



TTL Virtual Login guide

Working version 2

Sign in, manage your password and set up two-factor authentication.

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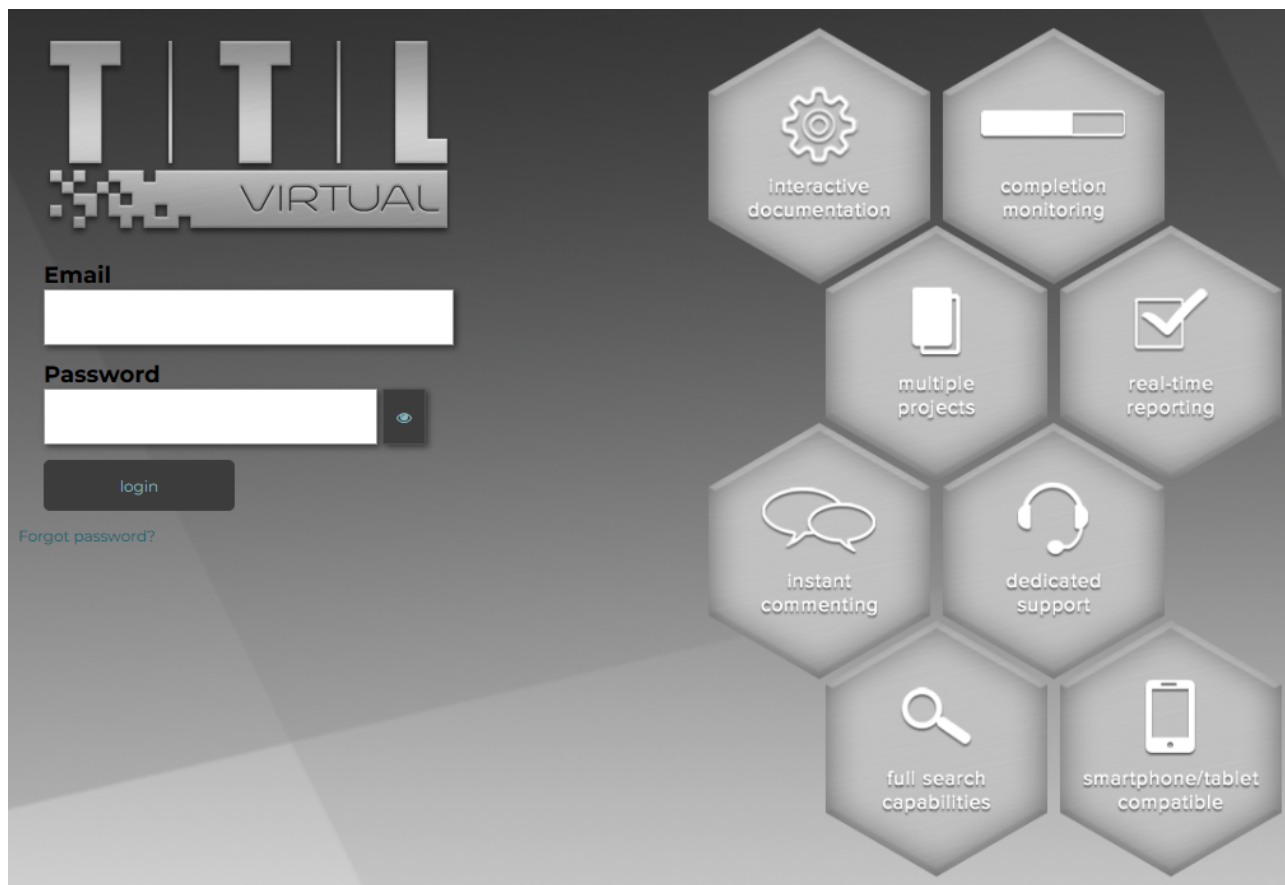
Forgotten password

Resetting your password and two-factor authentication

Login procedure after site update

To log on to the TTL Virtual system to view your project files, use the same link as before; navigate to:

https://virtual.ttl-group.co.uk/sign_in



Sign in with your existing email and password; note that this is case-sensitive.

If you forget your password, you can use the “Forgot Password?” link – see the “Forgot Password” section below.



