

OTP Authentication Guide

This manual has been created to introduce the newly added OTP authentication feature.

Previously, when logging in with an Admin account or changing the password, it was mandatory to receive and enter a verification code via email. However, a Google OTP (Google Authenticator app-based two-factor authentication) feature has been added, allowing you to choose between email verification or Google OTP verification when logging in.

Login Screen Authentication Procedure

01 LOGIN

Account Information

Your existing account is not usable.
Due to KCVG policy changes, please create a new account.

kcvgAdmin@gmail.com

☒ E-mail Verification

☐ OTP Verification

Send Verification Code

Verification code

Confirm

Click

LOGIN

01. Enter your ID / PW and click the login button.

02 LOGIN

Account Information

Your existing account is not usable.
Due to KCVG policy changes, please create a new account.

kcvgAdmin@gmail.com

☐ E-mail Verification

☒ OTP Verification

Click

Having trouble scanning the QR code?

Enter the 6-digit code from the OTP app

Verification code

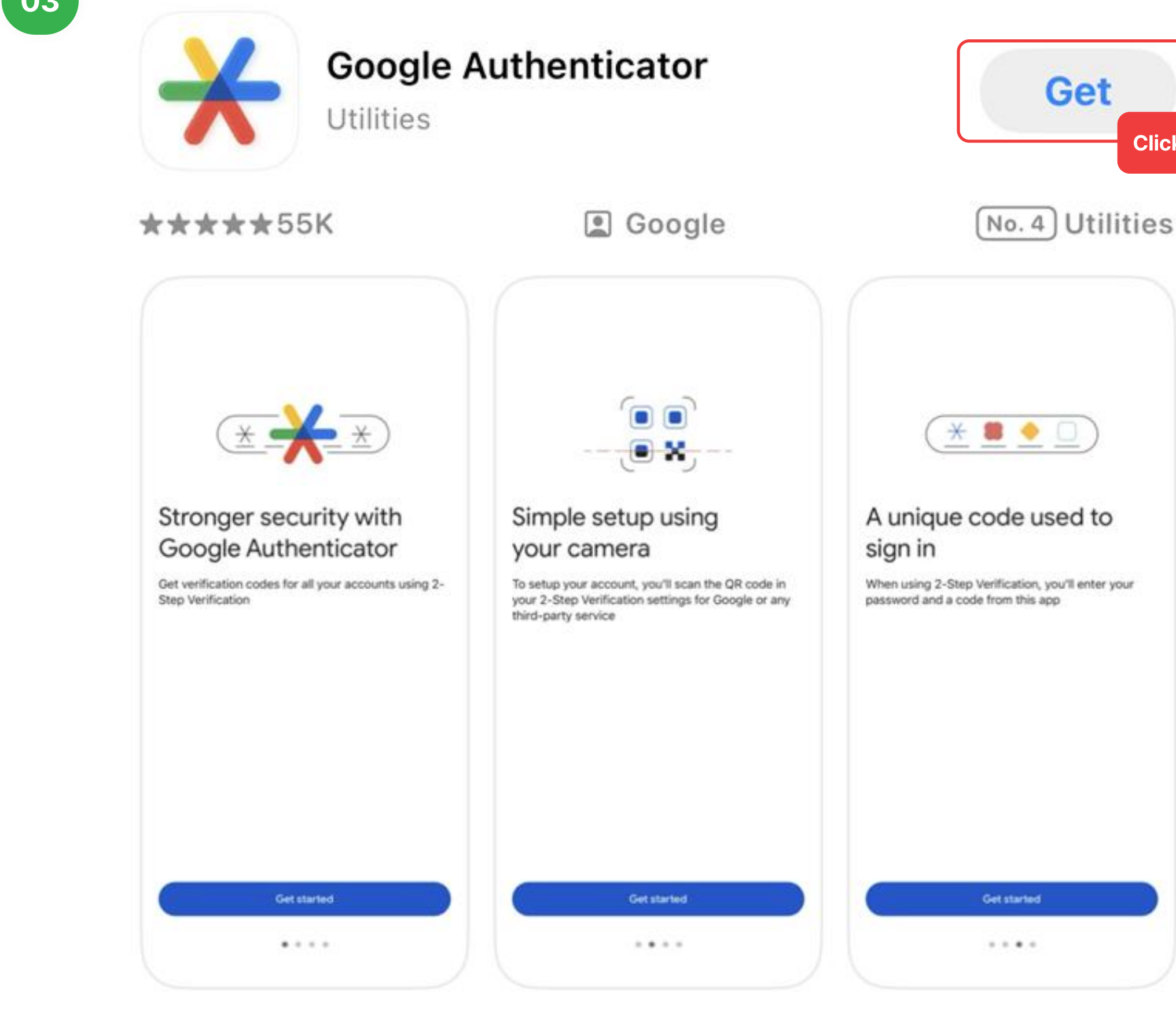
Confirm

LOGIN

02. The authentication method selection screen will appear:

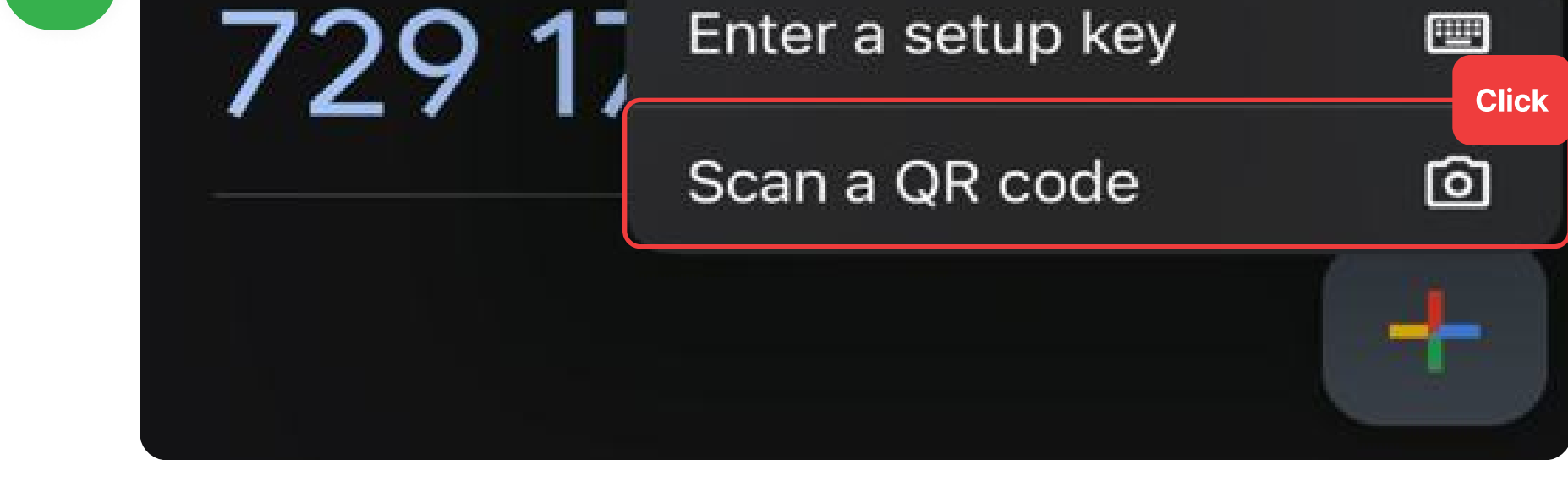
- Email Verification (existing method)
- Google OTP Verification (new method)

02-1. When selecting OTP authentication, you must scan a QR code once to add OTP.



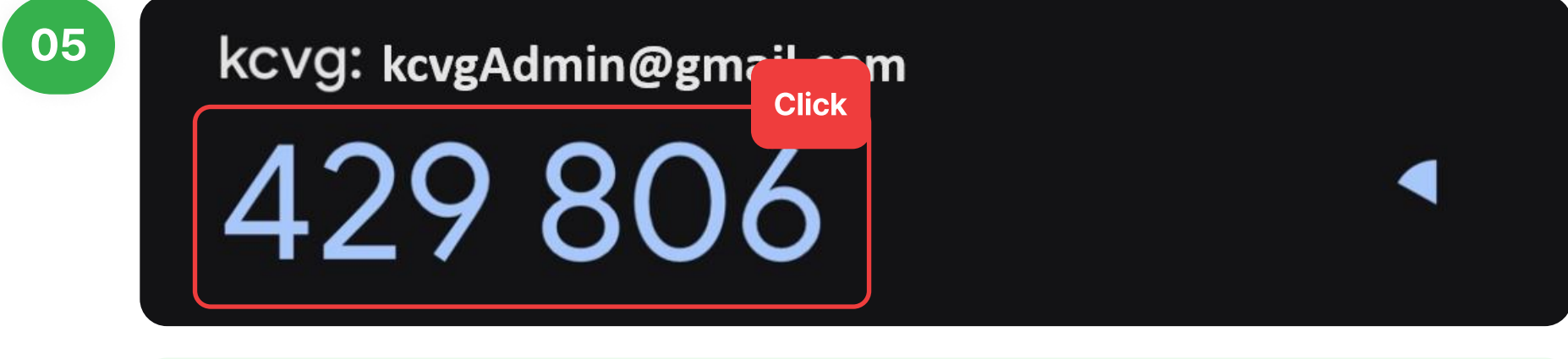
03. Install the Google Authenticator app on your smartphone.

