

Authentication User Guide for Impacta.io's Dashboard

Welcome to the Impacta.io's Dashboard! This guide will walk you through the authentication process to ensure secure access to your account. Our application uses state-of-the-art security measures, including One-Time Password (OTP) and Multi-Factor Authentication (MFA), to protect your data.

Getting Started

To access the dashboard, visit <https://dashboard.impacta.io/> and click on the "View your Impact" button to begin the authentication process.

Signing In

We offer multiple ways to sign in to your account:

1. **Google Sign-In:** Click the Google sign-in button and follow the prompts to log in with your Google account.
2. **Apple Sign-In:** Use the Apple sign-in option if you prefer to use your Apple ID.
3. **Email with One-Time Password (OTP):** Enter your email address, and we'll send you a one-time password. You'll then be redirected to a page where you can enter this code to log in securely.

Email Sign-In Process

1. On the sign-in page, enter your email address and click "Sign in with Email".
2. You'll be redirected to a new page where you can enter the 6-digit OTP sent to your email.
3. Check your email for the OTP (it may take a few minutes to arrive).
4. Enter the 6-digit code on the verification page.
5. If entered correctly, you'll be logged in to your account.

Note: The OTP is valid for 1 hour. If you don't enter it within this time, you'll need to request a new one.

Setting Up Multi-Factor Authentication (MFA)

For enhanced security, we use Time-based One-Time Password (TOTP) Multi-Factor Authentication. We recommend using Google Authenticator for this purpose.

To set up MFA:

1. After your initial sign-in, you'll be prompted to set up MFA.
2. Install Google Authenticator on your smartphone if you haven't already.
3. Open Google Authenticator and scan the QR code displayed on your screen.
4. Enter the 6-digit code shown in Google Authenticator to confirm setup.

Logging In with MFA

Once MFA is set up, future logins will require two steps:

1. Sign in using your chosen method (Google, Apple, or Email OTP).
2. When prompted, open Google Authenticator and enter the current 6-digit code.

This two-step process ensures that even if someone obtains your OTP, they can't access your account without the second factor.

Troubleshooting

- **Lost access to Google Authenticator?** Contact our support team for assistance in resetting your MFA.
- **Didn't receive the OTP email?** Check your spam folder, or try requesting a new OTP.
- **OTP expired?** Request a new OTP by clicking the "Resend OTP" button on the verification page.
- **Having trouble with Google or Apple sign-in?** Ensure you're using the correct account and that your browser isn't blocking pop-ups.

For any other issues or questions about the authentication process, please don't hesitate to reach out to our support team.

Remember, your security is our top priority. Thank you for using Impacta.io Dashboard!