

Setup Multi-Factor Authentication (MFA)

With Google Authenticator App

Multi-Factor Authentication is a method that requires users to provide two or more verification factors in order to gain access to an account. This provides extra security for accounts that have rights to sensitive and/or confidential data. This document walks through MFA Setup for Hart District Active Directory Network and Google Accounts.

Setting Up Your MFA Authentication Device

You will be able to choose a primary authentication method when you register, which you can change or update at any time. We recommend using a mobile app on your mobile device. These apps generate a one-time code to be entered upon login as identity verification.

There are a variety of Authentication Apps available. We recommend:

- Google Authenticator
 - Download for Apple iOS
 - Download for Android



- You may elect to have more than one method of Authentication in MFA, meaning you have the ability to use the Mobile App AND YubiKey as alternate ways of verifying your identity.
- We will walk through enrolling using Google Authenticator App in AD and Google.

Setting Up MFA in Active Directory (AD)

Active Directory (AD) is how you sign into the Network at any of the William S. Hart Union High School District sites. This is how users sign into their computers as well as access their G: drive and any other shared network drives.

• Sign into your AD account as usual



	2
	Demo, Adam
the new second	Sign-in options

- You will receive a prompt from UserLock to set up Multi-Factor Authentication.
- Select which method of authentication you are using:
 - Authenticator App
 - USB Token

Multi-Factor Au	thentication		×
	Your account m by a second auth Please choose a method	ust be protected entication factor to protect your account	
	Authenticator App	USB Token	
	Ask fo	r Help Cancel	

Enrolling AD in MFA with Google Authenticator

• Select Authentication App from the UserLock MFA Enrollment screen.



• You will be brought to a screen with instructions

Multi-Fa	actor Authentication		
Auti Your a smart (free o	nenticator App setup account is now protected by MFA. Pl phone. When choosing an authentic on Android and iOS).	lease follow the steps below to configure MFA with your ator application, a popular option is Google Authenticator	How to install an Authenticator Application
0	Download an Authention Install an authenticator application installed). Search for 'authenticator	cator Application n on your smartphone (if you don't already have one n' in your Application Store.	If you don't have any Authenticator application on your smartphone, please visit the Play Store (Android phones) or the App Store (iPhones) to install one.
3	Scan the QR Code Open your authenticator applicat	ion to scan the barcode below: If you cannot scan the QR Code, you can manually enter the below key into your authenticator application GJQ7FYNFJHO4NWVACHC6BRTTRKUJ4OMYYY n code y your authenticator application.	Use automatic time settings on your smarphone. If your phone's time is set manually, passcodes can be out of sync with your network and result in a login error. If you don't have your phone, click the "Ask for help" button to alert the Helpdesk.
	Verify and continue		Ask for help Cancel

- Now open the Authenticator App on your <u>mobile device</u>.
- If using Google Authenticator you will be prompted to set up your account.



- Tap on Scan a QR code from the mobile app and line it up with the QR code on the UserLock screen on your desktop.
- A Code will appear on your mobile device.



• Type the code provided in your Authenticator App into the field for the Authentication Code on your desktop.



Multi-Factor Authentication

Auth Your ar smartp (free or	enticator App setup ccount is now protected by MFA. P hone. When choosing an authenti n Android and iOS).	lease follow the steps below to configure MFA with your cator application, a popular option is Google Authenticator	How to install an Authenticator Application
1	Download an Authenti Install an authenticator applicatic installed). Search for 'authenticat	cator Application on on your smartphone (if you don't already have one or in your Application Store.	If you don't have any Authenticator application on your smartphone, please visit the Play Store (Android phones) or the App Store (iPhones) to install one.
2	Scan the QR Code		
	Open your authenticator applicat	ion to scan the barcode below: If you cannot scan the QR Code, you can manually enter the below key into your authenticator application GJQ7FYNFJHO4NWVACHC6BRTRKUU4OMYY	Use automatic time settings on your smartphone. If your phone's time is set manually, passcodes can be out of sync with your network and result in a login error. If you don't have your phone, click the "Ask for help" button to alert the Helpdesk.
8	Enter the authenticatio	n code	
(410025	у усы ашинисто аррисация.	
	Verify and continue		Ask for help Cancel

• Click the Verify button to complete the enrollment process.

Multi-Factor Authentication	×
٥	
Well done!	
Your account is now protected with multi-factor authentication.	
But we strongly recommand you to add another authentication method.	
This will allow you another option in case you lose your phone or if you cannot contact your administrator If you skip this step, you cannot configure it later.	
Add another method	
No, I don't want to add another authentication method.	

- At this point, you may enroll a secondary method with a token by clicking the Add Another Method button or choose to opt out.
- The next time you login to your desktop you will see an alert prompting you to use MFA to complete sign-in.



Enter the MFA code in the field below, or insert your token to display the code.	Multi-Factor Authentication	
Verify and continue Cancel	Enter the MFA code in the field belt to display the co	ow, or insert your token ode.
	Verify and continue	Cancel

- Open your Authenticator App on your mobile device and type in the code provided
- This will be required upon first AD network login to a unique device daily.

Tip: Using an app on your mobile device will enable you to complete MFA without needing to carry an additional device for manual authorization.



Setting Up MFA in Google

William S. Hart Union High School District uses the Google Workspace suite of applications such as Gmail, Classroom, and Drive . In addition to these widely used applications, Google is used to sign into multiple other systems with access to sensitive or confidential information.

