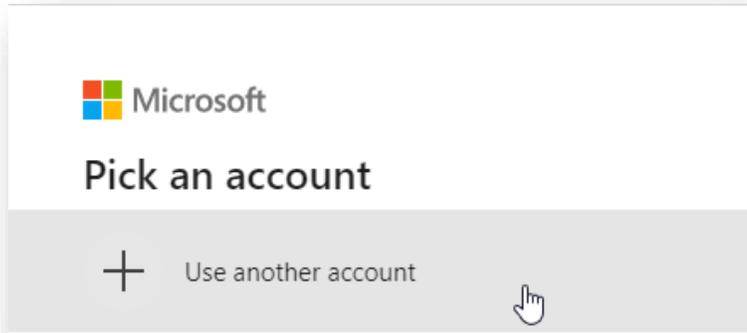


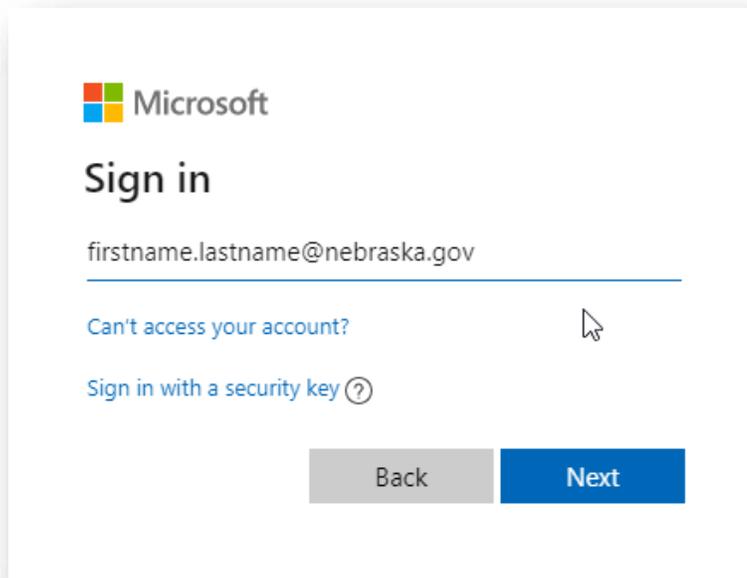
# Setting Up STN MFA

Last Updated: 3/21/2022

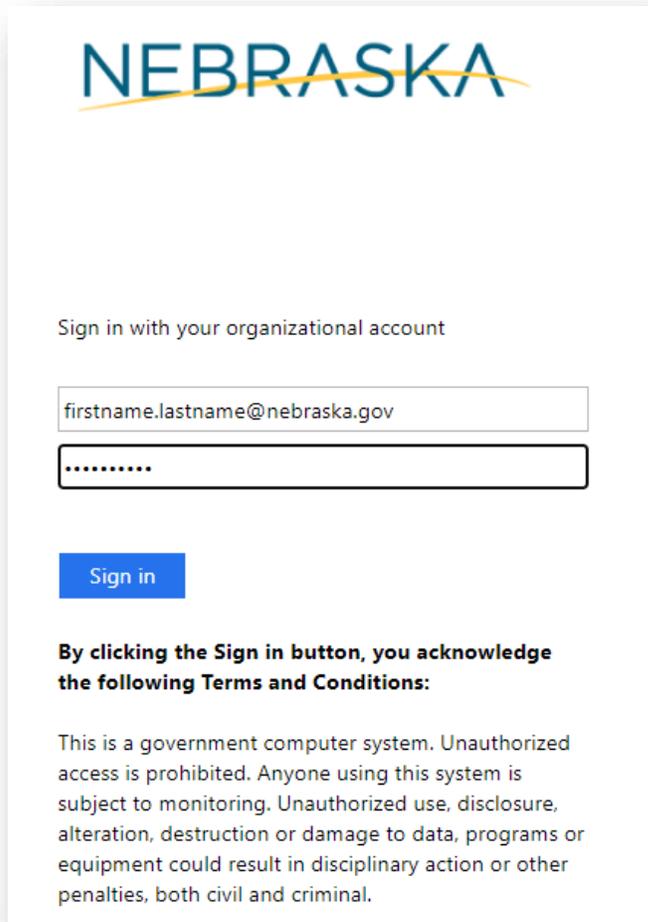
1. Launch a modern internet browser.
2. Go to <https://mysignins.microsoft.com>



3. Login with the STN user ID, adding "@nebraska.gov" after the firstname.lastname. Ex. ([first.last@nebraska.gov](mailto:first.last@nebraska.gov))



- When the ADFS page comes up, sign in with the STN user ID adding “@nebraska.gov” and password for that account.



