

# Texas Digital Identity Solution (TDIS) Portal – MFA Registration

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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

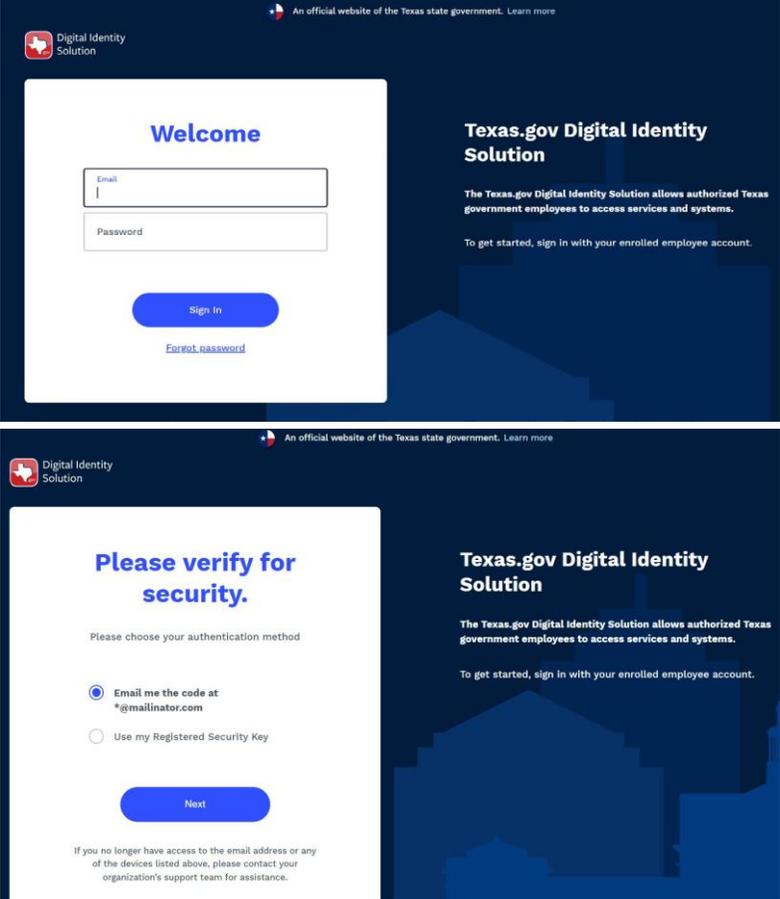
This guide is written for customers of the Texas Digital Identity Solution. It explains how to add additional MFA methods to a user's profile in the [TDIS Portal](#).

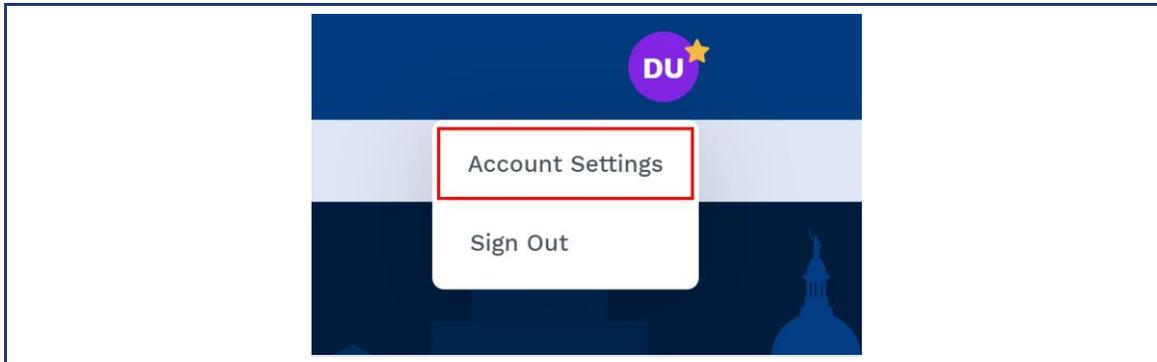
### 1.3 Prerequisites

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.

