



Authy TFA Quick Start Guide

iPhone

Starting July 15, 2015, all ACF web users will need to enable Two-Factor Authentication (TFA) on their ACF accounts. Two-Factor Authentication (TFA) is a tool to help prevent unauthorized users from accessing your ACF account.

How it works

In a two-factor authentication system, the first form of user identification is your current login credentials - your username and password. The second form of identification is created by a special algorithm in the ACF system and sent to a device you have authorized to receive that code. ACF is using an application on a smartphone, Authy, as well as providing a backup method of receiving codes via SMS text. Because any user attempting to log in must possess both your username and password AND your phone, it is much more difficult for a user account to become compromised.

Authy app generates a six-digit code for you to enter when you log in. Important to note, the code changes approximately once a minute for security purposes. Once you have set up the connection with ACF's site, you will need to use Authy every time to gain access to the site.

The default account timeout settings *have not changed* with TFA. You may not need to log into your ACF account when you're away from your desk for an extended period of time.

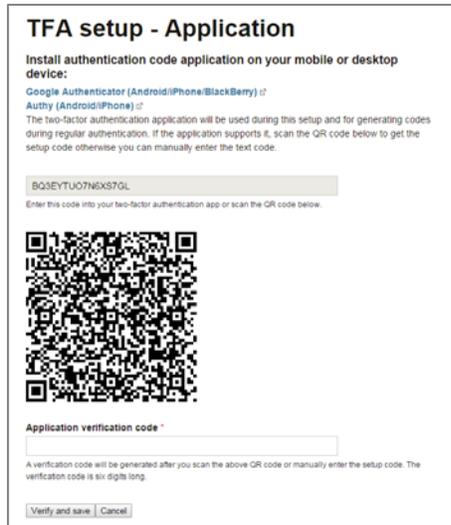
Follow the steps below to link Google Authenticator to your ACF account and use it as your secondary method of identification.

1. Log into your ACF account using your username and password as you normally would.
2. On the next screen, a prompt will inform you that you need to set up TFA on your account.
 - a. Reenter your password to continue.

The screenshot shows the Administration for Children & Families website. At the top, there is a navigation bar with links for HOME, ABOUT, FIND HELP, and PROGRAMS. Below the navigation bar, the page title is "Home". The main content area is titled "TFA setup". Underneath the title, there is a section labeled "Current password" with a red asterisk. Below this label is a text input field. Under the input field, there is a prompt: "Enter your current password to continue." At the bottom of the form, there are two buttons: "Confirm" and "Cancel".

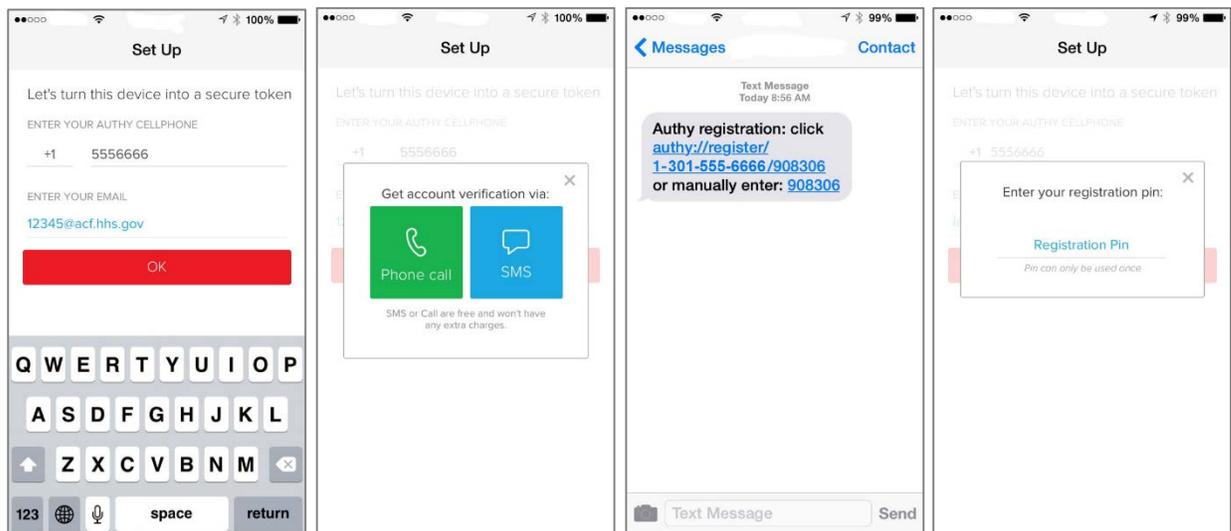
Browser screen showing the password reentry for TFA setup

- b. On the next screen, you will be given a choice between two applications for completing TFA logins, Google Authenticator or Authy.
- a. You will be use one of those applications each time you log in to ACF to acquire the second authentication code the system now requires. Below that, you will see a manual verification code and a QR code your phone can scan.

