# **MFA Enrollment Instructions**

# Multifactor Authentication - (MFA) is a security level that verifies a user's identity by requiring multiple layers of authentication.

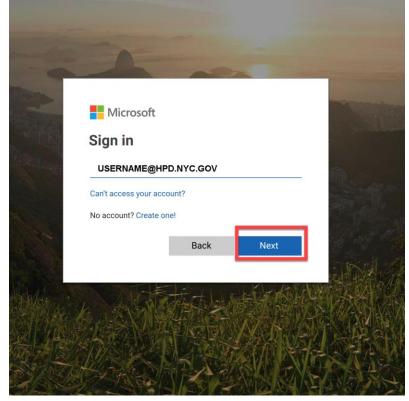
YOU WILL HAVE 2 OPTIONS OF HOW YOU WISH TO AUTHENTICATE YOUR LOG ON, CONTINUE HERE FOR OPTION 1 OR PROCEED TO PAGE 8 FOR OPTION 2

- OPTION 1 authentication by phone call a call will be directed to your phone; on your phone you will follow the automated voice to select the pound (#) sign to confirm.
- OPTION 2 mobile app download authenticator app on your mobile phone, you will receive a notification to choose an approval status.

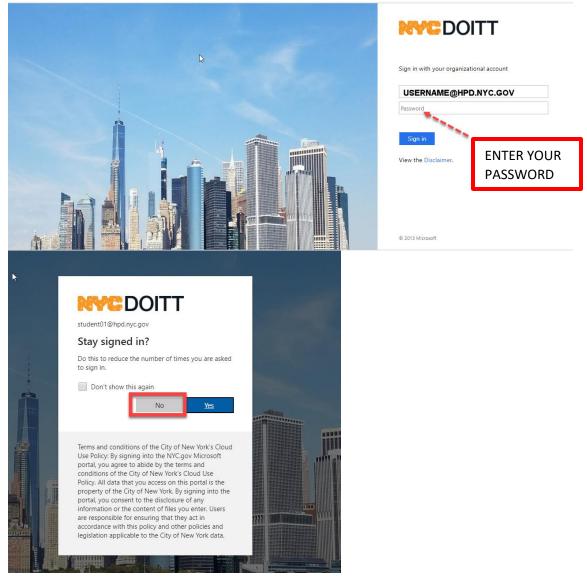
# Enrollment using a phone call (OPTION 1)

1. Navigate to this website: <u>https://aka.ms/mfasetup</u>

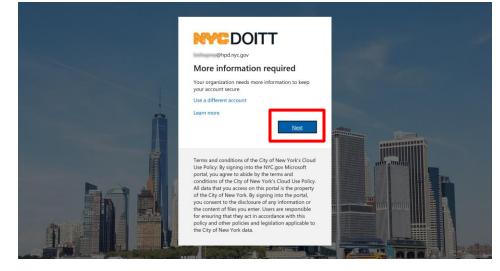
On the Login screen, enter your nyc.gov email (<u>username@hpd.nyc.gov</u>)



2. After you have entered your email address, you will be redirected to another login site, here confirm your email address and input your password



3. You will get prompted for additional information required. Click Next



4. Select Authentication phone.

Next

5. Select Country Region: (United States (+1)

A 1 1111 1 1		
Additional security ve	erification	
Secure your account by adding phone verificati	ion to your password. View video to know how to secure your account	
Step 1: How should we contact y	/ou?	
Authentication phone		
Select your country or region United States (+1)		
Afghanistan (+93)		
Albania (+355)		
Algeria (+213)		
American Samoa (+1684)		
Andorra (+376)		
Angola (+244) Anguilla (+1264)		
Antarctica (+672)	Next	
Antigua and Barbuda (+1268)		
Argentina (+54)		
Armenia (+374)	security. Standard telephone and SMS charges will apply.	
Aruba (+297)		
Ascension Island (+247)		
Australia (+61)		
Austria (+43) Azerbaijan (+994)		
Bahamas, The (+1242)		
© Bahrain (+973)		
Bangladesh (+880)		
Barbados (+1246)		
Belarus (+375)		
Belgium (+32)		
Belize (+501)		
Benin (+229) Bermuda (+1441)		
Bhutan (+975)		
Bolivia (+591)		
Bosnia and Herzegovina (+387)		