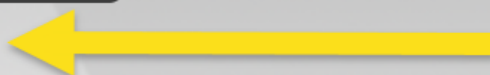
Email

Password



login

[Forgot password?](#)



If you are prompted to change your password automatically, enter your current password in the relevant box.

Change Password

Your administrator requires you to change your password before continuing.

Current password



New password



Use at least 12 characters and at least three of: lowercase, uppercase, numbers, symbols.

Confirm new password



Update password

Now enter your new password and confirm it in the relevant boxes.

Note:

The new password must have at least 12 characters and use at least three of:

lowercase letters

uppercase letters

numbers

symbols

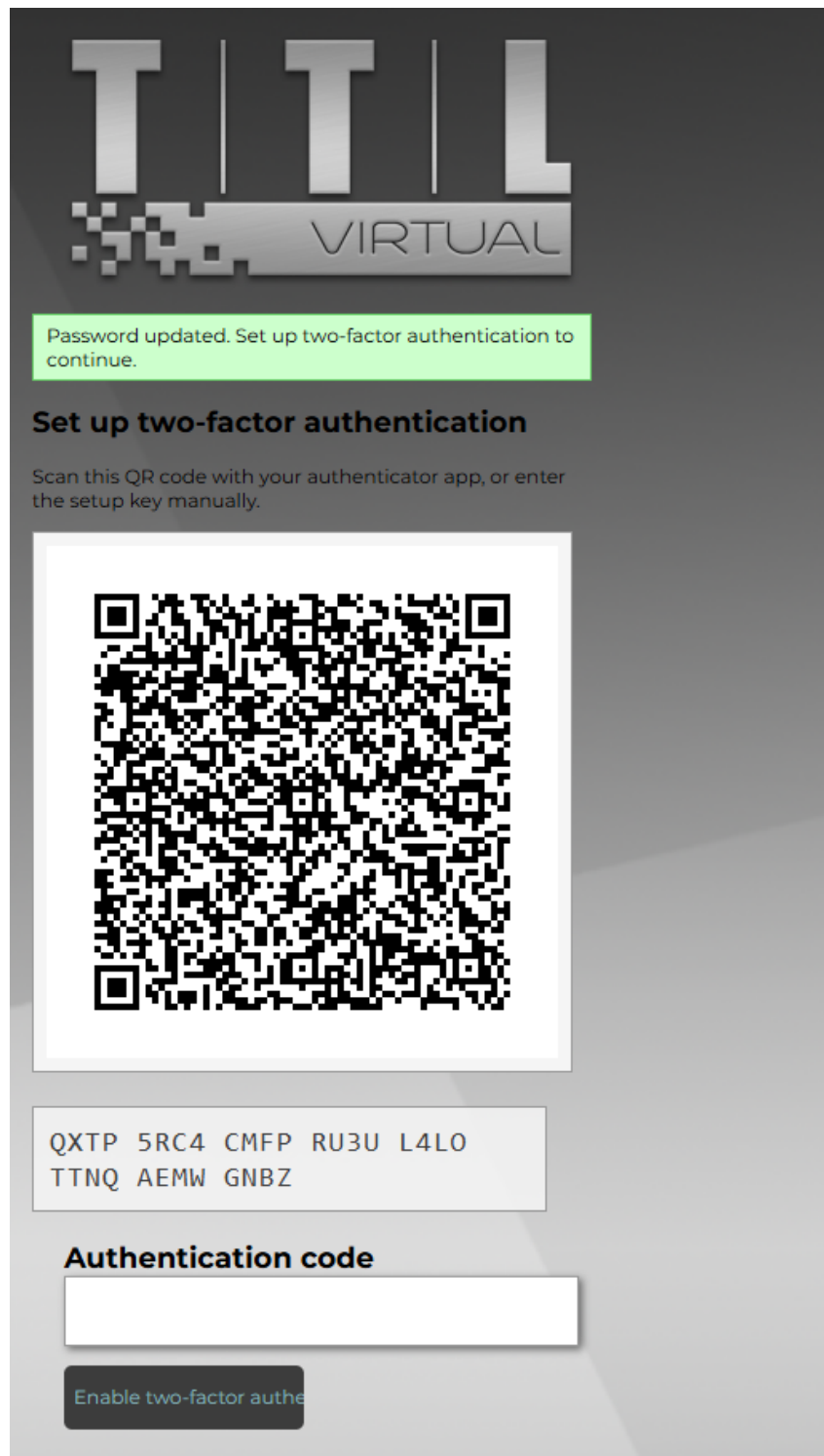
Then press the 'Update password' button

If you are prompted to set up two-factor authentication, open your preferred authenticator app, such as Microsoft Authenticator, Google Authenticator, Duo Mobile, 1Password, or 2FAS Auth.

