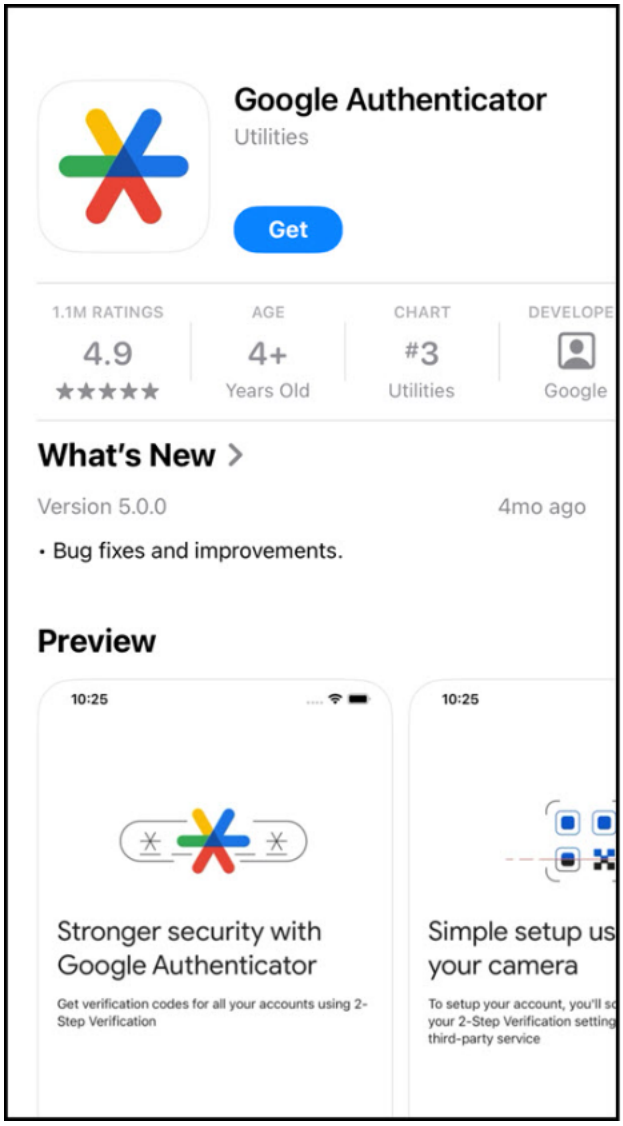
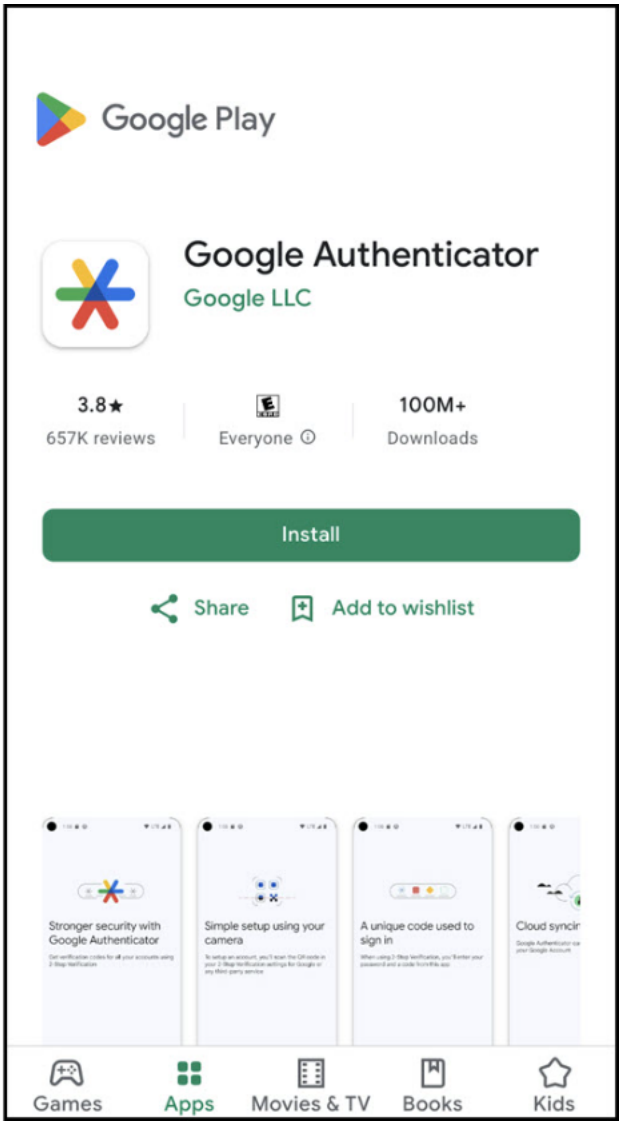
Looker Multifactor Authentication Guide

