

ACCESSING THE IFAD NETWORK

Ready to start?

All you need is:



1 Download **OneSpan Mobile Authenticator** application from the App or Play Store.

If you already used this application in the past, remove it and download it again

1 Check your personal email account, open the email from **2fasupport@ifad.org** and **click on the link** provided below:

<https://domus.ifad.org/newtoken> to enter the Smart Token Registration System

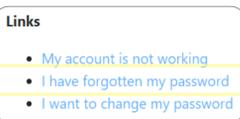
Make sure you access the link no later than 24 hours after email receipt. If the link has expired or if you haven't received the email yet, please contact your hiring division to request a new code.

2 Enter your **IFAD User account** - IFAD ID and Password - sent to your personal email address by **selfservice@ifad.org**

Tip: If you experience issues with the password, please follow the steps below:

- Go to IT Self Service by typing the URL <https://selfservice.ifad.org/selfservice/> directly in the browser

- Select the link I have forgotten my password to reset your password



3 Enter or copy and paste the **Temporary Access Code** from the email sent by **2fasupport@ifad.org**

Please note that the Temporary Access Code is valid 24 hours. Make sure you register for 2FA within 24 otherwise contact your hiring division.



4 Click on **Register Smart Token**.



! *To reassign a token: If you have previously used the application, remove any registered Token by clicking on the **Unassign** button.*

5 Enter the **IFAD password** again

6 **CRONTO** image appears on your computer. Take your phone now!



1 Open **OneSpan Mobile authenticator** app.

2 Allow the app to use your camera, **scan** the **CRONTO** image displayed on your laptop.

3 The app will ask you to **confirm your authentication method** which, by default, is the same you use to unlock your phone (**PIN code, Face ID, Fingerprint, etc**). **If none of them are being used**, you will be asked to **choose a 6-digit PIN (please note this is NOT the 2FA One-Time-Password)**

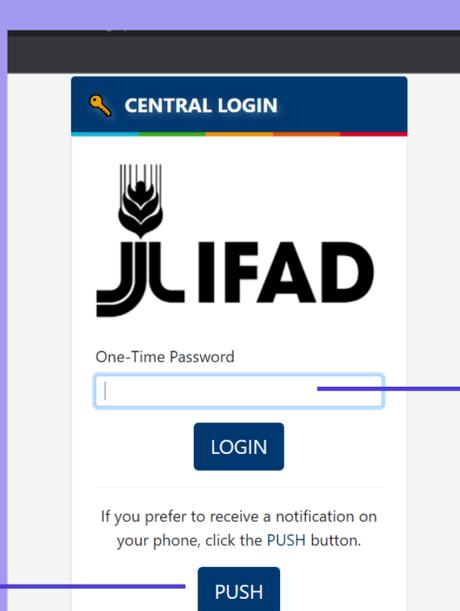
4 Allow access to camera and notifications.

Please note that you will need to re-register your smart token after 60 days of break in contract.

In case of change or loss of your smartphone, please contact your front office and ask them to re-send the access code.

Once you complete the 2FA Authentication process, for future access to the IFAD Network:

Insert your IFAD username + password and choose one of the two options below:



Receive a notification on your mobile

• **Tap** on the notification that appears on your smartphone.
Note: if you do not see the notification open up the OneSpan app.

• **Authenticate** yourself with Pin / face scan / fingerprint on your app.

• **Click on Done** once you get the message "Authentication successful"

Enter your one-time password

• **Open** the One Span app

• **Tap** generate a one-time password (OTP)

• **Authenticate** yourself with Pin / face scan / fingerprint on your app. *Note: the OTP is the 6 digit number valid for the time it is displayed on the screen.*

• On your computer, **type** in your one-time password and **click** on Proceed

Once 2FA authentication has been enabled, you can access your IFAD email account on your personal device through the following link:

<https://outlook.office365.com>

Please **change the password** sent to your personal email by **selfservice@ifad.org** **within 7 days** from receipt of the email.

To do so, go to selfservice.ifad.org