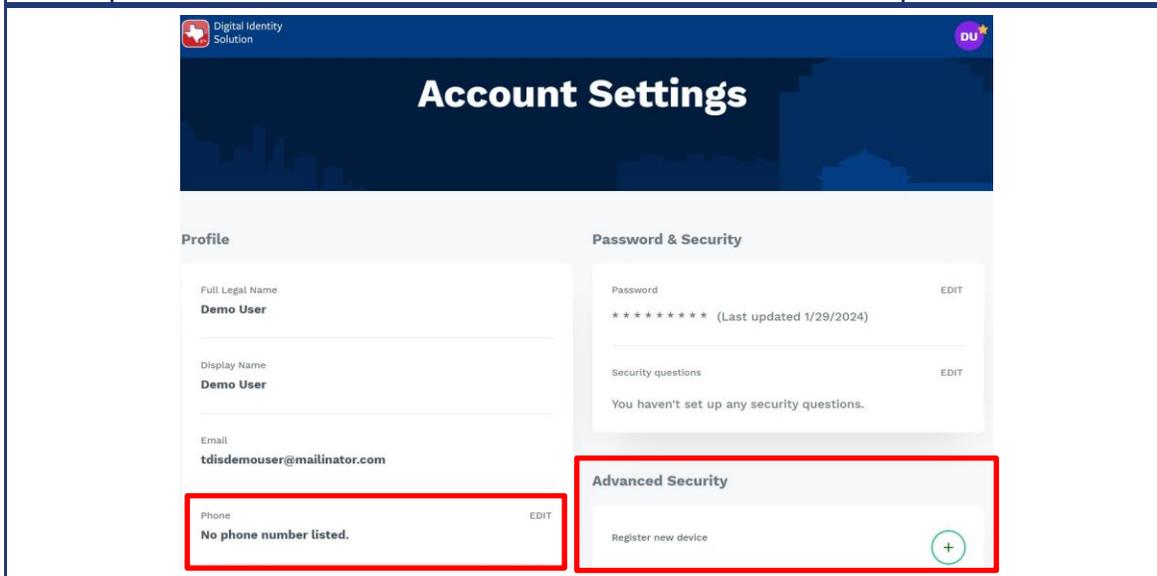
## 2 MFA Registration Guide

### 2.1 Accessing the MFA Registration Screen

| Step   | Description   | Owner |
|--|---|-------|
| 1.   | Login to the <a href="#">TDIS Portal</a> .  | User  |
|   |   |       |
| 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  |
|  |   |       |
| 3.   | A submenu will display. Select <b>Account Settings</b> .  | User  |

