

# FIRST LOGIN TO THE IFAD NETWORK USING A PERSONAL COMPUTER

## 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:

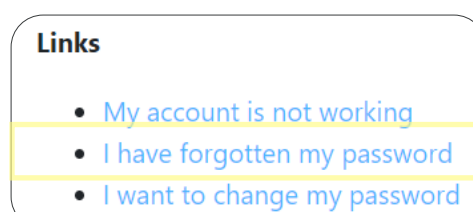
<https://domus.ifad.org/newtoken> to enter the Smart Token Registration System

*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**

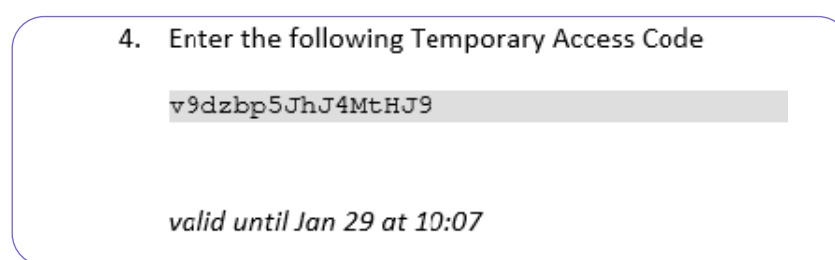
*Tip: If you experience issues with the password, please follow the steps below:*

- 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



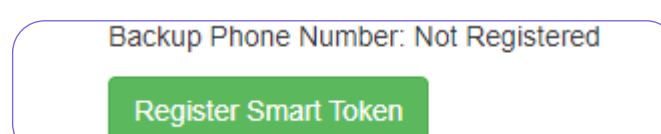
**3** Enter or copy and paste the **Temporary Access Code** from the email sent by **2fasupport@ifad.org**

*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**

*Important: 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.

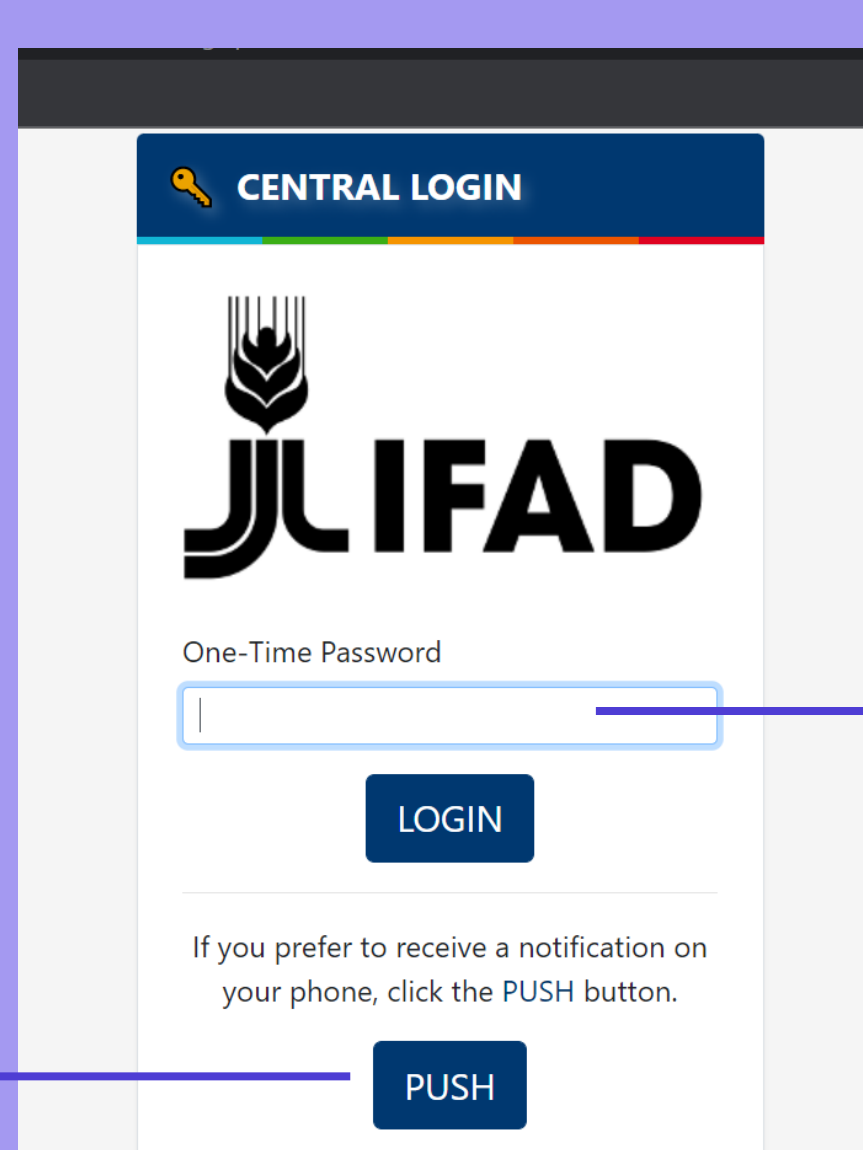
Please note that you will need to re-register your smart token after 60 days of break in contract.

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](https://selfservice.ifad.org)