

MULTI-FACTOR AUTHENTICATION WITHOUT A SMARTPHONE USING AUTHY

Keep me signed in

In this guide you will learn how to set up Multi-Factor Authentication (MFA) when you don't have a smartphone. You will need a computer and a phone that has the capability to receive either text messages or phone calls. You will also learn how to set up your Self-Service Password Reset (SSPR) Security Questions.

WHAT IS MFA?

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Multi-Factor Authentication (MFA) uses two different methods to verify your identity, doubling the security required to get to your personal information and making life much harder for hackers trying to access your accounts.



MFA prompts you to confirm your identity when logging into your New England Law accounts from a location off campus.



You may already have experience with MFA. Some financial institutions require you to verify your identity in two ways when logging into online banking, but you might not have heard it referred to as Multi-Factor Authentication before.



Let's walk through the procedure to set up everything you need to successfully log in using MFA when you don't have a smartphone. Please note, this guide consists of 22 steps, but do not be alarmed, the setup is very intuitive and is the method every member of institutions using Microsoft products must do to enable MFA.



In a web browser, navigate to aka.ms/mfasetup



Step Two:

Sign in using your NESL credentials.

Microsoft	NEW ENGLAND LAW
Sign in	← nelstudent@nesl.edu
nelstudent@nesl.edu	Enter password
No account? Create one!	
Can't access your account?	Forgot my password
Next	Sign in
Q. Sian-in options	New England Law Boston

Step Three:

Click "Next" to begin the MFA set up. Leave the browser window open, you will need it after you download Authy.

NEW ENGLAND LAW
More information required
More information required
Your organization needs more information to keep your account secure
Use a different account
Learn more
Next
New England Law Boston



Step Five:

Select your operating system from the dropdown: macOS, Windows 32bit, Windows 64bit, or Linux, then select "Download".

Desktop	
Direct Download	
macOS V DOWNLOAD macOS Windows 32bit Windows 64bit Linux	

Step Six:



On a Windows machine, you will select "Save File".

Opening Authy Desktop Setup 2.0.0.exe		×
You have chosen to open:		
Authy Desktop Setup 2.0.0.exe		
which is: exe File (71.2 MB)		
from: https://s3.amazonaws.com		
Would you like to save this file?		
	Save File	Cancel



Open Authy Desktop Setup from your downloads folder.

± → This PC → Downloads →			
Name	Date modified	Type	Size
Odday (7) Odday (7) OAuthy Desktop Setup 2.0.0	/8/2022 1:01 PM	Application	72,874 KB



On a Mac machine, click to open the downloaded file.





Open Authy Desktop from your applications folder.



Step Seven:

You will now see this screen, Select "United States" from the Country list.





Step Nine:

To set up Authy for the first time, you will need to verify via SMS Text Message or a Phone Call, select your preferred method.

	Get Verification Via
	SMS
	Phone Call
number	, make sure to update it in the Twilio Authy settings.

Step Ten:

If using SMS enter the verification code you received via text.

Step Eleven:

You will see that you don't have any accounts in Authy. Go back to your original browser tab to finish setting up MFA.

You will see this screen, prompting you to download the Microsoft Authenticator app. Select "I want to use a different authenticator app".



Twilio Authy Authy Desktop Edit Window Help

> SMS Verification Enter verification code sent to +1-401

6-digit verification code

X

Step Twelve:

Ignore this "Set up your account" screen and click "Next".



Step Thirteen:

Select "Can't scan image?" under the QR code.



Step Fourteen:

An Account name and Secret key will appear. Click on the small papers icon next to the Secret key to copy it to your clipboard.

autor app	
Scan the QR code	
Use the authenticator app to scan t account.	the QR code. This will connect your authenticator app with your
After you scan the QR code, choose	e "Next".
Can't scan image?	
Enter the following into your app:	
Account name: New England Law	Boston nesLedu D
Secret key:	



Go back to the Authy app, select the plus sign in the center of your screen to add your NESL account.



