Setting Up STN MFA
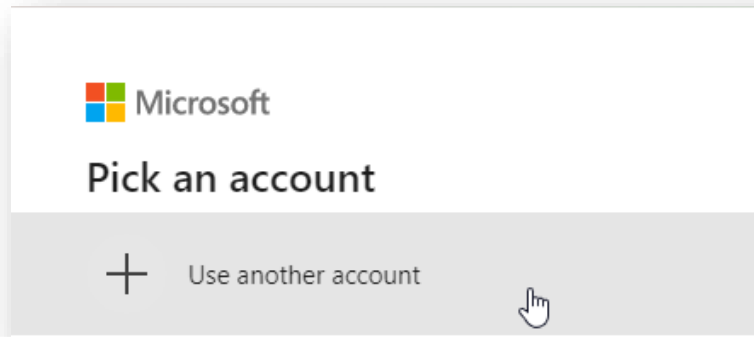
1. Launch a modern internet browser

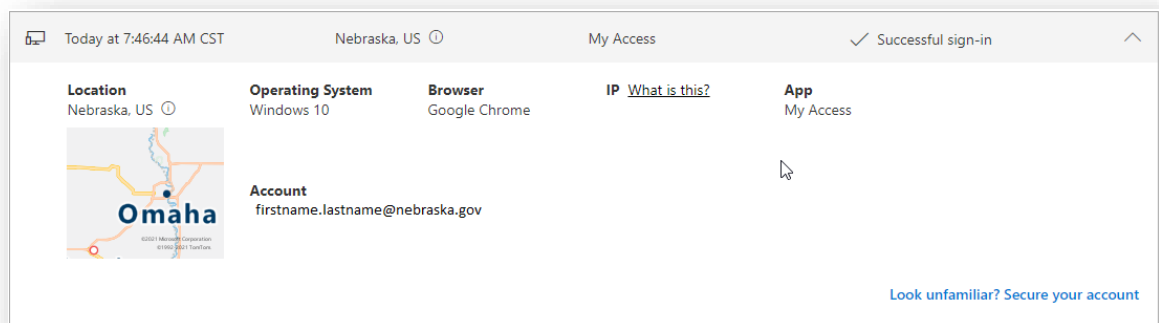2. Go to https://mysignins.microsoft.com

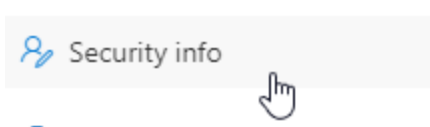3. Login with the STN user ID, adding "@nebraska.gov" after the firstname.lastname. Ex. (first.last@nebraska.gov)
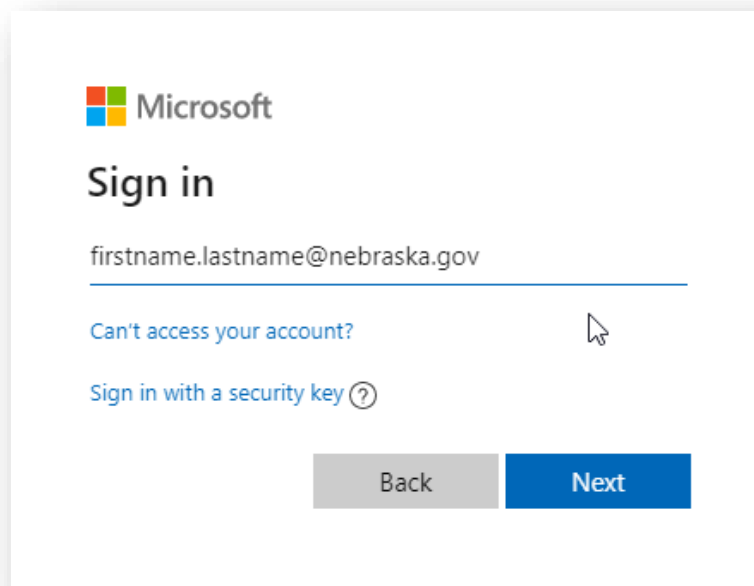
4. When the ADFS page comes up, sign in with the STN user ID adding "@nebraska.gov" and password for that account

NEBRASKA

Sign in with your organizational account

firstname.lastname@nebraska.gov

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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.

