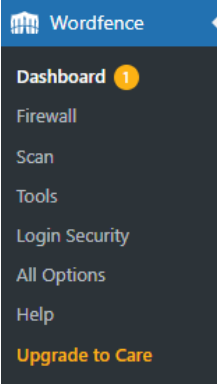
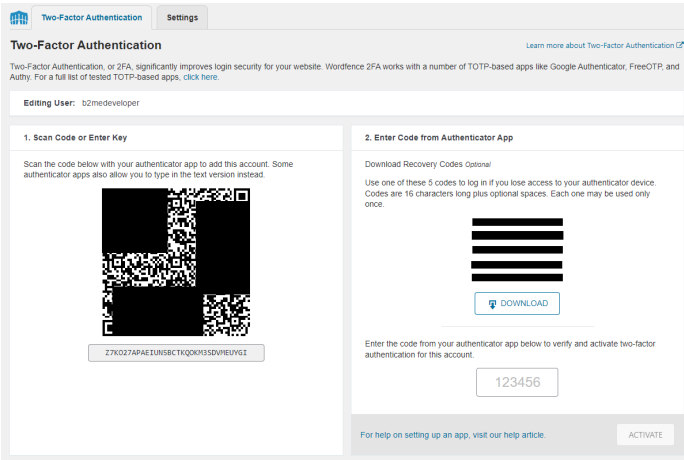
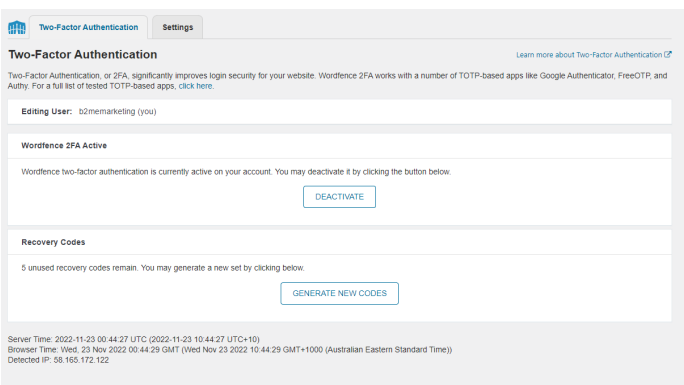
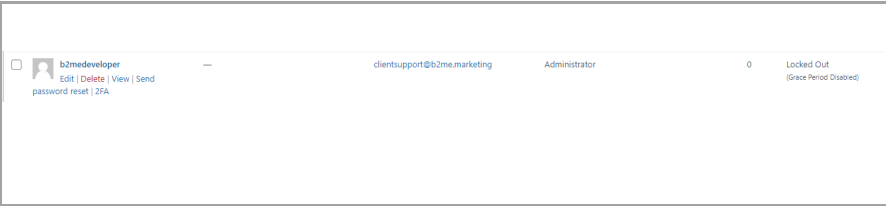
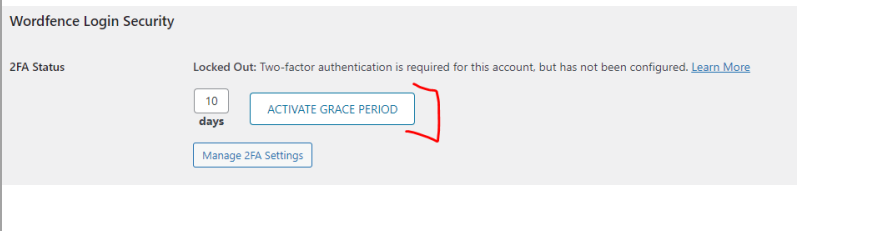


Administrator Accounts on WordPress

All Administrators should have MFA enforced. This is non-optional.
Once enforced, all users will need their Grace Period reset and have 10 days to log in and set up.

	<p>Inside WordPress, go to Wordfence.</p> <p>Then Login Security.</p>
	<p>To set up the 2FA on your account, download an Authenticator App (Microsoft or Google).</p> <p>Then scan the QR code and enter the 6 digit code in the field toward the bottom right of the screen.</p>
	<p>Once it's been set up, you will find your 2FA details.</p>

Reset Grace Period 2FA for Administrators

Go to Users and you'll see 'Locked Out' in the 2FA status column.	
Click on the User to open their profile. Scroll down and click on 'Activate Grace Period'.	
You will see the button change. You can now click on the 'Update User' button at the bottom of the page. Please make sure the user logs in and follows the previous steps to set up MFA within the set grace period.	