| | You have already set up your Multi-Factor Authentication security question. | | | |
|--------------|--|--|--|--|
| | These instructions will guide you through the steps to add the YubiKey method to your Multi-Factor Authentication (MFA) settings. | | | |
| Introduction | The YubiKey is an additional form of MFA and is a small device that plugs into your workstation USB port. The YubiKey will be the required primary form of authentication but the security question will continue to be available as a backup, should you not have your YubiKey available. | | | |
| | 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 877-4 | .82-3233 | | |
| | Step 1: | Sign in with your organizational account | | |
| Log In | Open a browser and go to https://connect.gets.ga.gov If you are not currently logged in: Enter your username and password Click Sign In If you are already signed in: Proceed to Step 2 | <image/> | | |

| | Step 2: | | X | | |
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| | | $\begin{array}{c c c c c c c c c c c c c c c c c c c $ | | | |
| | After successful login, you will be | 🌵 GADIJINET 🗧 DIJI IT 🧧 STOCK API 👖 IT Budget 🚪 Wool Rugs 🧧 (2) How To Fix 2016 🔇 MacBook Pro 15" T 🚦 Azure 🕨 📓 Other bookmarks | | | |
| | automatically routed to the GETS portal. | Georgia [®] Q. Launch App 🔶 A 🔹 | L Barry - + Add Apps Admin | | |
| | | | Settings | | |
| | You will set up the YubiKey from here. | Work + | Sign out | | |
| te | | | | | |
| lei | Click on your name | | | | |
| du | Click Settings | GETS 0365 Office GETS 0365 Mail GETS Home Portal | | | |
| or | | Portal | | | |
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| | | O Last sign in: 3 minutes ago O Help: sgaservicedesk nar@capgemini.com | Get the Mobile App | | |
| | | | 6 2020 Okta, Inc. Privacy 938 AM | | |
| | | | | | |
| | Step 3: | | | | |
| | | | | | |
| S | On the bottom right of the portal screen, | | | | |
| gu | you will find your MFA settings in a box | Extra verification increases your account securit | Extra verification increases your account security when signing in to | | |
| tti | titled Extra verification. | Okta and other applications you use | Okta and other applications you use | | |
| Se. | Click Set up povt to YubiKov | | | | |
| Ă | Click Set up next to Yubikey | Mah Wasa | | | |
| ΛF | | YubiKey | Set up | | |
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| eu | | Security Question | Remove | | |
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| Step 4: | | | |
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| Click Setur | | | Sign in with your organizational account |
| | | | Set up multifactor authentication Your company requires multifactor authentication to add an additional layer of security when signing in to your account Image: Security when signing in to your your account Image: Security when signing in to your account Image: Security when your your your your your your your your |
| Step 5: • Click inside | e the blank box above the | Georgia | |
| Verify butt You should see box | on <i>the cursor blinking inside the</i> YubiKey into a USB port | Setup YubiKey Insert your YubiKey into a USB p | port and tap it |
| Touch the You should see with asterisks. the button aga the button for Click Verify | button the blank box begin to fill If this doesn't happen, touch in and leave your finger on a few seconds. | to generate a verification | |
| | | | |

| | Step 6: | Three France: X Concept from: X Second from: X Secon |
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| | When your setup is complete, you will be routed to the GETS portal. You can now remove your YubiKey and sign out of the portal. | Work + Image 300 Image 300 Work + Image 300 Image 300 Image 300 Image 300 </th |
| | Remember to keep it with you for the next time you are required to log into Outlook, Teams, OneDrive, or O365. | Cert bernal |
| Wrap Up | If you need assistance with a lost/defect Yubil If you have just acquired a DJJ cell phone, you Mon-Thu 9:00am to 10:30am Phone: 470-344-9228 Pin: 737 838 357# | key, contact the GETS Helpdesk at 877-482-3233 r account will need to be modified. Call the DJJ Open Line: |