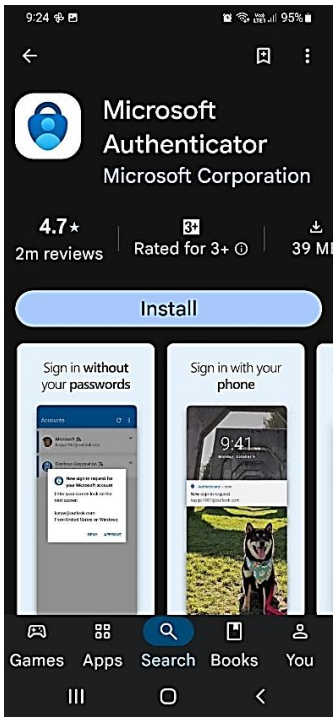
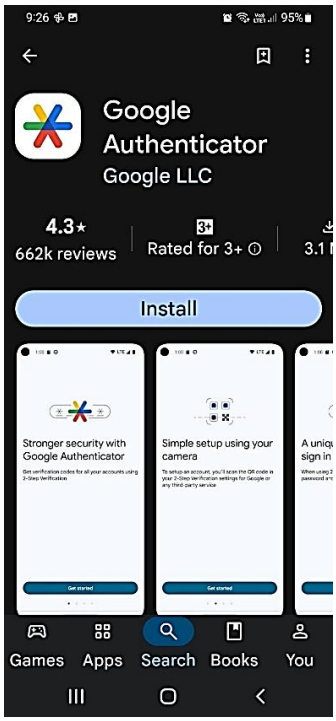
SBSSU SARTHI – ERP PORTAL

2FA LOGIN PROCEDURE

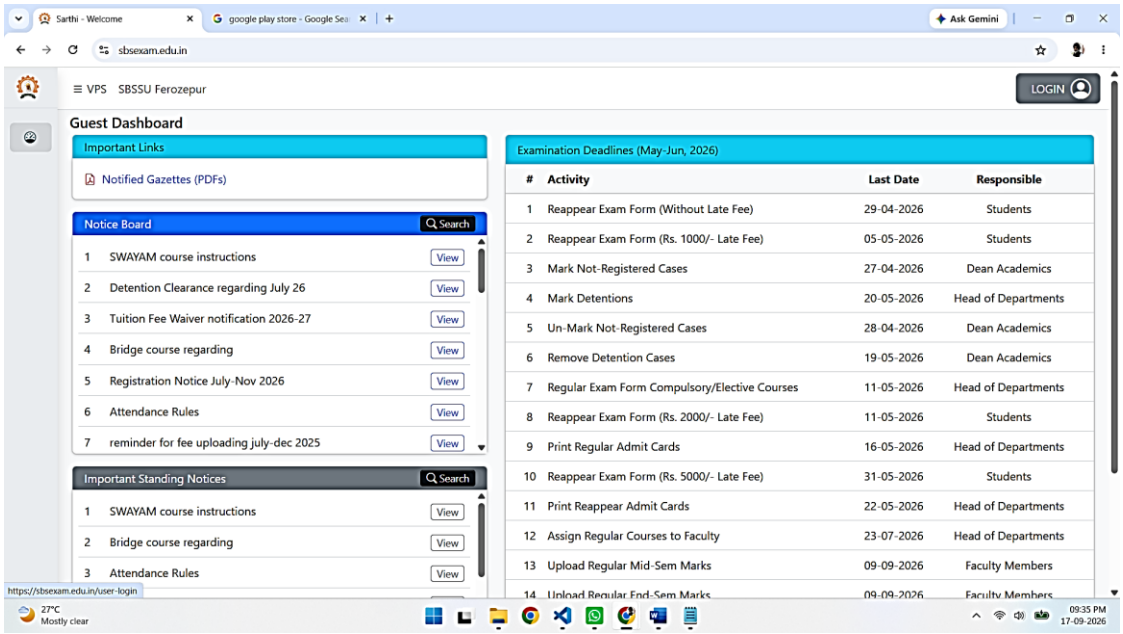
1. Download and install either the **Google Authenticator** or **Microsoft Authenticator** app on your mobile device.