1) **Download Authenticator App:** Download the Google Authenticator iPhone app or Android app, or any third party authenticator app, onto your mobile device. No need to download a new app if you already have one.





2) **Log into Looker:** Navigate to https://girlscouts.looker.com/login/email and log in by submitting your Looker email and password as normal.



3) **MFA Prompt:** After logging in, you will be prompted to set up multifactor authentication with on-screen instructions.

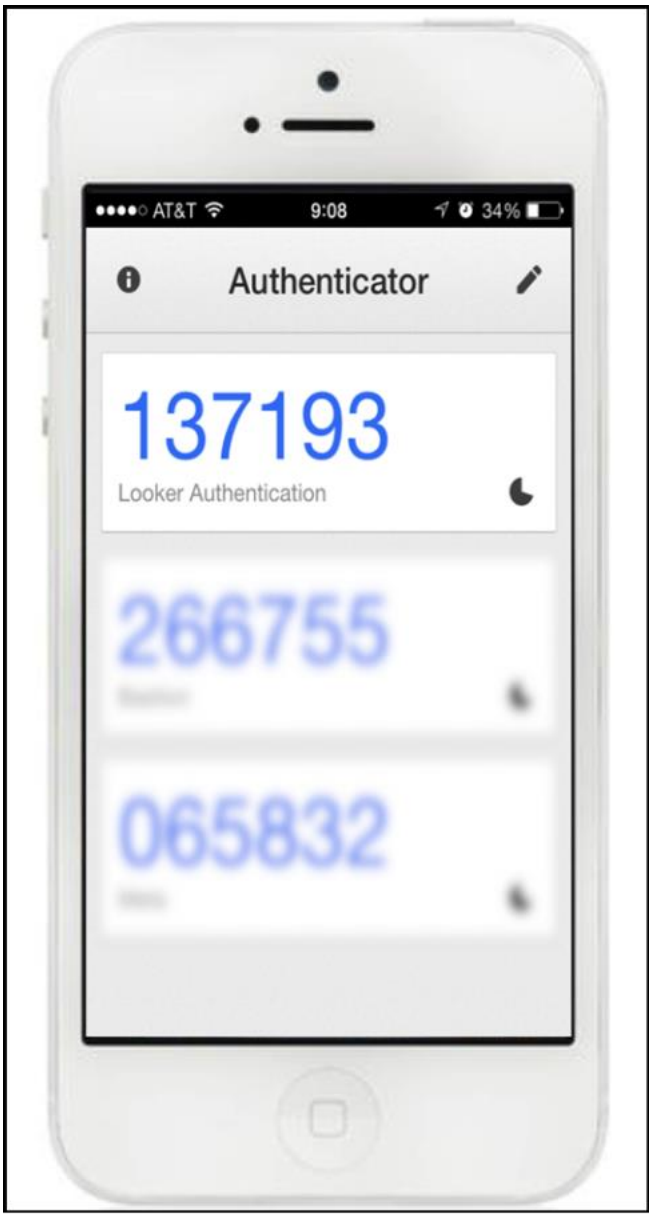


4) **Scan QR Code:** Use the authenticator app to scan the QR code provided on the Looker login screen.

