



Multi Factor Authentication for Educators - Time-Base One-Time Password (TOTP)

Guide to setting up TOTP Multi Factor Authentication in Rapid Identity

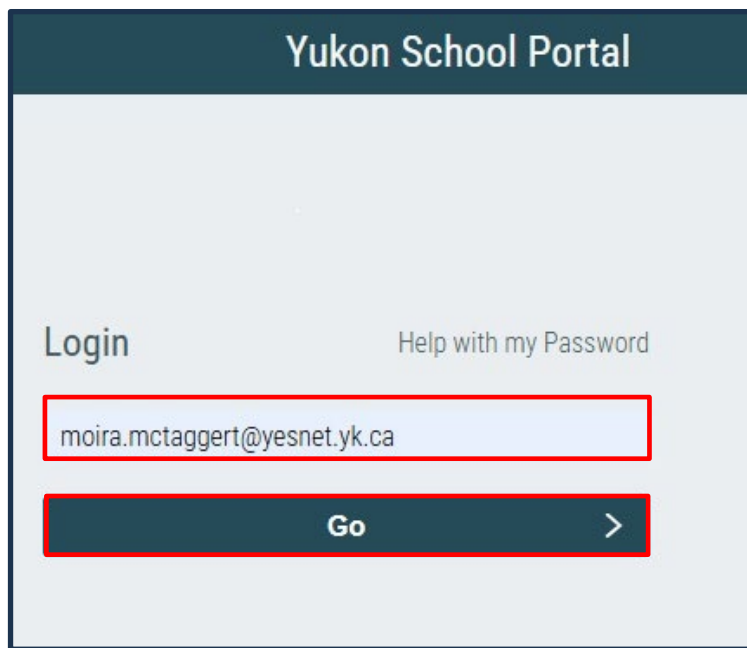
Multi Factor Authentication (MFA) adds a second level of security to your account login by requesting an additional method of verification that you are logging into your account.

First-Time Setup:

Visit <https://portal.yesnet.yk.ca/> to access the Yukon School Portal

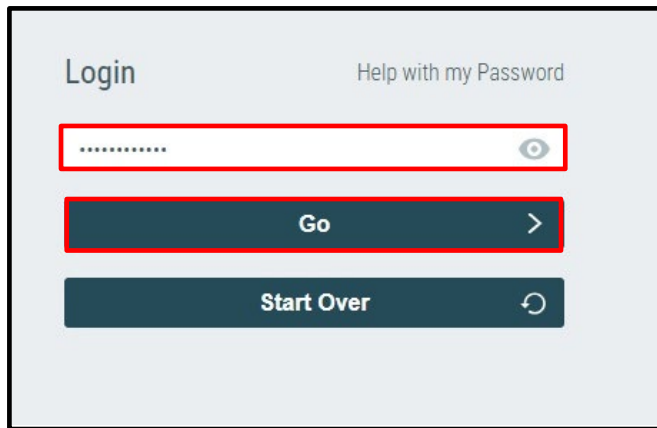
Step 1 – Enter username

- Log in using your username (first.last@yesnet.yk.ca).
- Click Go

A screenshot of the Yukon School Portal login interface. The page has a dark blue header with the text "Yukon School Portal". Below the header, there is a light gray background. On the left, the word "Login" is displayed. To its right, there is a link that says "Help with my Password". Below the "Login" text, there is a text input field containing the email address "moira.mctaggert@yesnet.yk.ca". Below the input field, there is a dark blue button with the word "Go" in white text and a white right-pointing arrow. Red rectangular boxes are drawn around the input field and the "Go" button.