Note:

If you do not already have an authenticator app, you can download one for free from the app store you usually use.

Add your TTL Virtual account to the authenticator app by scanning the QR code or manually entering the setup key shown on screen into your authenticator app.



Then enter the response code from your app into the 'Authentication code' box and click on the 'Enable two-factor authentication' button

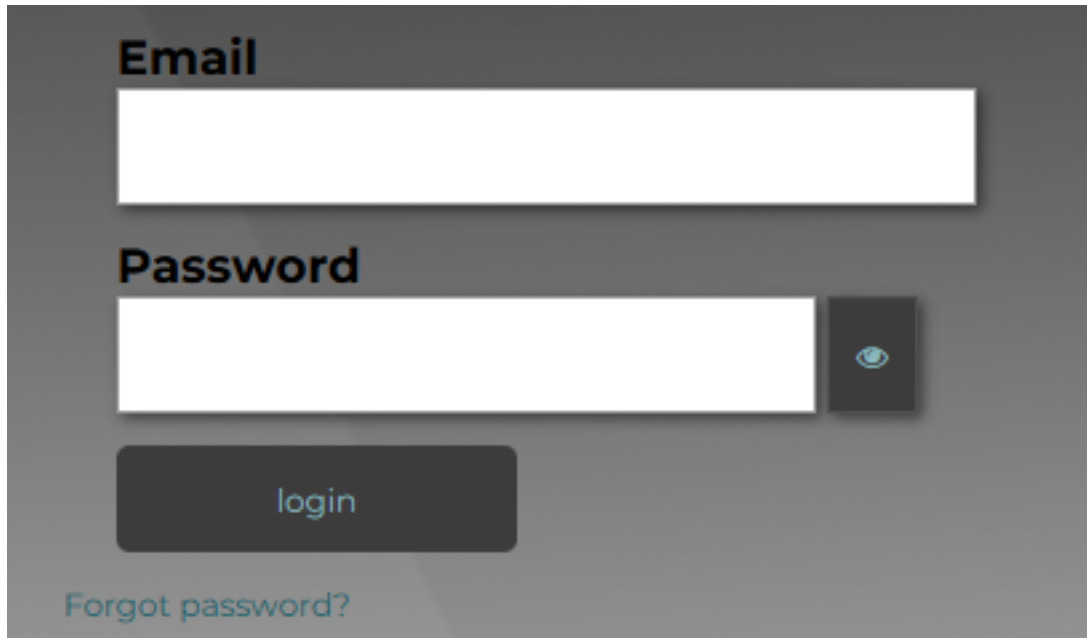
Continue into TTL Virtual as normal.

Future logins will use your email, password, and the 6-digit authenticator code.

Future/normal logins

Logins will use your email, password, and the 6-digit authenticator code.

Enter your email and password and click the 'Login' button

A login form interface with a dark gray background. It features two white input fields: the top one is labeled 'Email' and the bottom one is labeled 'Password'. To the right of the password field is a small dark square button with a white eye icon. Below the password field is a dark gray button with the word 'login' in white. At the bottom left, there is a link that says 'Forgot password?' in a light blue color.

Enter the code from your authenticator app and click the 'Verify' button



Two-factor authentication

Enter the 6-digit code from your authenticator app.

Authentication code

Verify

[Back to sign in](#)

Forgotten password

If you forget your password, click on the 'Forgot password?' button link on the login page



The screenshot shows the login interface for 'TTL VIRTUAL'. At the top is the logo, which consists of the letters 'TTL' in a large, stylized font, with a pixelated graphic to the left and the word 'VIRTUAL' in a smaller font below it. Below the logo are two input fields: one for 'Email' and one for 'Password'. The 'Password' field has a toggle button with an eye icon. Below these fields is a dark 'login' button. At the bottom left, there is a link that says 'Forgot password?'. A large yellow arrow points from the right towards this link.

