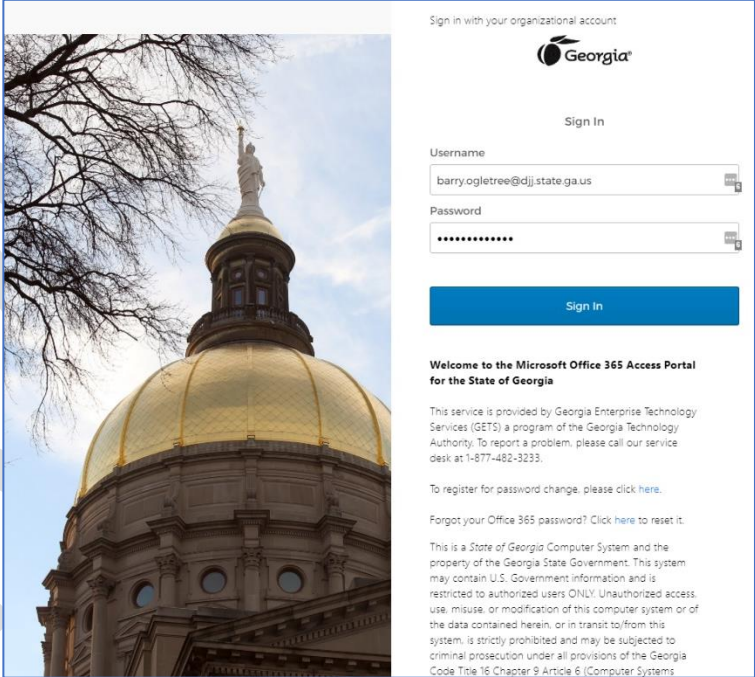


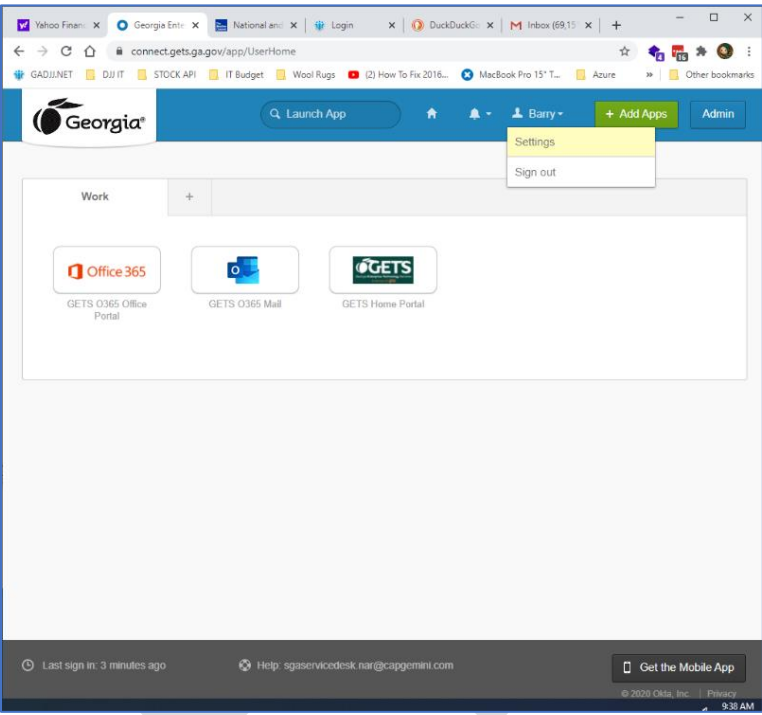
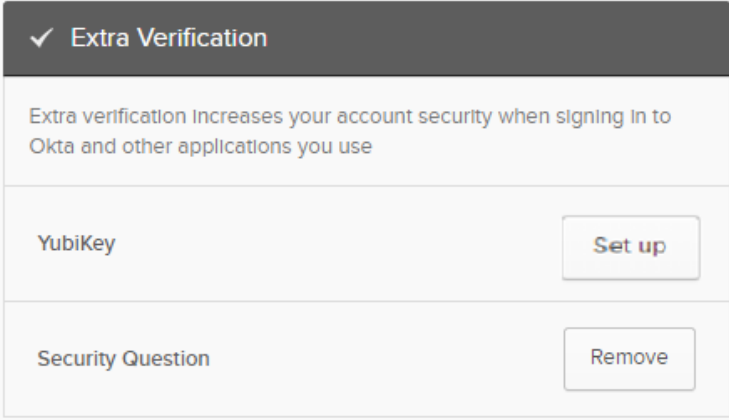
# Multi-Factor Authentication (MFA)

## Setup, Setting Management, and Authentication on Login

<b>Introduction</b>	<p>You have already set up your Multi-Factor Authentication security question.</p> <p>These instructions will guide you through the steps to add the YubiKey method to your Multi-Factor Authentication (MFA) settings.</p> <p>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.</p> <p>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.</p> <p>If you experience issues during setup, please contact someone at support or the helpdesk.</p> <p><b>If you need assistance, contact the GETS Helpdesk at 877-482-3233</b></p>
<b>Log In</b>	<div><div><p>Step 1:</p><p>Open a browser and go to <a href="https://connect.gets.ga.gov">https://connect.gets.ga.gov</a></p><p>If you are not currently logged in:</p><ul style="list-style-type: none"><li>• Enter your username and password</li><li>• Click Sign In</li></ul><p>If you are already signed in:</p><ul style="list-style-type: none"><li>• Proceed to Step 2</li></ul></div><div></div></div>