5. 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 Nebraska, US ⓘ	**Operating System** Windows 10	**Browser** Google Chrome	**IP** What is this?	**App** My Access

Omaha
©2021 Microsoft Corporation
©1992-2021 TomTom

Account
firstname.lastname@nebraska.gov

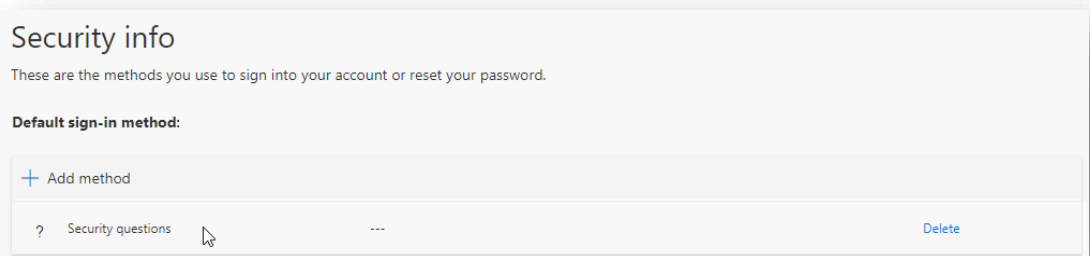Look unfamiliar? Secure your account

6. Click Security Info on the left side of the screen
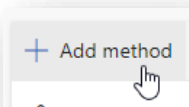
a. If this is blank, proceed to step 7
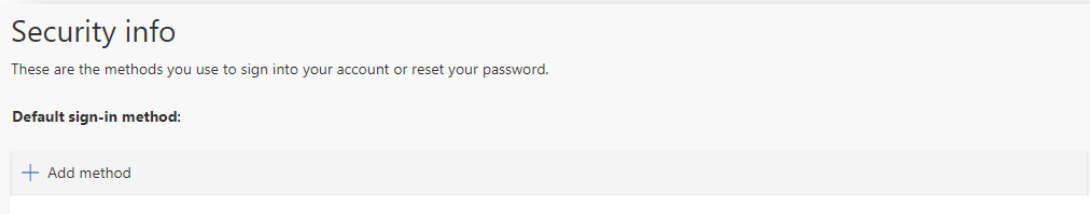
b. If there is a field called security questions, go to step 12

