

Setting up MFA in the Cloud

*OCIO Network Services
January 2021*

Overview

Multi-Factor Authentication (MFA) enables users to securely access work applications from remote working locations. Logging into the State's secure applications, such as email, with an MFA account enabled requires authentication using one of the following methods:

- Approval via push notification - Deny or approve a login attempt from your Smartphone.
- Soft Token - Enter a rotating 6-digit code provided by a Smartphone app.
- Hard Token - Enter a rotating 6-digit code provided by a key-fob device.
- Text Token - Enter a One-Time Passcode provided by a text message.

This guide will assist MFA users in setting up their MFA account on a mobile device. To do this, you will need a computer with internet access and your mobile device.

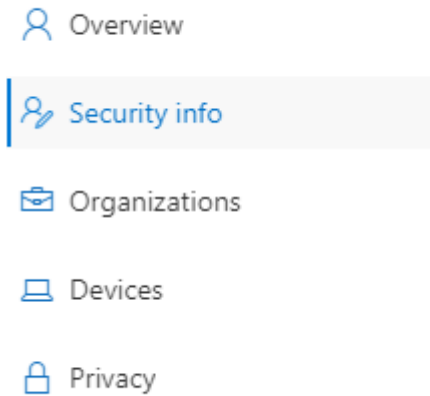
Setting Up Your Account

1. From your workstation, launch a modern browser (Chrome, Edge or Firefox), and go to <https://mysignins.microsoft.com>
2. If prompted, login to your Microsoft account using your State email address (first.last@nebraska.gov)
3. Microsoft will direct you to the State of Nebraska's sign in page. Sign in on the State's ADFS page using your @nebraska.gov email address and password.

My Sign-Ins. Once this page loads, you may see a screen detailing the different places you have logged in from. If you see something that is out of the ordinary (you signed in from Russia for example), contact the OCIO Service Desk immediately.

Setting up MFA in the Cloud

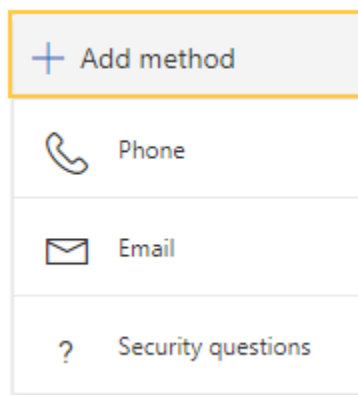
4. Select Security Info from the home menu to the left side of the screen.



- a. As detailed in Step 5, you will need to setup your security questions.
- b. If the 'Security Questions' field already exists, you're all set. Skip ahead to Step 7.

5. Begin setting up your security questions.

Select **+Add Method**.



From the dropdown menu select Security Question, then Add.

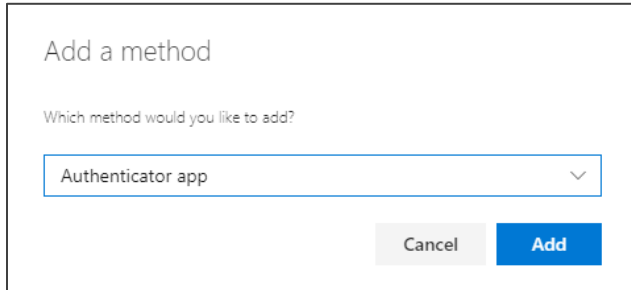
6. For each question, use the dropdown menu to select a question you will easily remember the answer to. Type the answer in the proceeding line. Continue until all three questions are answered.

Select Done.

Setting up MFA in the Cloud

7. Once your Security Questions are set, select **+Add Method**.


Select Authenticator App, then Add.



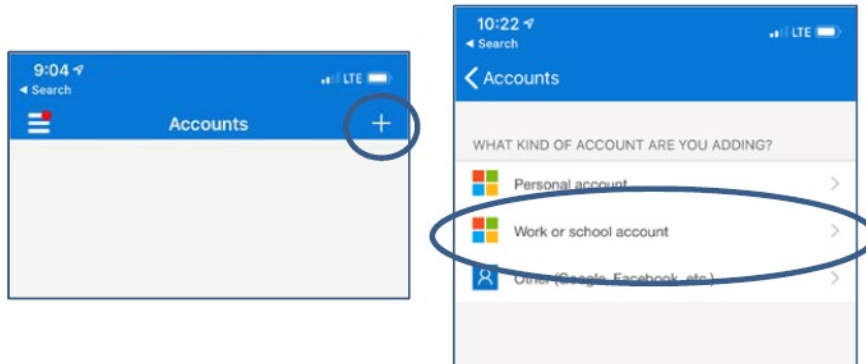
Before you proceed, the Microsoft Authenticator app must be installed on your mobile device. If you haven't done that yet, follow the steps **in this video** to install the app:

https://youtu.be/zz_YEHibckY

Do not remove the authenticator app if it is already present on your phone.

