*Caveon ID is the centralized sign in tool that grants access to all of Caveon's various products and services. It is critical that a Caveon ID account be secured to prevent unauthorized access to sensitive data. Certain actions cannot be performed with Caveon products without the highest security level enabled on Caveon ID. Caveon offers tools to secure your account in various ways in order to meet these requirements.*

This document will show you how to set up a Caveon ID. The ID is used for authenticating to Caveon software services such as Core.

1- To create a Caveon ID go to **id.caveon.com** which will bring you to the User Login page:
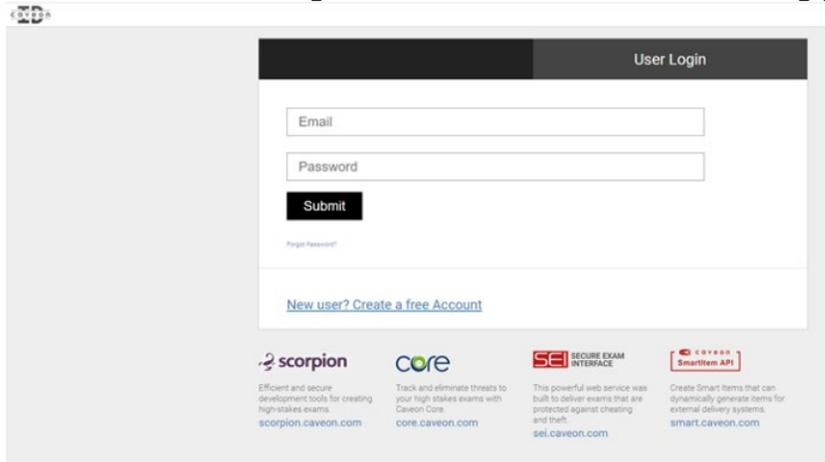
2- Then click on the **New user? Create a free Account** link under the submit button.

3- You will then be prompted to enter your **first name, last name, email**, password and to check the I'm not a robot verification.

Password Strength: Your password for Caveon ID should be different from every other site you log in to. If you use the same passwords for multiple sites, you open yourself up to exploitation. In addition to being different, it should not be dictionary words, common passphrases (pass1234, Caveon pass, etc.) or be related to the email address you use to log in. Caveon has a useful numeric system to rank your password strength on your account page at https://id.caveon.com/dashboard/.

4- You will then be emailed a **confirmation code** which will need to be entered here:

*Please check your Junk Emails if you do not see it in your inbox.

5- You will then need to read through and agree to the **Terms of Service & Privacy Policy**.
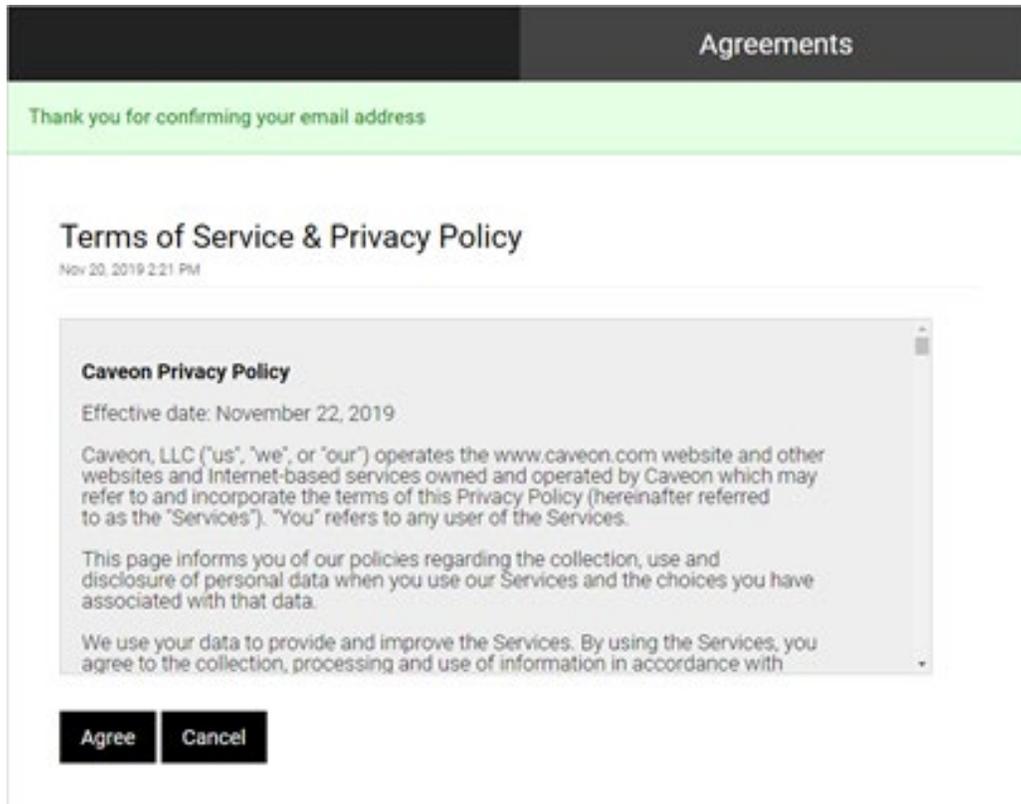
6- You will then see the **User Dashboard** where you can edit your information and set up an optional two factor authentication.

Two Factor Authentication: Two factor authentication requires that you verify with your mobile device whenever you sign in with the correct password on a computer you have never signed in on before. This process only needs to be done once per device, but requires you have access to the mobile phone associated with your account. Completing this step will ensure you have the maximum-security set for your account.

Once you have secured your CaveonID account, your user dashboard will look similar to below

User Dashboard

Secure your account

Enable two factor authentication to have a *Strong* account

Basic

John Smith

Edit profile

You have 0 trusted devices

Agreements

See My Caveon Data

john.smith.caveon@outlook.com	CHANGE EMAIL	✔
No phone number set	SET PHONE	⚠
Password strength: 9.3 / 10	CHANGE PASSWORD	✔
Two factor authentication requires a phone	SET PHONE	⚠