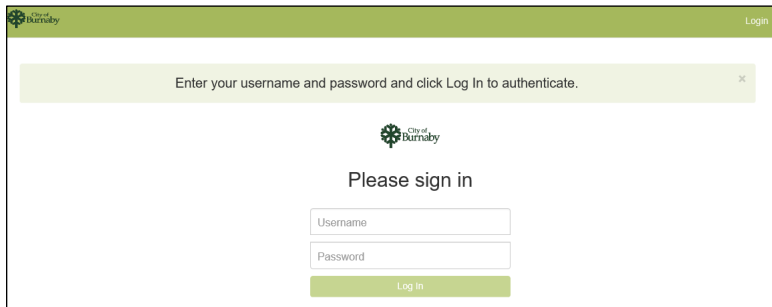


Setting up your Google Authenticator Token and PIN

Use this procedure to enroll a token PIN and generate the Quick Response (QR) code required for setting up Google Authenticator on your mobile device. In order to remotely access the City’s network, you are required to enter your City network username and password plus an additional token consisting of a PIN and six-digit one-time password. Google Authenticator provides a time based one-time password.

Enrolling your Token

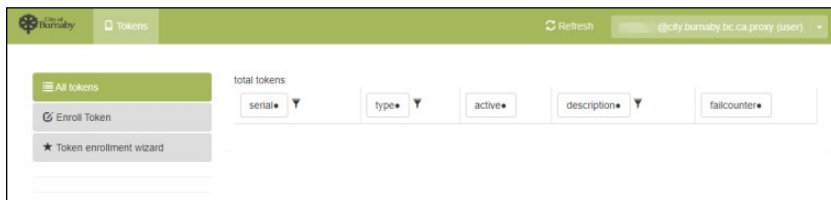
1. On a computer on the City network, in a web browser, navigate to:
<https://pi.city.burnaby.bc.ca.proxy/>




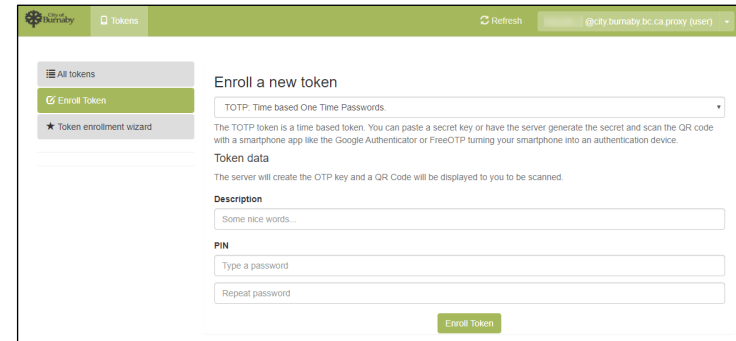
2. On the **Login** screen, complete the following fields:

Field Name	Enter
Username	Your City network user name
Password	Your City network password

3. Click .




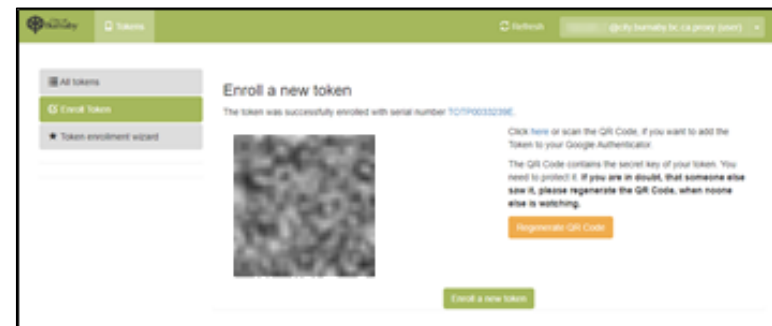
4. To enroll a new token, click .



