AVISTRATA
AVIATION BUSINESS PLATFORM

Sign-in Security

How to set up two-step sign-in and single sign-on

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PREPARED FOR

Organization admins and every user

Admins who set the rules, and users who set up their own two-step sign-in

FROM

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At a glance

Avistrata protects sign-in in three ways: **two-step sign-in** (a code after the password, from an authenticator app, email or text), **single sign-on** with your company's identity provider (Okta, Microsoft Entra ID, Google Workspace and others), and **sign-in time limits**. Admins decide what's required; each person sets up their own methods.

For everyone: turn on two-step sign-in

1. Open **My Preferences** → **Sign-in security** and click **Add a sign-in method**.
2. Choose a method: **Authenticator app** (Google or Microsoft Authenticator, 1Password, Authy...), **Email code**, or **Text message code**.
3. For an authenticator app, scan the code (or enter the key by hand) and type the 6-digit code the app shows. For email or text, type the code you're sent.
4. Save your **recovery codes** somewhere safe (**Download**, then **I've saved them**). Each one works once if you lose your phone.

From then on Avistrata asks for a code after your password. If your organization requires two-step sign-in, you're asked to set it up at your next sign-in. Out of recovery codes? Your organization's admin can reset two-step sign-in for you.

For admins: require two-step sign-in

1. Open **Admin** → **Users** → **Organization sign-in security**.
2. Under **Two-step sign-in (MFA)**, choose **Require it for**: nobody (optional), admins, or everyone. People who are required set it up at their next sign-in.
3. If someone loses their phone, pick them under **Reset a person's two-step sign-in** and click **Reset**. They set it up again at their next sign-in.

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For admins: single sign-on (SAML / OIDC)

1. Contact Avistrata support (703.520.5040) to add single sign-on for your organization and your company's email domains.
2. In **Organization sign-in security**, click **Get the set-up link for your IT team**. Your IT team connects your identity provider there.
3. Tick **Single sign-on on**. Optionally tick **Require it** (people with your domains can't sign in with a password) and **Create an account the first time someone signs in with SSO**.

People then click **Sign in with SSO** on the sign-in page and enter their work email. Your identity provider handles the second step, so SSO users don't set up two-step sign-in in Avistrata.

For admins: sign-in time limits

Under **Sign-in time limits**, set how many minutes without activity before people are signed out, and how many hours before the password is asked for again. Leave a box empty for no limit. On the website people are signed out; the phone apps lock and open again with Face ID or a fingerprint.

Good to know

Super admins always use two-step sign-in. Every reset and policy change is written to the Audit Log.

Questions? Call Avistrata support at **703.520.5040** or visit mrotracker.com.

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