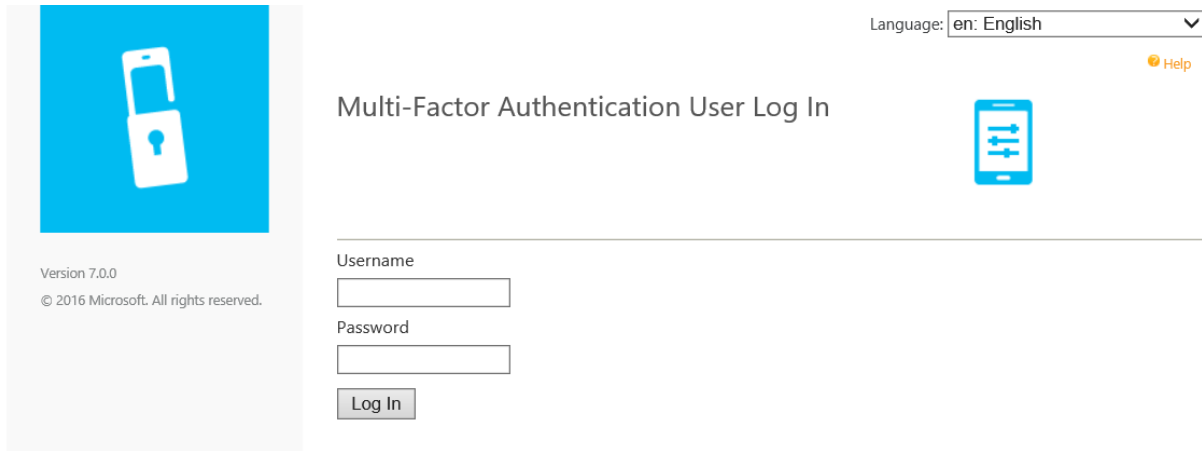


Instructions for Multi-Factor Authentication User Log In

These instructions will walk you through the Multi-Factor Authentication enrollment and how to use the user portal.

After you receive your Multi-Factor enrollment email, please access the Multi-Factor user portal at <https://pfp.iot.in.gov/portal/>. Login with your username, in the form of your Indiana State Government email address, and your network password. Then follow the instructions for enrolling your phone and answering your security questions.



Language: en: English ▼ Help

Multi-Factor Authentication User Log In

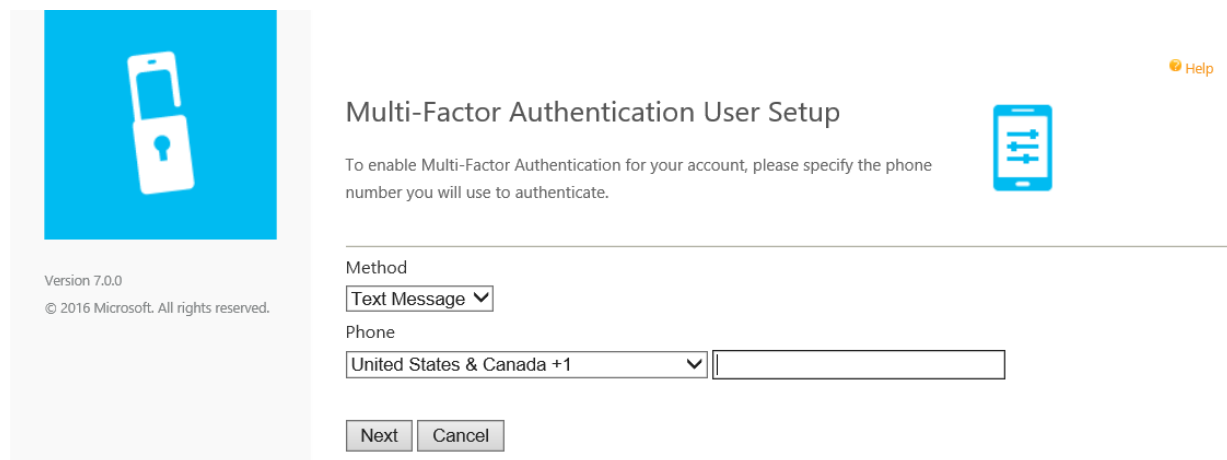
Username

Password

Enrolling your phone in Multi-Factor

By selecting “Text Message” from the dropdown menu you will be prompted to enter a Multi-Factor phone number. Please use a phone number that you always keep with you, and this phone number must be able to receive text messages.