**NEBRASKA**

Sign in with your organizational account

firstname.lastname@nebraska.gov

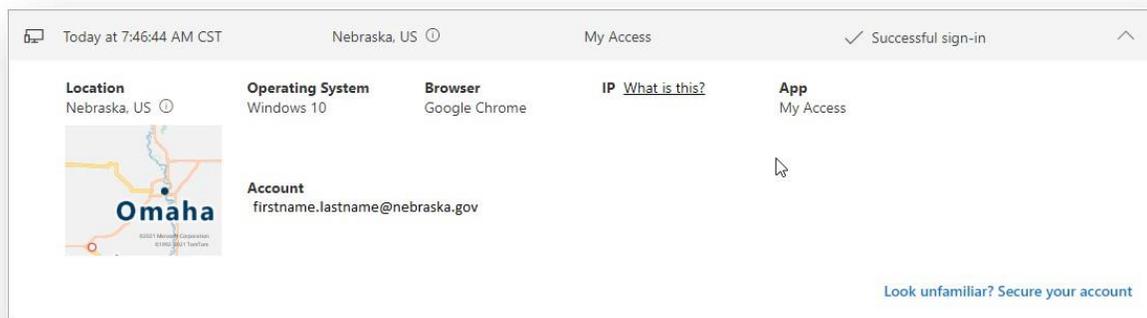
.....

**Sign in**

**By clicking the Sign in button, you acknowledge the following Terms and Conditions:**

This is a government computer system. Unauthorized access is prohibited. Anyone using this system is subject to monitoring. Unauthorized use, disclosure, alteration, destruction or damage to data, programs or equipment could result in disciplinary action or other penalties, both civil and criminal.

- When the mysignins page reloads, it may show a screen that will display all the places with account activity. If a location appears out of the ordinary (signed in from Russia for example), please contact the OCIO service desk immediately.



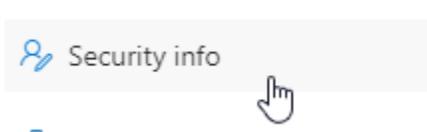
Today at 7:46:44 AM CST    Nebraska, US    My Access    Successful sign-in

Location	Operating System	Browser	IP	App
Nebraska, US 	Windows 10	Google Chrome	<a href="#">What is this?</a>	My Access

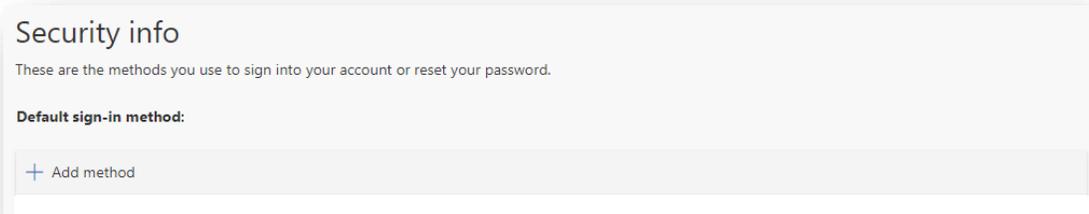
Account  
firstname.lastname@nebraska.gov

[Look unfamiliar? Secure your account](#)

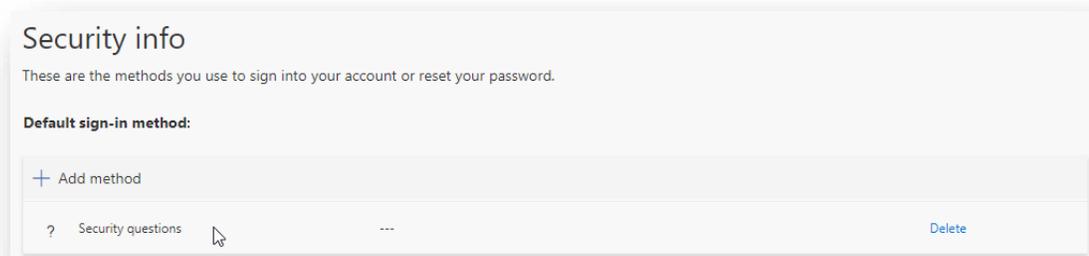
6. Click Security Info on the left side of the screen.



a. If this is blank, proceed to step 7.



b. If there is a field called security questions, go to step 12.

