

# Login to SyncRoom

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Before accessing SyncRoom, you need to activate your account and set up secure authentication. This helps prevent unauthorized access and adds an extra layer of security.

One-time password (OTP) verification is used as part of this process. Here's how to activate your account and set it up:

## Activate Your Account

When your account is created, you'll receive an email with an activation link. This link expires in **12 hours**, so be sure to follow the steps mentioned here promptly.

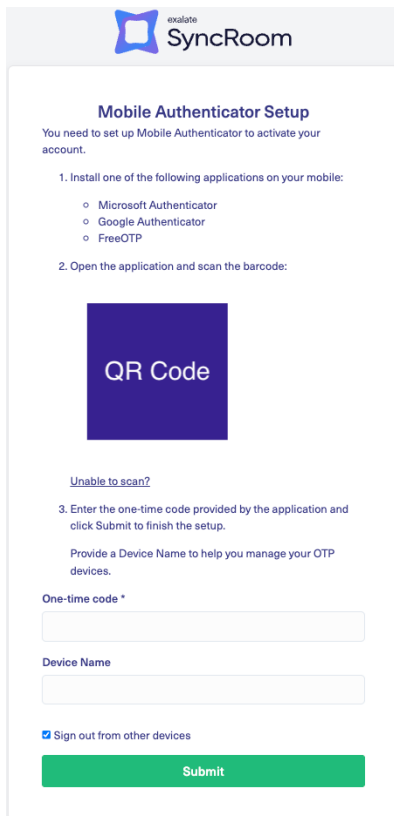
1. Open the email and click the **activation link**.
2. Verify your email address as prompted.
3. Set up a **One-Time Password (OTP)** authentication (see below).
4. Create a **new password** for your account.

Once these steps are completed, your account is activated, and you can log in to SyncRoom at any time.

## Setting Up OTP Authentication

For security purposes, SyncRoom requires OTP authentication using a mobile app. To set it up:

1. Download an authentication app on your phone.
2. Scan the **QR code** displayed during setup using the app.
3. Enter the generated code to confirm the setup.



The image shows a mobile application setup screen for SyncRoom. At the top, there is a logo with a blue square icon and the text 'exalate SyncRoom'. Below the logo, the title 'Mobile Authenticator Setup' is displayed. A sub-header states: 'You need to set up Mobile Authenticator to activate your account.' The instructions are as follows:

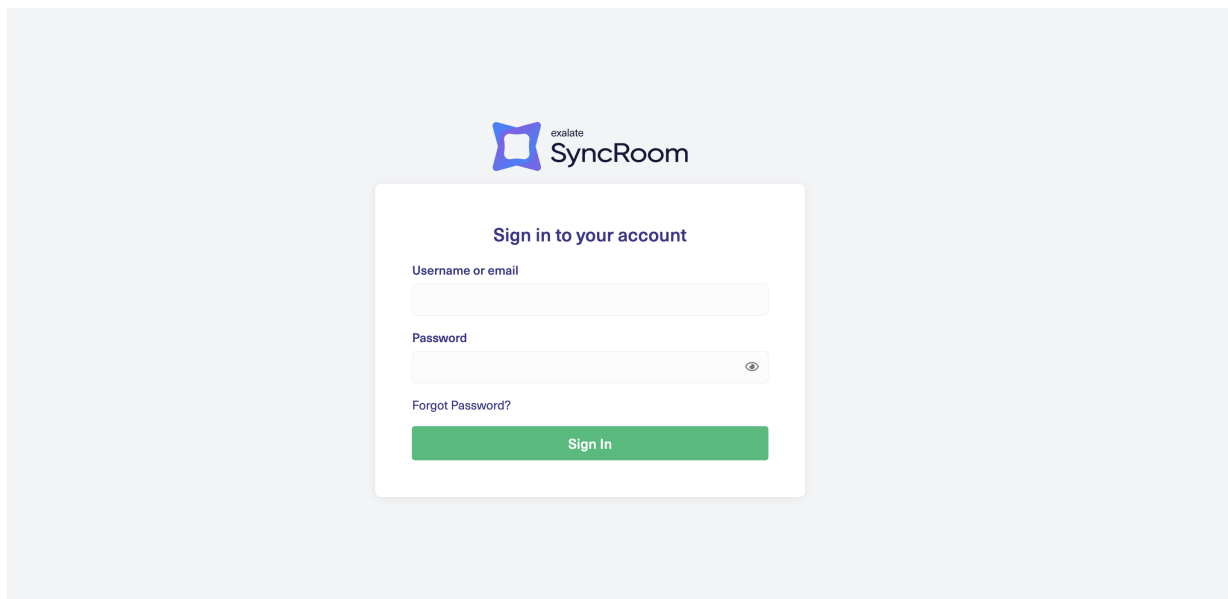
1. Install one of the following applications on your mobile:
  - Microsoft Authenticator
  - Google Authenticator
  - FreeOTP
2. Open the application and scan the barcode:

A large blue square with the text 'QR Code' is shown. Below it, a link 'Unable to scan?' is provided. The next instruction is:

3. Enter the one-time code provided by the application and click Submit to finish the setup.

Below this, a prompt says: 'Provide a Device Name to help you manage your OTP devices.' There are two input fields: 'One-time code \*' and 'Device Name'. A checkbox labeled 'Sign out from other devices' is checked. At the bottom, there is a green 'Submit' button.

## Logging into SyncRoom



The image shows a login screen for SyncRoom. At the top, there is a logo with a blue square icon and the text 'exalate SyncRoom'. Below the logo, the title 'Sign in to your account' is displayed. There are two input fields: 'Username or email' and 'Password'. The 'Password' field has an eye icon to toggle visibility. Below the input fields, there is a link 'Forgot Password?'. At the bottom, there is a green 'Sign In' button.

Once your account is set up:

1. Go to the SyncRoom [login page](#).
2. Enter your **email and password**.
3. Open your authentication app and enter the **OTP code** when prompted.

4. Click **Sign In** to access your dashboard.

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If you ever need to reset your password or OTP settings, refer to the **Account Recovery** section.

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