6. Enter your number (mobile or landline) and click Next.

NYCDOITT	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know ho	w to secure your account
Step 1: How should we contact you?       Authentication phone       United States (+1)	Phone numbers must be formatted with dash
Method	ex: 111-111-1111
Call me Your phone numbers will only be used for account security. Standard telephone and SMS	Next charges will apply.
©2020 Microsoft Legal   Privacy	

7. The system will attempt to call your phone number.

NYCDOITT	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 2: We're calling your phone at +1 646-	
	Next

8. You will get a call on your phone that will require you to enter the pound (#) sign. Once done the call will automatically hang up, and your computer screen will display "Verification successful" click done



#### SELECT NO

## APPROVE SIGN IN REQUEST



9. This next screen will give you the ability to add call back numbers. After adding your phone numbers click save at the bottom left

			student07@hpd.nyc.gov   ?	
Additional securit	y verification			
When you sign in with your password, y View video to know how to secure your		egistered device. This makes it harder fo	or a hacker to sign in with just a stolen password.	
what's your preferred option	?			
We'll use this verification option by defa	ault.			
Call my authentication phone				
how would you like to respo				
Set up one or more of these options. Le	arn more			
<ul> <li>Authentication phone</li> </ul>	United States (+1) 🗸			
Office phone	Select your country or region 🛛 💙	Extension		
Alternate authentication phone	Select your country or region 💙	2	Country code required.	
Authenticator app or Token	Set up Authenticator app		INPUT YOUR PHONE NUN AND COUNTRY OR REGIO	
Save cancel Your phone numbers will only be used	For use with <b>optior</b> on page 8	arges will apply.		
⊌2020 MICrosott Legai   Privacy				

You have updated and have successfully set up your Multifactor Authentication

	studentor enputylege	PY 1 8
Additional se	ecurity verification	
When you sign in with your View video to know how to s	password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen pas secure your account	
Call my authentication pho		
Set up one or more of these Authentication ph Office phone	i options. Learn more	
Alternate authenti	Updates successful Your settings were configured successfully.	
Authenticator app	Close	
Save cancel Your phone numbers will only	nly be used for account security. Standard telephone and SMS charges will apply.	
©2020 Microsoft Legal		

10. You will be directed to your profile page where you can make changes. If you do not need to make changes, sign out as shown below.

NYCDO	TT				Student05 NYC 0365 HOSTED	Select your
Profile HPD, Stud	lent05 (HPD)	Email: Student05@hpd.nyc.gov Alternate email: Office: United States	Manag Change p Set up se	Apps Profile	Student05 HPD student05@hpd.nyc.gov	profile icon to sign out
			Addition- Review te Sign out e	Sign out	-	
		T CHOOSE OUT EVERYWHERE"				

# THIS CONCLUDES OPTION 1 (PHONE CALL AUTHENTICATION)

# **OPTION 2 - PHONE APP SET UP**

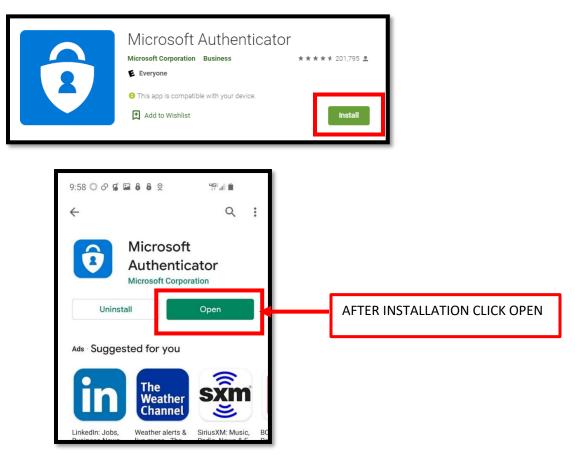
If you have an HPD issued phone, check for the Microsoft Authenticator App. If you do not have the app, proceed to install it (follow the directions below).