After you have entered a phone number click the “Next” button.



Help

Multi-Factor Authentication User Setup

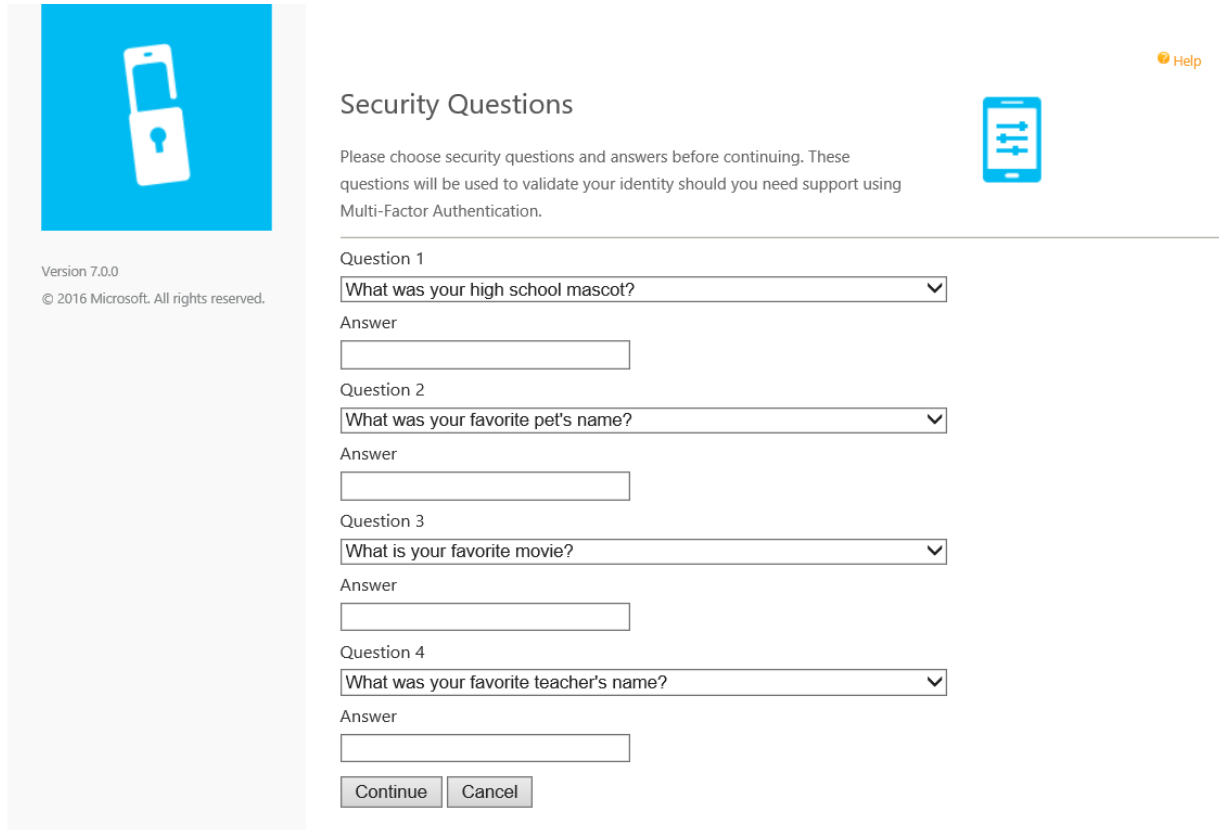
To enable Multi-Factor Authentication for your account, please specify the phone number you will use to authenticate.

Method

Phone

NOTE: This messaging procedure will be used when you attempt to make a remote access connection. **If you are not attempting to make a connection when you receive a Multi-Factor message, decline the request and call the IOT Helpdesk immediately**

