To enable all new staff to have MFA function

Log into Learntrek and start on the home page.

Settings → Organizational Preferences → Security

Find "MFA Enabled for all new users" → Enable to "Yes"

Remember to scroll down and click "Save" to keep changes.

Security

MFA Enabled for all new users

Enable the ability to enforce Multi-Factor Authentication (MFA) when a new user is added.

Enable: **No**

LearnTrek
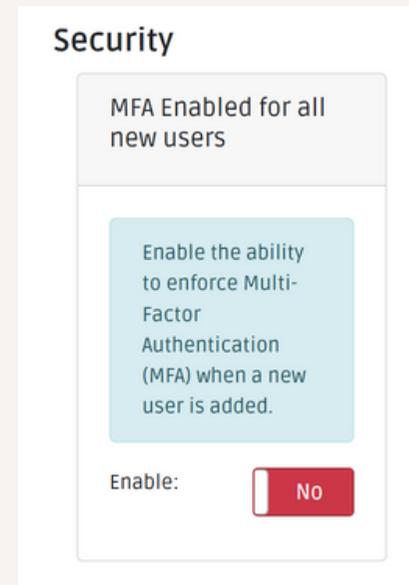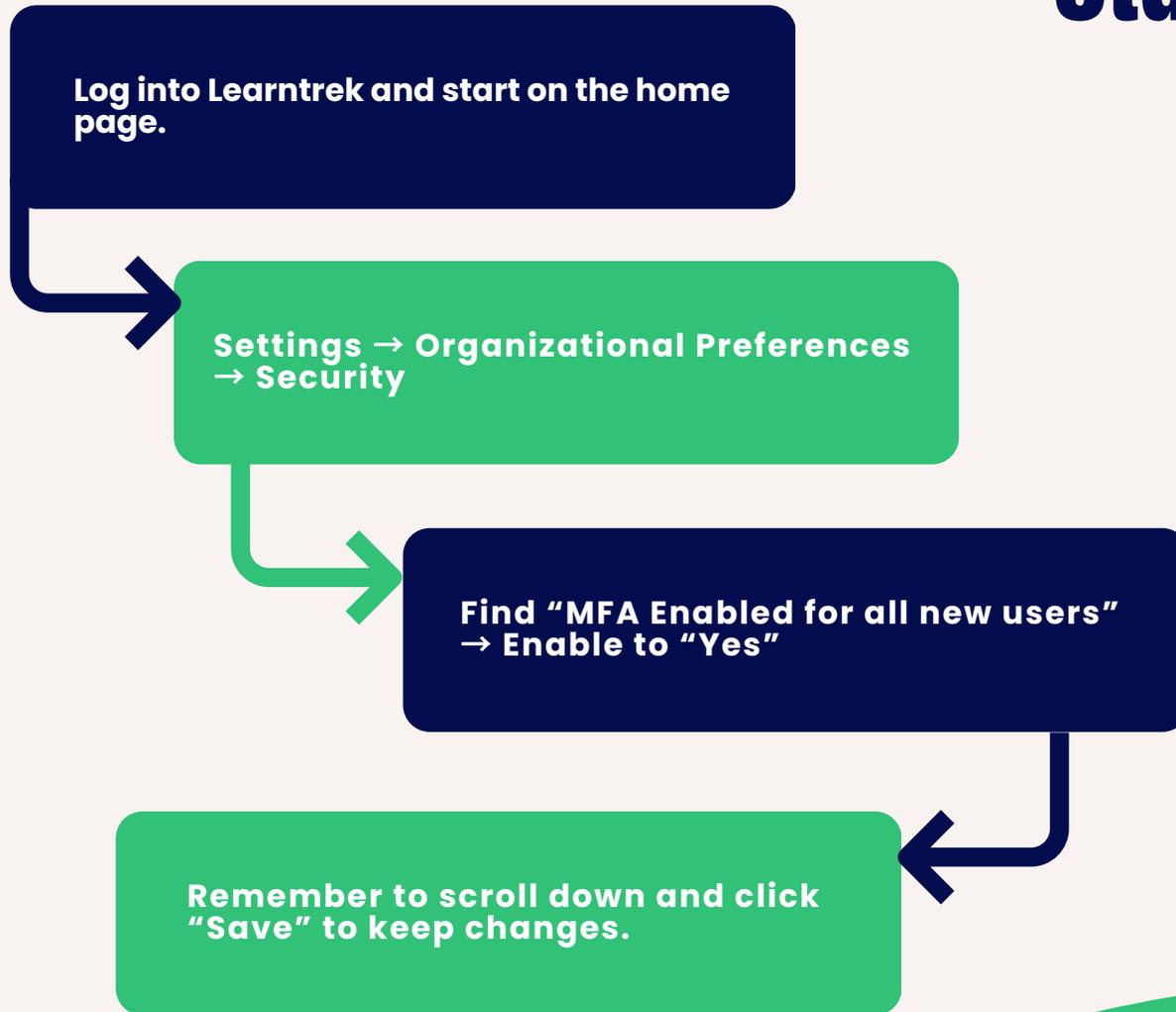
To enable individual staff to have MFA function

Settings → Staff Members → Choose Staff Member → Click Security

Click "Enable MFA"
This prompts an email to the staff member with instructions.

| MB | Mia | Brown | helpdesk@huistechnologies.com | Huis Support | 11/12/2025 13:11:11 | A | Security Edit Delete |

Staff member needs to have installed an authenticator APP. The app generates a new code every 90 seconds.

User Security

Send the user a single use password. The user will be asked to reset to something memorable.

Enabling an MFA will send the user an email with the details on how to setup the MFA when they log back in.

Reset Password

Enable MFA

Staff member will use password and code at next login attempt.

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Staff logging in using MFA

This creates an extra layer of security and protection, helping prevent breach of GDPR.

You will receive an email inviting you to Learntrek. Click on temporary link and follow steps.

Hello,

Welcome to the LearnTrek Student Portal! You can use the following details to access the portal: Username : fran@huistechnologies.com Temporary password: IlihR2,S Link: https://demo.learntrek.co.uk

Thanks LearnTrek Support

You will receive an email to set up MFA and be prompted to set this up at next log-in. Click Login and Follow Steps

LearnTrek Portal

Multi-Factor Authentication (MFA) has been enabled on your account

An administrator in your organisation has enabled Multi-Factor Authentication on your account. This means that when you next log in to LearnTrek you will be prompted to set this up.

You will need to have an authenticator app such as Google Authenticator, Microsoft Authenticator or Authy to complete this process. If you do not have an authenticator app please speak to an administrator in your organisation.

Login

You will need to have an authenticator app installed on your device. You will need to use this at every login.

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