

## Caveon ID Quick Setup

Creating a Caveon ID account from an invite sent to your email.

- 1) Click on the Invite located in your mailbox
- 2) Choose sign in with Caveon ID
- 3) Click on Create Account
- 4) Enter your user details, (Name, email, password and security question), and ensure that you set your email to be the same email address that the invite was sent on.
- 5) Click Create account
- 6) On the Login screen login with the email address and password that you created in Step 4
- 7) Enter the verification code located in your mailbox and click confirm
- 8) Accept the privacy policy and terms
- 9) If presented with a 403 screen you need to turn on two factor authentication
  - a. Go to <https://id.caveon.com>
  - b. Add a phone number capable of getting text messages
  - c. Enter the code sent to your phone
  - d. Click on Enable next to two factor authentication
  - e. Use an authentication app or use SMS to get your two factor codes
  - f. Log out of Caveon ID after enabling two factor
  - g. Log back in to Caveon ID.
  - h. Click on the links for the desired product of access, in this case Core.

Note after configuring your Caveon ID, you can then directly access and login to Core from any email notices or by going to <https://core.caveon.com>