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, Outlook Web Access, 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 web browser.** This helps prevent issues during the enrollment process.
   - For Google Chrome, press Ctrl+Shift+N
   - For Internet Explorer, press Ctrl+Shift+P

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

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

4. **Click ‘Yes’ or ‘Next’ to choose your primary authentication method.**
   - **Microsoft Authenticator App (default)** – This requires downloading the Microsoft Authenticator app on your mobile device. But, 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 and click Next.**

   - **SMS Message** – 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. **Click ‘Next’ to set up your secondary authentication method.** Again, choose ‘I want to setup a different method’ if you want don’t want to use the one that’s selected by default. Options here include: Email, Security Questions, Phone or Authentication App.

6. A “Success!” dialog box will appear once you’ve completed enrollment. 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 I.T. Help Desk via email (helpdesk@co.dakota.mn.us) or by phone at (651) 438-4346.