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:

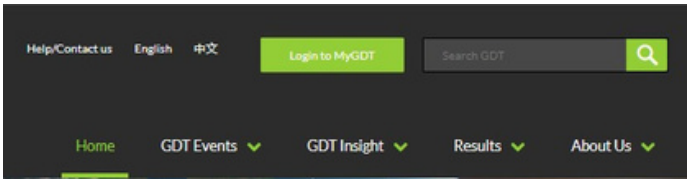
- Install **an authenticator app** on your mobile device, such as Microsoft Authenticator, Google Authenticator, or Okta Verify app, from the relevant app store (Google Play Store or Apple App Store).

Step two:

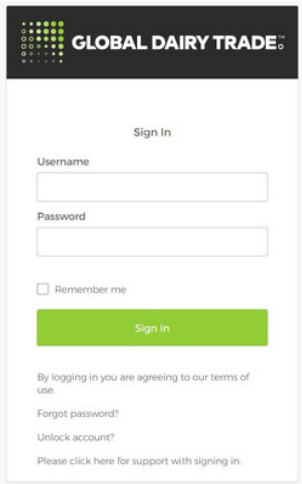
- Once the authenticator app is installed, launch the app and follow the below instructions:
  - Click **'Get Started'**
  - Click **'Next'**
  - Click **'Add Account'**
  - Click Account type: **Work/Organization**
  - Click **Scan a QR Code** (allow access to your phone camera)

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

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

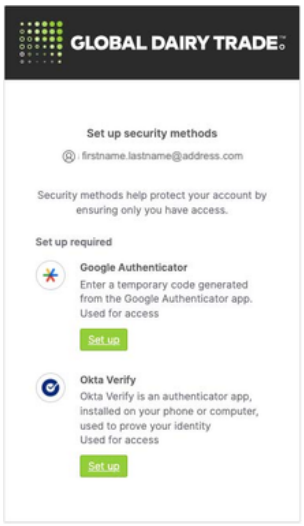
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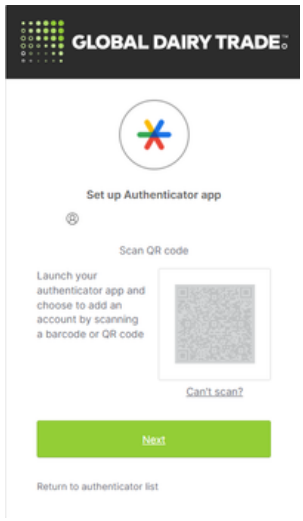
HOW TO SET UP MUTLI-FACTOR AUTHENTICATION (MFA)
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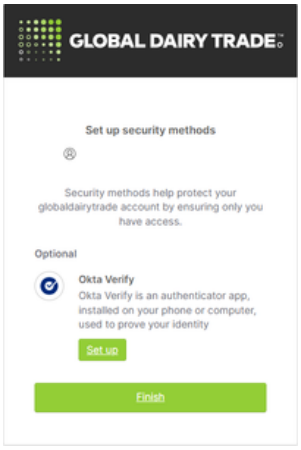
Once you have successfully signed in, you will be prompted to choose your preferred multi-factor authentication (MFA) app.



- 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.

→ Continued on the next page

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MyGDT 多重身份验证（MFA）设置
培训指南

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：

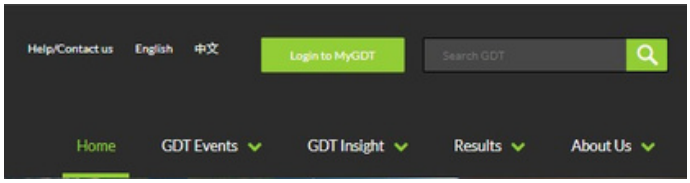
- 在您的手机或平板设备上安装**身份验证应用程式**，例如：
  - Microsoft Authenticator
  - Google Authenticator
  - Okta Verify

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

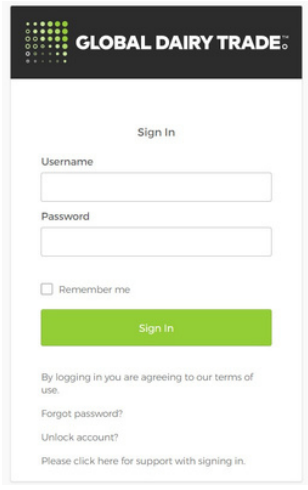
第二步：

- 安装完成后，打开身份验证应用程式，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

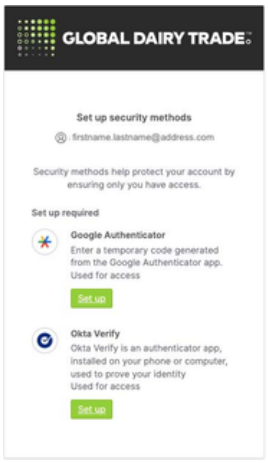
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MyGDT 多重身份验证（MFA）设置
培训指南

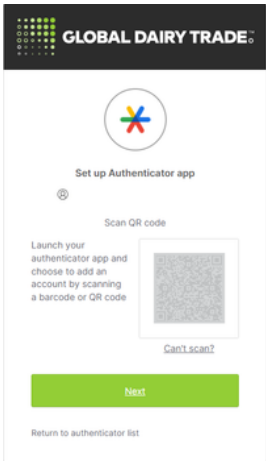
如何设置多重身份验证（MFA）

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式。

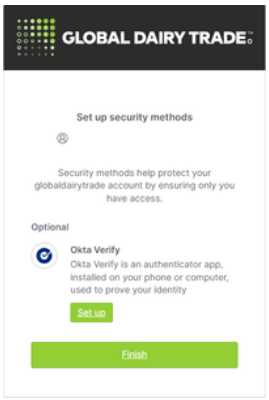


- 点选以下任意一项：
  - **Any Authenticator App（任何身份验证应用程式）**
  - **Okta Verify**
- 点击'Set up'（设置）

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式扫描该二维码
- 成功扫描后，验证码即被激活
- 您将在应用程式中看到一个 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式，则需要重新设置。请联系： help@globaldairytrade.info

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