Multi-Factor Authentication (MFA)

Setup, Setting Management, and Authentication on Login

Introduction	These instructions will guide you through the steps to set up Multi-Factor Authentication (MFA) challenge methods. A challenge method is simply another way for an application to be sure you are really you when you log in. You will set up one challenge method: the Security question and answer (required). You only need set up MFA one time. After your setup is complete, you will be prompted for this information when you login to Outlook, Teams, and O365 connected apps like Word, Excel, or OneDrive. If you experience issues during setup, please contact someone at support or the helpdesk.
	If you need assistance: Contact the GETS Helpdesk at 877-482-3233 Join the "DJJ OpenLine" on M-TH from 9:00am – 10:30am at 470-344-9228 pin: 737 838 357#
BEFORE YOU BEGIN SETUP	Step 0: • Go to https://connect.gets.ga.gov If you DO get a login screen, you are ready to start the setup. • Proceed to Step 1 If you go straight into the GETS portal: • Click on your name • Click Sign Out • Proceed to Step 1

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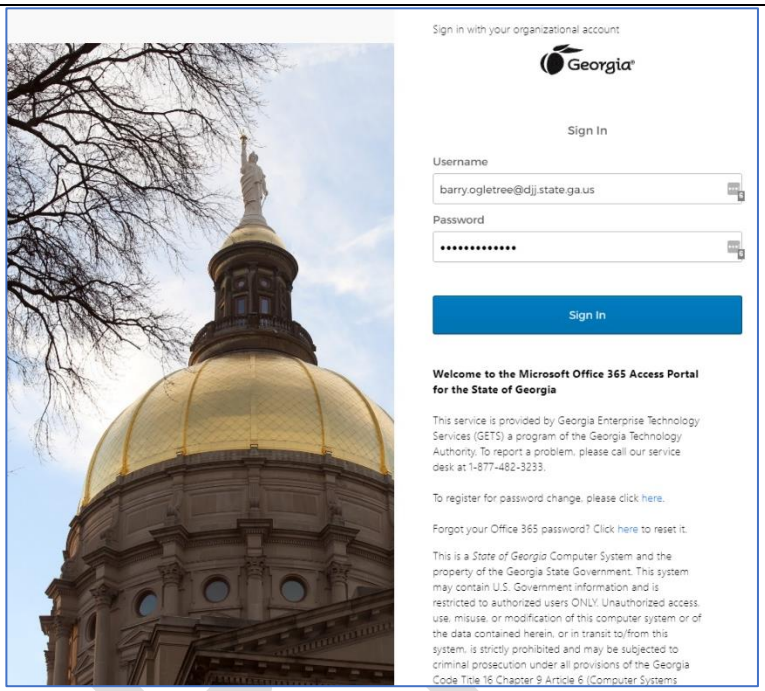
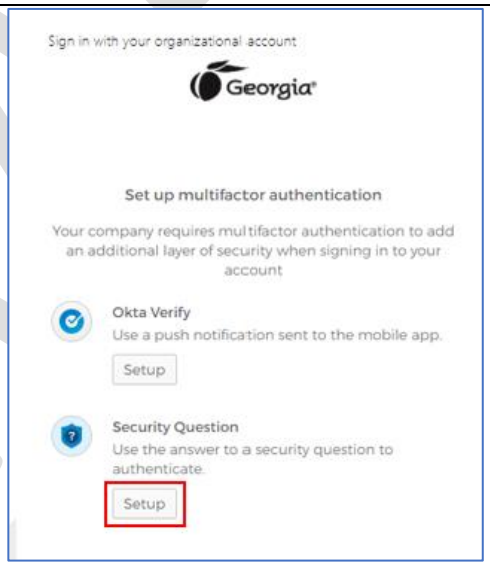
Log In	Step 1: If you are not already at this logon screen, open a browser and go to https://connect.gets.ga.gov • Enter your username and password • Click Sign In	
Initial Setup Screen	Step 2: Now that you are successfully logged in, you need to set up your security question. • Click Setup under Security Question *You should not see the Okta Verify option, since you have not been configured to use that option.*	

