

Edit Your Profile and Manage Two-Factor Authentication



Keep account details current and use two-factor authentication (2FA) to add an extra layer of protection where your organisation allows a personal choice.

i Before you start

- Sign in to your organisation's TryMosaic deployment.
- Have access to the inbox linked to your account.

Important

Never share a password, verification code or sign-in link. TryMosaic support should not ask you to disclose a one-time code.

Open your organisation's TryMosaic deployment using the link supplied by your employer. The screens may use your organisation's colours or logo.

- 1 Open 'Profile' to change your personal or work details.

About Me

You haven't added anything here yet.

Goals You're Working Towards

You can use this space to note what you're working towards at work

What you're hoping to achieve or improve at work

What Helps You Thrive at Work

Clear written priorities and advance notice of changes.

This information helps inform your Workplace Passport

Security Settings

Two-Factor Authentication

DISABLED Protect your account with email verification codes



- 2 Update the required fields and select 'Save'. Reopen the profile to confirm the change persisted.

- 3 Open '2FA settings' from the account or security menu.

 **Two-Factor Authentication**

Security Status

Two-factor authentication adds an extra layer of security to your account by requiring a verification code sent to your email in addition to your password.

 **2FA is disabled** - Consider enabling 2FA to improve your account security



Email-based Two-Factor Authentication

Verification codes sent to:
trymosaic.qa+admin@outlook.com

 **Enable 2FA**

Test 2FA (if enabled)

Test your 2FA setup by sending a verification code to your email.

 **Enable 2FA to test**

[← Back to Profile](#)



4 To enable 2FA, choose the enable option and follow the verification instructions sent to your inbox.

5 To disable optional 2FA, choose the disable option and confirm the security prompt.

6 If the screen says 2FA is mandated by your organisation, you cannot disable it yourself; contact your administrator if you need help.

7 Sign out and sign in again to confirm the expected authentication journey.

i Check your result

Profile changes persist after a refresh, and the next login either requests 2FA or does not, in line with the setting and your organisation's policy.

! If something looks wrong

Stop before submitting or sharing. Recheck the selected Passport, recipient and entered information. If the problem remains, take a screenshot that excludes sensitive information and contact your TryMosaic administrator.

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