ON YOUR CELL PHONE VISIT YOUR DEVICE'S APP STORE:



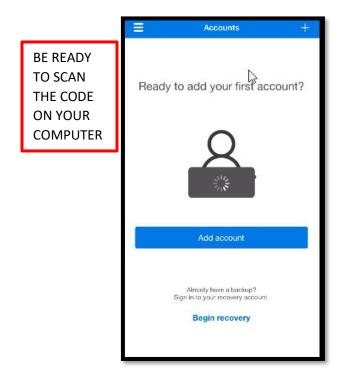
search for Microsoft Authenticator and install it.

\*Note: scan code is time sensitive



	I-PHONE			
U	oon opening th	ie app		
Ξ	Accounts	+		
Ready	Ready to add your first account?			
"Authenticator" Would Like to Access the Camera May be needed to scan QR code to add a new account				
	Add accour	nt		
Already have a backup? Sign in to your recovery account. <b>Begin recovery</b>				

This screen will go by and your camera will open

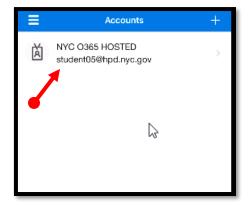


<b>ANDROID</b> Upon opening the app	
opon opening the app	
Set up passwordless sign-in for your personal Microsoft account	
Data Privacy We gather non-personally identifiable usage data to help us improve the app. You can turn this off in settings. Learn more in the FAQs available under the Help menu.	
SIGN IN WITH MICROSOFT	
SCAN QR CODE	
SKIP	
III O <	
<section-header><text><text><text><text><text><text><text></text></text></text></text></text></text></text></section-header>	
Set up passwordless sign-in for your personal Microsoft account	BE READY TO SCAN THE CODE ON YOUR COMPUTER
Sign in with the same account you use to sign into Outlook, Office, etc.	
III O <	

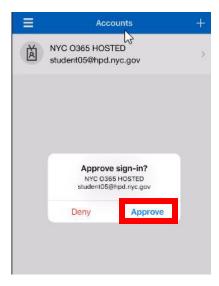
The camera will open for you to scan the code



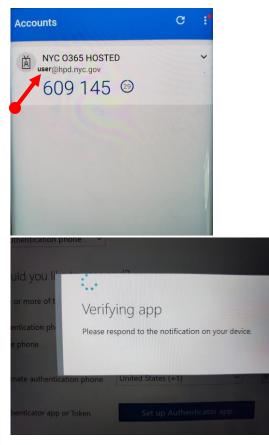
After successful scan, your account will be added