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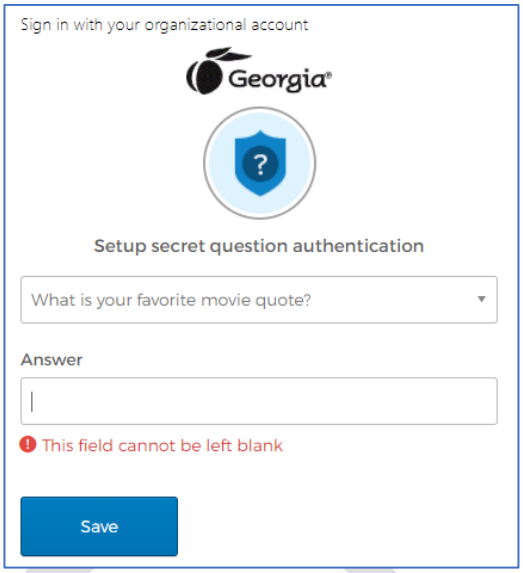
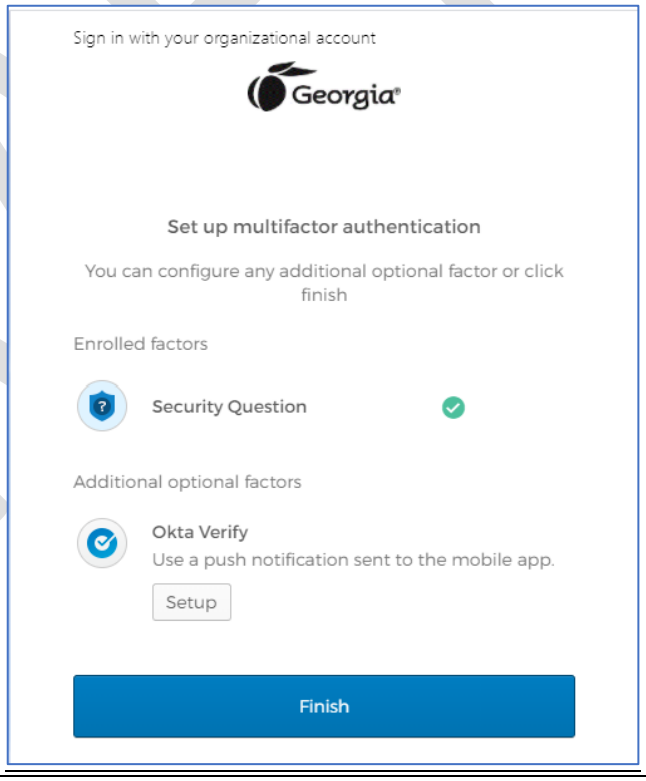
Question Setup Screen	Step 3: Select a question with an answer that you can easily remember even when you are tired or in a hurry. • Enter your answer • Click Save *Answers are case sensitive and must be an exact match at authentication time. When you create your answer, pay attention to upper/lowercase as well as spaces and special characters/punctuation.*	
Initial Setup Screen	Step 4: After setting up your security question, you will be automatically returned to the initial setup screen. You should see a checkmark beside security question. • Click Finish *You should not see the Okta Verify option, since you have not been configured to use that option.*	

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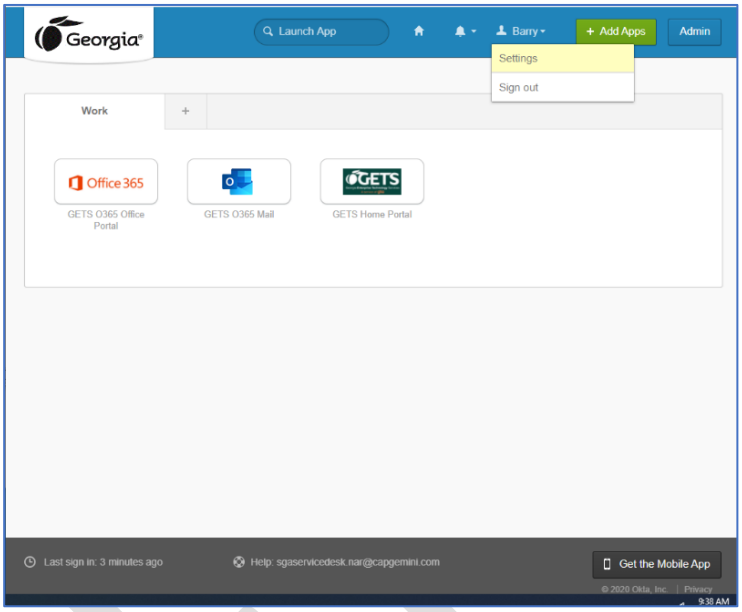
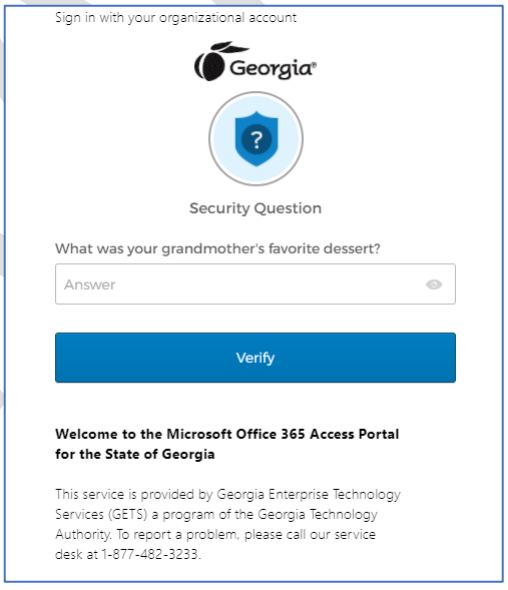
MFA Setup Complete	Step 5: You should have been automatically routed to the GETS portal. You are ready to sign out and begin using your security question to authenticate. To sign out: • Click on your name • Click Sign Out	
Login with MFA	Step 6: You have already set up your security question. The next time you login to Outlook, Teams, and O365 connected apps like Word, Excel, or OneDrive, you should be prompted to answer your security question. • Enter your answer • Click Verify *Your answer must exactly match the answer on file, including upper/lowercase letters, spaces, and special characters/punctuation.* After authentication, you will be automatically routed to your application.	