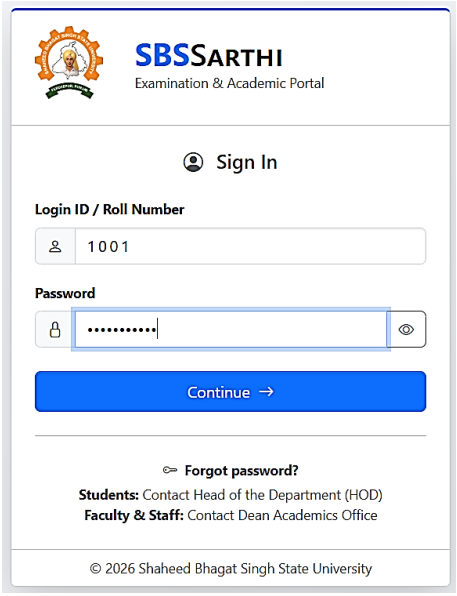
OR



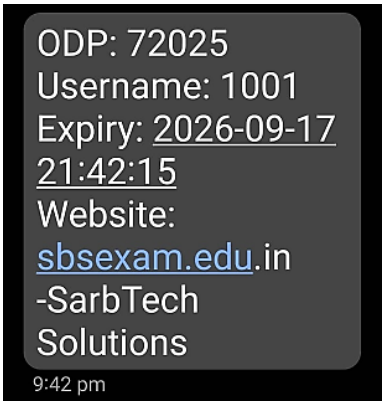
2. Go to https://sbsexam.edu.in/ and click the **Login** button.

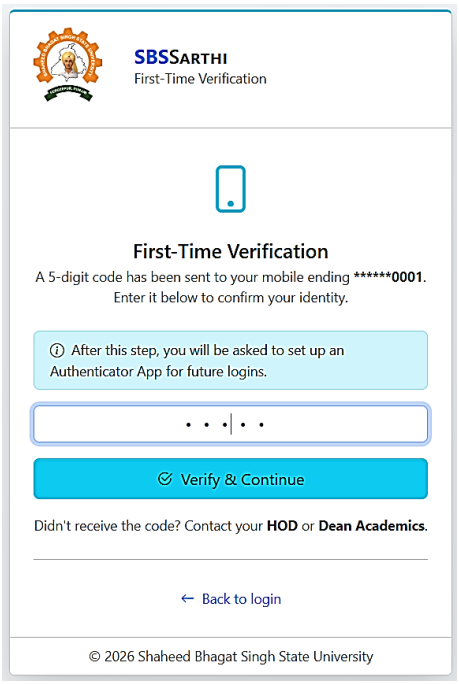


3. Enter your **Roll No. (for students)** or **Login ID (for employees)** along with your **Password**, and click **Continue**.