- iOS: Search for "Google Authenticator" in the App Store
- Android: Search for "Google Authenticator" in the Google Play Store



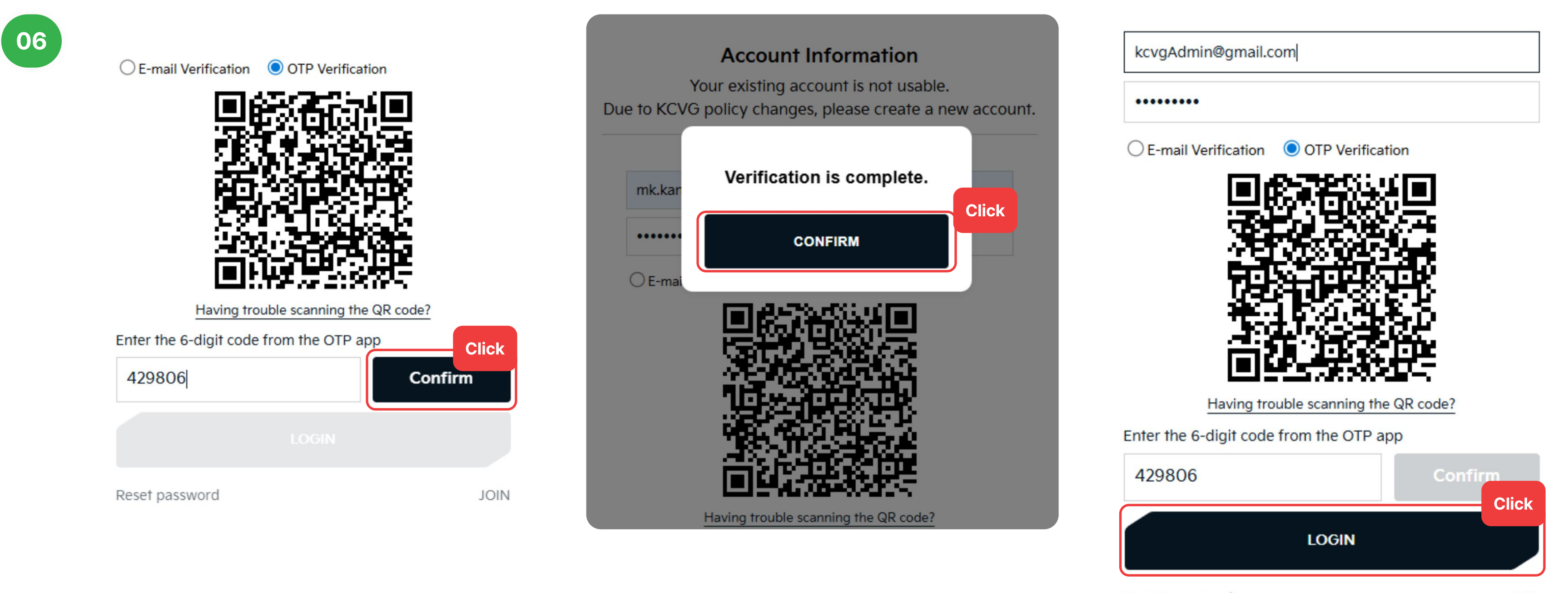
04. Open the Google Authenticator app, and you can choose between two registration methods: scanning a QR code or entering a setup key.

- To scan a QR code, tap the [+] button in the lower-right corner, then select [Scan a QR code] and scan the QR code.