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

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

10. 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

11. Click the Done button
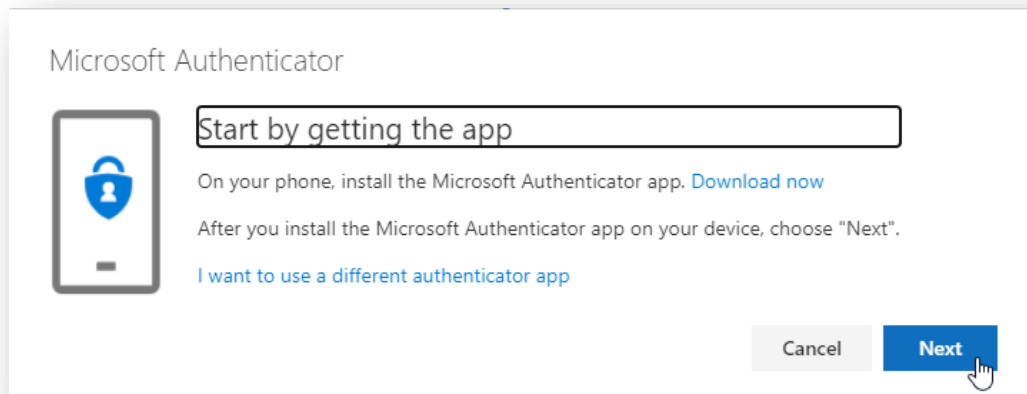
12. Click +Add Method
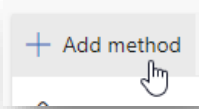
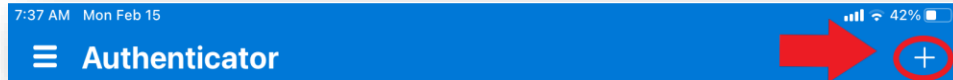13. Select Authenticator App
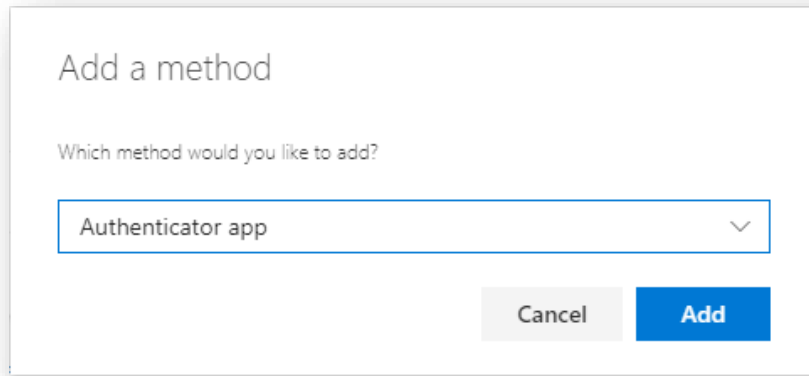
14. Install the Microsoft Authenticator app on the user's mobile device if not already completed.
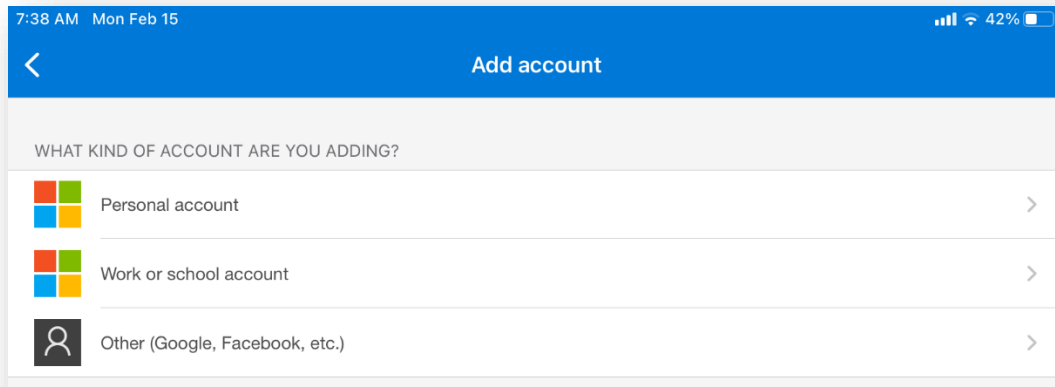
15. Click Next on this prompt

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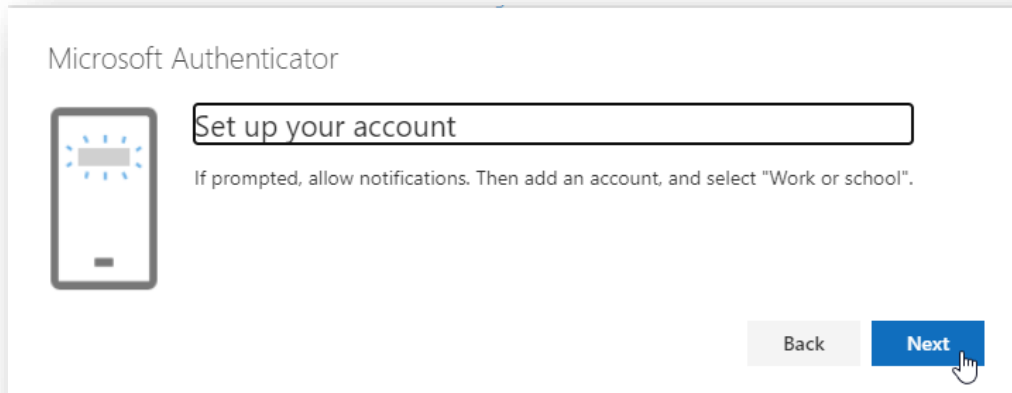**Do not remove any authenticator applications if they are present.**

