

MULTI-FACTOR AUTHENTICATION WITHOUT A SMARTPHONE USING AUTHY

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?



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.



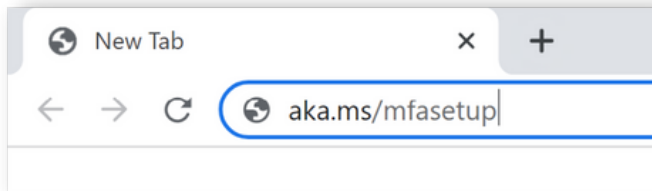
You may already have experience with MFA. Some financial institutions require you to verify your identity in two ways when logging into online banking, but you might not have heard it referred to as Multi-Factor Authentication before.



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.

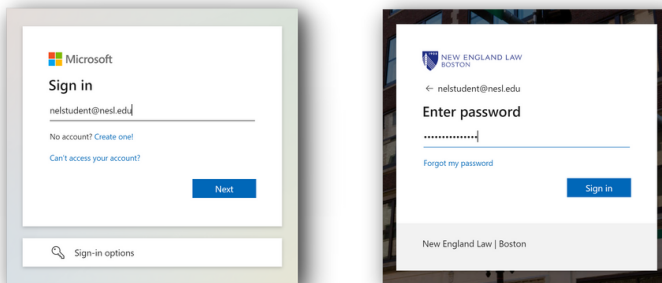
Step One:

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



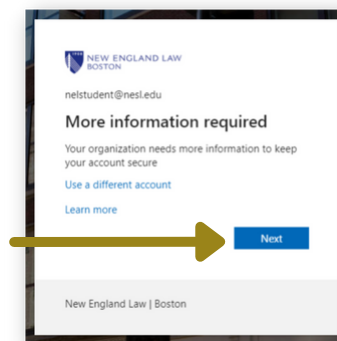
Step Two:

Sign in using your NESL credentials.



Step Three:

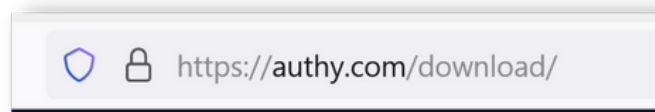
Click "Next" to begin the MFA set up. Leave the browser window open, you will need it after you download Authy.



DOWNLOAD AUTHY

Step Four:

In a new web browser or tab, navigate to authy.com/download



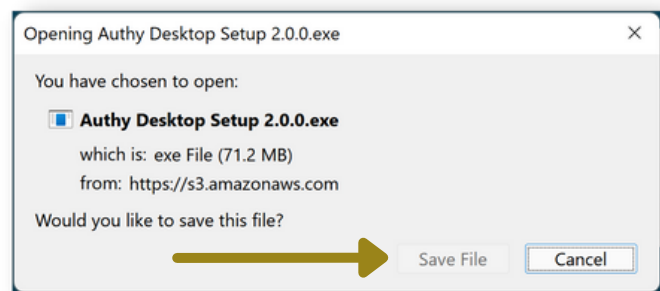
Step Five:


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

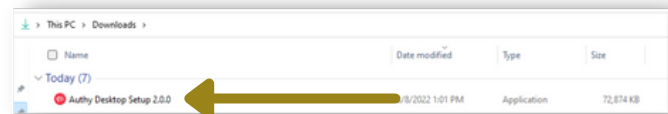



Step Six:

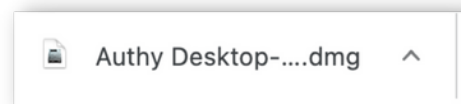
 On a Windows machine, you will select "Save File".



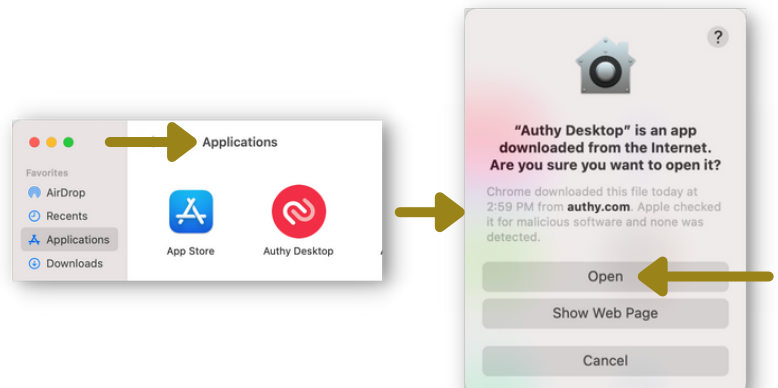
 Open Authy Desktop Setup from your downloads folder.