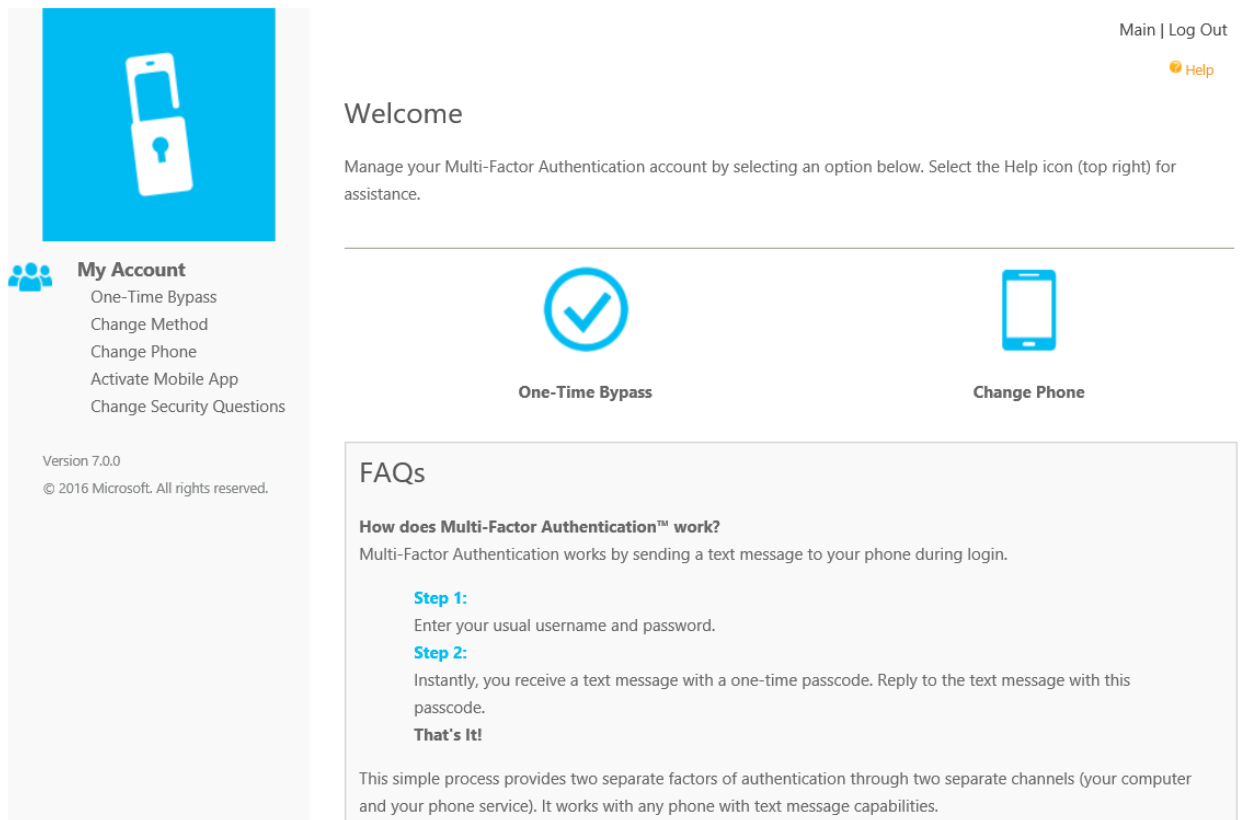
After you have authenticated please choose and answer four security questions



The screenshot shows a 'Security Questions' page. On the left is a blue sidebar with a white smartphone icon containing a keyhole, the text 'Version 7.0.0' and '© 2016 Microsoft. All rights reserved.', and a 'Help' icon. The main content area has the title 'Security Questions' and a sub-header 'Please choose security questions and answers before continuing. These questions will be used to validate your identity should you need support using Multi-Factor Authentication.' Below this are four questions, each with a dropdown menu and an answer input field: 'Question 1: What was your high school mascot?', 'Question 2: What was your favorite pet's name?', 'Question 3: What is your favorite movie?', and 'Question 4: What was your favorite teacher's name?'. At the bottom are 'Continue' and 'Cancel' buttons.

