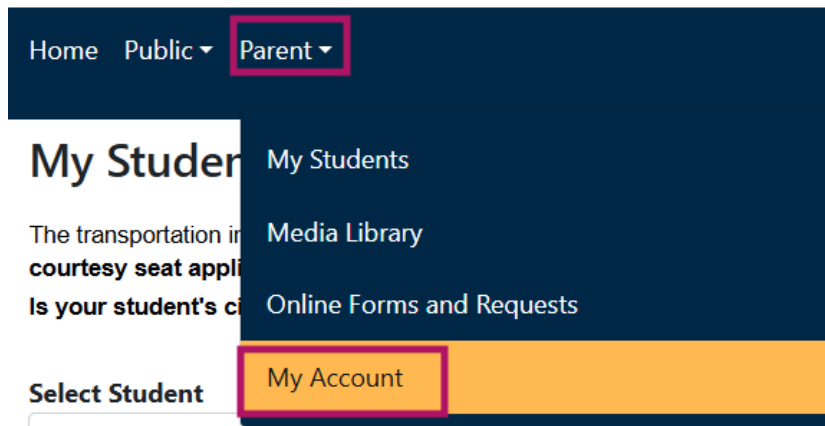


2-Factor Authentication (2FA) is now available on all BusPlanner Web Parent Portal accounts. This is to prevent malicious actors from accessing BusPlanner Web Professional accounts. This is an optional setting users may choose to increase their account security.

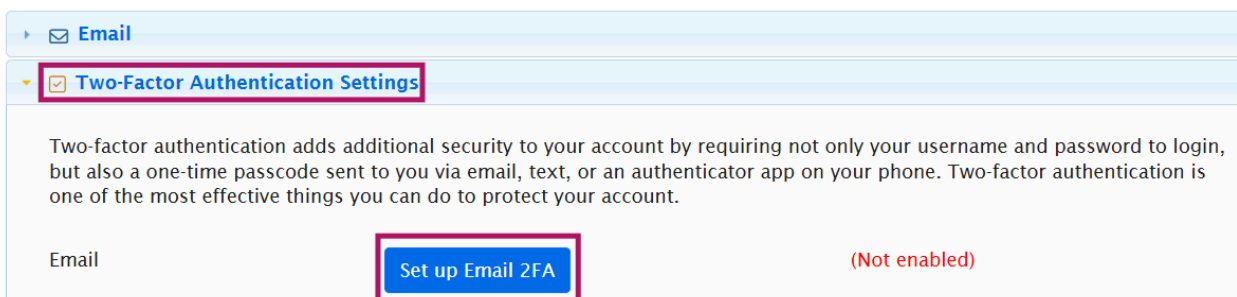
How to opt-in:

1. Log into your [BusPlanner Web Parent Portal Account](#). Once you are logged in, click on **Parent>My Account**.



2. Click to expand **Two-Factor Authenticator Settings**.

My Account



3. Please read the information about 2FA, click **Set up Email 2FA** and enter an email address to be used for two-factor authentication and click **Send Code**.

4. Enter the **verification code** that was sent to your chosen email address and click **Validate**.

Set up Email Two-Factor Authentication ×

Using Email two-factor authentication means that when you try to login, an email will be sent to your registered two-factor email address with a verification code. You will then need to type that code in BusPlanner Web to be able to login.

Enter an email address to be used for Email two-factor authentication. Email 2FA won't be set up until the email address is successfully validated.

Please enter the two-factor verification code that was sent to your chosen email address in the text box below and then click the Validate button. Email two-factor authentication won't be enabled until this code is successfully validated.

5. A message will be displayed indicating the Two-Factor Authentication for Email successfully enabled, with the enabled email listed.

Two-Factor Authentication for Email successfully enabled. ×

My Account

^ **Email**

^ **Two-Factor Authentication Settings**

Two-factor authentication adds additional security to your account by requiring not only your username and password to login, but also a one-time passcode sent to you via email, text, or an authenticator app on your phone. Two-factor authentication is one of the most effective things you can do to protect your account.

Email (Enabled email@test.com)

6. If in the future you need to change the email for 2FA, please follow these steps again, selecting the button to **Change Email 2FA**.