

HOW TO SET UP MUTLI-FACTOR AUTHENTICATION (MFA) TRAINING GUIDE



GDT EVENTS

*Chinese version is available further down. 中文版本见下方

How to set up Multi-factor authentication (MFA)

Global Dairy Trade introduced multi-factor authentication (MFA) as an added level of **security** for our customers.

Multi-factor authentication (MFA) is designed to provide a more secure way to log into your MyGDT account. It combines something you know (**your email address and password**) with something you have (**an authenticator app on your smartphone or tablet**).

Setting up MFA

Step one:

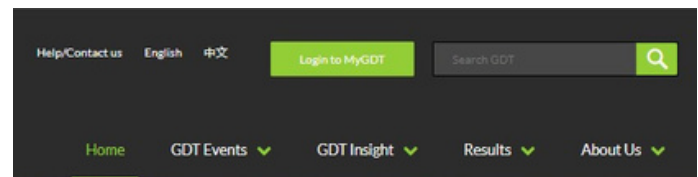
- Install **an authenticator app** on your mobile device, such as Microsoft Authenticator, Google Authenticator, or Okta Verify app, from the relevant app store (Google Play Store or Apple App Store).

Step two:

- Once the authenticator app is installed, launch the app and follow the below instructions:
 - Click **'Get Started'**
 - Click **'Next'**
 - Click **'Add Account'**
 - Click Account type: **Work/Organization**
 - Click **Scan a QR Code** (allow access to your phone camera)

Step three:

- On your computer device, go to www.globaldairytrade.info
- Click 'Login to MyGDT'.



- You will be prompted to a login screen.
- Enter your existing **Username (email address)** and **Password**.
- Click 'Log in'.

→ Continued on the next page

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Log in to MyGDT and go to GDT Events | Training for our training resources

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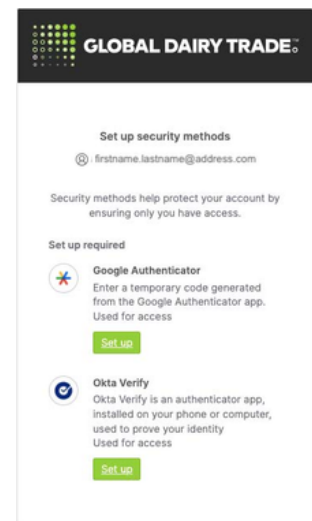
HOW TO SET UP MUTLI-FACTOR AUTHENTICATION (MFA) TRAINING GUIDE



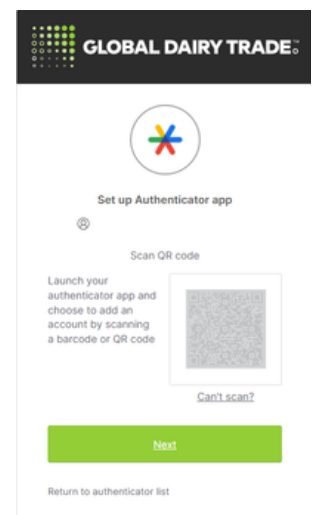
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Once you have successfully signed in, you will be prompted to choose your preferred multi-factor authentication (MFA) app.

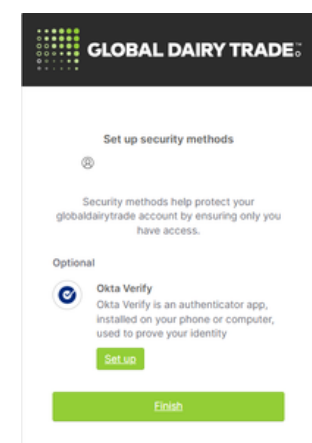
- Select one of the available options:
 - **Any Authenticator App**
 - **Okta Verify**
- Click 'Set up' to continue.



- A **barcode** is generated.
- Hold your smartphone to your computer device and **scan** the barcode.
- Once successfully scanned, the multifactor code is enabled.
- You should see a **6 digit** code.
- This code has a time limit and is indicated by the lengthening bar above the code.
- Click 'Next' on your computer device.
- Enter the **6 digit** code.
- Click 'Verify'



- Click 'Finish' to complete the process.
- You will be directed to your MyGDT account.



