

**Instructions on How to Setup Multi-Factor Authentication for the VPR-CLS
January 3, 2022**

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Instructions on How to Setup Multi-Factor Authentication for the VPR-CLS

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Overview

This document contains detailed instructions for creating an IMS Login Service account, setting up multi-factor authentication (MFA), and logging into the VPR-CLS. Multi-factor Authentication is a multi-step account login process that requires the user to provide two or more verification factors to gain access to a resource such as an application, website, or a VPN. One verification factor is typically your username and password (something you know). The other could be something you have (e.g., a cellphone or key card) or something you are (e.g., fingerprints or some other biometric data to prove who you are). MFA is a core component of a strong identity and access management policy.

For the VPR-CLS, we will be requiring that all users log in with an IMS Login Service username and password. As the second step of authentication, we will be requiring that all users have a cellphone and use the Google Authenticator app to verify who they are.

The following pages contain detailed information on the setup steps involved. Below are the basic setup steps involved:

1. If you do not have an IMS Login Service Account, you must create one. Instructions for this can be found on page 3.
2. You must install Google Authenticator on your cellphone. There are separate setup instructions for Android phones (page 4) and iPhones (page 5).
3. Once you have an IMS Login Service account and Google Authenticator installed on your cellphone, you can go through the MFA setup steps for the VPR-CLS (page 6).
4. Once MFA is set up, you can routinely log into to the VPR-CLS (page 20).

If you have any problems with the setup, please contact IMS at: vprcls@imsweb.com

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How to Create an IMS Login Service Account

To create an IMS Login Service Account, please follow the steps below:

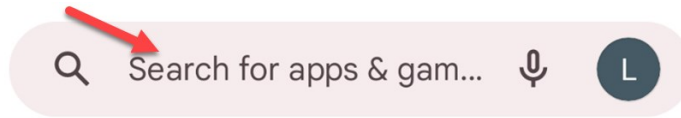
1. Apply for an IMS Login Service account. To do so, please use this link: <https://help.loginservice.imsweb.com/register?fromURL=https://apps.naacccr.org/vpr-cls/>
2. Once you submit your application, you will receive an e-mail (sent to the e-mail address you used in your application) asking you to verify your account.
3. After you have verified your account, please e-mail Castine Clerkin (cclerkin@naaccr.org) and IMS (vprcls@imsweb.com) indicating that you have an active IMS Login Service Account.
4. IMS will then set up your account permissions for the VPR-CLS.
5. Once established, you will receive an e-mail and be asked to log into the VPR-CLS using the IMS Login Service option and setup your multi-factor authentication: <https://apps.naacccr.org/vpr-cls>

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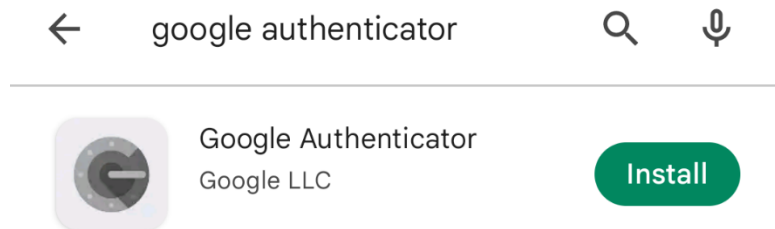
How to install Google Authenticator on an Android Phone

