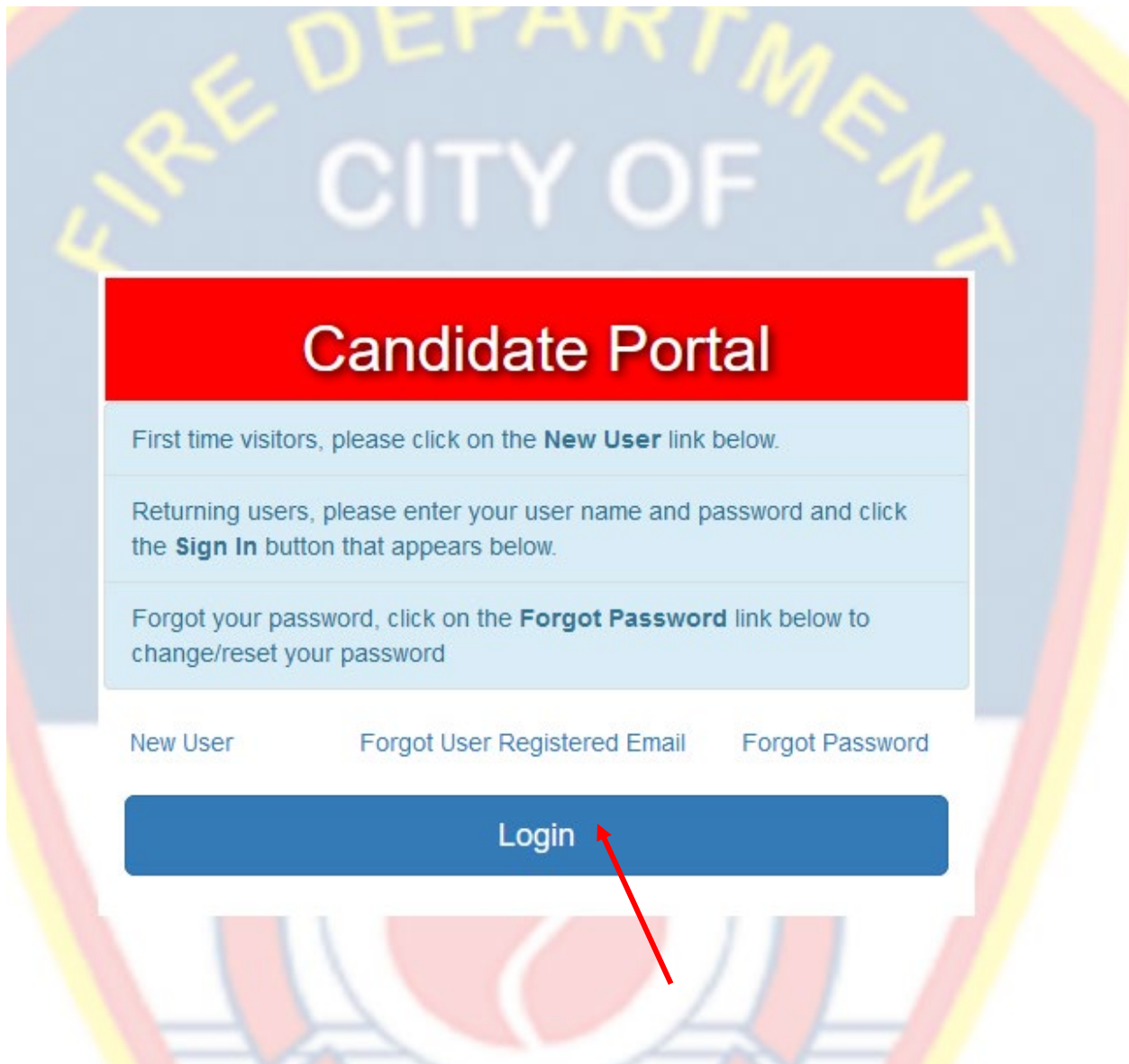


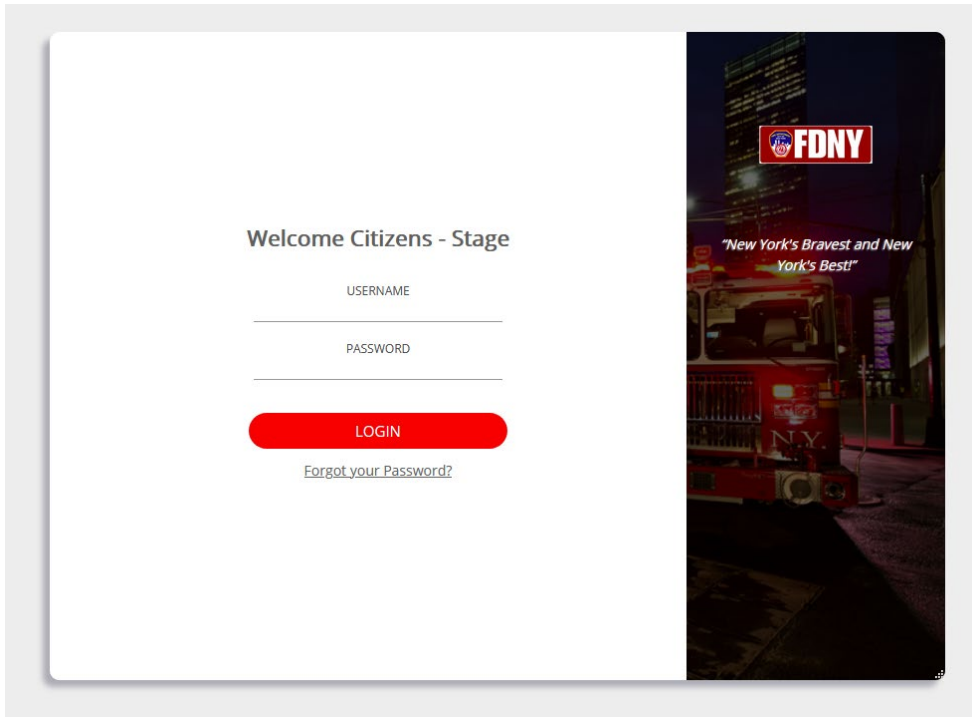
## TWO-FACTOR AUTHENTICATION PROCESS GUIDE

1. This is the screen you will see when you login to the Candidate Portal at <https://recruit.fdnyccloud.org/cand/>

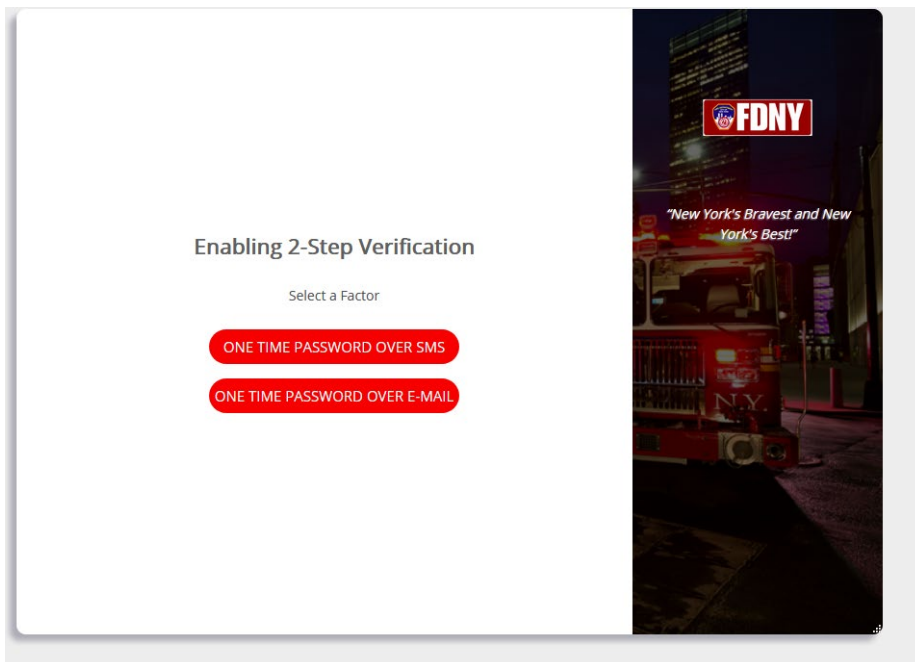
If you are a New User, click the “New User” link. If you already have logged into the Candidate Portal, click “Login” (see arrow below).