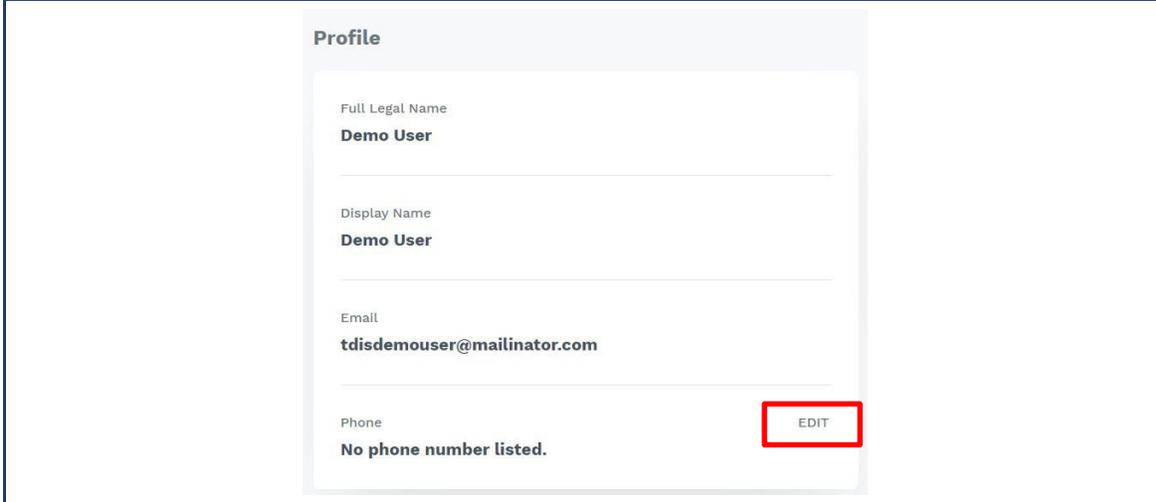
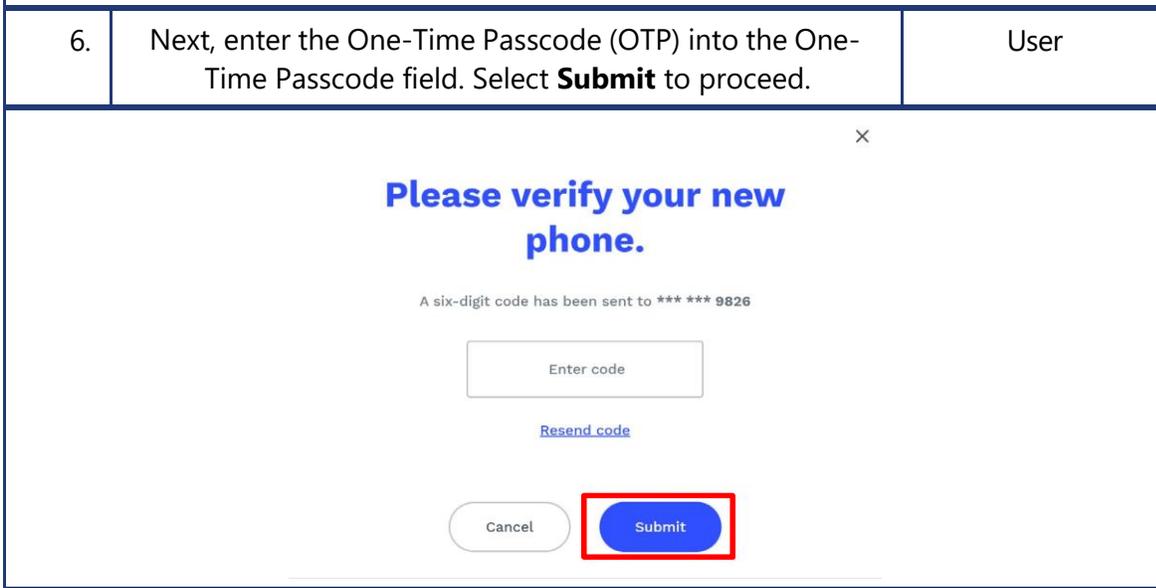


|    |   |      |
|----|---|------|
| 4. | From the <b>Account Settings</b> screen, you can add and/or update your phone number and Advanced Security devices. | User |
|----|---|------|



## 2.2 Phone Number Registration

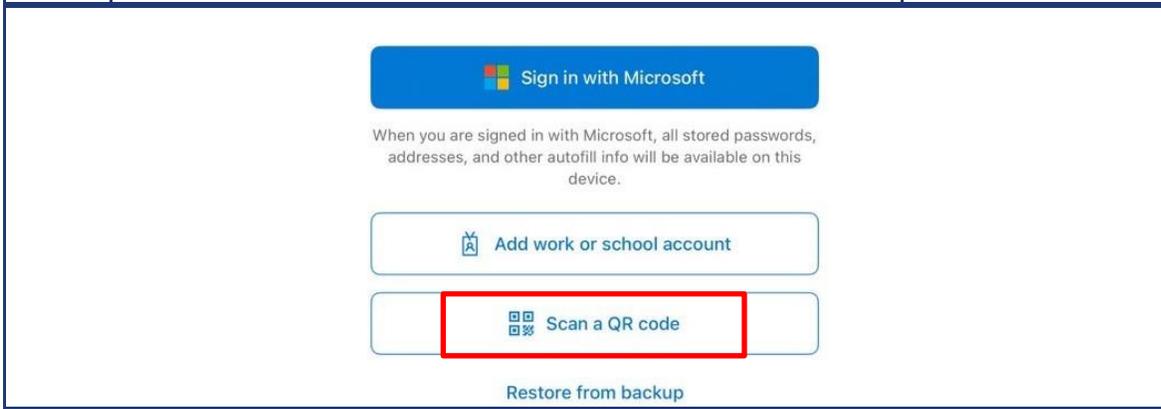
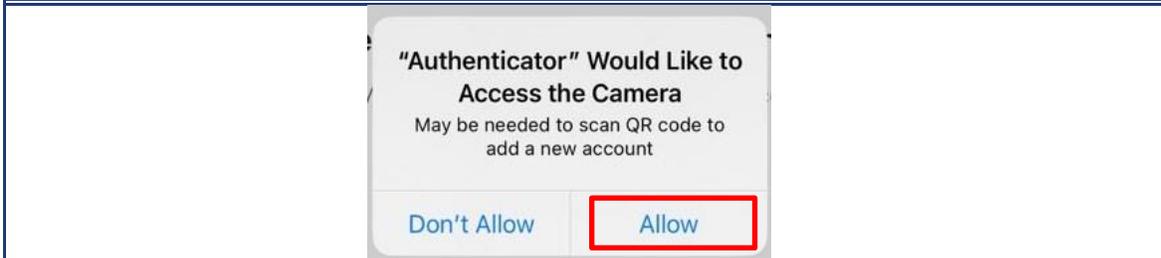
| Step | Description   | Owner |
|------|---|-------|
|      | Login to <a href="#">TDIS Portal</a> . Proceed to your <b>Account Settings</b> page. Under <b>Profile</b> , select the <b>Edit</b> button in the section labeled <b>Phone</b> . | User  |