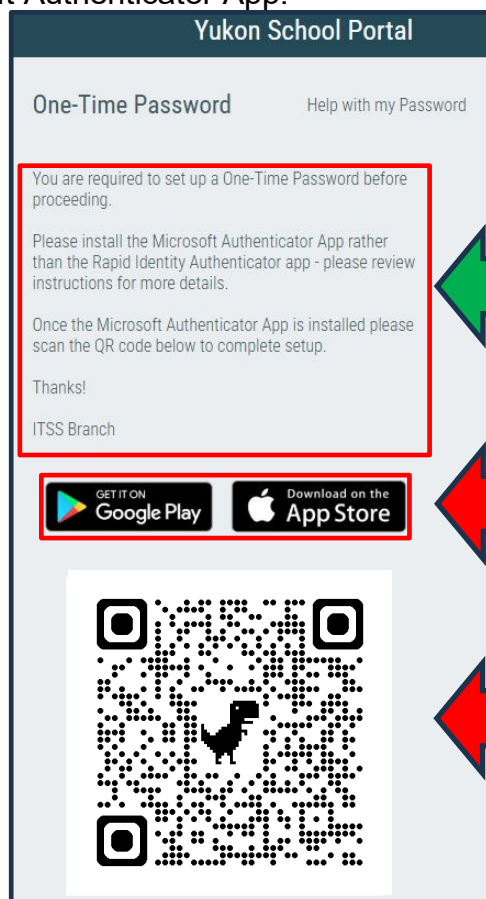
Step 2 – Enter password

- Enter password
- Click Go



Step 3A – Setting up MFA

- Review the written instructions on the computer screen as outlined below.
- If needed jump to Step 3B for instructions to install the Microsoft Authenticator App.
- **Please note:** The links to Google Play and App Store on the setup screen will not bring you to the Microsoft Authenticator App.



Please Read these instructions on your **computer screen** then jump to Step 3B for instructions on how to install the Microsoft

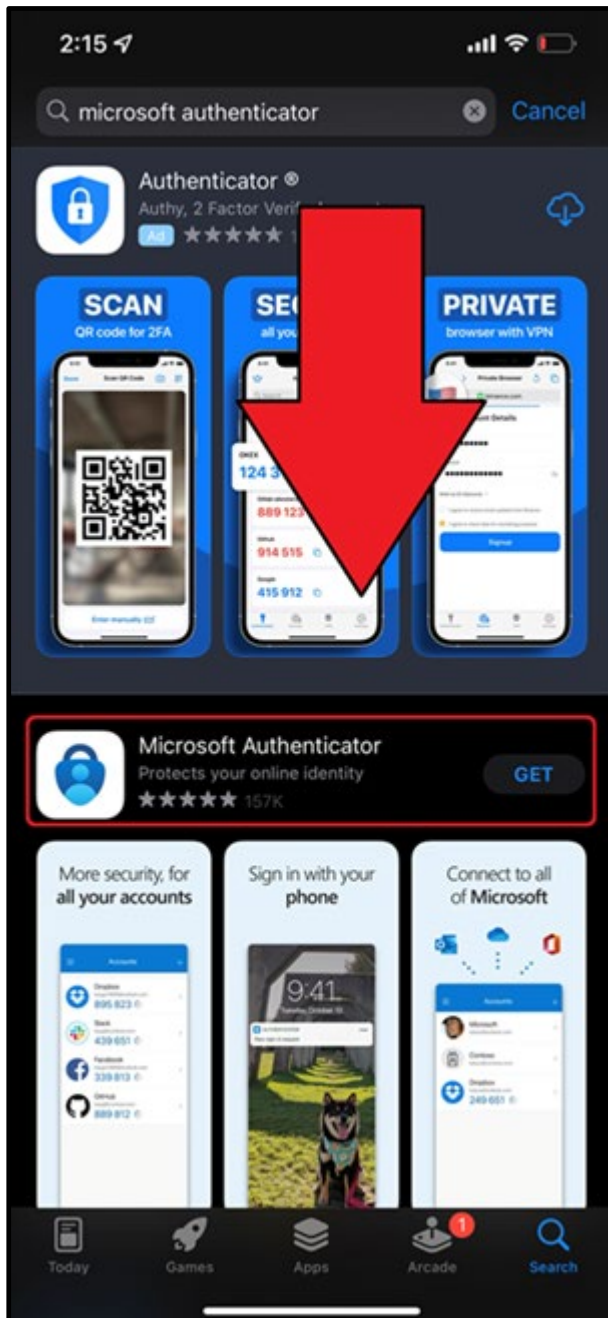
Please ignore. Jump to Step 3B for instructions on how to install the Microsoft Authenticator App.