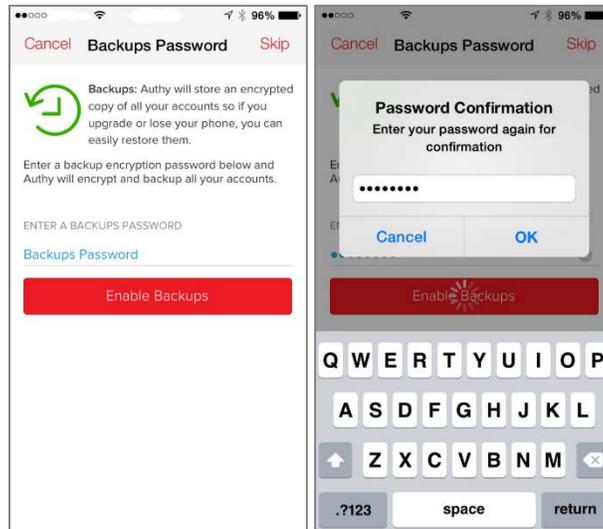


Browser screen showing the QR and manual authentication codes

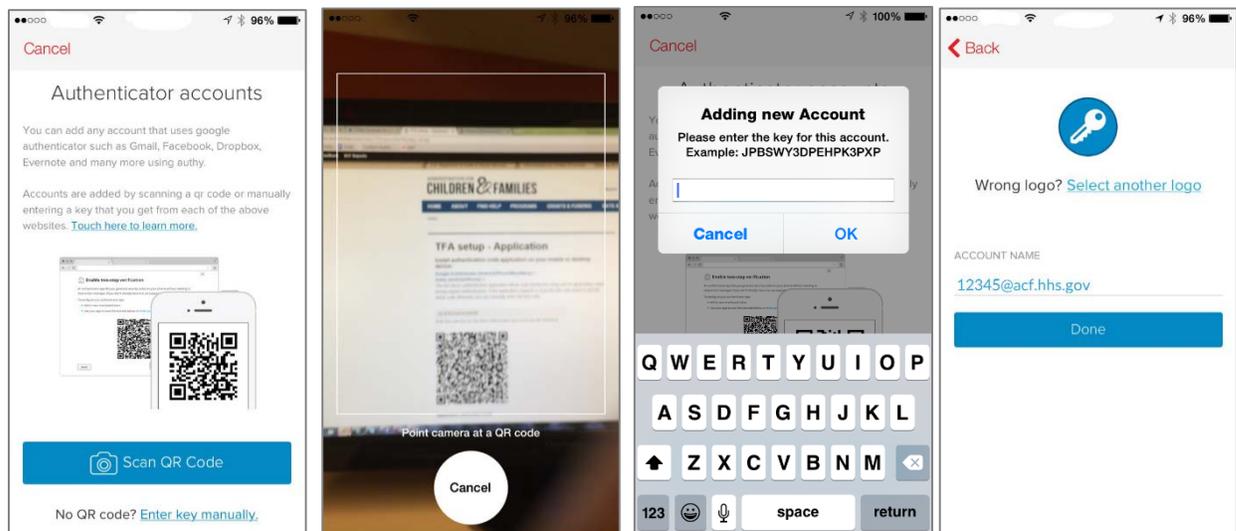
- b. You will use these in the following steps to connect your smartphone app with your ACF account.
3. Once the Authy app has been installed, open the app. Authy will ask you to link your cell phone number and your ACF email address to the app.
 - a. You will then be provided with an option to verify your account via phone call or SMS text. Select SMS to receive your confirmation number.
 - b. When you receive a text message from Authy, enter the registration pin into the app to continue.



- c. Note: you may receive an iPhone notification to Push Notifications. Please select okay to allow Authy to Push Notifications to your iPhone.
4. Authy will then ask you to enable backups on your phone and to set up a backup password. Please enable a backup password for your Authy app.