# Verification is sent to your phone



After successful scan, your account will be added



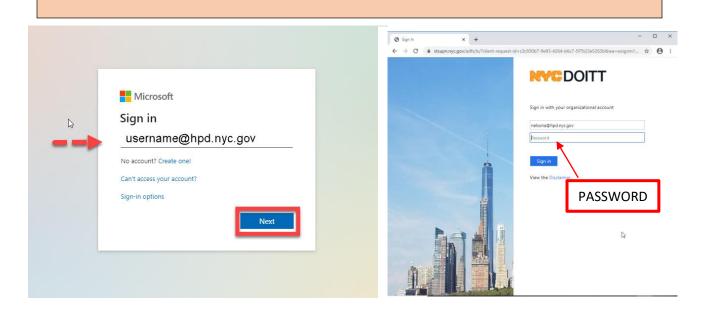
# Verification is sent to your phone

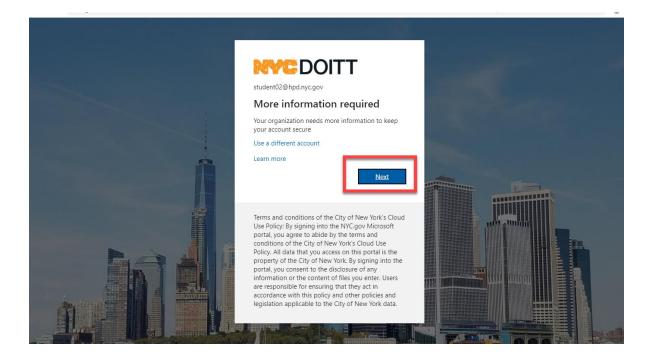


# Multifactor Authentication Enrollment using your Mobile Smart Phone App (OPTION 2)

# YOU WILL NEED BOTH CELL PHONE AND COMPUTER TO COMPLETE THE SETUP

Navigate to this website: <u>https://aka.ms/mfasetup</u> On the Login screen, enter your nyc.gov email (<u>username@hpd.nyc.gov</u>)





# <u>STEP 1</u>

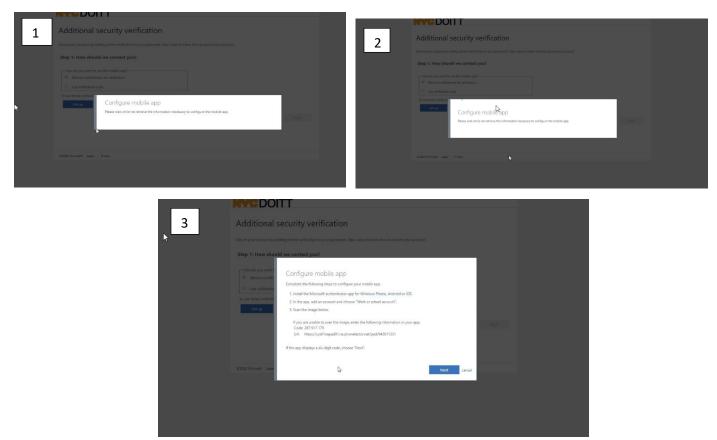
Choose mobile app

NYCDOITT	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 1: How should we contact you?	
Authentication phone Office phone Mobile app	
Method     Call me	
Next	
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	
©2020 Microsoft Legal   Privacy	

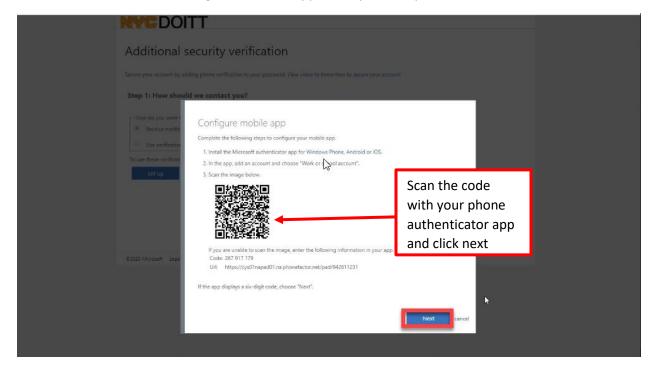
# SELECT RECEIVE "NOTIFICATIONS FOR VERIFICATION" AND CLICK SET UP

NYCDOITT	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 1: How should we contact you?	
Mobile app	
How do you want to use the mobile app?     Receive notifications for verification	
Use verification code	
To use these verification methods, you must set up the Microsoft Authenticator app.           Set up         Please configure the mobile app.	
	Next

NEXT THREE SCREENS WILL GO BY WITHOUT INTERVENTION (HAVE YOUR PHONE AUTHENTICATOR APP READY TO SCAN)