Don't Scan this QR code! Scan the QR code that is displayed on your **computer screen**. This QR code is for illustrative purposes only!

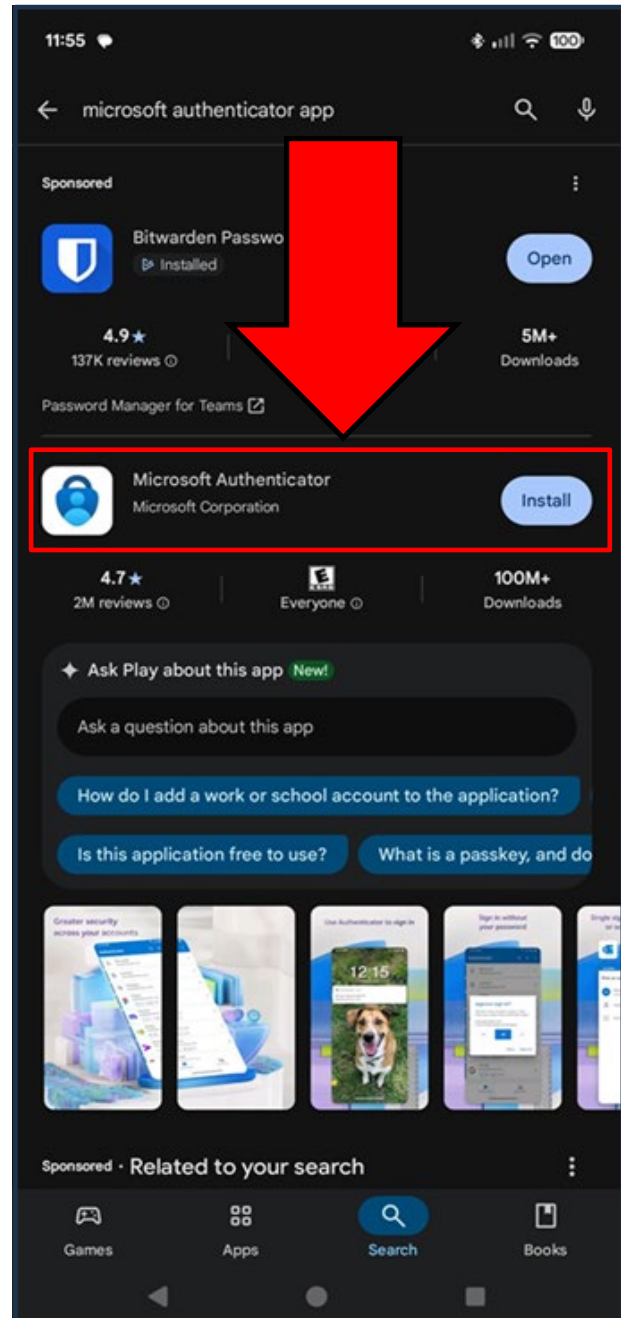
Step 3B – Installing the Microsoft Authenticator App

- Search for the *Microsoft Authenticator App* on your mobile device's App Store (iOS) or Google Play (Android).
- Ensure it's the app with the same icon as highlighted in red below.

