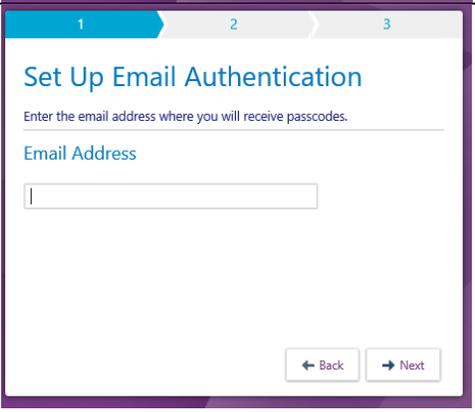


Revision Date: 6/1/2022

Setting up 2 Factor Authentication (First time logging into Link)

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| <p>1. Log into Link with the username and password provided. If this is your first time logging in, you should be prompted to change your password, as well.</p> |  |
| <p>2. Select your preferred form of communication, Text Message or Email, to receive your two factor authentication code.</p> |  |
| <p>3. After you click Email or Text, you'll be prompted to put in your email address or cell phone number. Click Next.</p> |  |

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| <p>4. Then you'll get an email or text with your passcode. Enter that code here and then click Verify.</p> <ul style="list-style-type: none"> • If it's been a few minutes and you haven't received the email, check your spam filter. If you need to resend the email, use the 'Resend Code' button. • If it's been a few minutes and you haven't received the text, text TRINITYMYC to 622622. Some phone carriers need you to opt in to receive these types of messages. If you need to resend the email, use the 'Resend Code' button. | |
| <p>5. Write down the Reset Code somewhere safe. You will need this if you ever need to change your two factor authentication. Check the checkbox and then click Finish.</p> | |
| <p>Optional: Check the Remember Me checkbox to bypass using two factor authentication for 24 hours. After 24 hours, you will need to reauthenticate.</p> | |