|  |   |      |
|--|---|------|
|    |   |      |
| 5.   | Enter your 10-digit phone number into the phone number field (e.g., XXX-XXX-XXXX). Select <b>Save</b> to proceed. | User |
|   |   |      |
| 6.   | Next, enter the One-Time Passcode (OTP) into the One-Time Passcode field. Select <b>Submit</b> to proceed.        | User |
|  |   |      |
| 7.   | Your phone number is added to your account.   | User |

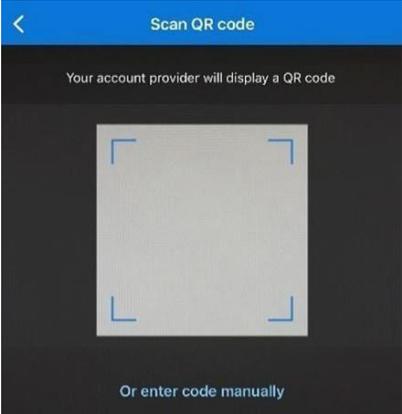
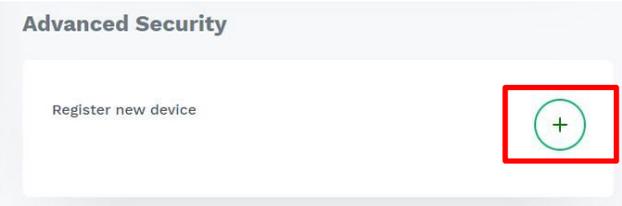
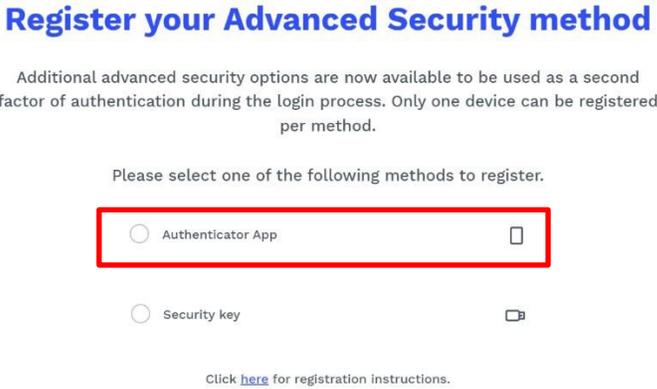
### 2.3 Microsoft Authenticator App Registration