iPhone App Store

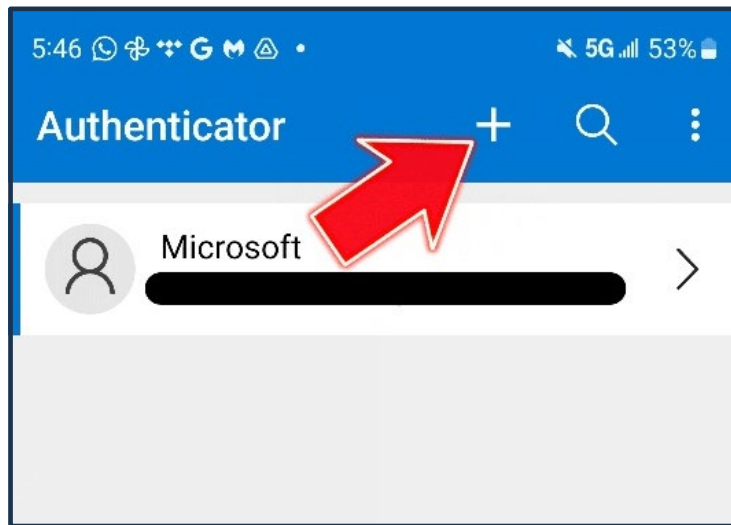


Android Google Play



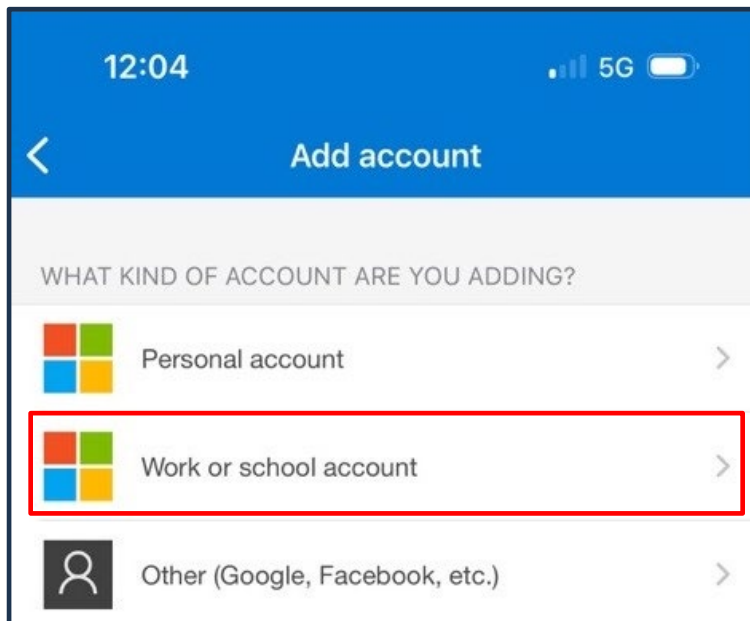
Step 4A – Adding your yesnet account to the Authenticator App

- On your mobile device open the Authenticator app.
- Click the + in the upper right corner



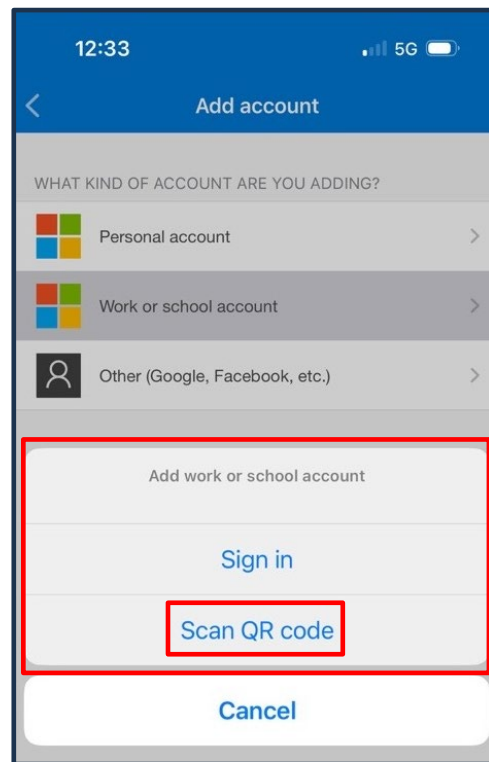
Step 4B – Adding your yesnet account to the Authenticator App