1. Open the Google Play Store application on your phone.
2. Search for Google Authenticator in the search bar at the top

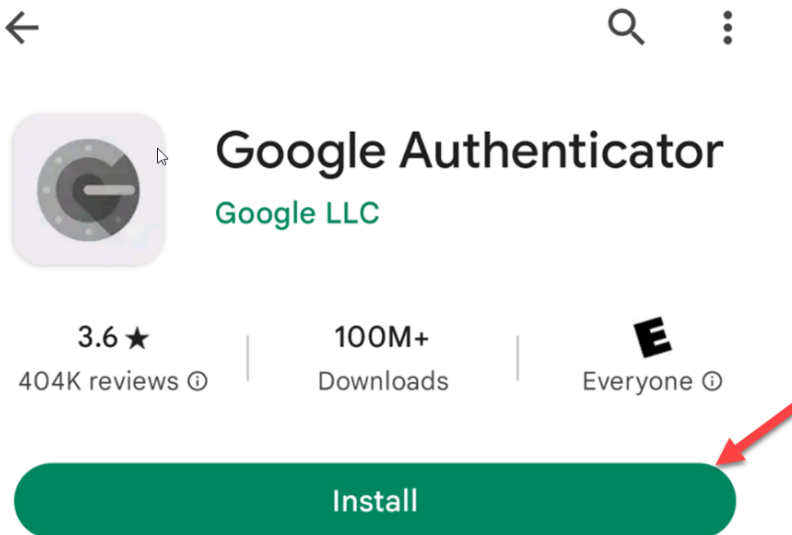


For you Top charts Kids Categories

3. Select Google Authenticator



4. Click to install



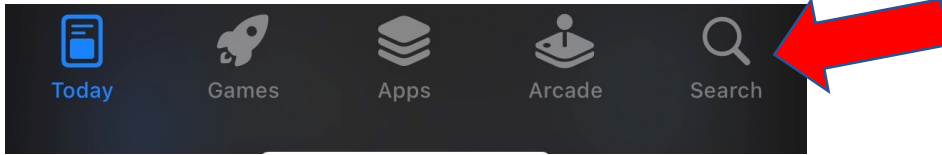
5. Once installed, you can close the Google Authenticator app or keep it open and continue with the instructions on page 6 of this document.

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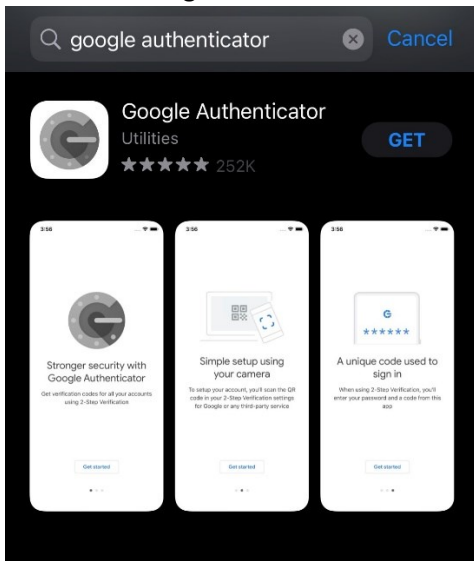
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How to install Google Authenticator on an iPhone

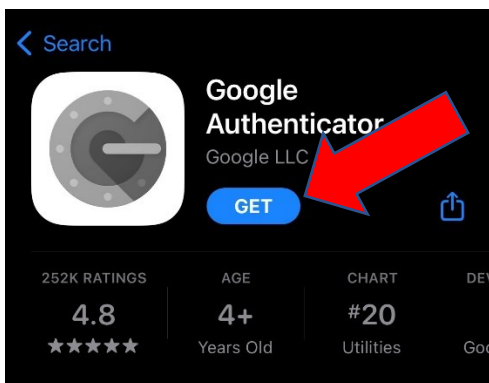
1. Open the App Store application on your phone.
2. Click on the Search button located at the bottom right of the screen.



3. Search for Google Authenticator in the search bar at the top.



4. Select Google Authenticator.
5. Click on "GET" to install.



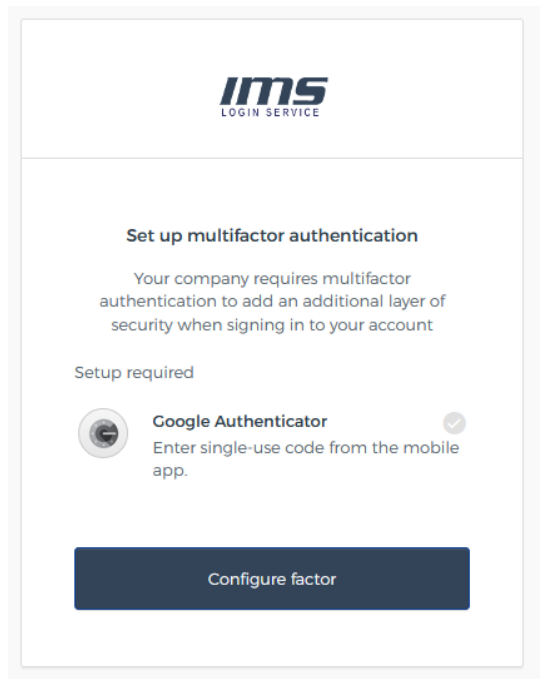
6. Once installed, you can close the Google Authenticator app or keep it open and continue with the instructions in the page 6 of this document.