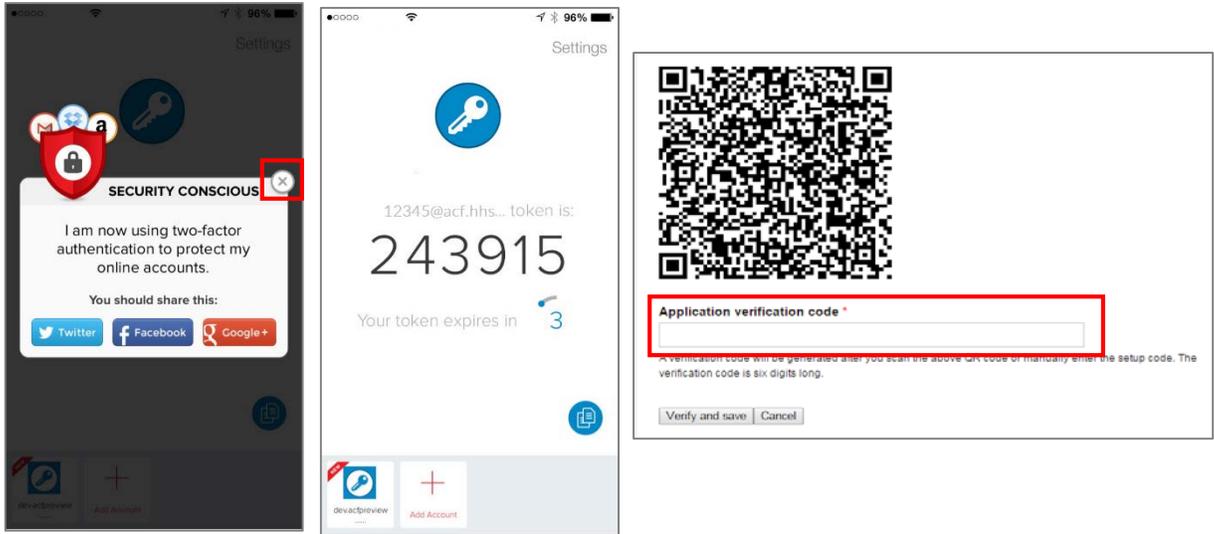


5. After you have assigned a backup password to the Authy app, a menu will appear that will allow to you either scan the QR code on the ACF website or manually enter the code that appears above the QR code.



- a. If you select Scan barcode, your iPhone's camera will activate.
- b. Hold your phone close to the screen to allow the camera to capture the QR code.
6. After Authy reads the QR code, you may receive a popup message that suggests sharing your Security Consciousness.
 - a. Close out of the popup message to continue.
 - b. The six-digit security code will then become available to you. When the code has processed, Authy will generate a verification code and display it.

- c. Type the six-digit code you see in the app into the ACF website below the QR code.
- d. Then select verify and save.
- e. Note: the code has a timer, if the timer expires you may need to enter in a new code before continuing your login.

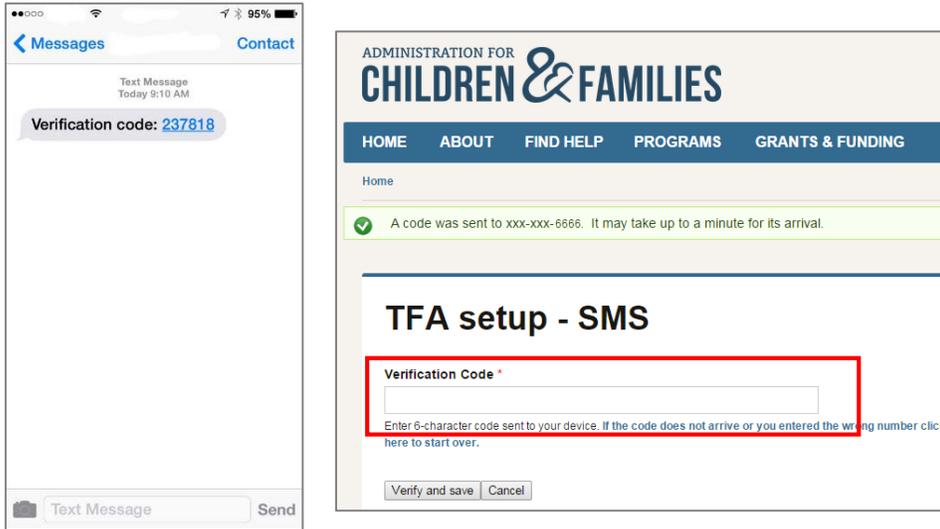


- 7. After you enter the verification code into your account, you will sign up for SMS (text message) authentication. The SMS authentication will act as a backup in case the app malfunctions.
 - a. Once you enter in your mobile number into the box, select Send SMS.



- b. A text message will be sent to your phone.

8. Once you receive the verification code, enter it in the verification code box on the ACF website.
 - a. Then select verify and save.



You should now have full access your ACF account.