Enter your email address and click the 'Send reset instructions' button



Reset password

Email

enquiries@ttl-group.co.uk

Send reset instructions

[Back to sign in](#)

You will receive a password reset email from 'no-reply@ttl-group.co.uk'

Note: Check your junk folder if it doesn't appear in your inbox.



no-reply@ttl-group.co.uk

To:  Katy Barker

You don't often get email from no-reply@ttl-group.co.uk. [Learn why this is important](#)

Hello Katy,

A password reset was requested for your TTL Virtual account.

[Reset your password](#)

This link expires in two hours. If you did not request this, you can ignore this email.



Reply



Forward

Use the link in the email to reset your password.



Set new password

New password



Use at least 12 characters and at least three of: lowercase, uppercase, numbers, symbols.

Confirm new password



[Update password](#)

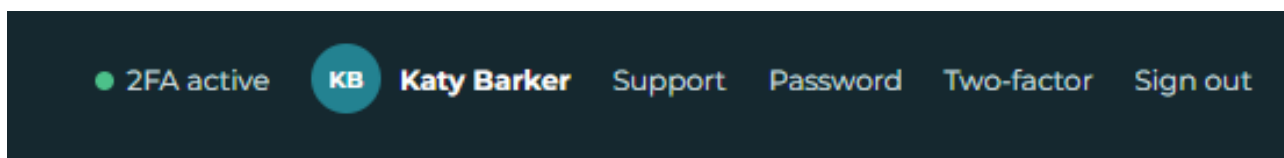
Enter your new password and repeat it in the 'Confirm new password' box

Then click on the 'Update password' button

Note: Remember the password complexity requirements

Resetting your password and two-factor authentication

Once your password and two-factor authentication are set up, you can change these at any time. Go to the links at the top right-hand side of the page.



Click on the "Password" button

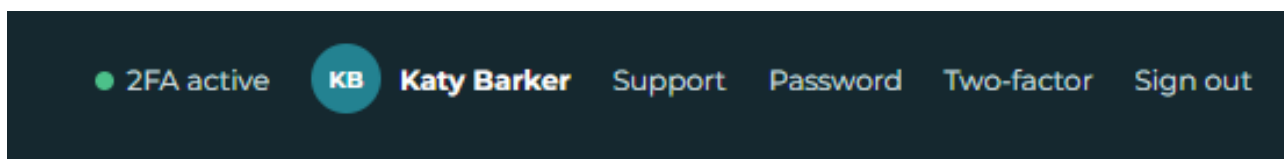
Then enter your current password in the relevant box

A light gray form titled 'Change Password'. It contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Each field has a toggle icon to its right. Below the 'New password' field, there is a text requirement: 'Use at least 12 characters and at least three of: lowercase, uppercase, numbers, symbols.' At the bottom of the form is a button labeled 'Update password'.

