Enrolling in Multifactor Authentication (MFA)

Multifactor authentication (MFA) adds an extra layer of protection to protect your identity and the County's computer systems. MFA is REQUIRED when accessing County systems remotely. When you log into VPN, VDI, Office.com, Outlook on the web, OneDrive, Self Service Password Reset Portal (SSPR) or other Dakota County services from outside the network, you will have to enter your County user account, county password, and an MFA code. This MFA code, which you receive through your mobile device, is different each time you log in.

To use MFA you must first enroll your account and provide ***at least 2*** verification methods. Your default method is always used for MFA logins, the secondary method is used if the primary method is unavailable or when resetting the password via the Self Service Password Portal.
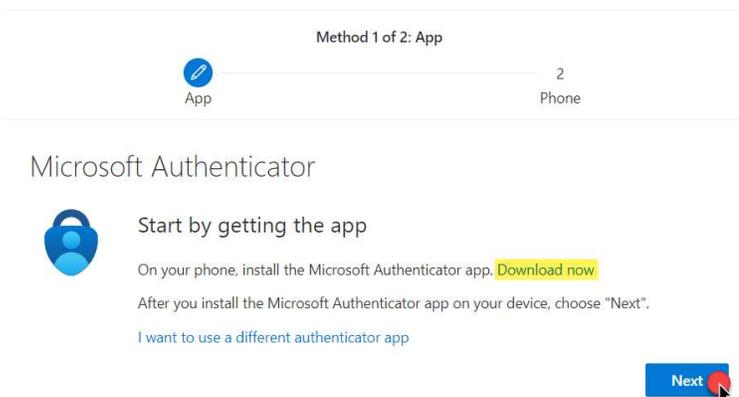
INSTRUCTIONS FOR ENROLLING IN MFA

1. **Open a private browsing window in your Google Chrome or Microsoft Edge browser (use keyboard shortcut Crtl+Shift+N).** This helps prevent issues during the enrollment process.

2. **Go to the Microsoft MFA Enrollment page** at https://aka.ms/mfasetup

3. **Enter your Dakota County email address, password, and click 'Sign in'.** It's very important that you use the email address issued by Dakota County (first.last@co.dakota.mn.us).

   Dakota
   ← first.last@co.dakota.mn.us
   Enter password
   Password
   Forgot my password
   [Sign in]

4. **Method 1: Users have two options to authenticate -** through the Microsoft Authenticator App (set as the default) or through text message sent to your mobile device.

   a) **Microsoft Authenticator App (default)** – This requires downloading the Microsoft Authenticator app on your mobile device. Once set up, the app simply pops up a message on your device prompting you to "Approve" or "Deny" the access request—which you do with one click. If you have your mobile device but have poor or no cell coverage, the authenticator app can also generate a 6-digit code for you to type in manually. This option is more work to set up initially, but faster and much easier to use once it's in place.

   Note that the "Microsoft Authenticator App" option is selected by default. If you're okay with this option, **follow the instructions to download the app**. Click *Next* and follow the prompts to setup your account on the Microsoft Authenticator mobile app.

   Method 1 of 2: App
   ⊘——————— 2
   App   Phone

   Microsoft Authenticator

   Start by getting the app
   On your phone, install the Microsoft Authenticator app. Download now
   After you install the Microsoft Authenticator app on your device, choose "Next".
   I want to use a different authenticator app

   [Next]

b) **Phone - text** – This sends an MFA number code to your mobile phone as a text message. This number is different each time. You type this number in as soon as you're prompted for an MFA code.

   If you want to use SMS text messaging for MFA logins, click '*I want to setup a different method*' and chose **Phone** to setup a text message authentication and follow the instructions.
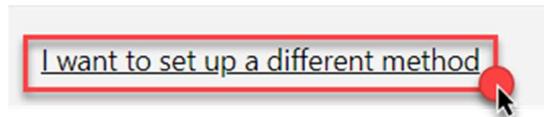
5. **Method 2: Users now need to setup a second method of authentication, choices include: email, security questions, phone or authenticator app.** You can choose *"I want to set up a different method"* if the option chosen by default doesn't meet your needs.
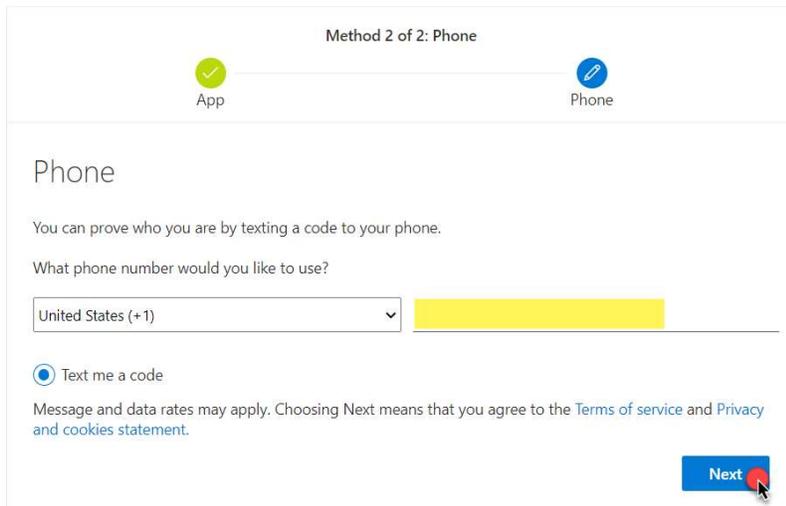
6. Once you have successfully completed enrollment, a **Success!** dialog box will appear with your selected methods summarized. Click *Done* to close the window. MFA is now available to you for logging into the County's network remotely.
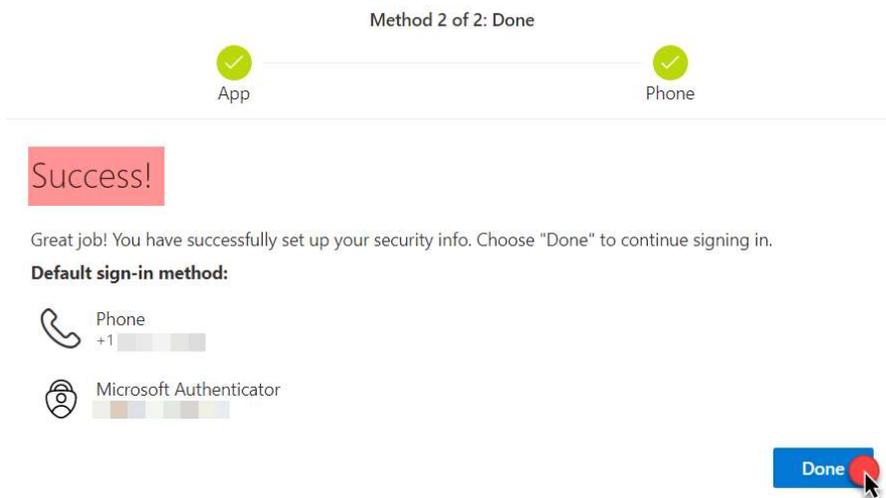
IMPORTANT NOTE: If this is a brand new Dakota County user account you must now set your password.

If you run into any problems or have any related questions, feel free to contact the IT Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.