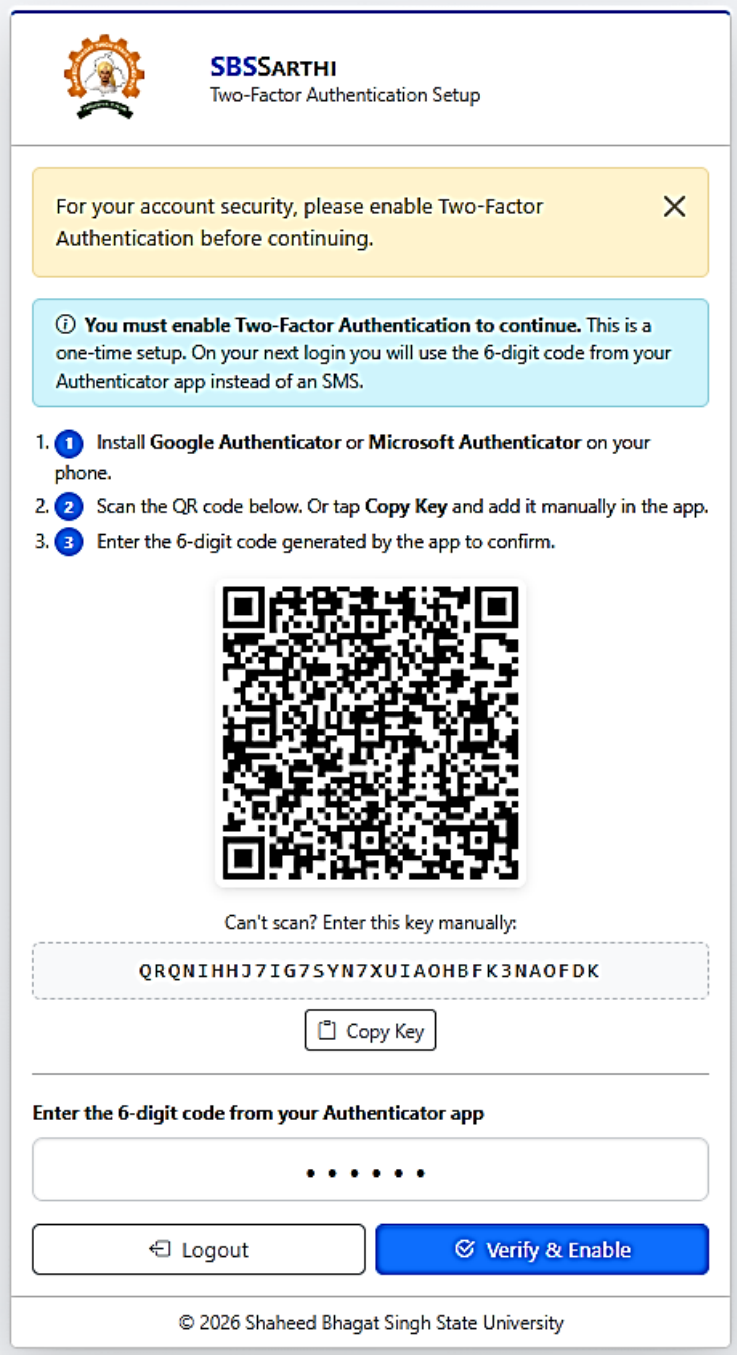


4. On your first login attempt, a **5-digit verification code** will be sent to your registered mobile number. Enter the code and click **Verify & Continue**.