- Tap on *Work or School account*



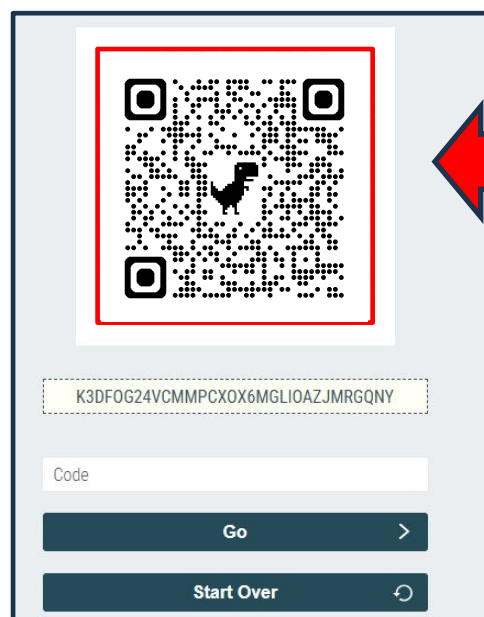
Step 4C – Adding your yesnet account to the Authenticator App

- Tap on *Scan QR Code*



Step 4D – Adding your yesnet account to the Authenticator App

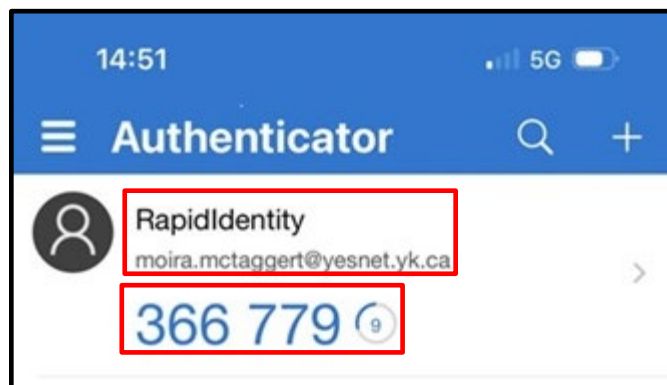
- Hold your mobile device up to the **computer screen** and scan the QR code



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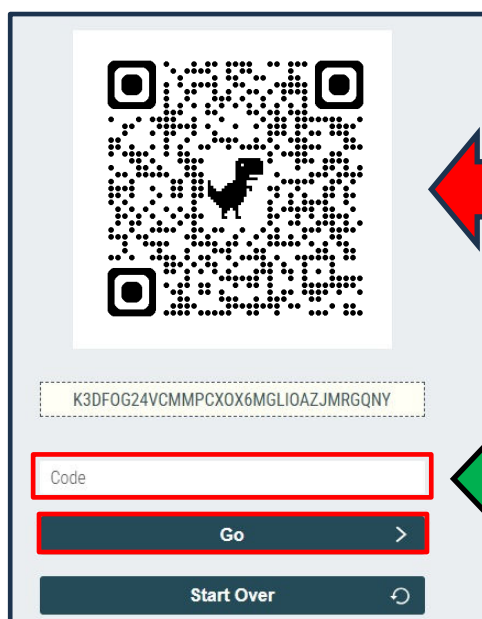
Step 4E – Adding your yesnet account to the Authenticator App

- In the Authenticator app your yesnet account will be added
- You'll see six digits displayed - this is your TOTP code
- This TOTP code will change to a new set of digits every 30 seconds



Step 5 – Entering TOTP from Authenticator App into the School Portal

- Type the six-digit TOTP code from the Authenticator app into the Code field.
- Click Go.



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Using the six-digit TOTP from the **Step 4E** example above you'd type in **366779**

The school portal will then open and operate as normal. The next time you log in you'll be prompted to enter your username, the TOTP code from Authenticator app and then your password.