• When you sign into Google you will be prompted to set up MFA or what Google refers to as 2-Step Verification.



- Click Enroll to Begin.
- If you do not get this prompt, you can click on your profile to Manage Your Google Account





• You will be prompted to enter your Google password again.

Hi Adam ademo@hartdistrict.org To continue, first verify it's you Enter your password Show password Forgot password? Next	000	gie	
ademo@hartdistrict.org To continue, first verify it's you Enter your password Show password Forgot password? Next	Hi Ad	dam	
To continue, first verify it's you Enter your password Show password Forgot password? Noxt	ademo@har	tdistrict.org 🗸	
Enter your password Show password Forgot password? Noxt	To continue, first verify it's you		
Forgot password?	F Enter your password		
Show password Forgot password? Next	•••••••		
Forgot password? Next	Show password		
	Forgot password?		Next

• Then you will be prompted to enter your mobile phone number or select more options.

Enrolling Google in MFA with Google Authenticator

• Once your Google Account has been set up with MFA or 2-Step Verification using your phone number you may add an Authenticator App.

		I OFF
2-Step V	Perification is ON since Sep 26, 2022	V UFF
vailable s	recond steps	
second sto ote: If you nother met	ep after entering your password verifies it's you signing in. Learn more sign in to your Google Account on any eligible phone, Google prompts will be add shod for 2-Step Verification.	ded as
0-	Security Key (Default) ⑦	
•.	YubiKey	,
et up addit	ional backup steps so you can sign in even if your other options arent available.	
et up addit	Ional backup steps so you can sign in even if your other options aren't available. Backup codes These printable one-time passcodes allow you to sign in when away from your phone. like when you're traveling.	>
et up addit X	Ional backup steps so you can sign in even if your other options aren't available. Backup codes These printable one-time passedes allow you to sign in when every from your phone, like when you're traveling. Google prompts To reserve Google cromets, lust sign in to your Google Account on your chone.	>
et up addit X	Ional backup steps so you can sign in even if your other options aren't available. Backup codes These printable one-time passcodes allow you to sign in when away from your phone. like when you're traveling. Google prompts To receive Google prompts, just sign in to your Google Account on your phone. After you enter your password on a new derice, Google will send a prompt to every phone where you're signed in. Tap any one of them to confirm.	>
×	ional backup steps so you can sign in even if your other options aren't available. Backup codes These printable one-time passcodes allow you to sign in when away from your phone, like when you're traveling. Google prompts To receive Google prompts, just sign in to your Google Account on your phone. After you enter your password on a new device, Google will send a prompt to every phone where you're signed in. Tap any one of them to confirm. You're protection wy ngried in on any devices that support promyon	>
et up addit	Ional backup steps so you can sign in even if your other options aren't available. Backup codes These printable one-time passodes allow you to sign in when away from your phone, like when you're traveling. Google prompts To receive Google prompts, just sign in to your Google Account on your phone. After you enser your password on a new device, Google will send a prompt to every phone where you're signed in. Tap any one of them to confirm. You're nor any rights th on any devices that support promys. Authenticator app	>
et up addit X C	Ional backup steps so you can sign in even if your other options aren't available. Backup codes These printable one-time passoodes allow you to sign in when away from your phone. like when you're traveling. Google prompts To receive Google prompts, just sign in to your Google Account on your phone. After you are ryour password on a new device, Google will send a prompt to avery phone where you're aigned in. Tap any one of them to confirm. You're not any egited in on siny devices that support promy. Authenticator app Use the Authenticator spp to get verification codes at no charge, even when your phone is offline. Available for Android and iPhone.	> > >



- Select Authenticator App under *Add more second steps to verify it's you* on the Google 2-Step Verification page.
- You will then be prompted to set up an Authenticator App.

← Authenticator app



• Click on + Set up authenticator to begin the process.





- A QR code will appear
- From your mobile device, open the Google Authenticator App
- Scroll down to the + icon at the bottom of the screen.



- Tap on the + icon for setup options
- Then tap on *Scan a QR code* and hold your mobile device up to the QR code displayed on your desktop screen.





- You will now see your Google Account included in the list of active accounts with an active verification code.
- Enter that code into the prompt from Google on your desktop.

← Authent	cator app			
Instead of waiting for from an authenticator offline.	text messages, get verification codes app. It works even if your phone is		[a]	
First, download Goog Store or the iOS App S	Set up authenticator app Enter the 6-digit code you see in the app			
+ Set up autnenti	591035			
	Back	c	Cancel N	/erify

• You will then be prompted to re-enter your Google password.

Hi Ad	am	
ademo@harto	listrict.org 🗸	
To continue, first verify it's you		
C Enter your password		
•••••••		
Show password		
Forgot password?		Next



• You now will be able to see your Authenticator app has been enrolled.

< Au	ithenticator app	
Instead of app. It wo	waiting for text messages, get verification codes from an authenticator rks even if your phone is offline.	
First, dowi Store.	nload Google Authenticator from the Google Play Store or the iOS App	
Your au	ithenticator	
C	Authenticator Added just now	Ū
	Change authenticator app	

- Click the Back arrow to view all the enrolled MFA options.
- You're done!

Tip: For more information on Multi-Factor Authentication on your Google account visit: <u>https://safety.google/authentication/</u>