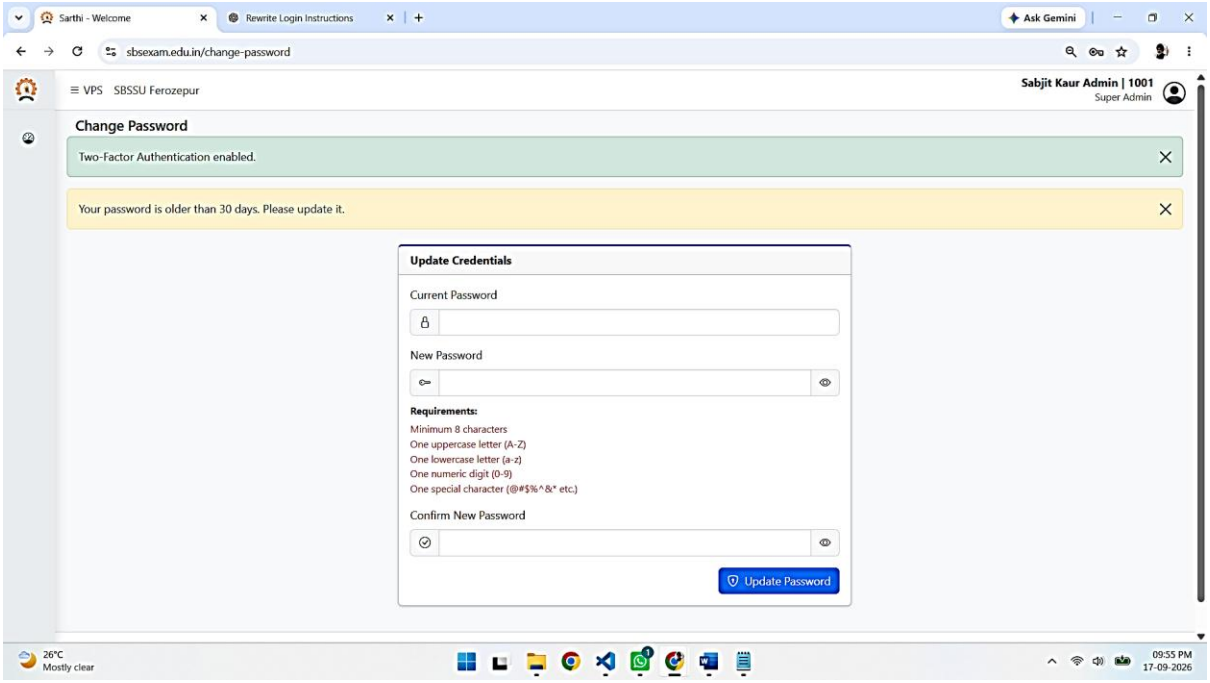




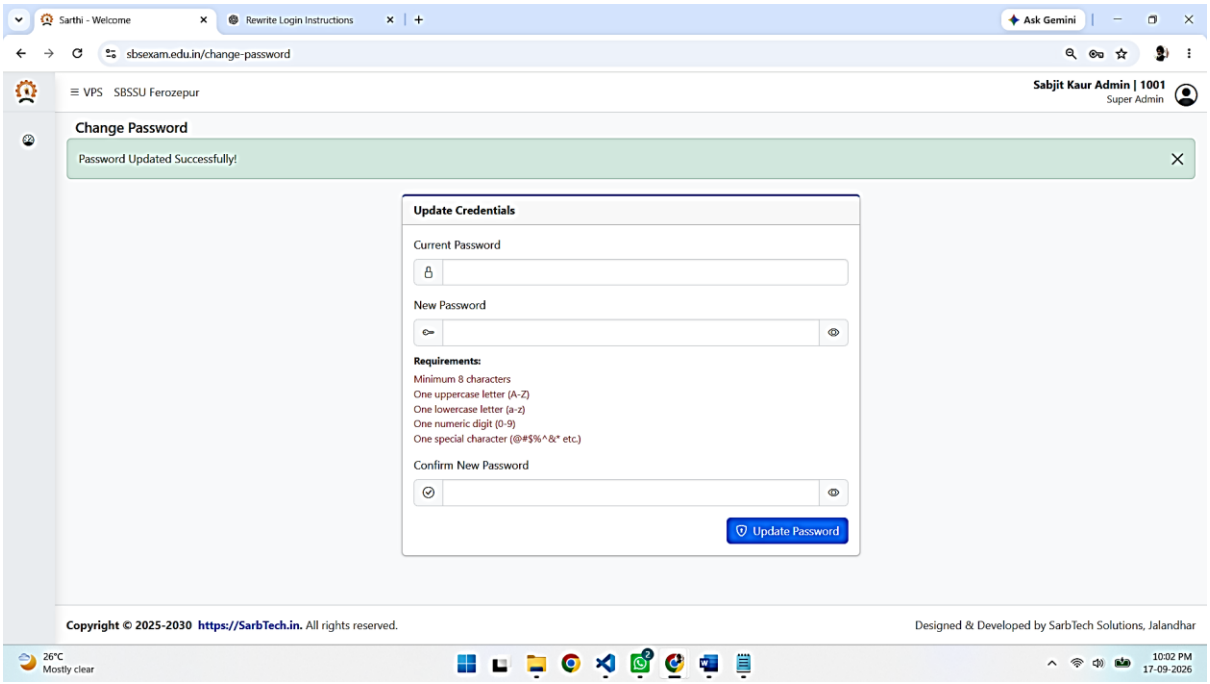
5. Read the instructions for registering **Two-Factor Authentication (2FA)**. Open the **Microsoft Authenticator** or **Google Authenticator** app on your mobile device and scan the **QR code** displayed on the following screen.