7:37 AM   Mon Feb 15   ·ıll ⬙ 42% ▢

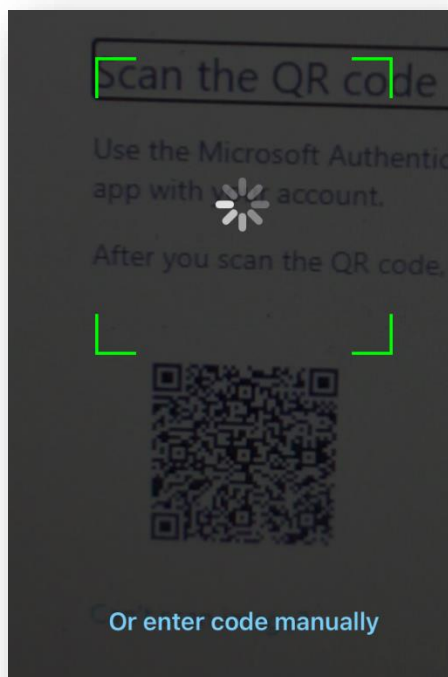☰ **Authenticator**   ➕

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)

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‹   **Add account**

WHAT KIND OF ACCOUNT ARE YOU ADDING?

Personal account   ›

Work or school account   ›

Other (Google, Facebook, etc.)   ›

18. Click next on the computer screen

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   **Next**

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.

Add work or school account

Sign in   Scan QR code

Scan the QR code

Use the Microsoft Authentic
app with your account.

After you scan the QR code,

Or enter code manually
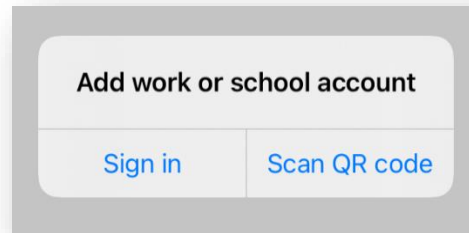
20. On the mobile device, tap Approve

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.

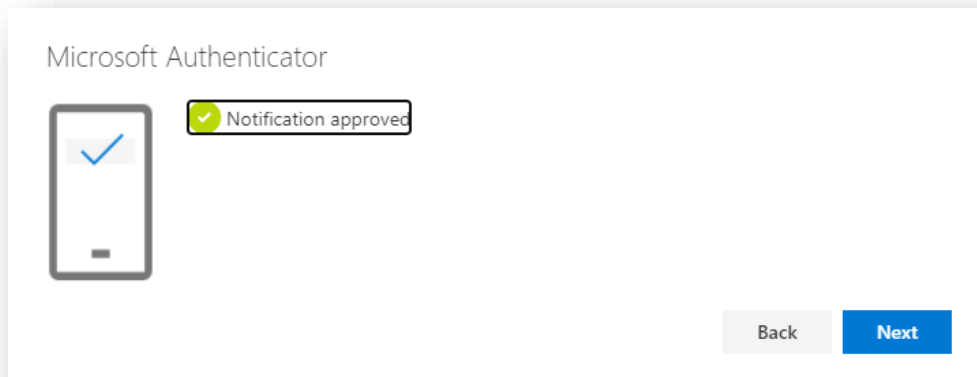24. Go back to https://mysignins.microsoft.com

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:

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

30. Close Browser

31. Setup completed