2. Once you click “Login” on the initial screen, you will be directed to the login screen to provide your Portal username (registered email address) and password.



3. You will need to enable the two-step verification process by selecting a method to receive your one-time password, either by SMS (text) or by e-mail.



4. If you choose the SMS (text) option, you will be prompted to enter your mobile phone number.

### Enrolling in One Time Password over SMS

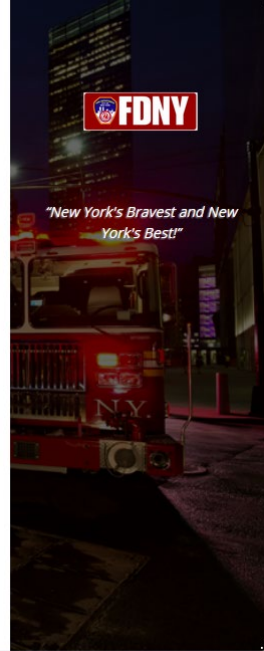
Please enter mobile number to send SMS

MOBILE NUMBER

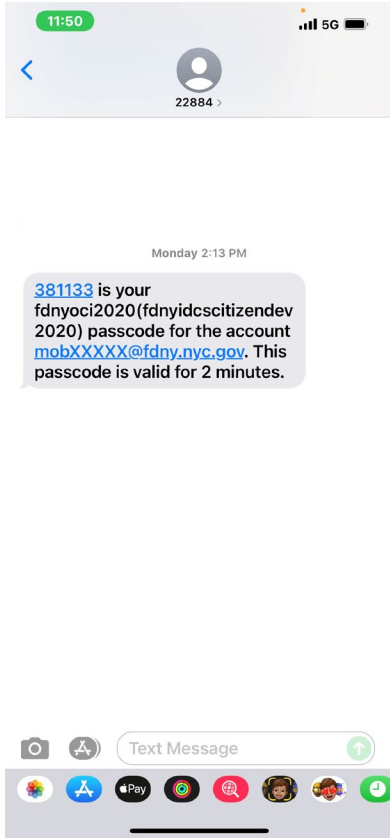
ENROLL

OR

[Switch Factor to Enroll](#)



5. A onetime passcode will be sent to you in a text message to the mobile number you provided. Below is an example of the text message:



6. If you choose the e-mail option, the one-time passcode will be sent to the e-mail address that you used to register with the Portal. Below is an example of the e-mail message:



Hello : [REDACTED]

252133 is the one-time passcode for your fdnyoci2020(fdnyidscitizendev2020) account [mobXXXXX@fdny.nyc.gov](mailto:mobXXXXX@fdny.nyc.gov). This passcode is valid for 10 minutes.

#### Details

Use this one-time passcode to complete 2-Step Verification.

If you don't recognize this message, contact your system administrator at [wei.lin@fdny.nyc.gov](mailto:wei.lin@fdny.nyc.gov).

7. Next time you login into the Portal, the one-time passcode will be sent to your previously-chosen authentication factor. This means that if you chose the SMS (text) option, the passcode will be sent to your registered mobile number.

8. If you check the box for “Trust this device for 15 days”, you will be able to login on the same device without using the two-step verification process for the next two weeks.

### Verifying One Time Password

Please enter One Time Password code sent to 19XXXXXX072

ONE TIME PASSWORD CODE


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TRUST THIS DEVICE FOR 15 DAYS.

VERIFY

OR

[Use an alternative authentication method](#)



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