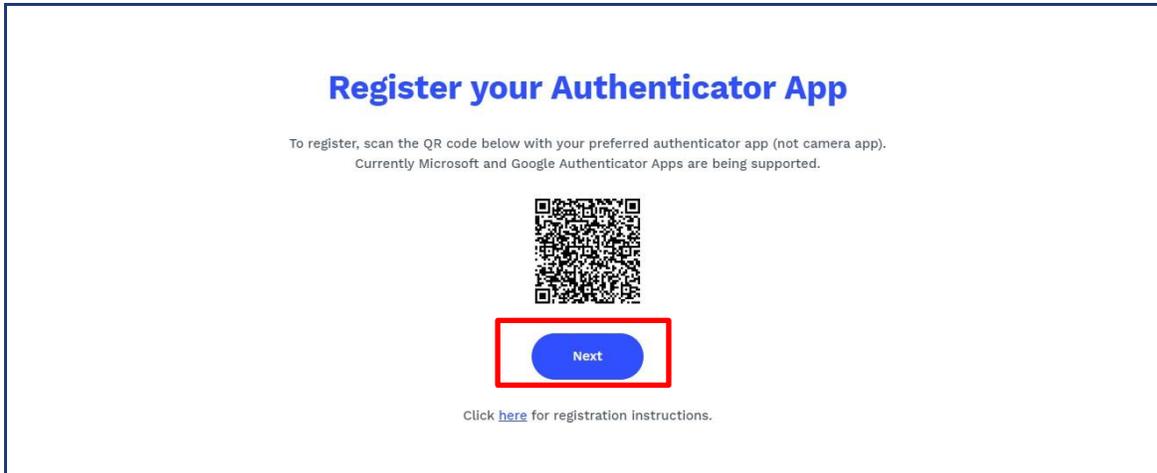
### 2.3.1 Microsoft Authenticator Registration for New App Users

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.

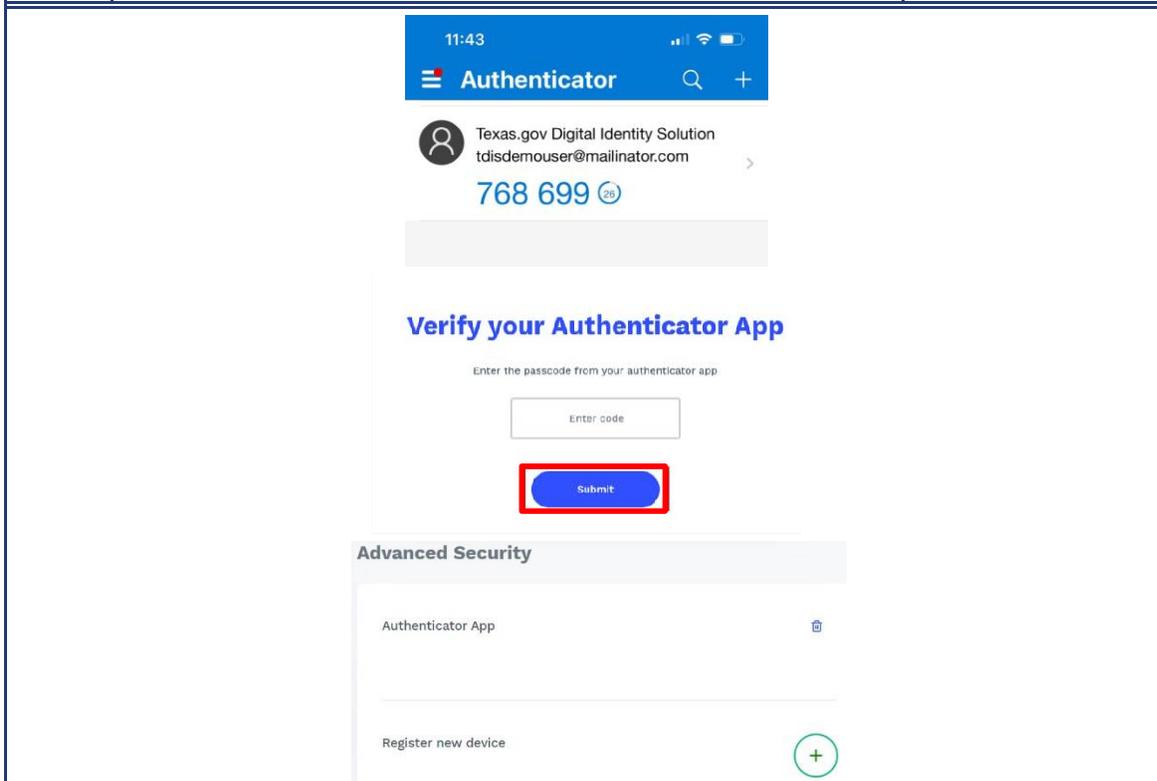
| Step   | Description  | Owner |
|--|--|-------|
|  | <p>After opening your newly downloaded Microsoft Authenticator App, you may be asked to agree to a privacy statement. Once you have read the privacy statement, select <b>I agree</b>.</p> | User  |
|  <p style="text-align: center;"><b>Microsoft respects your privacy</b><br/> <small>We collect required diagnostic data to keep the app secure and updated. This does not include any personal data.</small></p> <p style="text-align: center;"><b>Accept</b></p> <p style="text-align: center;"><small>Microsoft Privacy Statement</small></p>   |  |       |
| 8.   | <p>Select <b>Scan a QR Code</b>.</p>   | User  |
|  <p style="text-align: center;"><b>Sign in with Microsoft</b></p> <p style="text-align: center;"><small>When you are signed in with Microsoft, all stored passwords, addresses, and other autofill info will be available on this device.</small></p> <p style="text-align: center;">Add work or school account</p> <p style="text-align: center;"><b>Scan a QR code</b></p> <p style="text-align: center;"><small>Restore from backup</small></p> |  |       |
| 9.   | <p>After selecting the QR code option, you will be asked to provide access to the Microsoft Authenticator App for your phone's camera. Select <b>OK</b>.</p>                               | User  |
|  <p style="text-align: center;"><b>"Authenticator" Would Like to Access the Camera</b><br/> <small>May be needed to scan QR code to add a new account</small></p> <p style="text-align: center;">Don't Allow    <b>Allow</b></p>   |  |       |

