Last Updated: 2/21/2024



## **1** Introduction

## **1.1 Procedure Purpose**

This guide provides an overview of how to register MFA methods in the Texas Digital Identity Solution Portal.

## 1.2 Scope

This guide is written for customers of the Texas Digital Identity Solution. It explains how to add additional MFA methods to a user's profile in the <u>TDIS Portal</u>.

## **1.3 Prerequisites**

Currently, the Texas Digital Identity Solution Portal supports the Microsoft Authenticator App. This app can be found on a mobile phone's app store by searching "Microsoft Authenticator App". There should be no cost associated with downloading this application.

# 2 MFA Registration Guide

## 2.1 Accessing the MFA Registration Screen

Step	Description	Owner		
1.	Login to the <u>TDIS Portal</u> .	User		
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	An official website of the Texas state government. Learn more Solution Solution Please choose vour authentication method Rease choose your authentication method Imail me the code at "gmailinator.com Use my Registered Security Key Nex In the devices listed above, please contart your organization's support team for assistance.	, norized Texas tems. . account.		
2.	To navigate to the Self-Service Dashboard, select your avatar (purple circle with initials) in the upper right-hand corner of the Employee Dashboard.	User		
Hello, Demo User				
3.	A submenu will display. Select Account Settings.	User		

	Account Sign Out	Settings		
4.	From the <b>Account Settings</b> screa update your phone number an devices.	en, you can add and/or Id Advanced Security	User	
	Solution Optimited Account Settings			
	Profile	Password & Security		
	Full Legal Name Demo User	Password * * * * * * * * * (Last updated 1/29/2024)	EDIT	
	Display Name Demo User	Security questions You haven't set up any security questions.	EDIT	
	Email tdisdemouser@mailinator.com	Advanced Security	_	
	Phone EDIT No phone number listed.	Register new device	(+)	

## 2.2 Phone Number Registration

Step	Description	Owner
	Login to <u>TDIS Portal</u> . Proceed to your <b>Account Settings</b> page. Under <b>Profile</b> , select the <b>Edit</b> button in the section	User
	labeled <b>Phone</b> .	

	Profile		
	Full Legal Name Demo User		
	Display Name Demo User		
	Email tdisdemouser@mailinator.com		
	Phone EDIT EDIT		
5.	Enter your 10-digit phone number into the phone number field (e.g., XXX-XXX-XXXX). Select <b>Save</b> to proceed.	User	
	Phone Phone number 9826		
	Cancel Delete Save		
6.	Next, enter the One-Time Passcode (OTP) into the One- Time Passcode field. Select <b>Submit</b> to proceed.	User	
Please verify your new   phone.     A six-digit code has been sent to *** *** 9826     Enter code     Resend code     Cancel     Submit			
7.	Your phone number is added to your account.	User	

## 2.3 Microsoft Authenticator App Registration

#### 2.3.1 Microsoft Authenticator Registration for New App Users

Please use the following steps if this is your first time downloading Microsoft Authenticator. If you already have the Authenticator App set up for another website's MFA purposes, skip to 2.3.2 Microsoft Authenticator Registration for Existing App Users.



10.	A window will pop up ready for you to scan a QR code.	User
	Can QR code         Your account provider will display a QR code         Image: Comparison of the second sec	
11.	Proceed to your <b>Account Settings</b> page on <u>TDIS Portal</u> . Under <b>Advanced Security</b> , select the <b>green '+'.</b>	User
	Advanced Security Register new device	]
12.	Select Authenticator App.	User
	Register your Advanced Security method         Additional advanced security options are now available to be used as a second factor of authentication during the login process. Only one device can be registed per method.         Please select one of the following methods to register.         Authenticator App         security key         Click here for registration instructions.	.d ared
13.	Scan the QR code provided on the <u>TDIS Portal</u> . Select <b>Next.</b>	User

	<b>R</b> To regist	<b>Register your Authentia</b> er, scan the QR code below with your preferred auther Currently Microsoft and Google Authenticator Apps a	<b>cator App</b> Iticator app (not camera app). re being supported.	
14.	After selecting r Based Passcoc code prompt c then be able t <b>Securit</b>	next on the <u>TDIS Portal</u> , type le from your Authenticator , on the portal and select <b>Sub</b> to see your device under the t <b>y Settings</b> in <b>Account Sett</b>	in your Time- App into the <b>mit.</b> You will a <b>Advanced</b> tings.	User
		11:43       ■         ▲ Authenticator       ●         ● Authenticator       ●         ● Mathematicator       ●         ● Texas.gov Digital Identity Soluti tdisdemouser@mailinator.com       ●         ● 768 699 (**)       ●         ● Verify your Authenticator       ●         Enter the passcode from your authenticator       ●         ● Inter code       ●         ● Submit       ●	erection App	
		Authenticator App Register new device	6	

#### 2.3.2 Microsoft Authenticator Registration for Existing App Users

Please use the following steps if you already have the Authenticator App set up for another website's MFA purposes. **Note:** You can only have one <u>TDIS Portal</u> account.

Step	Description	Owner
	To add an account to your Authenticator App, select the " <b>+" sign</b> in the upper right-hand corner.	User
	Authenticator     Existing Account   Test@email.com	
15.	This will prompt you to choose what kind of account you are adding. We recommend selecting <b>Work or School Account.</b>	User
	11:40     Image: Comparison of the second seco	
16.	Select Scan QR Code.	User
	Add work or school account Sign in Scan QR code Cancel	
17.	A window will pop up ready for you to scan a QR code.	User

Step	Description	Owner
	< Scan QR code	
	Your account provider will display a QR code	
	Or enter code manually	
18.	Proceed to your <b>Account Settings</b> page on <u>TDIS Portal</u> . Under <b>Advanced Security</b> , select the <b>green '+'</b> .	User
	Advanced Security	
	Register new device	
19.	Select Authenticator App.	User
	Additional advanced security options are now available to be used as a second factor of authentication during the login process. Only one device can be registered per method.         Please select one of the following methods to register.	ed
20.	Scan the QR code provided on the <u>TDIS Portal</u> . Select <b>Next.</b>	User

Step	Description	Owner
	Register your Authenticator App         Aregister, scan the QR code below with your preferred authenticator app (not camera app). Currently Microsoft and Google Authenticator Apps are being supported.         Image: Comparison of the two preferred authenticator app (not camera app). Currently Microsoft and Google Authenticator Apps are being supported.         Image: Comparison of two preferred authenticator app. Currently Microsoft and Google Authenticator Apps are being supported.         Image: Comparison of two preferred authenticator app. Currently Microsoft and Google Authenticator Apps are being supported.         Image: Comparison of two preferred authenticator app. Currently Microsoft and Google Authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image: Comparison of two preferred authenticator Apps are being supported.         Image:	
21.	After selecting next on the <u>TDIS Portal</u> , type in your Time- Based Passcode from your Authenticator App into the code prompt on the portal and select <b>Submit</b> . You will then be able to see your device under <b>the Advanced</b> <b>Security Settings</b> in <b>Account Settings</b> .	User
	11:43       Image: Constraint of the second second second test of the second sec	
	Verify your Authenticator App         Enter the passcode from your authenticator app         Enter code         Submit	×