

# MyHR Portal - Two Factor Authentication



We take your identity protection serious, so should you.

## What is Two Factor Authentication?

Two Factor Authentication requires access to a mobile phone in addition to your password when logging into your MyHRPortal. This adds an additional layer of security to your account, further protecting your information.

## How does it work?

When Two Factor Authentication is enabled, sign into your MYHRPortal with your Fitzgibbon email address and password, as usual. Next, you will be asked for a code, sent to you via text. Enter the code on the log in page. That's it, you're signed in!

## Great! Now what do I do?

1. Go to [myhrportal.greenemployee.com](http://myhrportal.greenemployee.com)
2. Log in with your Fitzgibbon email address and password.
3. Click on "Account Settings" at the top right.
4. Click on "Security Settings".
5. Click on "Change Two Factor Authentication".
6. Enter your mobile phone number and password.
7. Confirm the Verification Code.



## Tips to keep your information safe

- Never give out your username or password (We will **never** ask for your credentials via email or phone call).
- Report suspicious requests, computer activity or emails to the IT department immediately.
- Always lock your computer when you are away.
- Do not store passwords in your email, your computer, or written down near your computer.
- Use a different password for each account.