05. Once the new account is registered in the app, a 6-digit OTP code will be displayed and refreshed every 30 seconds. Enter this code to proceed.

- By default, in the Google Authenticator app, the kcvg verification code name is shown as "kcvg" followed by your email account.



06. On the login screen, enter the 6-digit OTP code and click the [Confirm] button.

06-1. If authentication is successful, a notification popup will appear. Click the [Confirm] button.

06-2. Once the notification popup disappears and the [Login] button becomes active, click the [Login] button.

Authentication method for QR code issues or mobile login

01 LOGIN

Account Information

Your existing account is not usable.
Due to KCVG policy changes, please create a new account.

kcvgAdmin@gmail.com

☐ E-mail Verification

☒ OTP Verification

Having trouble scanning the QR code?

Click

Enter the 6-digit code from the OTP app

Verification code

Confirm

LOGIN

06. If you cannot scan the QR code, click the phrase "Having trouble scanning the QR code?"

02 LOGIN

Account Information

Your existing account is not usable.
Due to KCVG policy changes, please create a new account.

kcvgAdmin@gmail.com

☐ E-mail Verification

☒ OTP Verification

Hide

Click

OTP Setup Key

Show

Copy

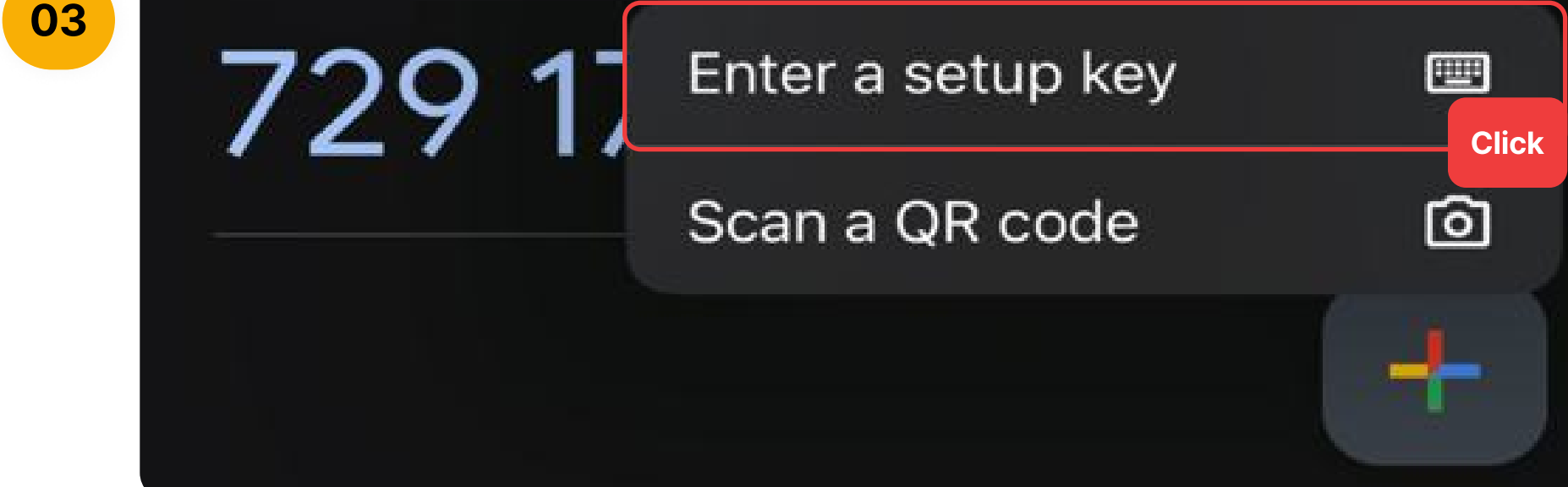
Enter the 6-digit code from the OTP app

Verification code

Confirm

LOGIN

07. In KCVG, check the OTP setup key and click the [Copy] button to copy it.



08. In the Google Authenticator app, tap the [+] button in the lower-right corner and select Enter a setup key.

Back

Enter account details

Account name

Your key

Input

Type of key

Time based

09. After entering the account details, a 6-digit OTP code that refreshes every 30 seconds will be displayed. Enter this code into KCVG.

- Make sure that the OTP code generated includes your KCVG email.