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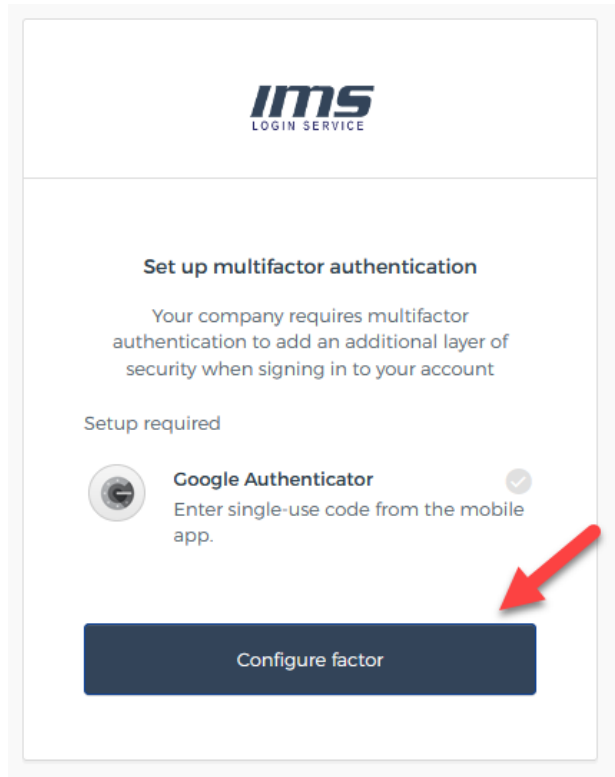
How to Setup MFA with the IMS Login Service for the VPR-CLS

1. Install the Google Authenticator App on your cellphone
 - a. If you have an Android phone, please reference page 4 of this document.
 - b. If you have an iPhone, please reference page 5 of this document.
2. Log into the VPR: <https://apps.naacccr.org/vpr-cls>
 - a. In the upper right click "You are not logged in"
 - b. Click "Log In"
 - c. Click the "IMS Login Service" option
 - d. Enter your username and password and click "Sign In"
3. When you do, you should see the following window:

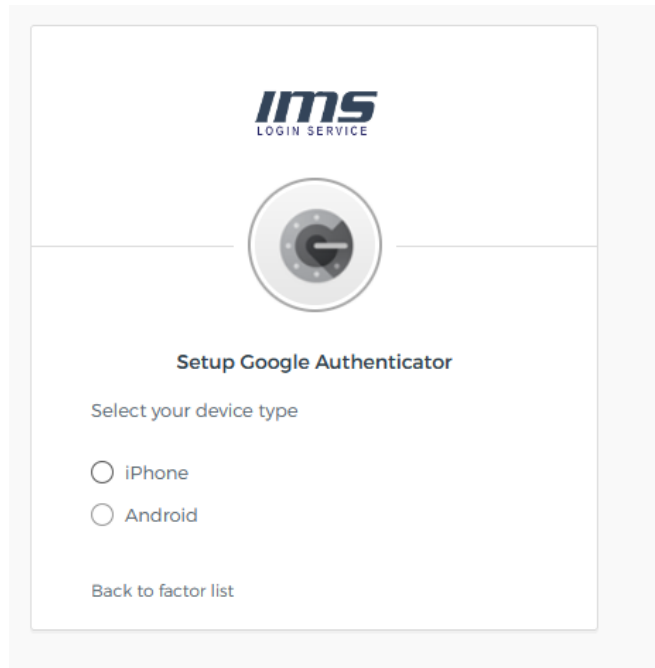


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4. Click on the Configure Factor button

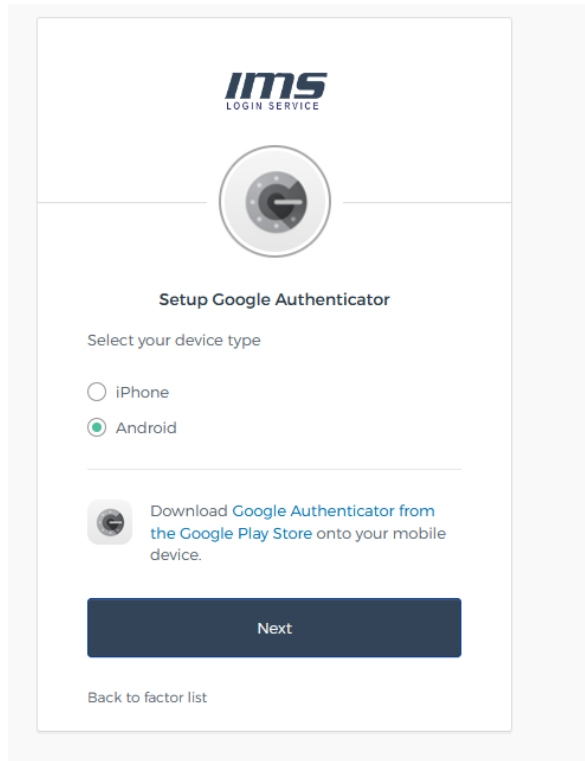


5. You should then see this:



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- Please select your phone type: iPhone or Android. When you do, a “Next” button will appear.



