Using Multi-Factor Authentication to Log in to iTrent

This guide offers step-by-step instructions for the first-time setup and use of Multi-Factor Authentication (MFA) to securely access iTrent, starting from Friday 6th June 2025.

 Click on the supplied link to iTrent (you will receive this along with your individual login details by 6 June 2025). From the login screen, click on "A Different Account".

iTrent application	
iTrent	
Login 🏻 🔒	
Please logon using either	
Single Sign-on account	
Or	
A different account	
Powered by MHR	

- 2. Click in the Username box and enter your 8-digit Payroll Number.
- 3. Click in the **Password box** and enter the temporary password supplied with your login information (you will receive this by 6 June 2025).
- 4. Click "Login".

iTrent application	
iTrent	
Login	ê
* Username (required)	
Forgotten username?	
* Password (required)	
······	
Forgotten password?	
Login >	
② Contact administrator	
MHR Powered by MHR	

5. Create a new password (passwords should be at least 8 characters long and include at least one uppercase letter, one lowercase letter, one number, and one special character) and click "**Save**".

i) You must change your password before continue.	ore you can
iTrent	
Change password	ê
* New password (required)	
	Ø (
* Confirm password (required)	
	Ø
Save Cancel	
② Contact administrator	

6. Login to iTrent using your new password

i) Your new password has been saved.
iTrent application
iTrent
Login 🔒
* Username (required)
Forgotten username?
* Password (required)
Forgotten password?
Login >
Ontact administrator
Powered by MHR

7. You will be presented with the following screen. Asking you to link your iTrent account with an authenticator app, and enter the verification code from the app.



8. First, secure your account by installing an authentication app on your mobile. Only download these from an app store, or request one from your IT team.

We recommend you use either Microsoft Authenticator, or Google Authenticator.



9. Once you have installed an authenticator app, open it and add a new account by scanning the QR code or entering the key code you were presented with by iTrent. This will link your iTrent account to the authenticator app.



Secure Your Digital Life

	Sign in with Microsoft
Whe	en you are signed in with Microsoft, all stored words, addresses, and other autofill info will be available on this device.
	Add work or school account
	88 Scan a QR code
	Restore from backup
<	Scan QR code
Your a	account provider will display a QR code

10. It will ask you what kind of account you are adding, select **"Other (Google, Facebook, etc)".**



11. It will ask you to set an Account name and secret key, these can be anything you like just make sure it is something you remember.



12. Your iTrent should now be linked to your Authenticator app.



13. You will see a 6-digit verification code for iTrent that changes every 30 seconds. Enter the current code shown in the app into the field provided on the iTrent setup screen. No spaces are needed.

= 4	uthenticator	Q	+
8	iTrent		
	622 574 ④		
3. * Pleas app be	e enter the verification cod	e shown in y	our
3. * Pleas app be (requir	e enter the verification cod low. red) 574	e shown in y	our
3. * Pleas app be (requir 622	e enter the verification cod low. red) 574	e shown in y	our
3. * Pleas app be (required) 622	e enter the verification cod low. red) 574 Continue	e shown in y	our
3. * Pleas app be (required) 622 What	e enter the verification cod low. red) 574 Continue is multi-factor authenticatio	e shown in y	our
3. * Pleas app be (requin 622: ? What MHR Pov	e enter the verification cod low. red) 574 Continue is multi-factor authenticatio vered by MHR	e shown in y	our

14. Final Step: iTrent will display a **recovery code**. This is important - store it somewhere safe and secure. You'll need it if you ever lose access to your device or need to re-register your authenticator app

iT	rent application
	iTrent
Final step	Ê
You are now registe authentication.	ered for multi-factor
Your recovery code will need it to acces your authenticatior	is below. Please save this as you is your account if you need to reset n details.
ML2G-6A7A-5UNG	-PIJF
In a safe loca	have saved your recovery code ation before continuing.
	Continue >
Powered by M	IHR

From this point on, each time you log in to iTrent, you will be asked to enter a verification code from your authenticator app. This is the same process as the one you just completed, ensuring your account remains protected.