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|  |  |      |
|--|--|------|
| 10.  | A window will pop up ready for you to scan a QR code.  | User |
|     |  |      |
| 11.  | Proceed to your <b>Account Settings</b> page on <a href="#">TDIS Portal</a> . Under <b>Advanced Security</b> , select the <b>green '+'</b> . | User |
|    |  |      |
| 12.  | Select Authenticator App.  | User |
|  |  |      |
| 13.  | Scan the QR code provided on the <a href="#">TDIS Portal</a> . Select <b>Next</b> .  | User |



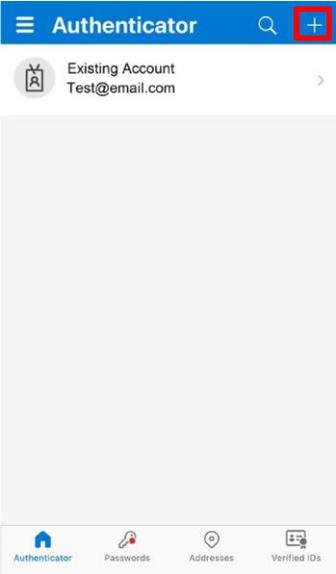
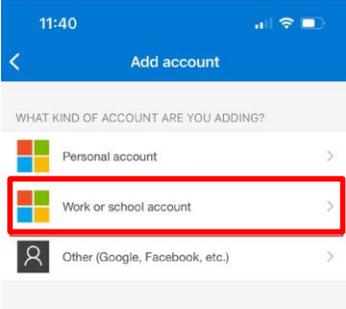
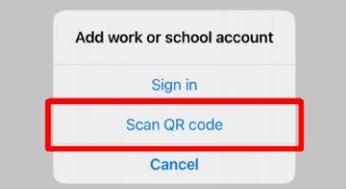
|     |  |      |
|-----|--|------|
| 14. | After selecting next on the <a href="#">TDIS Portal</a> , type in your Time-Based Passcode from your Authenticator App into the code prompt on the portal and select <b>Submit</b> . You will then be able to see your device under the <b>Advanced Security Settings</b> in <b>Account Settings</b> . | User |
|-----|--|------|