IMS
LOGIN SERVICE

Setup Google Authenticator

Select your device type

iPhone

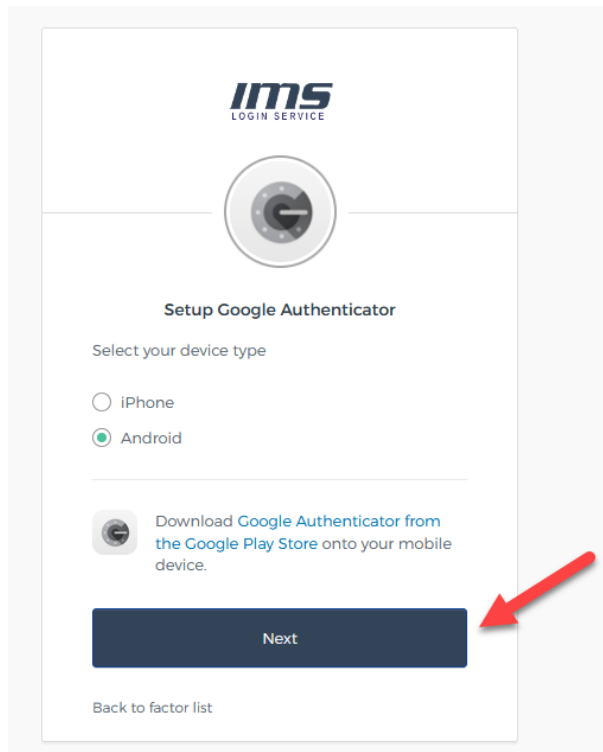
Android

Download [Google Authenticator](#) from the [Google Play Store](#) onto your mobile device.

Next

[Back to factor list](#)

- Click the Next button



IMS
LOGIN SERVICE

Setup Google Authenticator

Select your device type

iPhone

Android

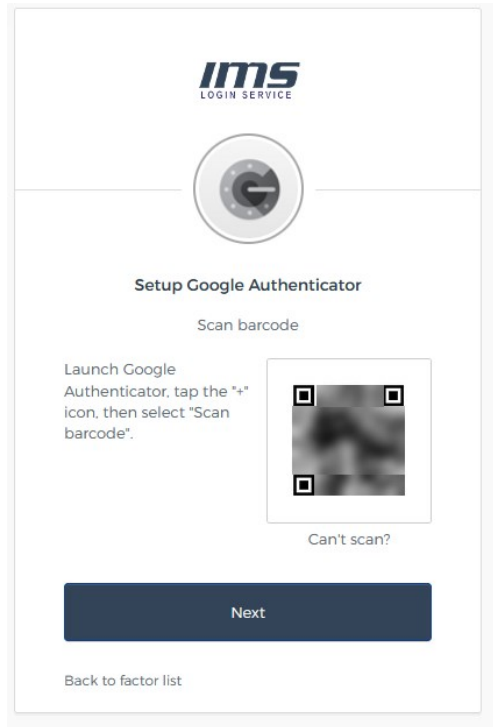
Download [Google Authenticator](#) from the [Google Play Store](#) onto your mobile device.

Next

[Back to factor list](#)

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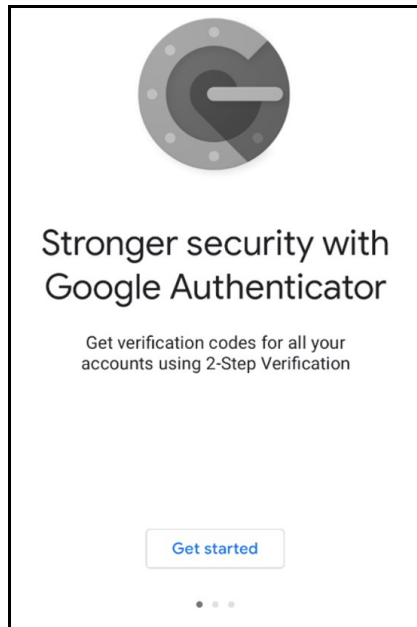
8. You should now see a window with a QR code square in the lower right. The one in the picture below has been blurred out.



