Tableau Multi-Factor Authentication (MFA) Instructions

Starting February 1st, all Tableau users will need to use Tableau's MFA authenticator to log in. Please download the Tableau/Salesforce Authenticator app on your mobile phone which you will use to verify your Tableau login.

MFA is a secure account authentication method that requires you to prove your identity by providing two or more pieces of verification information, also known as "factors", when you sign-in to Tableau Online. The first factor is the username and password you use to sign-in to Tableau Online (i.e., your TableauID credentials). The additional factor is a code generated by the Salesforce app. By enforcing multiple factors when users sign-in to Tableau Online, MFA makes it much more difficult to avoid common threats like account takeovers and phishing.

Instructions for Logging in with MFA for the first time

You will only need to do this once on your phone.

1. Download and install the free Salesforce Authenticator app from the App Store or the Google Play Store.



- 2. Open the app and scroll through to the home screen and enter your phone number. You'll receive a text message on your phone containing a link. Click the link to confirm your phone number.
- **3.** After you confirm your number, you will be prompted to set a code to use if you're ever locked out of your account.

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4. Now, open<u>Tableau Online</u> on your computer and log in with your email address and password. Click **Salesforce Authenticator**.

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Register a Verification Method				
Select a verification method to register.				
Salesforce Authenticator Connect your account to Salesforce Authenticator.				
 One-Time Password Generator Connect an authenticator app that generates verification codes. 				
Recovery Codes Create single-use recovery codes for your account.				
Cancel				

5. On the next screen, you will be prompted for a two-word phrase. You'll get this from the Authenticator app.



6. On your mobile device's Authenticator app, click **Add an Account.** You will receive a two-word phrase which you should enter into Tableau on your computer



7. Enter the two word phrase and click **Connect.** That's it! You should be logged into Tableau.



From now on, when you log in, you'll be prompted to verify your identity on your phone using the Salesforce/Tableau Authenticator.

Full video instructions on setting up MFA are here: https://salesforce.vidyard.com/watch/JyZ_mibupf6sOzMwvhtA3g