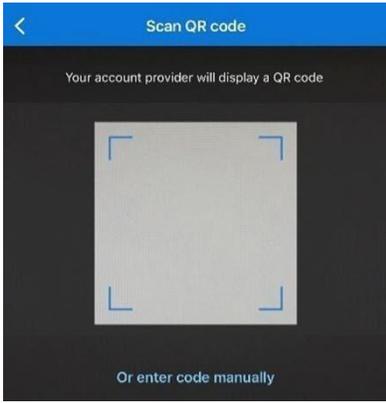
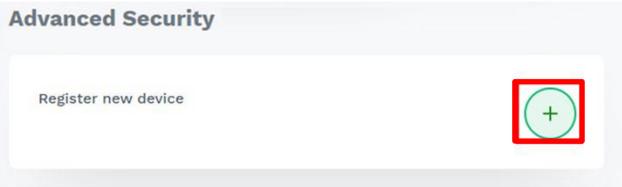
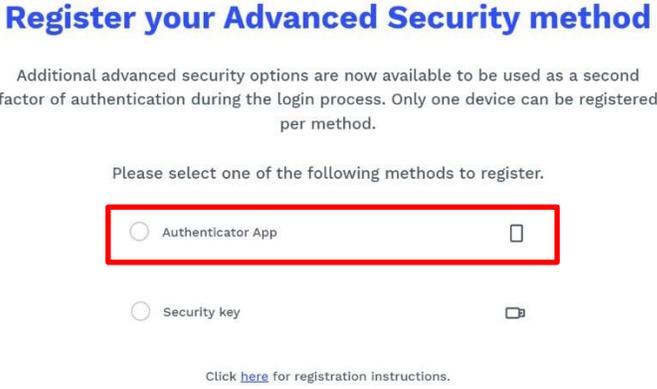


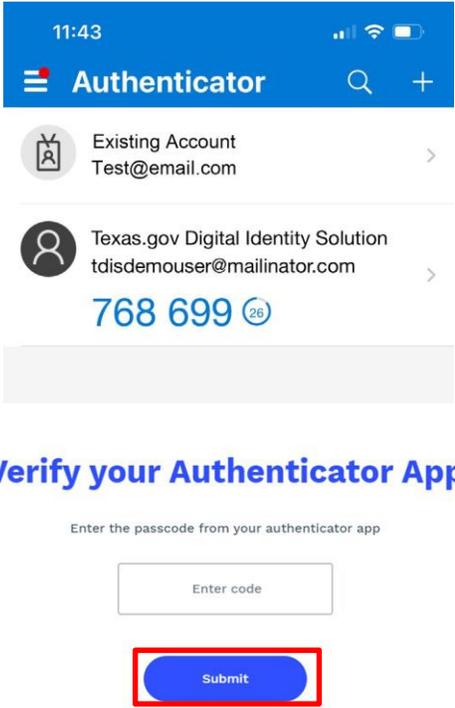
### 2.3.2 Microsoft Authenticator Registration for Existing App Users

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 [TDIS Portal](#) account.

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| Step | Description  | Owner |
|------|--|-------|
|      | To add an account to your Authenticator App, select the <b>"+" sign</b> in the upper right-hand corner.                    | User  |
|      |   |       |
| 15.  | This will prompt you to choose what kind of account you are adding. We recommend selecting <b>Work or School Account</b> . | User  |
|      |   |       |
| 16.  | Select <b>Scan QR Code</b> .   | User  |
|      |   |       |
| 17.  | A window will pop up ready for you to scan a QR code.  | User  |

| Step | Description  | Owner |
|------|--|-------|
|      |   |       |
| 18.  | <p>Proceed to your <b>Account Settings</b> page on <a href="#">TDIS Portal</a>. Under <b>Advanced Security</b>, select the <b>green '+'</b>.</p> | User  |
|      |    |       |
| 19.  | <p>Select <b>Authenticator App</b>.</p>  | User  |
|      |    |       |
| 20.  | <p>Scan the QR code provided on the <a href="#">TDIS Portal</a>. Select <b>Next</b>.</p>   | User  |

| Step | Description   | Owner |
|------|---|-------|
|      | <p style="text-align: center;"><b>Register your Authenticator App</b></p> <p style="text-align: center;">To register, scan the QR code below with your preferred authenticator app (not camera app).<br/>Currently Microsoft and Google Authenticator Apps are being supported.</p> <div style="text-align: center;">  <br/>  </div> <p style="text-align: center;">Click <a href="#">here</a> for registration instructions.</p> |       |
| 21.  | <p>After selecting next on the <a href="#">TDIS Portal</a>, 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 Security Settings</b> in <b>Account Settings</b>.</p>  | User  |
|      |    |       |