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

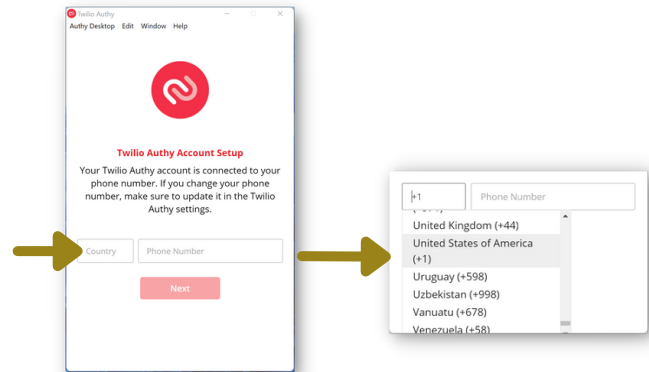


 Open Authy Desktop from your applications folder.



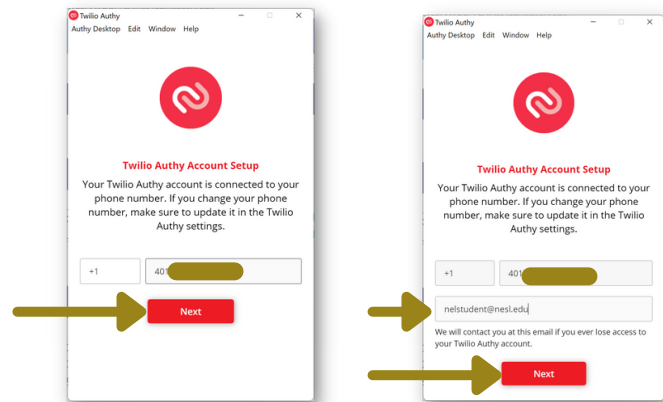
Step Seven:

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

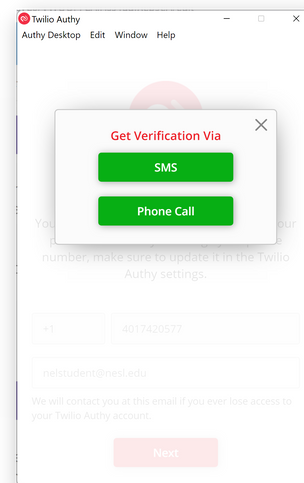
**Step Eight:**

Enter your phone number then select "Next".

A field will pop up, enter your email address then select "Next".

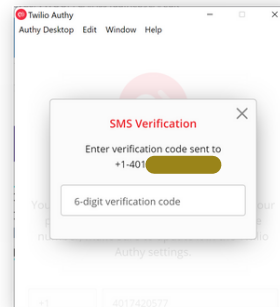
**Step Nine:**

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.



Step Ten:

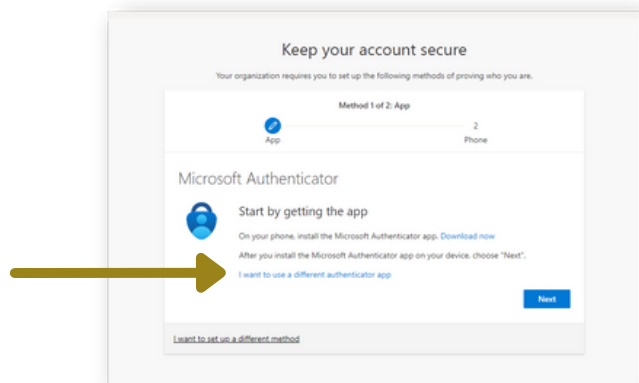
If using SMS enter the verification code you received via text.



Step Eleven:

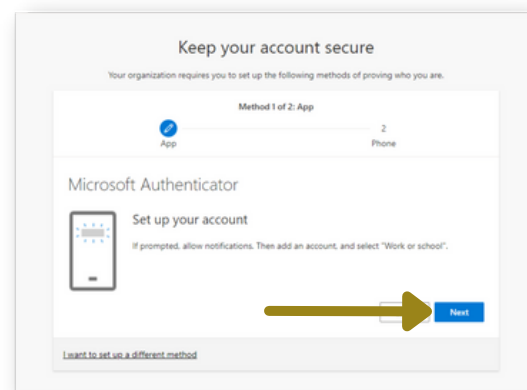
You will see that you don't have any accounts in Authy. Go back to your original browser tab to finish setting up MFA.

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



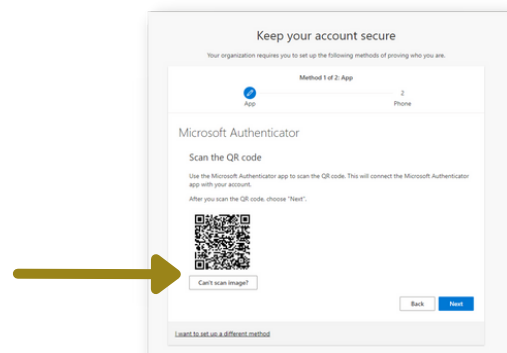
Step Twelve:

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



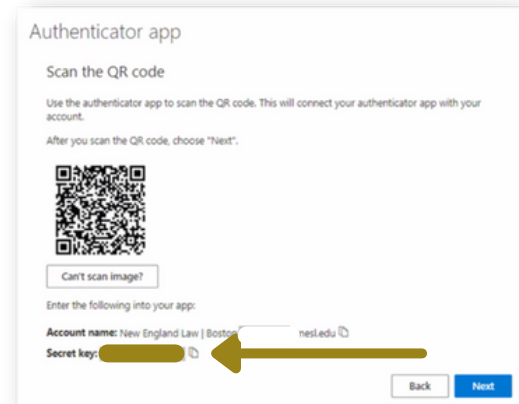
Step Thirteen:

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



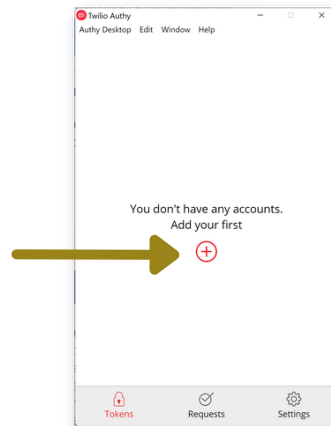
Step Fourteen:

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.



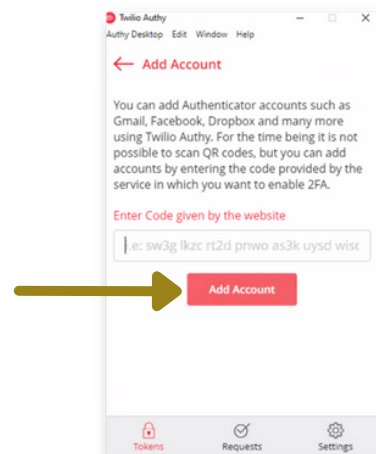
Step Fifteen:

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



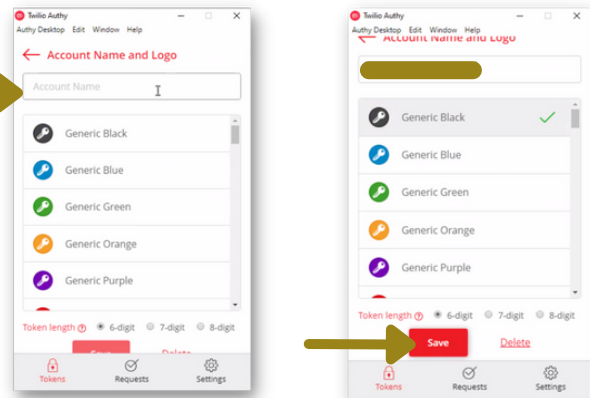
Step Sixteen:

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



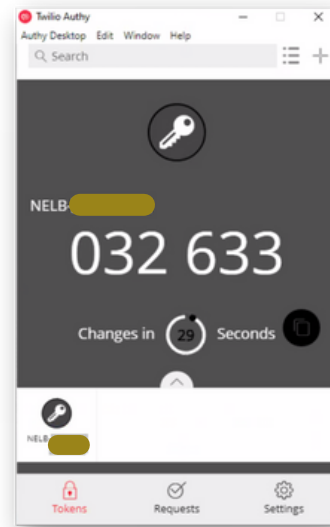
Step Seventeen:

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.

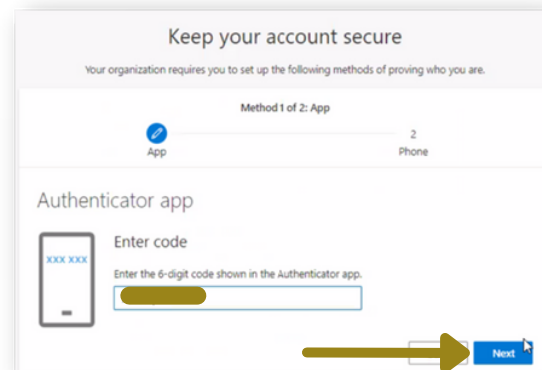


Step Eighteen:

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".

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:

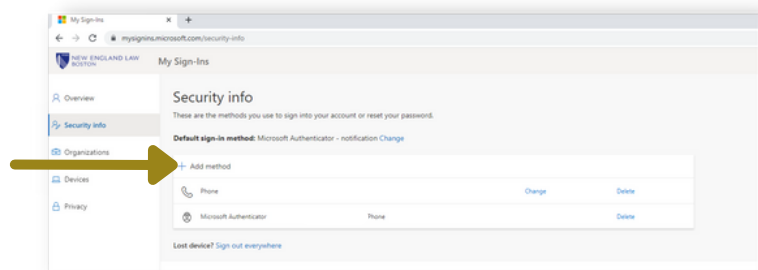
You will see two methods confirmed for authentication, your phone number and the authenticator app, select "Done".

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.

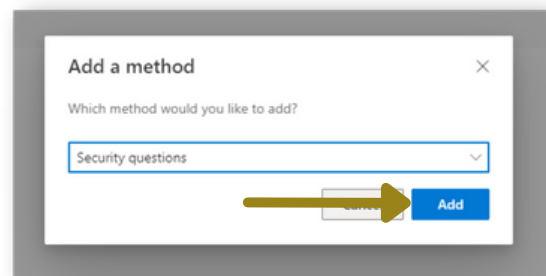
Step One:

Select "Add Method".



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.