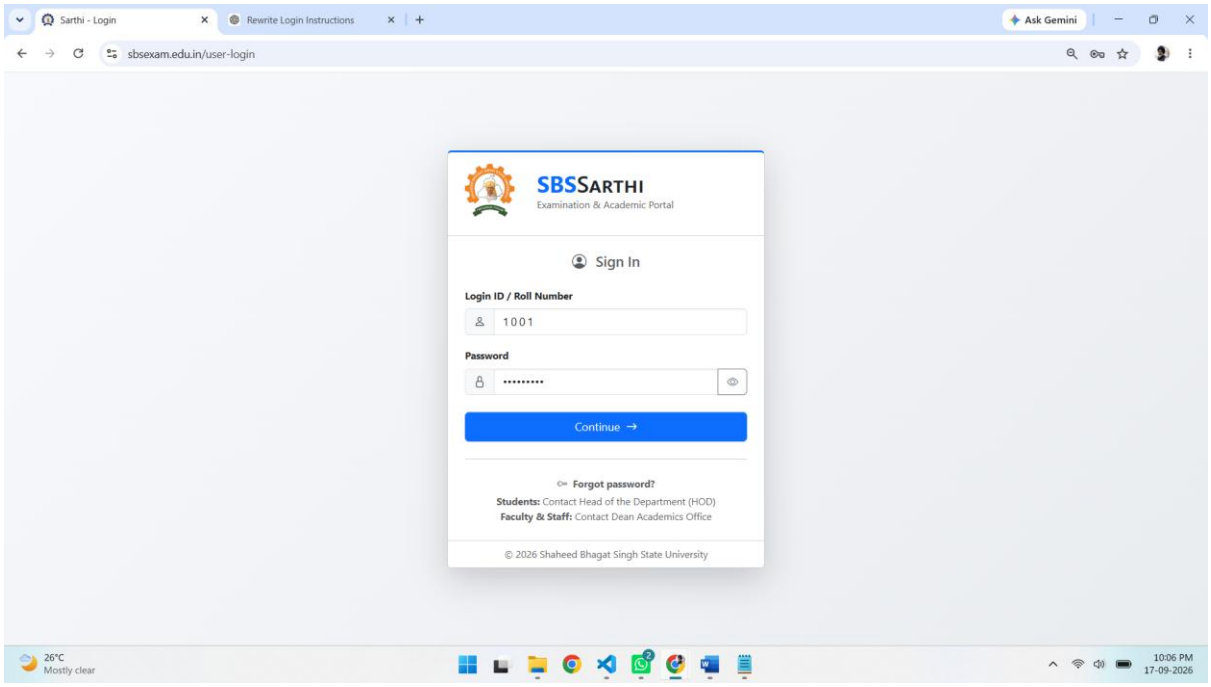
6. **Two-Factor Authentication (2FA) is now enabled.** If your current password is more than **30 days old**, you will be required to change it before proceeding.



7. Change your password and proceed to the **User Dashboard**.



8. Next-time Login: Enter **Login Credentials** and click **Continue**.



9. Open the **Authenticator app** on your mobile device, enter the **6-digit** Time-based One-Time Password (TOTP), which is valid for 30 seconds, and click **Verify & Login**.

