

ClubRunner

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[NOVA] How do I manage my club's Multi-Factor Authentication (MFA) settings?

Michael M. - 2025-12-31 - [Settings](#)

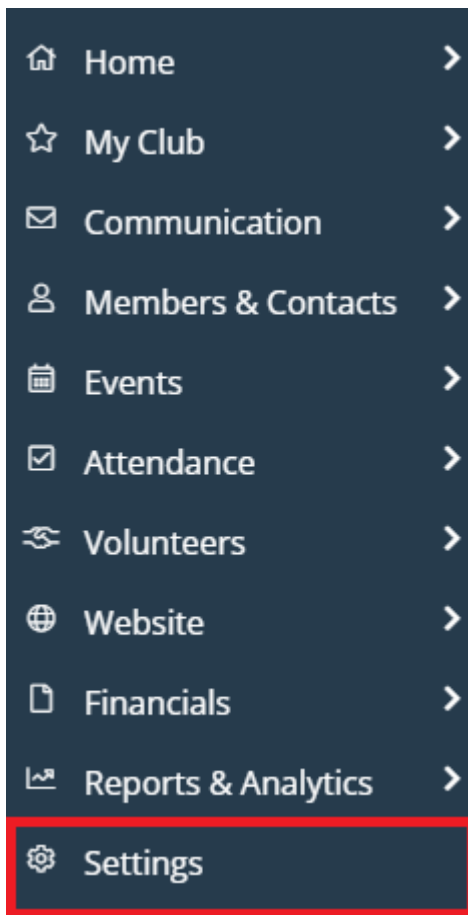
Multi-Factor Authentication (MFA) is a security process that requires users to provide two or more authentication factors from different categories, such as passwords, biometrics, or authentication tokens, to access a system or account. When MFA is enabled for a role, all users in that role will be required to enter a verification code sent to their primary email address each time they log in.

Note

Only members with level 30-Site Administrator access will be able to edit the MFA settings for the club.

To manage your club's MFA settings, follow these steps:

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. Click **Settings** on the left-hand menu navigation.



3. Click the **Account Setup** tab.

Membership and Data

Membership and Data

Communication

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Account Setup

4. In the General section, click **Multifactor Authentication Settings**.

Account Setup

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GENERAL

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5. On the following page you may toggle which account roles will be required to use MFA for logging in. When you have made the desired changes to the settings, click **Save**.

Manage MFA Roles

Select which user roles are required to use MFA.

Club Admin 30

39 - MER Read Only Access

Club President 40

Club Executive 50

Club Editor 60

Club Member 70

Club Restricted Member 80

Club No Access 90

Save