Multi-Factor Authentication (MFA)

Setup, Setting Management, and Authentication on Login

<table>
<tr><td rowspan="2">Introduction</td><td>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.

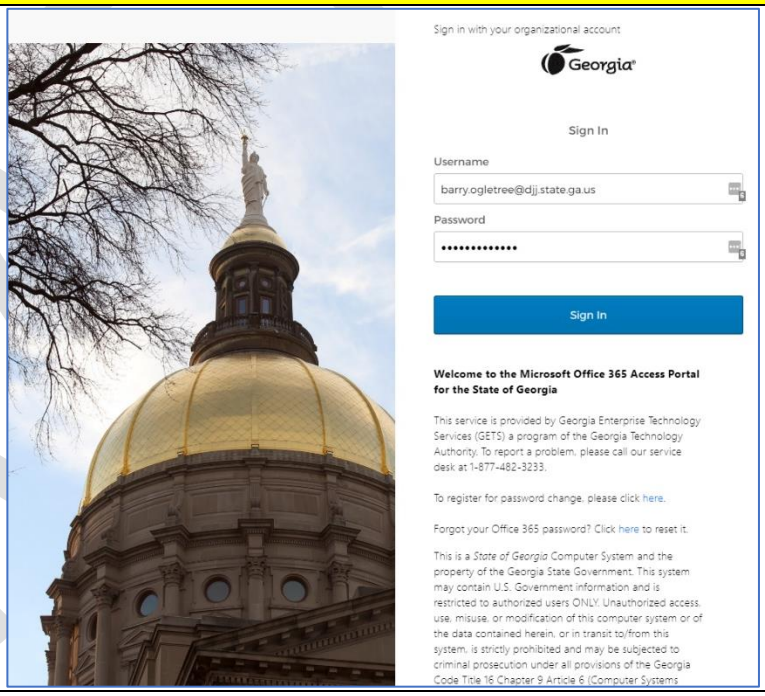
The YubiKey is an additional form of MFA and is a small device that plugs into your workstation USB port. The YubiKey will be the required primary form of authentication but the security question will continue to be available as a backup, should you not have your YubiKey available.

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.</td></tr>
<tr><td>If you need assistance, contact the GETS Helpdesk at 877-482-3233</td></tr>
<tr><td>Log In</td><td>Step 1:

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</td><td> 
</td></tr>
</table>

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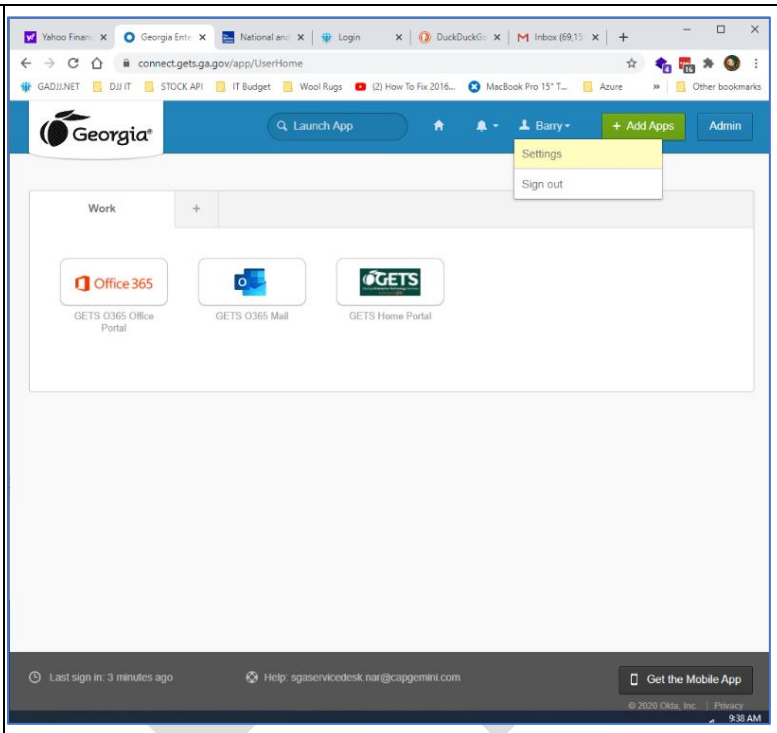
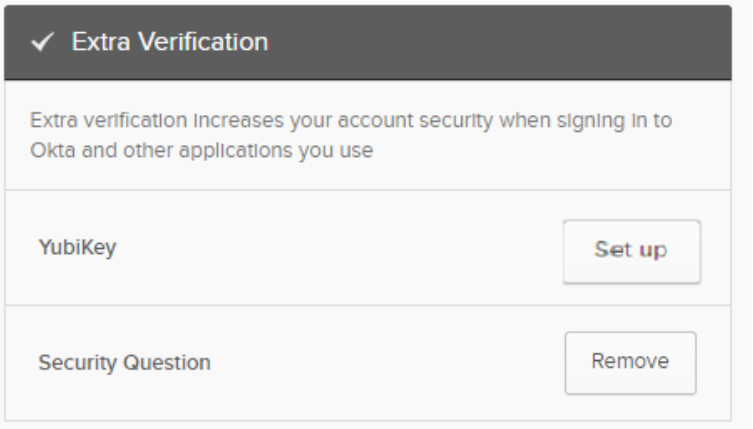
MFA Setup Complete	Step 2: After successful login, you will be automatically routed to the GETS portal. You will set up the YubiKey from here. • Click on your name • Click Settings	
View / Manage MFA Settings	Step 3: On the bottom right of the portal screen, you will find your MFA settings in a box titled Extra Verification. • Click Set up next to YubiKey	

