

Multi-Factor Authentication Mobile App Info:

The App can be found in iTunes and Google Playstore. It is called **Microsoft Authenticator** and is a blue square with a lock on it.

Once you download the app you will just need to set the account. Choose **work account** and then it will sync with the MFA code that is provided from the MFA portal.

Log into MFA portal on the PC.

If setting up your MFA for the first time and you want to use the mobile app (this is ONLY for authentication, it is NOT access to CJLEADS through an app), just download the app onto your phone and choose mobile app when setting up MFA on the website and the code will generate for them to complete the process.

If you already set up your MFA using a different method and want to change it to the mobile app, then once you are logged in to the website, chose the option to activate mobile app (over on the left hand side of the screen). The computer will give you a code or QR scan to scan or enter into the app on the phone. This links the app. Once completed, on the MFA website, click on “change method” and choose mobile app and save. Now the mobile app is your method.

If you want to test, close out the app on your phone (it may display your name and have a number counting down...you don't need this). Open the CJLEADS2 website and log in.

To authenticate, what it does is just pops up on your phone and says an account is being accessed do you approve. All you have to do with the app is press approve. The website should then continue loading to the CJLEADS splashscreen.