Step Sixteen:

Paste the code you copied to the clipboard in Step 14, then select "Add Account".



Step Seventeen:

Type "NELB" followed by your name into the Account Name and Logo field. Select a color that you like, then click "Save" at the bottom.

Authy Desktop Edit Window Help	Logo	Authy Desktop Edit Window Help	,
Account Name	I		
Generic Black		Generic Black	
Generic Blue		Generic Blue	
Generic Green		Generic Green	
Generic Orange		🤌 Generic Orange	
Generic Purple		Generic Purple	
Token length (?) G-digit	▼ 7-digit © 8-digit	Token length 🕐 🔹 6-digit 🔍 7-di	git
	Dalata	Save De	lete
Tokens Requests	(C) Settings	Tokens Requests	

Twilio Authy Authy Desktop Edit Window Hel ~

it © 8-digit

(j) Settings





Step Eighteen:

You will see password code with a running timer underneath. Please note, codes are time sensitive with a 30 second timer. If the timer runs out a new code will appear in the app.

Switch back to the browser with the MFA setup and enter the active 6 digit number, then select "Next".

Step Nineteen:

You'll see a green box pop up noting that the set up was successful. You will now be prompted to set up a second authentication method. Enter your phone number and select either text me a code or call me then click "Next".

Manual Annual			
Tour orga	anization requires you to set up to	he following methods of	proving who you are.
	Method	2 of 2: Phone	
	0		- 🧭
	App		Phone
Phone			
No. of the second se			de 10
the car prove and	you are by animening a can bir yo	the priority of texaning a co	oe to your priorie.
What phone numbe	er would you like to use?		
United States (+1)		4017	
Text me a code			
O Call me			
	rates may apply. Choosing Next m	neans that you agree to t	he Terms of service and Priva
Message and data n and cookies statem			
Message and data n and cookies stateme	_		
Message and data n and cookies stateme	-		Next

· · · · · · · · · · · · · · · · · · ·	contract intervent of hearing and hearing
Method 2 of	d 2: Phone
ee App	Phone
Phone	
	and below
we just sent a 6 digit code to *1 4017420577, criter th	e code below.
Resend code	_
	Next

Step Twenty:

Enter the code you received and then click "Next".

Step Twenty-One:

You will see verification that your phone was registered successfully, select "Next".



Step Twenty-Two:

You will see two methods confirmed for authentication, your phone number and the authenticator app, select "Done".

Keep your a	ccount secure
four organization requires you to set up to	ie following interious of proving who you are.
Method	2 of 2: Done
App	Phone
Success	
success:	
Freat job! You have successfully set up your security	info. Choose "Done" to continue signing in.
O Dhone	
-1 617	
Authenticator app	
	Done

SELF-SERVICE PASSWORD RESET (SSPR) SECURITY QUESTIONS

Upon completing the MFA set up, you will be transferred your My Sign-Ins Security Info page. This is a good opportunity to set up your Security Questions. These cannot be used for MFA, but can be used for Self-Service Password Reset and are an important component of account security.



Select "Add Method".

My sign-int.	×	+			
← → C (# mysign	ins.microsof	t.com/security-info			
NEW ENGLAND LAW	My Si	gn-Ins			
R Overview Ry Security Info	Se The De	ecurity info see are the methods you use to sign fault sign-in method: Microsoft Au	into your account or reset your password. thenticator - notification Change		
58 Organizations		- Add method			
Devices Privacy		E Prone		Olange	Delete
		Microsoft Authenticator	Phone		Delete
	Los	st device? Sign out everywhere			

Step Two:

In the dropdown select "Security questions" then select "Add"



Step Three:

Enter your security questions and answers, then click "Done". You have now successfully added security questions.

What street did you live on in third grade?	\sim
In what city was your first job?	~
What is your oldest sibling's middle name?	~
In what city did your parents meet?	~
In what city did you meet your first spouse/p	partner? V