5. On the **Enroll a new token** screen, complete the following fields:

Field Name	Enter
Type a password	A minimum four-digit numeric PIN
Repeat password	The same numeric PIN entered in the Type a password field

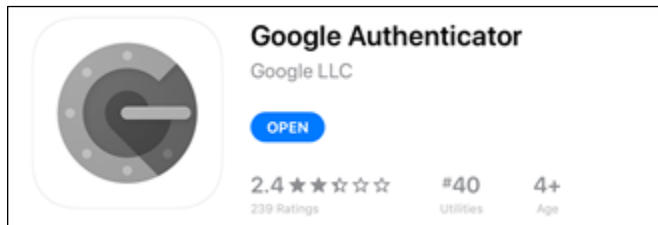
6. To enroll the token and generate a QR code for the Google Authenticator application, click . Do not navigate away from this screen.



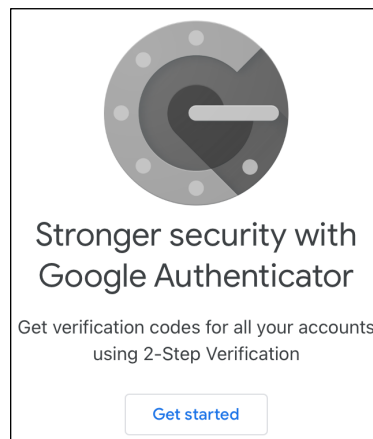
- ✎ Use this QR code to set up Google Authenticator on your mobile device. Please see the steps below for [Downloading Google Authenticator on your Mobile Device](#).
- ✎ There is a limit of one token per user. If you get a new mobile device and need to enroll a new token, to delete your existing token, submit a request for IT support in the [IT Service Centre](#).

Downloading Google Authenticator on your Mobile Device

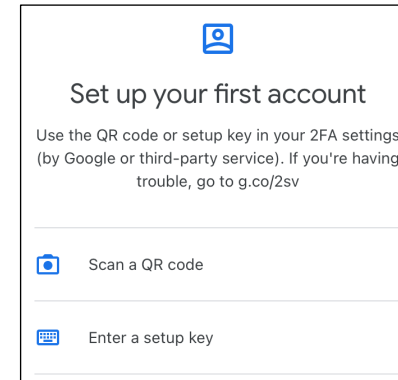
1. From your mobile device's application store, search for and install the **Google Authenticator** app.



2. After the download is complete, to connect the mobile app to your token PIN, open Google Authenticator.



3. Tap **Get started**.



4. Tap **Scan QR code**.

✎ If required, enable the app to access the camera on your mobile device.

5. Proceed to [Scanning the QR Code](#).

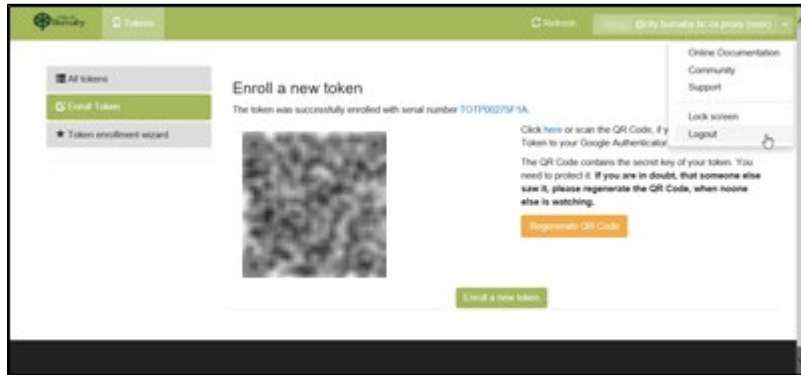
Scanning the QR Code



1. To scan the QR code generated when enrolling your token PIN, hold your mobile device in front of the QR code displayed on the computer monitor.

✎ The Google Authenticator application generates a six-digit password to enter with your token PIN each time you need to access the City network.

Each time you need to generate a new six-digit password, open the Google Authenticator application on your mobile device.



2. Once you have scanned the QR code, to safely log off from <https://pi.city.burnaby.bc.ca.proxy/>, from the dropdown on the top right, click .