



19 February 2020

OUR Memorandum No. MTTP 2020-06

To: Directors and Heads of Units

From:


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University Registrar

Subject: Two-Factor Authentication

In compliance with UP Memo No. TJH 2019-07A (Subject: Organizational and Technological Security Measures for Data Privacy Act Compliance), the Two-Factor Authentication (2FA) feature is already available for CRS users. To activate this authentication scheme, the CRS user is required to have a **UP Mail account**.

For faculty members with webmail accounts, the 2FA can be activated by linking the user's UP Mail account to his/her current CRS account through the **Account Linking module**. Once activated, the user can now login using his/her UP Mail account and may no longer be able to use his/her webmail account to login to CRS.

For unit staff without webmail accounts, activation of the 2FA will be done by creating new accounts for each user. All academic and non-academic units using the CRS are therefore **required to submit a list of staff accounts** with the following information: full name, UP Mail account, username currently used (e.g., engg, vsb, cal-checker) to the Office of the University Registrar - Academic Information System Section (OUR-AISS).

All faculty members and staff are required to activate the 2FA for CRS login. *All faculty and staff accounts that are not yet 2FA enabled by 16 March 2020 will already be deactivated.*

Students with UP Mail accounts who wish to activate the 2FA may do so using the Account Linking module. However, the 2FA is not required for student accounts and may be deactivated anytime as the student chooses.

Students who are assigned other roles (e.g., RA) are treated as unit staff and are therefore required to activate the 2FA.

For your guidance and strict compliance.

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