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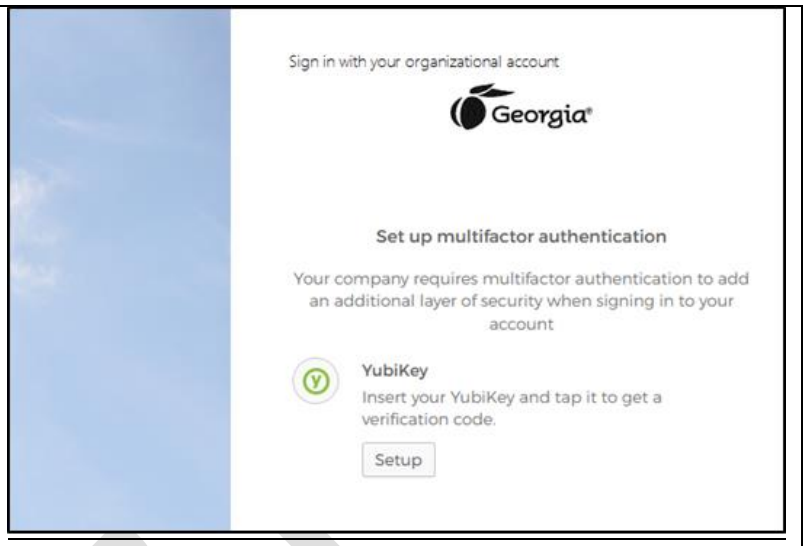
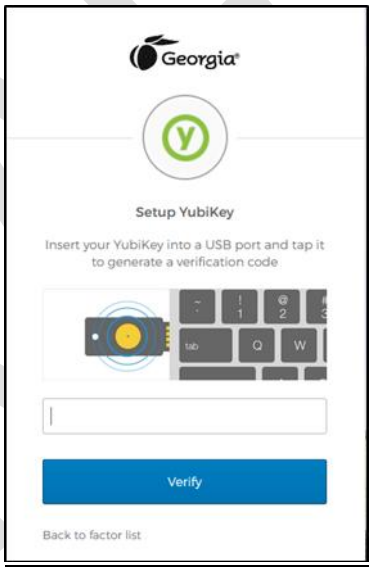
	Step 4: • Click Setup	
	Step 5: • Click inside the blank box above the Verify button *You should see the cursor blinking inside the box* • Insert your YubiKey into a USB port • Touch the button *You should see the blank box begin to fill with asterisks. If this doesn't happen, touch the button again and leave your finger on the button for a few seconds.* • Click Verify	

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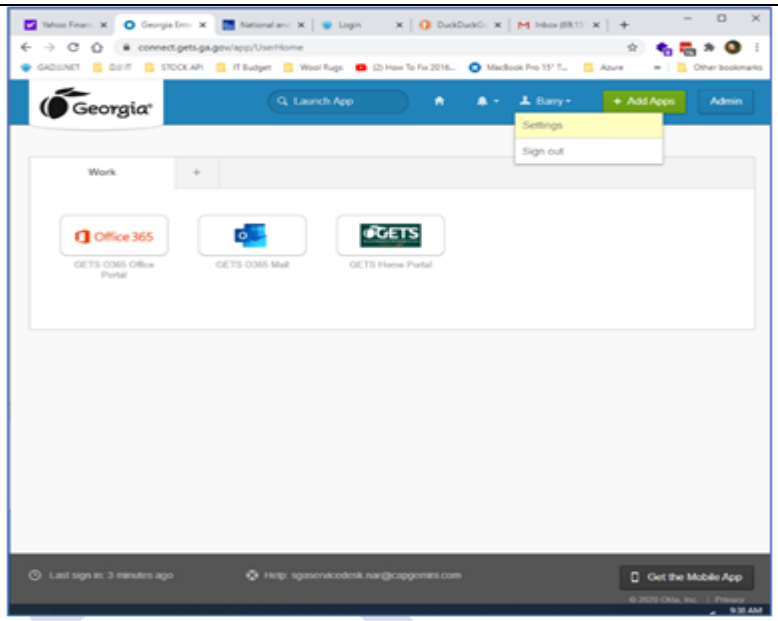
	Step 6: When your setup is complete, you will be routed to the GETS portal. You can now remove your YubiKey and sign out of the portal. *Remember to keep it with you for the next time you are required to log into Outlook, Teams, OneDrive, or O365.*	
Wrap Up	If you need assistance with a lost/defect Yubikey,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

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