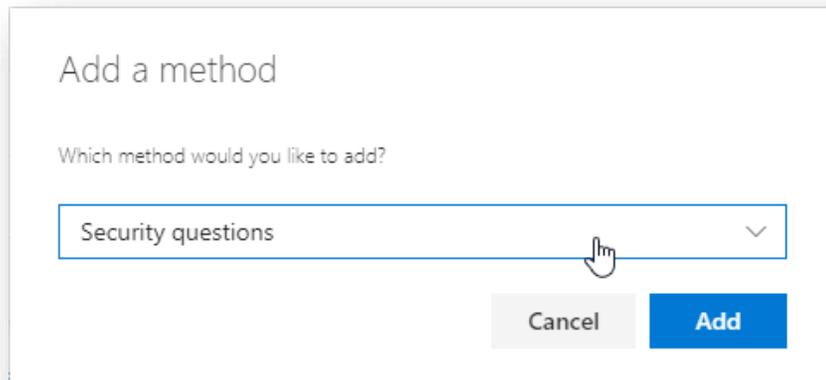


7. Add security questions. This is important should the user replace their device and need to reconfigure the Authenticator app.

8. Click +Add Method button.



In the dropdown, select security question (then hit Add button).



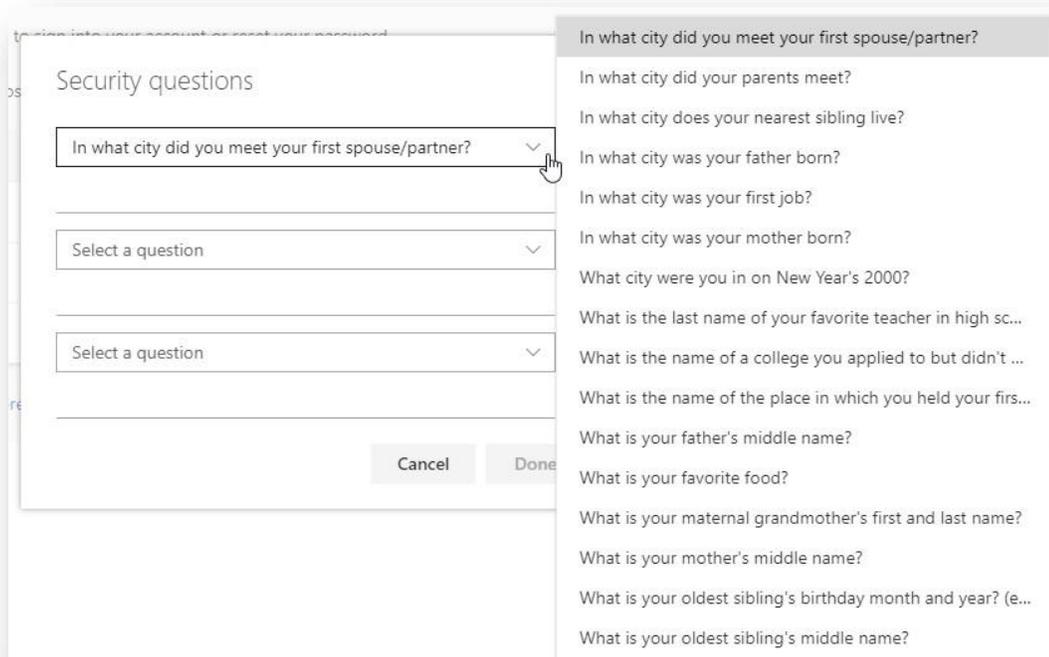
Add a method

Which method would you like to add?

Security questions

Cancel Add

9. In each dropdown, select a question which the user can remember the answer. Type that answer in the proceeding line. Continue until all 3 questions are answered.



Security questions

In what city did you meet your first spouse/partner?