Important note

- You will only be required to verify your account periodically, not every time you sign in, for example, when logging in from a new or changed device.
- If you change your mobile device or lose access to your authenticator app, you will need to re-set up multi-factor authentication.
- Please contact help@globaldairytrade.info for assistance.

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如何设置多重身份验证 (MFA)

为了进一步提升**账户安全性**，Global Dairy Trade 引入了多重身份验证 (MFA)。

MFA 为您的 MyGDT 账户提供更安全的登录方式，它结合了两种验证因素：

- 您所知道的信息 (**电子邮箱地址和密码**)
- 您所拥有的设备 (**安装在智能手机或平板电脑上的身份验证器 App**)

设置 MFA

第一步：

- 在您的手机或平板设备上安装**身份验证应用程序**，例如：
 - [Microsoft Authenticator](#)
 - [Google Authenticator](#)
 - [Okta Verify](#)

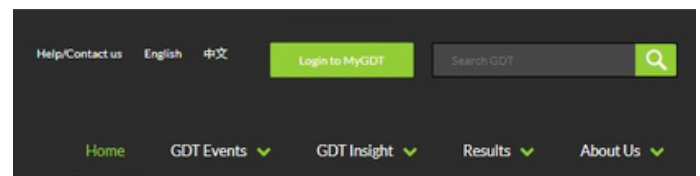
您可以从 Google Play Store 或 Apple App Store 下载并安装这些应用程序。

第二步：

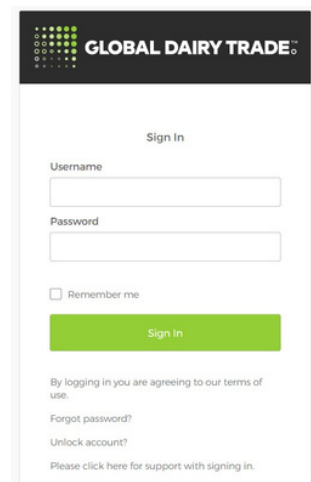
- 安装完成后，打开身份验证应用程序，并按照以下步骤操作：
 - 点击 '**Get Started**' (开始)
 - 点击 '**Next**' (下一步)
 - 点击 '**Add Account**' (添加账户)
 - 选择账户类型：**Work/Organization** (工作或组织账户)
 - 点击 '**Scan a QR Code**' (扫描二维码；请允许应用访问您的手机摄像头)

第三步：

- 在您的电脑上访问 [Global Dairy Trade 网站](#)
- 点击 'Login to MyGDT'



- 系统将显示登录页面
- 输入您的**用户名** (**电子邮箱地址**) 和**密码**
- 点击 'Log in' (登录)



→ 请参阅下一页 (续)

了解更多信息

登入 MyGDT 点击 [GDT Events | Training](#)

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如何设置多重身份验证 (MFA)

成功登录后，系统将提示您选择首选的多重身份验证应用程序。

- 点选以下任意一项：
 - **Any Authenticator App** (任何身份验证应用程序)
 - **Okta Verify**
- 点击 'Set up' (设置)

然后：

- 系统会生成一个 **二维码**
- 使用手机上的身份验证应用程序 **扫描** 该二维码
- 成功扫描后，验证码即被激活
- 您将在应用程序中看到一个 **6 位数** 的验证码
- 验证码上方的进度条会显示其有效时间
- 在电脑上点击 'Next' (下一步)
- 输入 **6 位数** 的验证码
- 点击 'Verify' (验证)

- 点击 'Finish' (完成)
- 完成后，系统会自动进入您的 MyGDT 账户。

重要提示

- 您无需每次登录时都进行多重身份验证。
- 系统仅会在特定情况下要求重新验证，例如：使用新的设备登录
- 如果您更换了手机或无法再访问多重身份验证应用程序，则需要重新设置。请联系：help@globaldairytrade.info