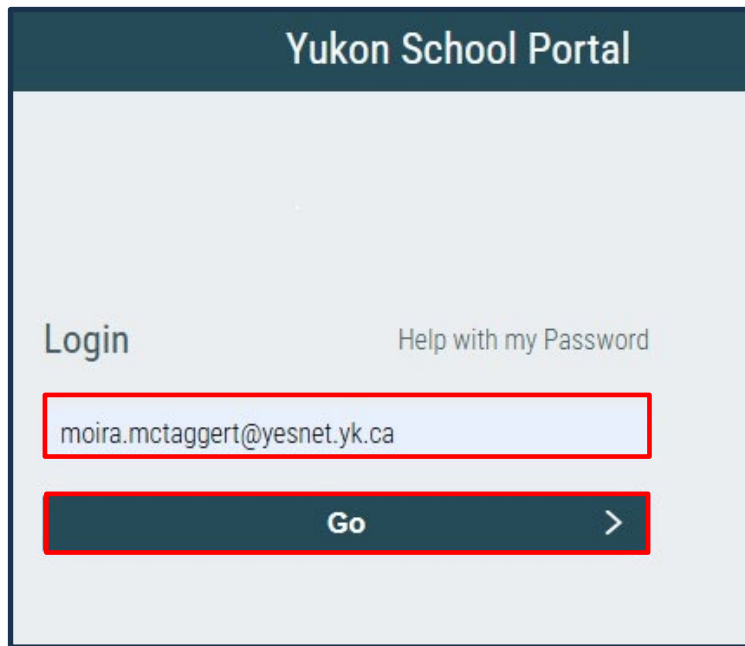
Please see below for the steps for subsequent sign-ins.

Subsequent Sign-in:

Visit <https://portal.yesnet.yk.ca/> to access the Yukon School Portal

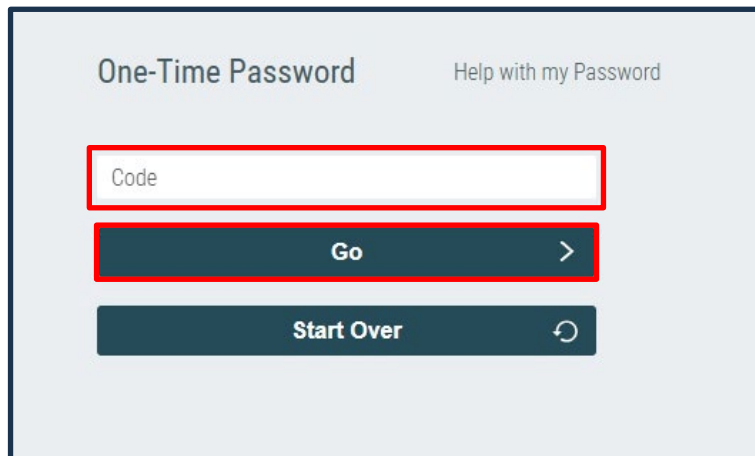
Step 1 – Enter username

- Log in using your username (first.last@yesnet.yk.ca).
- Click Go



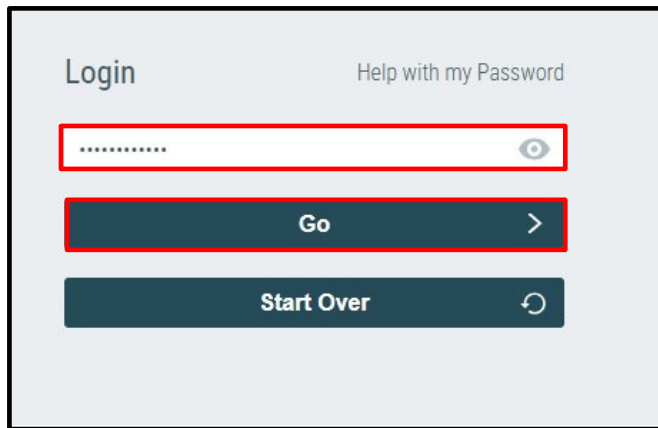
Step 2 – Enter One-Time Password Code

- Type the six-digit TOTP code from the Authenticator app into the Code field.
- Click Go



Step 3 – Enter password

- Enter password
- Click Go

A screenshot of a login form. At the top left is the text 'Login' and at the top right is 'Help with my Password'. Below these is a password input field with a red border, containing several dots and an eye icon on the right. Underneath the input field is a dark blue button with a red border labeled 'Go' and a right-pointing chevron. At the bottom is another dark blue button labeled 'Start Over' with a circular refresh icon.

The school portal will then open and operate as normal. The next time you log in you'll be prompted to enter your username, the TOTP code from Authenticator app and then your password.