Two-Step Security Validation / Multi-Factor Authentication

eCMS user will have an option to enable 2-Step validation to enhance login security. By default this feature will be disabled and have to enabled by Admin. Security code will be delivered via email only. Prior to enabling this feature, ensure all eCMS user profiles include user email account information.

For Hosted Customers: **The CGCOWNER account should have an email account of techsupport@computerguidance.com so that CGC can utilize the CGCOWNER account as part of our standard support practices.**

1.1   Enable / Disable 2-Step Security Validation

1. Login to eCMS
2. Navigate to **Admin – Application Installation – Application Properties**
3. Go down to 2-Step Security Validation section
   a. **Remember device (Days)** - This property serves dual purpose. Setting it to empty (blank) disables 2-Step security validation. Valid values are 0 – 365. Numeric value indicates number of days device will be remember and user won't be prompted for security code after they go through process first time and choose to remember device option.
   b. **Token Expiration** – This property indicates token validate once it is requested by user. User must receive and enter code before expiry time to complete login process. Valid values are between 1 – 30 minutes. Default value is 5 minutes.
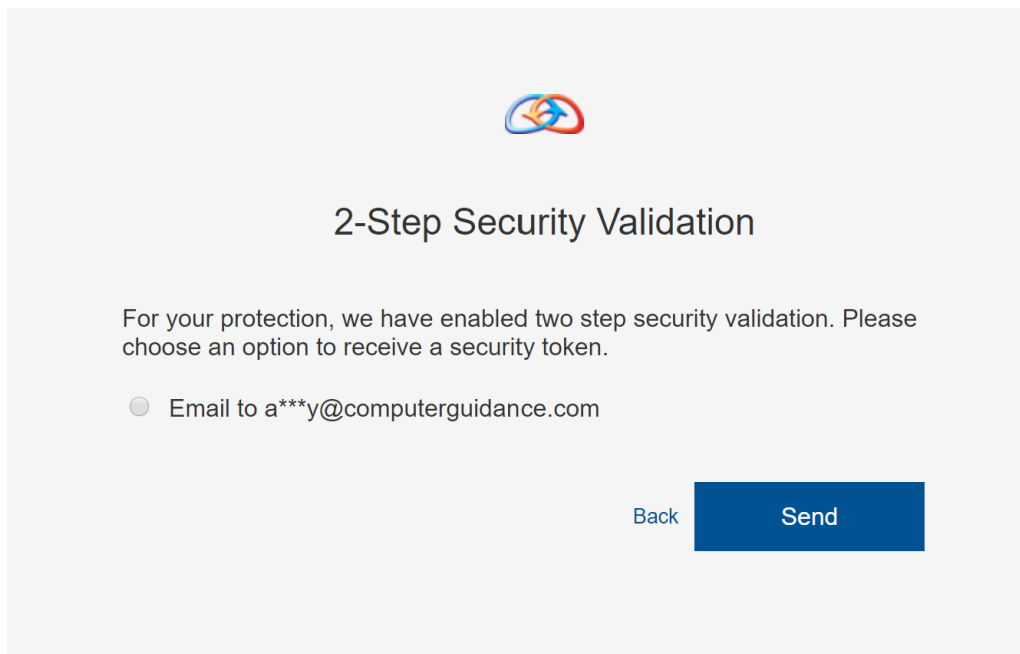
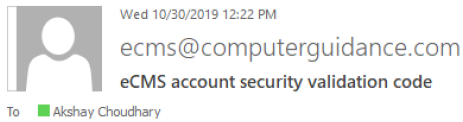| 2-Step Security Validation		
Remember device (Days)		*(Leave blank to disable this feature)*
Token expiration	5	*(time in minutes)*

1.2 eCMS Login

1. After login below screen will be displayed if 2-Step security validation is enabled. Email address is masked and only first and last character will be displayed so user know what email address he/she will be receiving code.

2-Step Security Validation

For your protection, we have enabled two step security validation. Please choose an option to receive a security token.

○ Email to a***y@computerguidance.com

Back   Send

2. Here is sample email account. For email, eCMS use DEFAULT output location exchange server information. Verify it is populated under **Admin – Application Installation – eForms Output Locations** menu.

Wed 10/30/2019 12:22 PM

ecms@computerguidance.com
eCMS account security validation code

To   Akshay Choudhary

We received your login request. Use the following security validation code to verify your identity and complete sign in.

Your one-time security code is: 813853

If you didn't initiate this request, reset your eCMS password and contact administrator.

This email was sent from host name: CGC-67FP3C2 | IP address: 192.168.250.148

3. User is automatically redirected to below screen after they request security code. Enter a security code received via email and click Ok to complete login process. User can check "Remember this computer" option to stop 2-Step login process prompt on subsequent login. User will be prompted for 2-Step login again once it exceeds number of days set by Admin above. "Remember this computer" option is user/device specific and if another user tries to login on same device then he/she will be presented with 2-Step security validation process.

SMARTER CONSTRUCTION. eCMS CLOUD-BASED CONSTRUCTION ERP SOFTWARE.

2-Step Security Validation

Enter code you received to continue to eCMS application.

|👤 Enter the Security Code |

☐ Remember this computer

Back   **Ok**