Select a question

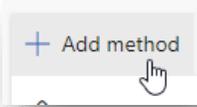
Select a question

Cancel Done

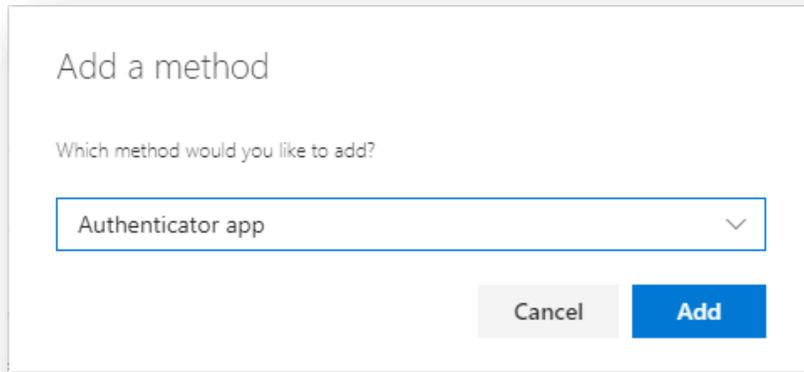
- In what city did you meet your first spouse/partner?
- In what city did your parents meet?
- In what city does your nearest sibling live?
- In what city was your father born?
- In what city was your first job?
- In what city was your mother born?
- What city were you in on New Year's 2000?
- What is the last name of your favorite teacher in high sc...
- What is the name of a college you applied to but didn't ...
- What is the name of the place in which you held your firs...
- What is your father's middle name?
- What is your favorite food?
- What is your maternal grandmother's first and last name?
- What is your mother's middle name?
- What is your oldest sibling's birthday month and year? (e...
- What is your oldest sibling's middle name?

10. Click the Done button.

12. Click +Add Method.

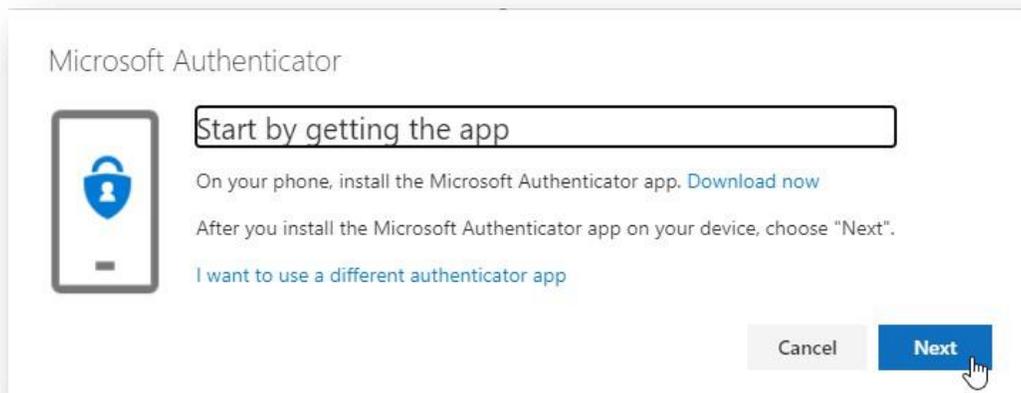


13. Select Authenticator App.



14. Install the Microsoft Authenticator app on the user's mobile device if not already completed.

15. Click Next on this prompt.

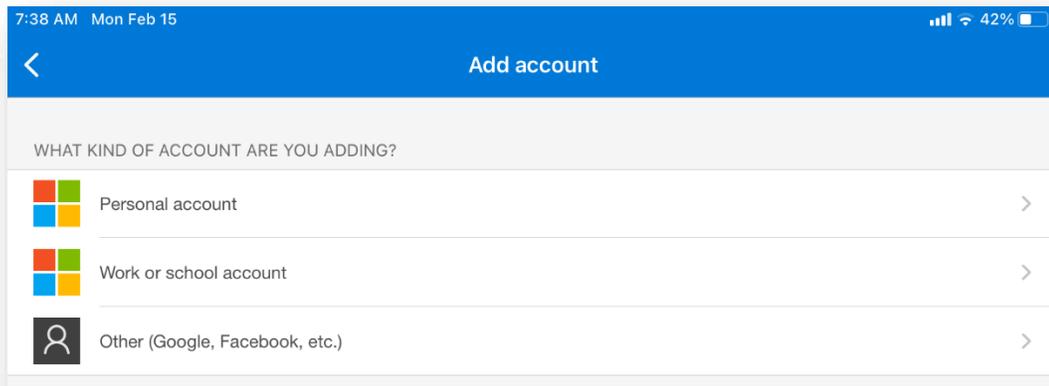


16. On the mobile device, open the Authenticator app and add a new authenticator application. This can be done by tapping the Add if this is the first account, or the + symbol in the top right corner of the screen.