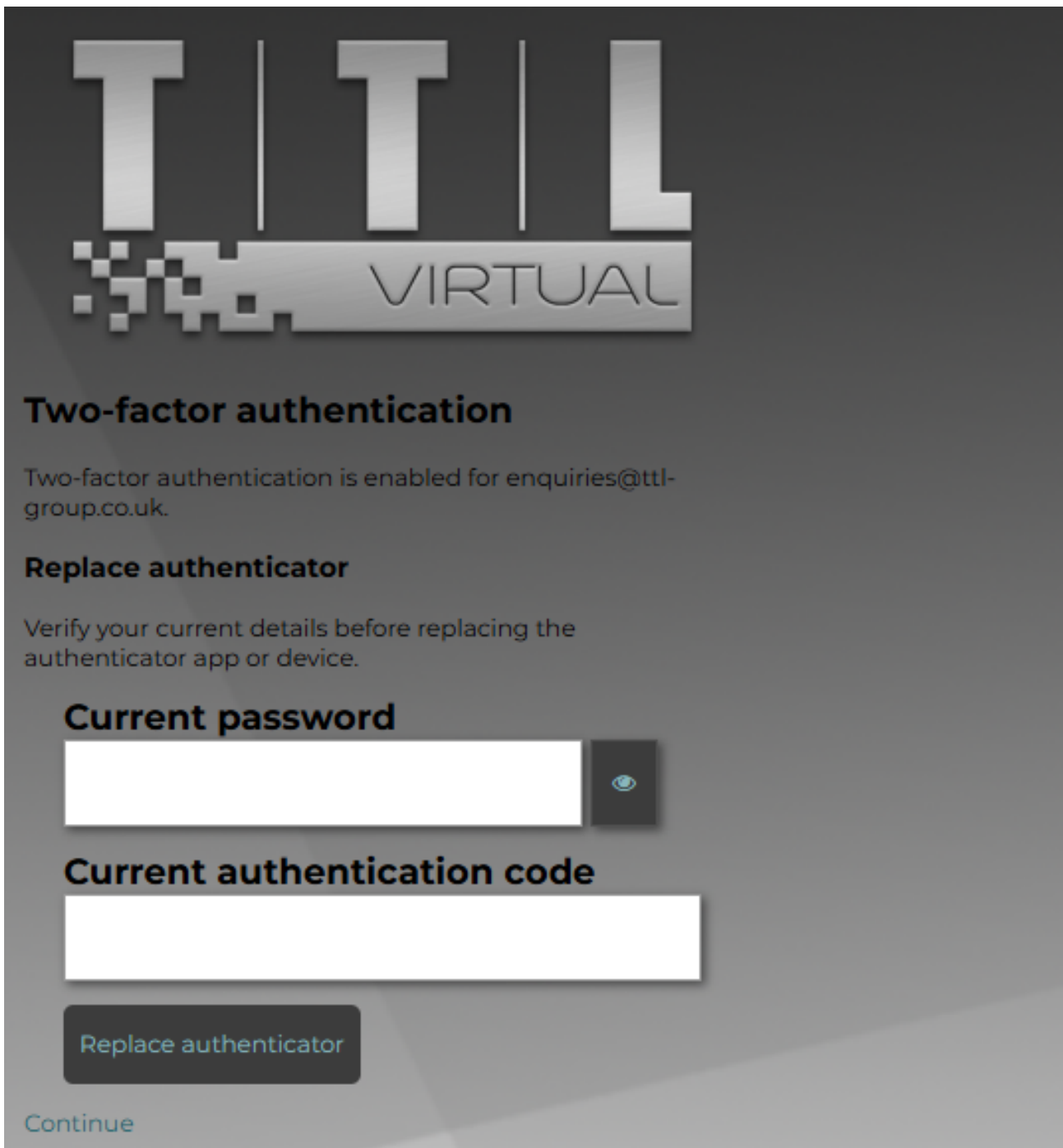
Enter your new password and confirm it in the relevant boxes then click on the 'Update password' button

Note: We recommend changing your password regularly as part of good security practice.

If you need to replace the authenticator app for any reason, such as using a different one or changing your phone, click the 'Two-factor' button.



Enter your current password and current authentication code in the relevant boxes, then click on the 'Replace authenticator' button



The screenshot shows a dark grey login interface for 'TTL VIRTUAL'. At the top is the logo, which consists of the letters 'T', 'T', and 'L' separated by vertical bars, with a pixelated graphic and the word 'VIRTUAL' below. The main heading is 'Two-factor authentication'. Below this, a message states: 'Two-factor authentication is enabled for enquiries@ttl-group.co.uk.' The section is titled 'Replace authenticator' with the instruction: 'Verify your current details before replacing the authenticator app or device.' There are two input fields: 'Current password' with a toggle icon to its right, and 'Current authentication code'. A 'Replace authenticator' button is located below the code field. At the bottom left is a 'Continue' link.

T T L
VIRTUAL

Two-factor authentication

Two-factor authentication is enabled for enquiries@ttl-group.co.uk.

Replace authenticator

Verify your current details before replacing the authenticator app or device.

Current password

Current authentication code

[Replace authenticator](#)

[Continue](#)

You will then be taken to the original Authenticator setup screen.

Scan the code or enter the setup key displayed on screen in the new authenticator app to add your TTL Virtual account.

T

T

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L

VIRTUAL

Sign in before replacing your authenticator.

Set up two-factor authentication

Scan this QR code with your authenticator app, or enter the setup key manually.



UX2P MTGG GLJE SLVM P3IO
2GKK LMXW JSTI

Authentication code

> ⓘ

Enable two-factor authentication

Once you add your TTL Virtual account to the authenticator app, it will generate a 6-digit response code. Enter the code from the authenticator app into the 'Authentication code' box and click on the 'Enable two-factor authentication' button

The process is then complete.