

# MFA Instructions for EGMS

## EGMS Requires Multifactor Authentication

Multifactor authentication (MFA) went into effect for EGMS on April 9, 2024. This is a required second layer of protection for everyone's account. More information about MFA can be found on the [Grants Management page](#) of our website.

## MFA Options

There are several MFA methods to choose from. You can only have one method associated with your account. Your IT department may have rules or policies around authenticators or installing apps, so check with them.

1. Mobile authenticators like Google Authenticator™, Microsoft Authenticator™, or Authy™ (available on the App Store® or Google Play™).
2. Browser based authentication extensions such as Google Chrome Authenticator.
3. Security keys that support WebAuthn or U2F, such as Yubico's YubiKey™ or Google's Titan™ Security Key.

## Mobile Authenticators

A mobile authenticator is an app downloaded to your cell phone. Many people are already using an authenticator for other things, so it may already be on your phone. If not, you can easily download one from your app store. This is the easiest method of authentication.

You can use any authenticator app you choose, and you do not have to pay for an authenticator. If you do download one that has a fee, OSPI will not reimburse that cost. We suggest Microsoft Authenticator™ or Google Authenticator™. We do not recommend Salesforce Authenticator™. These are the icons you should look for to make sure you aren't accidentally downloading an app that would charge you.

### Google Authenticator



### Microsoft Authenticator

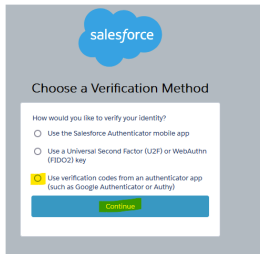


#### *Mobile Instructions for Initial MFA Setup*

1. Open the authenticator app on your cell phone.
2. Add an account.
3. You will be prompted to scan a QR code.
4. Log into EGMS on your computer.



5. You will be prompted to choose a verification method. Choose the third radio button, then continue.



6. Using the app on your cell phone, scan the QR code that appears on your screen.
7. Once the EGMS account is connected to your authenticator, a code will appear.
8. Type that code into the verification box on your computer screen.
9. Name the item in your authenticator so you can easily tell it is EGMS.

## Browser Extensions

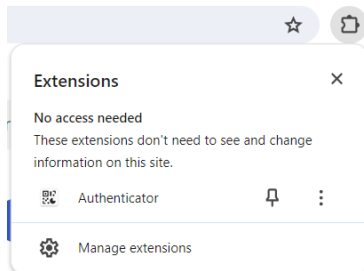
A browser extension is an authenticator app that you install on your computer. This is helpful for users that don't want to or cannot use a cell phone. You may already have one installed but if you don't you can download one. There are many to choose from.

## Authenticator



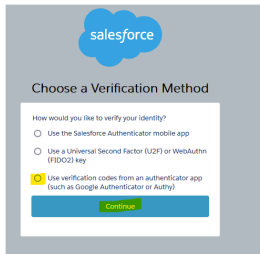
### *Extension Instructions for Initial MFA Setup*

1. Open your preferred browser.
2. To the right of the address bar, you will see puzzle piece icon. Select it to see your extensions.

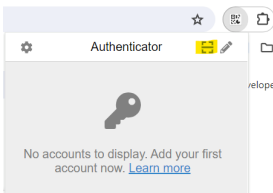


3. You may already have an authenticator extension installed. If you do not, select Manage Extensions.
4. Select an authenticator extension from you web store and install.
5. Log into EGMS on your computer. If you have multiple monitors, you will need to follow the next steps on the same screen you have EGMS on.

6. You will be prompted to choose a verification method. Choose the third radio button, then continue.



7. Select the puzzle piece icon and select the authenticator.
8. Add an account by selecting the scanner icon from the upper right.



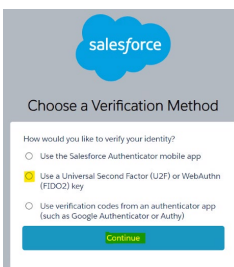
9. Scan the QR code on your screen by drawing a square around the QR code.
10. Once the EGMS account is connected to your authenticator, a code will appear.
11. Type that code into the verification box on your computer screen.
12. Name the item in your authenticator so you can easily tell it is EGMS.

## Security Keys

A security key is a physical device that you plug into your computer and looks like a tiny USB drive. Your organization would purchase it for you and help you set it up. The advantage of a security key is that you can use it on any computer you are working at. This is helpful for users that work out of various locations and use more than one computer.

### *Security Key Instructions for Initial MFA Setup*

1. Log into EGMS on your computer.
2. You will be prompted to choose a verification method. Choose the second radio button, then continue.



3. Once the EGMS account is connected to your authenticator, a code will appear.
4. Type that code into the verification box on your computer screen.

## After Initial Setup

Once you've connected to the authenticator of your choice, you should not need to scan a QR code again. Instead, a verification screen will pop up, asking for a verification code. You will retrieve the code from for app, extension, or security key. Type that code into the verification code field, and you will gain access to EGMS. Those codes recycle every 30 seconds, which means your code will be different each time you log into EGMS.

## Help

If you need help with MFA, consult your organization's IT department. If they cannot help you, please send an email to [EGMS.Support@k12.wa.us](mailto:EGMS.Support@k12.wa.us).