#### The following bar code will appear on your computer screen





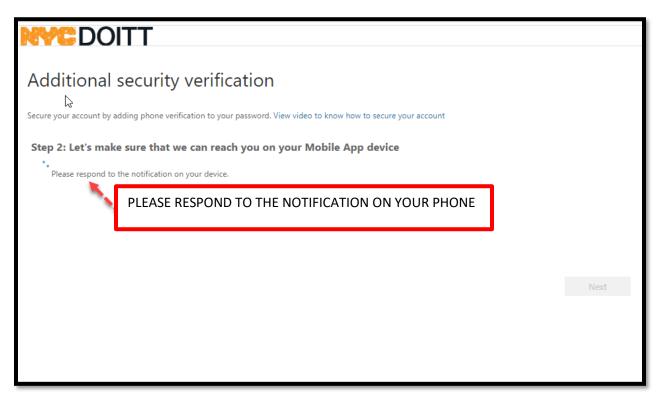
A NOTIFICATION WILL BE SENT TO YOUR PHONE APP FOR VERIFICATION . (SELECT APPROVE ON YOUR PHONE)

NYCDOITT	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 1: How should we contact you? Mobile app	
How do you want to use the mobile app?     Receive notifications for verification     Use verification code	
To use these verification methods, you must set up the Microsoft Authenticator app.	
CHECKING ACTIVATION STATUS	

AFTER NOTIFICATION IS CONFIRMED AND APP IS CONFIGURED CLICK NEXT

NYCDOITT	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 1: How should we contact you?	
How do you want to use the mobile app? <ul> <li>Receive notifications for verification</li> <li>Use verification code</li> </ul>	
To use the everification methods, you must set up the Microsoft Authenticator app.           Set up         Mobile app has been configured for notifications and verification codes.	1
MOBILE APP HAS BEEN CONFIGURED	-

#### **STEP 2** WILL REQUIRE ANOTHER NOTIFICATION APPROVAL FROM YOUR PHONE



**<u>STEP 3</u>** WILL DIRECT YOU TO AN ADDITIONAL SECURITY SCREEN FOR INFORMATION IN THE EVENT YOU CANNOT ACCESS YOUR PHONE OR MOBILE APP

NYCDOITT	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know	v how to secure your account
Step 3: In case you lose access to the mobile app	
United States (+1)    111-222-2222	
ENTER COUNTRY REGION: (United States (+1) AND	
A PHONE NUMBER IN THE EVENT YOU CANNOT	
ACCESS YOUR PHONE OR MOBILE APP	Done
CLICK DONE	S charges will apply.

### YOU WILL BE DIRECTED TO THE DOITT SIGN IN PAGE - CLICK NO

•		ولف عاكان
	<b>NYC</b> DOITT	
	student01@hpd.nyc.gov	
	Stay signed in?	
	Do this to reduce the number of times you are asked to sign in.	
	Don't show this again	
	Terms and conditions of the City of New York's Cloud Use Policy: By signing into the NYC.gov Microsoft portal, you agree to abide by the terms and conditions of the City of New York's Cloud Use Policy. All data that you access on this portal is the property of the City of New York. By signing into the portal, you consent to the disclosure of any information or the content of files you enter. Users are responsible for ensuring that they act in accordance with this policy and other policies and legislation applicable to the City of New York data.	

YOU WILL BE REQUIRED TO INPUT AN ALTERNATE PHONE NUMBER BEFORE YOU CAN SAVE

				student01@	Samoan
Additi@nal securit	y verificatio	n			Google Translate
$\bigcirc$	rou are also required to res account		igistered device. This makes it harder for a hacker to	sign in with just a s	stolen password.
We'll use this verification option by defa Notify me through app	ault.	-	CT "ALTERNATE IENTICATION PHONE"		
how would you like to respo	nd?				
Set up one or more of these options. Le	arn more				
Authentication phone	United States (+1)	٣	111-222-2222		
Office phone	Select your country or re	gion 🔻	Extension		
Alternate authentication phone	Select your country or re	gion 🔻			
<ul> <li>Authenticator app or Token</li> </ul>	Set up Authentic	ator app	l i i i i i i i i i i i i i i i i i i i		
Authenticator app - SM-G970U	Delete				
Save cancel					
Your phone numbers will only be used t	for account security. Standa	ard telephone a	nd SMS charges will apply.		