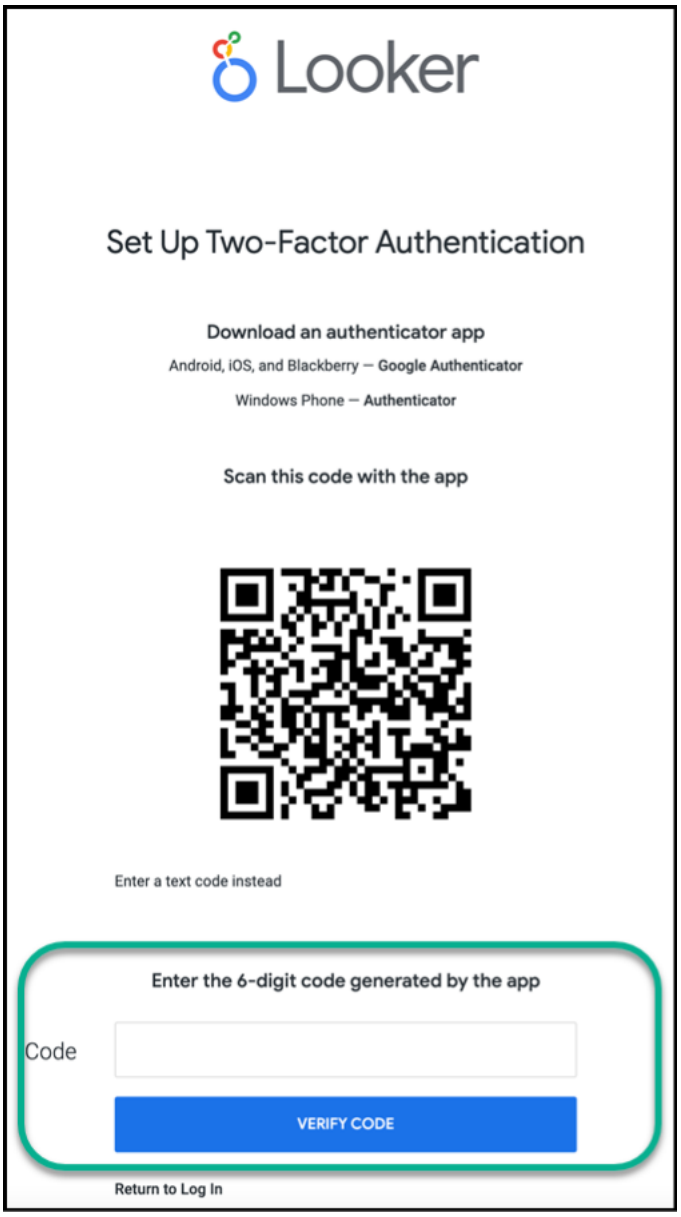
   Note: If you can't scan the QR code with your mobile device, select the "Enter a text code instead" option.



5) Scanning the QR code generates a 6-digit verification code in the authenticator app.



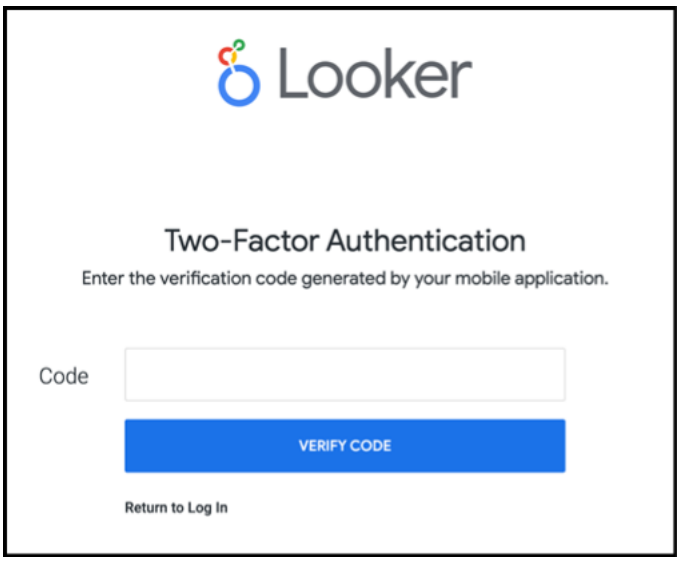
6) **Enter Verification Code:** Enter the 6-digit verification code from the authenticator app into the box provided on the Looker login screen.



Congratulations! Multifactor authentication is now set up, and you will be logged into Looker.

How to Log into Looker in the Future

On subsequent logins to Looker, you will submit your Looker email and password, and then enter a 6-digit verification code obtained via your authenticator app.



Note: You may check the “Stay logged in” box to prevent Looker from requiring MFA for 30 days. Otherwise, MFA is required at every login.