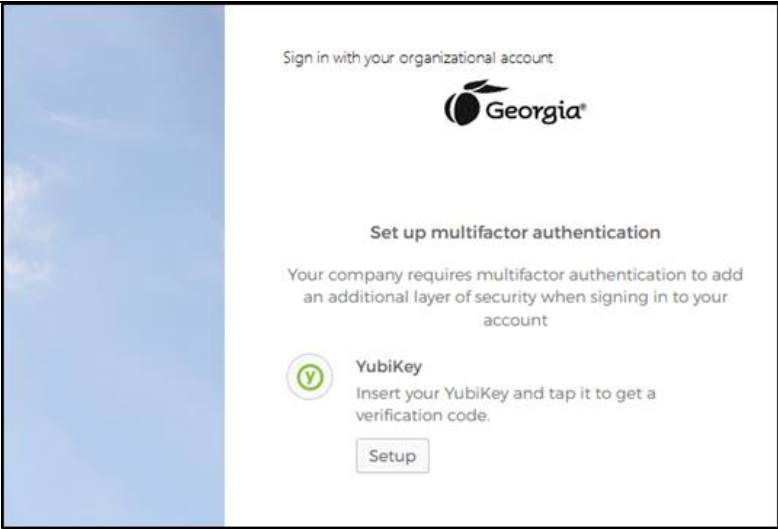
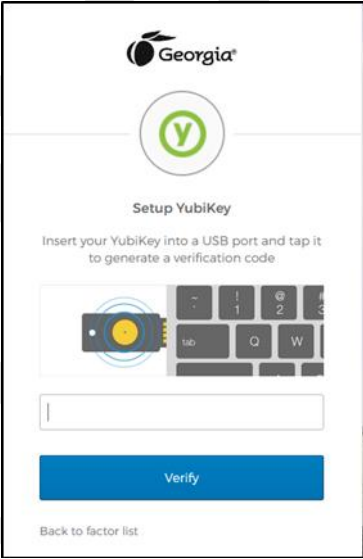
# Multi-Factor Authentication (MFA)

## Setup, Setting Management, and Authentication on Login

<b>MFA Setup Complete</b>	<p>Step 2:</p> <p>After successful login, you will be automatically routed to the GETS portal.</p> <p>You will set up the YubiKey from here.</p> <ul style="list-style-type: none"><li>• Click on your name</li><li>• Click Settings</li></ul>	
<b>View / Manage MFA Settings</b>	<p>Step 3:</p> <p>On the bottom right of the portal screen, you will find your MFA settings in a box titled Extra Verification.</p> <ul style="list-style-type: none"><li>• Click Set up next to YubiKey</li></ul>	

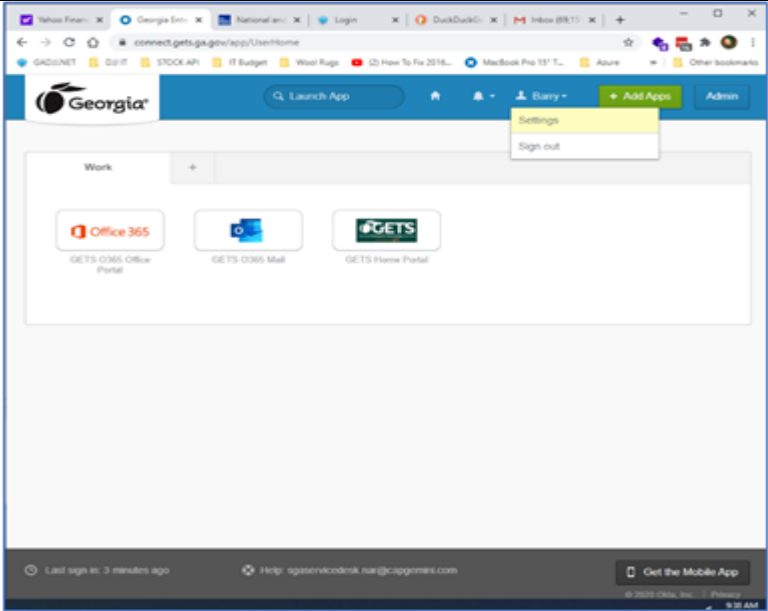
# Multi-Factor Authentication (MFA)

## Setup, Setting Management, and Authentication on Login

<p>Step 4:</p> <ul style="list-style-type: none"><li>Click Setup</li></ul>	
<p>Step 5:</p> <ul style="list-style-type: none"><li>Click inside the blank box above the Verify button</li></ul> <p><i>You should see the cursor blinking inside the box</i></p> <ul style="list-style-type: none"><li>Insert your YubiKey into a USB port</li><li>Touch the button</li></ul> <p><i>You should see the blank box begin to fill with asterisks. If this doesn't happen, touch the button again and leave your finger on the button for a few seconds.</i></p> <ul style="list-style-type: none"><li>Click Verify</li></ul>	

# Multi-Factor Authentication (MFA)

## Setup, Setting Management, and Authentication on Login

	<p>Step 6:</p> <p>When your setup is complete, you will be routed to the GETS portal.</p> <p>You can now remove your YubiKey and sign out of the portal.</p> <p><i>Remember to keep it with you for the next time you are required to log into Outlook, Teams, OneDrive, or O365.</i></p>	
<b>Wrap Up</b>	<p>If you need assistance with a lost/defect Yubikey, contact the GETS Helpdesk at 877-482-3233</p> <p>If you have just acquired a DJJ cell phone, your account will need to be modified. Call the DJJ Open Line:</p> <p>Mon-Thu 9:00am to 10:30am Phone: 470-344-9228 Pin: 737 838 357#</p>	