#### ONCE THE ALTERNATE PHONE NUMBER AND COUNTRY IS ENTERED – CLICK SAVE

		student01@hpd.nyc.gov   <b>?</b>
Additional securit	ty verific⊎tion	
When you sign in with your password, y View video to know how to secure your		egistered device. This makes it harder for a hacker to sign in with just a stolen password.
what's your preferred option	1?	
We'll use this verification option by defa	ault.	
Notify me through app		
how would you like to respor	ind?	
Set up one or more of these options. Le	earn more	
<ul> <li>Authentication phone</li> </ul>	United States (+1) v	111-222-2222
Office phone	Select your country or region •	Extension
<ul> <li>Alternate authentication phone</li> </ul>	United States (+1)	222-111-111
<ul> <li>Authenticator app or Token</li> </ul>	Set up Authenticator app	h <u>/</u>
Authenticator app - SM-G970U	Delete	INPUT AN ALTERNATE PHONE NUMBER AND COUNTRY REGION:
Save		(UNITED STATES+ 1) CLICK SAVE
Your phone numbers will only be used f	for account security. Standard telephone a	nd SMS charges will apply.

## YOU HAVE SUCCESSFULLY ENROLLED IN YOUR AUTHENTICATOR APP ACCOUNT!

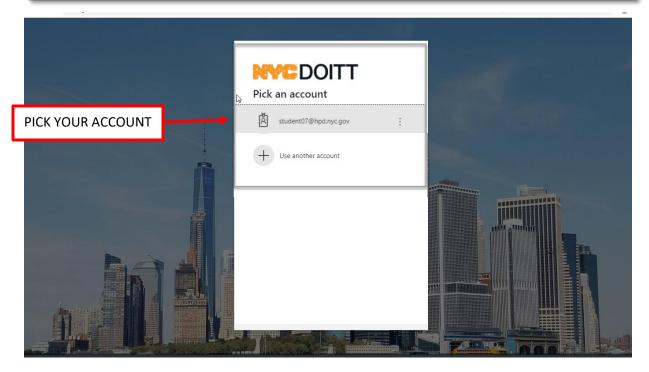
	StudentU1@hpd.nyc.gov   ?
А	dditional security verification
	en you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. w video to know how to secure your account
wł	s your preferred option?
We	Il use this verification option by default.
N	otify me through app 🔹
ho	w would you li (i)
Set	up one or more of t Updates successful
	Authentication ph Your settings were configured successfully.
	Office phone
V	Alternate authenti
V	Authenticator app or Token Set up Authenticator app
Au	thenticator app - SM-G970U Delete
	Save cancel
You	r phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

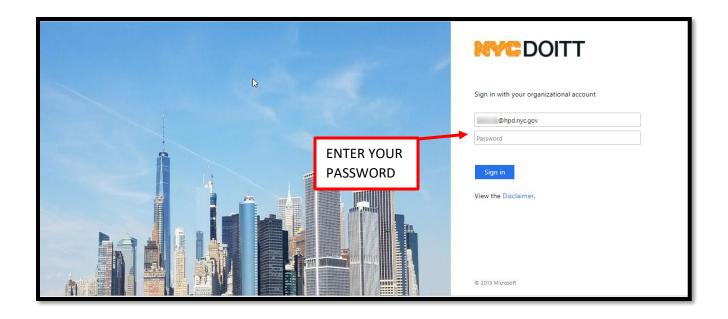
You will be directed to your profile page where you can make changes. If you do not need to make changes, sign out as shown below.