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View / Manage MFA Settings

Step 7:

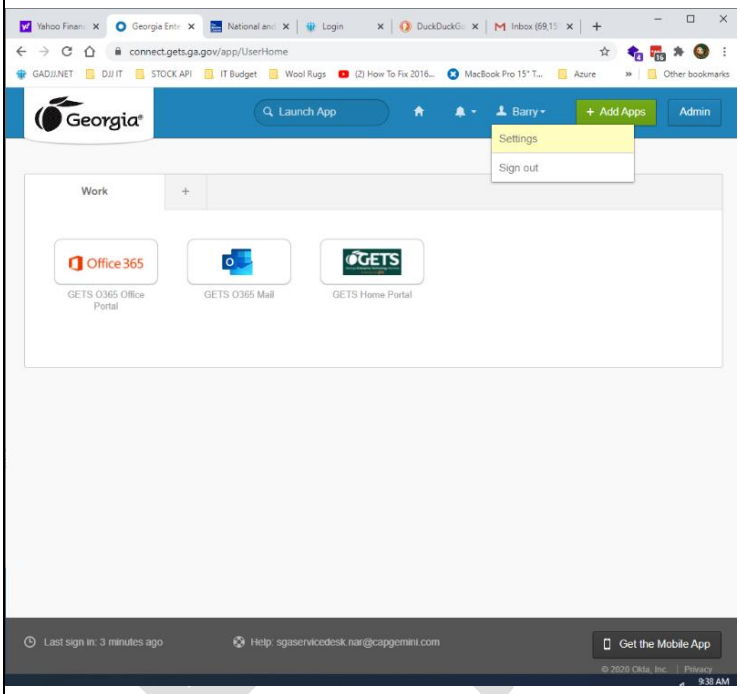
You can view and manage your MFA settings from the GETS portal.

Go to https://connect.gets.ga.gov and login.

You may be prompted for MFA if you are not already logged in.

To manage your MFA settings:

- Click on your name
- Click Settings



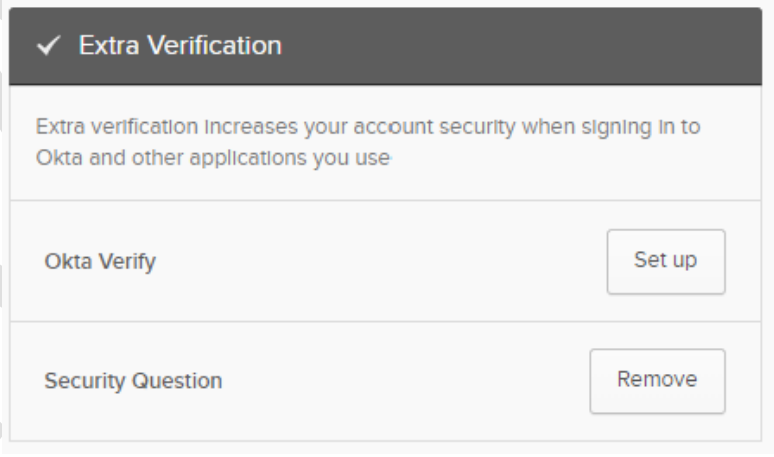
View / Manage MFA Settings

Step 8:

On the bottom right of the portal screen, you will find your MFA settings in a box titled Extra Verification.

You can remove your current security question and set up a new one.

You should not see the Okta Verify option, since you have not been configured to use that option.



Wrap Up

At this point:

- Your MFA settings are complete
- You know how to login with an MFA security question
- You know how to use the GETS portal to manage your MFA settings

Remember:

- Go to the GETS Portal at https://connect.getes.ga.gov to manage your MFA settings
- Login to O365 at https://login.microsoftonline.com

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