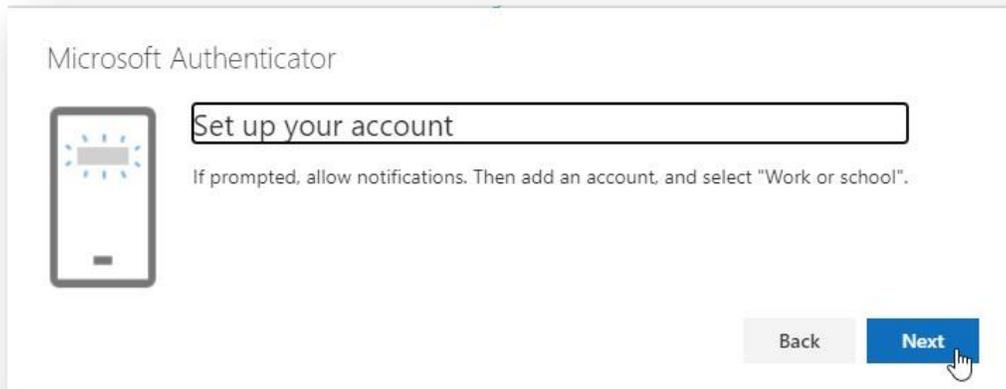
**Do not remove any authenticator applications if they are present.**



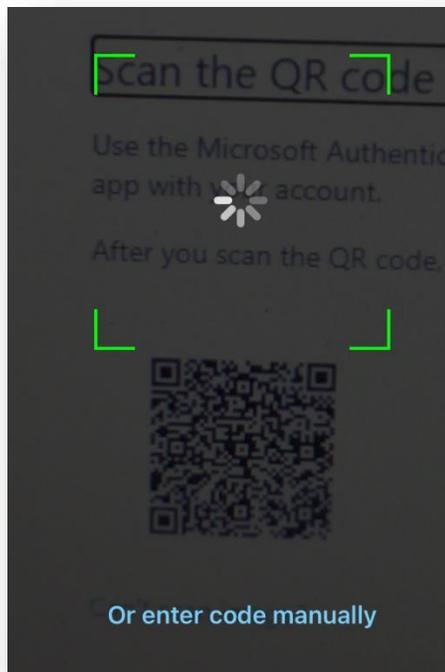
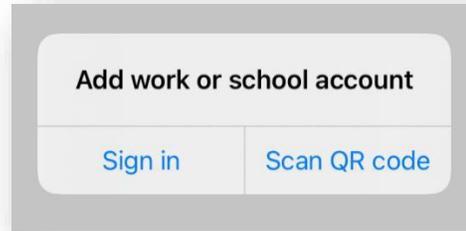
17. Select Work or School Account. (A prompt may pop up to allow the Authenticator App access to the device camera. Hit the OK or Allow button.)



18. Click next on the computer screen



19. This will display a QR code (box with a strange design in it). Use the mobile device to scan this code. Line up the code in the crosshairs on the mobile device.



20. On the mobile device, tap Approve.

21. The user will then be prompted on the mobile device to approve the initial configuration.

22. Click the approve and the X on the computer.

23. Sign out on the computer in the upper right-hand corner, close the browser, and relaunch the browser.

24. Go back to <https://mysignins.microsoft.com>

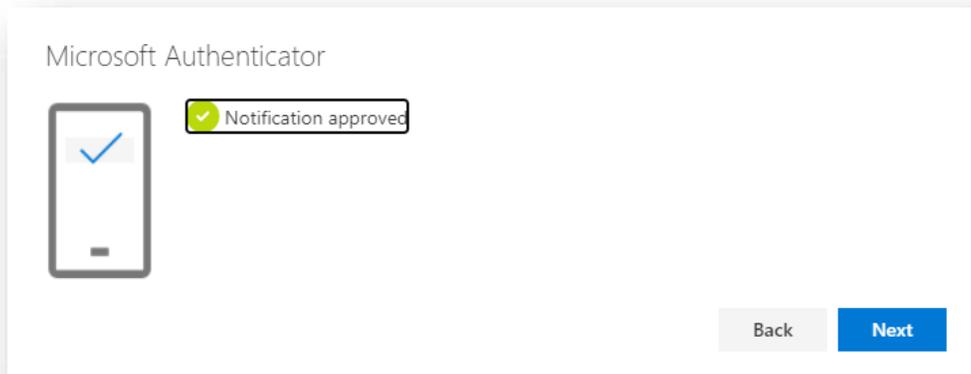
25. Click on Security Info.

26. If working, it will send a notification on the mobile device for Approval.



27. Approve.

28. The page should then load in the computer browser.



29. STN Resources work best by using the Authenticator app, to ensure this is the default option while on the Security Info page look for the following:

**Default sign-in method:** Microsoft Authenticator - notification [Change](#)

If not set to the authenticator app, it is recommended this be changed.

30. Close Browser.

31. Setup completed.