			Student05 NYC 0365 HOSTED	Coloct your
Profile HPD, Student05 (HPD)	Email: Student05@hpd.nyc.gov Alternate email: Office: United States	Manag Change r Set up se Addition Review te Sign out everywhere	Student05 HPD student05@hpd.nyc.gov	Select your profile icon to sign out
	OT CHOOSE OUT EVERYWHERE"	]		

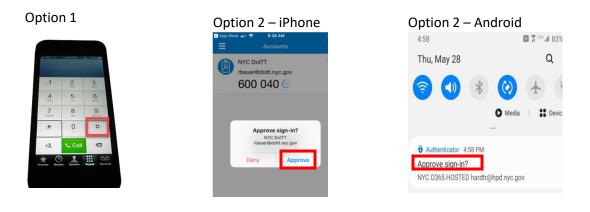
# upon signing into remote access from your browser $\rightarrow \text{HPDNYC.ORG}$

hpdnyc.org × +			-	ð×
$\leftarrow$ $ ightarrow$ $\Omega$ Not secure   hpdnyc.org	坛	r∕≡	Ē	
😼 Lindalearning Man 🛅 Favorites				Other favorite
Department of Housing Preservation & Development				
Home Useful Links RA eleworking About				
OFFICE.COM (access to eMail & Microsoft Office)				
Employee Self Service				
Emergency Contingency Plan				
Emergency Notification Information				
	_			
Department of Housing Preservation & Development				
Department of Housing Preservation & Development				
Home Useful Links RA Teleworking About RA RA MFA CHOOSE RA MFA				
Home Useful Links RA Teleworking About RA RA MFA CHOOSE RA MFA RA DEV (used for testing)				
Home Useful Links RA Teleworking About RA RA MFA CHOOSE RA MFA RA DEV (used for testing)				
Pepartment of Housing Preservation & Development				



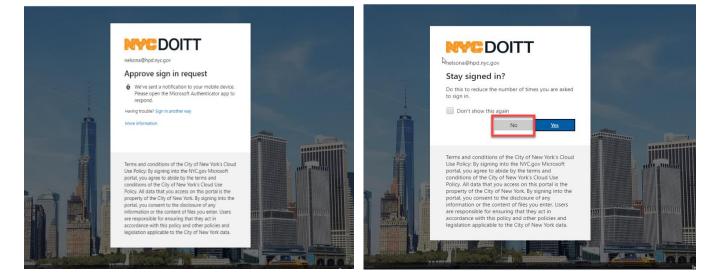


- Option 1 You will get an automated phone call instructing you to press the pound (#) key for your confirmation
- Option 2 You will get a notification sent to your mobile device requiring you to press approve or approve sign in for confirmation



#### CONFIRMATION OF YOUR SIGN IN

#### SELECT NO



You will be at the remote access bookmarks page

← → C 🔒 hpd-ra.ra.nyc.gov/dana/home/index.cgi			☆ 0
City of New York Department of Housing Preservation and Development	Logged-in as: nelsona@hpd.nyc.gov	Preferences	O Help Sign Out
			Browse (tips)
HPD Remote Access Portal, nelsona@hpd.nyc.gov.	)		
Web Bookmarks			
MAC Users: Click Here to Download and Install Java MAC Users: Plase follow these steps to install Java on your computer and use the Terminal Sessions link to connect to your PC or Terminal Server. 1) If Java is not instruction computer, please click the Download and Install Java above. 2) After installing Java JRE, return to your Remote Access login page to log on again. 3) To start a remote di click your link under the Terminal Sessions to open the Pulse Application Launchet. 4) Ensure your Windows redentials is correct in the HOBLINk JWT window before clic Sign-in your of fice workstation again If you encounter any issue, Javae contact the Service Deek.	lesktop connection,		
Application of the second s	(D		
Id Did HPD Intranet	Ð		
NYC Cityshare     WYCs Intranet	Ð		
CityTime	Ð		
Files	<b>•</b>		
	Windows Files		
B <u>R Drive - Shared</u>			
B <u>R Drive - Shared 2</u>			
😽 S Drive - Home			
😽 R Drive - Volume 1			
R Drive - Volume 2			
R Drive - Volume 3			
R Drive - Volume 4			
R Drive - Volume 5			
🙀 R Drive - Volume 6			
R Drive - Volume Z			
R Drive - Volume 8			
Terminal Sessions	<b>•</b>		
My PC (nelsona) nelsona.hpd.nycnet Java JRE must be installed to support MAC OS.			
VPN Guest Desktop 2           Java JRE must be installed to support MAC OS.			