8. On your mobile device, navigate to Authenticator  to open/launch the application.
9. Setup your new Authenticator account. Select Add (+) in the top right corner of the screen. **Do not remove any previous/existing authenticator account(s), if present.**

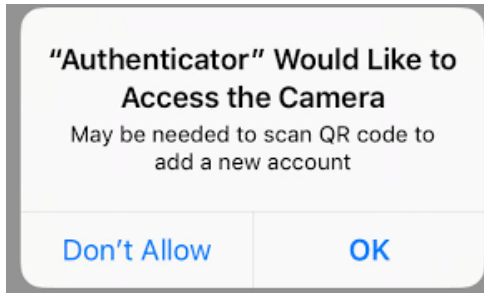
Select Work or School Account.



10. Select "Scan a QR code".

Authenticator may prompt you to allow access to your camera. Select OK.

Setting up MFA in the Cloud



11. From your computer browser, select Next.

This will generate your QR code (example shown). Use your phone to scan the QR code.

On your browser, select Next.



Your mobile device will prompt you to approve the initial configuration. **Select Approve.**

In the browser, select Next.

You may see a notification pop-up in your browser window if the new account was successfully set up.

Authorizing your New MFA Account

12. Sign Out of My Sign Ins (browser, upper right corner) and close the browser.

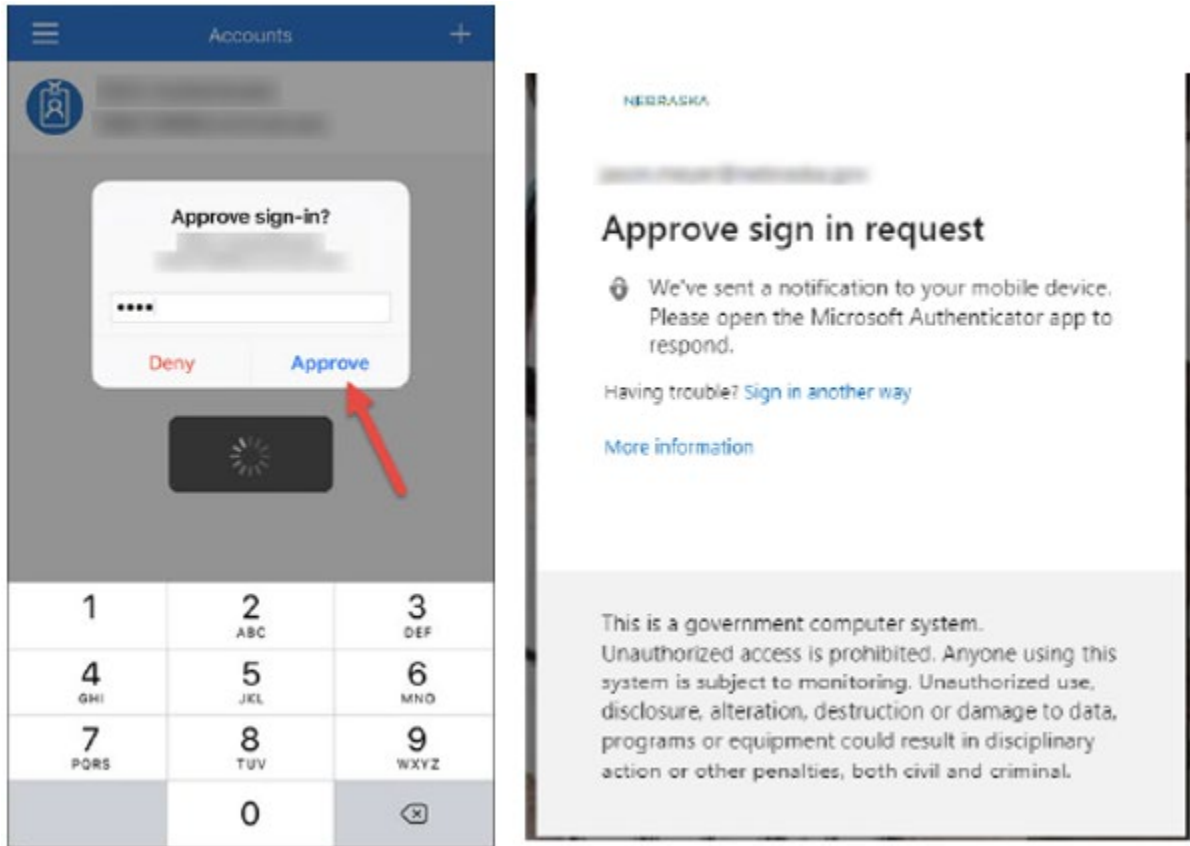
13. Launch a new browser and go back to <https://mysignins.microsoft.com>.

14. Select Security Info.

If the account was set up successfully, your mobile device will receive a notification for Approval.

Select Approve. A confirmation page will load in your computer's browser.

Setting up MFA in the Cloud



Once you receive confirmation, your new account is all set. You can use your mobile device with the Authenticator app to send push notifications or enter a soft token code when signing in with MFA.

If further assistance is required, please contact the OCIO Service Desk team for support. Contact information is available at: <https://cio.nebraska.gov/servicedesk/index.html>.