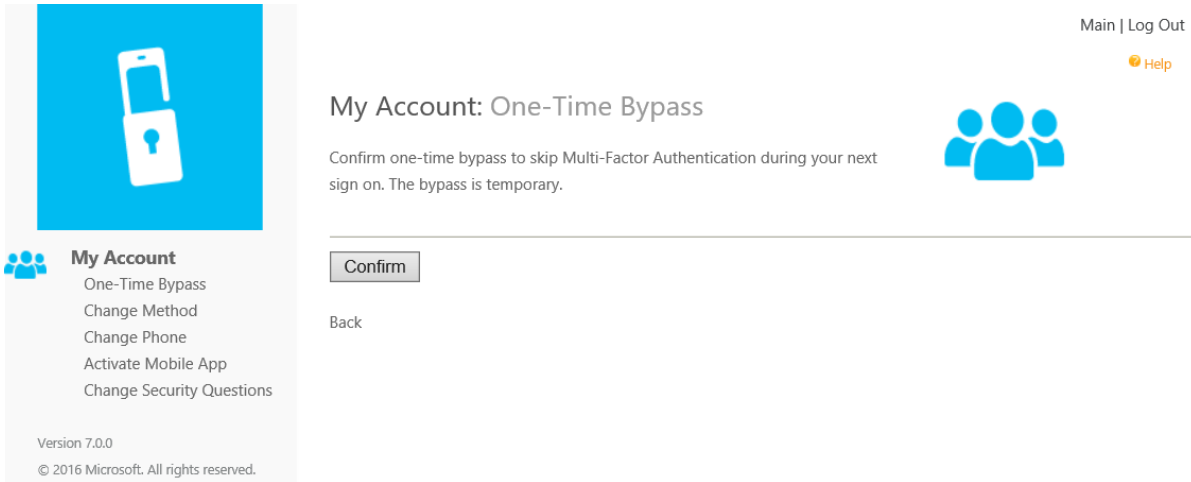
Once you have answered all four security questions click the “Continue” button.

Your enrollment is complete. Your user portal account allows you to request a one-time five minute bypass or change your phone number.



The screenshot shows a 'Welcome' page. On the left is a blue sidebar with a white smartphone icon containing a keyhole, the text 'Version 7.0.0' and '© 2016 Microsoft. All rights reserved.', and a 'Help' icon. The main content area has the title 'Welcome' and a sub-header 'Manage your Multi-Factor Authentication account by selecting an option below. Select the Help icon (top right) for assistance.' Below this are two large buttons: 'One-Time Bypass' with a checkmark icon and 'Change Phone' with a smartphone icon. At the bottom is a 'FAQs' section with the title 'How does Multi-Factor Authentication™ work?' and the text 'Multi-Factor Authentication works by sending a text message to your phone during login.' The steps are: 'Step 1: Enter your usual username and password.', 'Step 2: Instantly, you receive a text message with a one-time passcode. Reply to the text message with this passcode.', and 'That's it!'. A final paragraph states: 'This simple process provides two separate factors of authentication through two separate channels (your computer and your phone service). It works with any phone with text message capabilities.'

To request a One-Time bypass, click “One-Time Bypass” link, shown in the picture above, and the click “Confirm”



Main | Log Out

Help

My Account: One-Time Bypass

Confirm one-time bypass to skip Multi-Factor Authentication during your next sign on. The bypass is temporary.

Confirm

Back

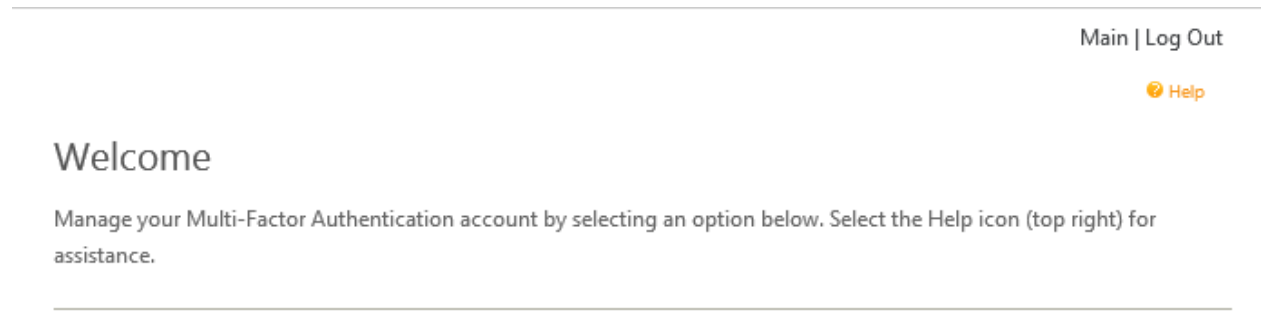
My Account

- One-Time Bypass
- Change Method
- Change Phone
- Activate Mobile App
- Change Security Questions

Version 7.0.0
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To change your phone number(s), click the “Change Phone” link and repeat the process for enrolling a new phone number.

Be sure to click “Log Out”, located in the top right corner, when you are finished with your user portal session.



Main | Log Out

Help

Welcome

Manage your Multi-Factor Authentication account by selecting an option below. Select the Help icon (top right) for assistance.

End of instructions