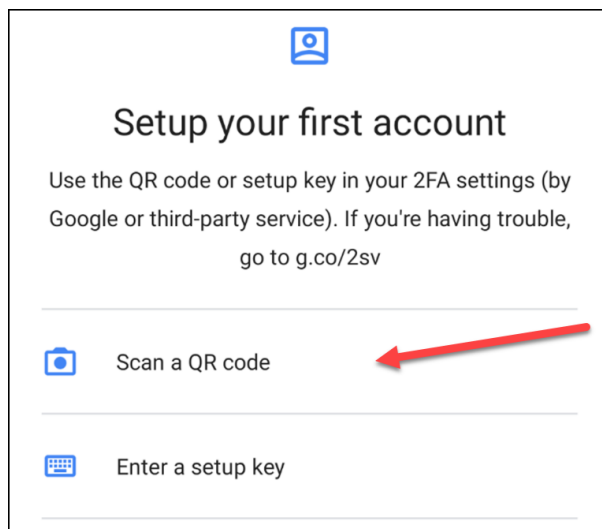
9. Open Google Authenticator on your smart phone.

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10. ***If you have an iPhone, skip to step 11.*** For Android phones, please do the following:
- i. If you just installed the Google Authenticator app, please follow the instructions below, otherwise skip to 10ii.
 - a. On successful installation of Google Authenticator, you will be shown the following. Click “Get Started”.

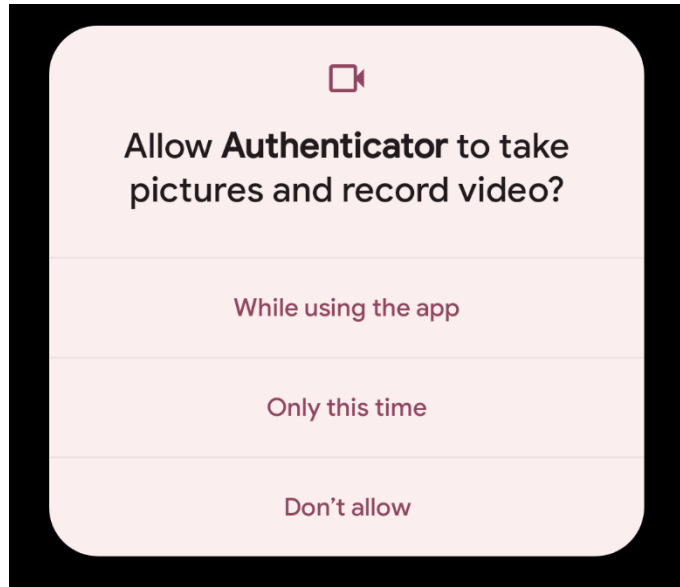


- b. Google Authenticator will then present you with the option to “Scan a QR Code” or “Enter a Setup Key”. Please select “Scan a QR Code”.

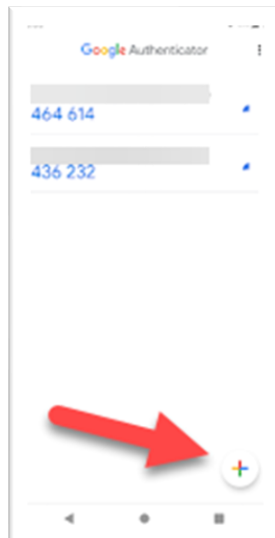


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- c. You may then need to give the application permission to access your camera to scan the QR code. Please select “While using the app” or “Only this time”.

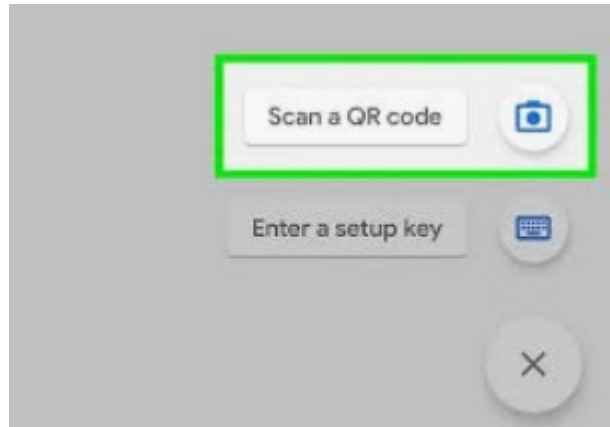


- d. You can now skip to step 12.
- ii. If you previously installed the Google Authenticator app and have used it to log in other applications, please do the following:
- a. Open Google Authenticator and click the “+” icon to add another login option.

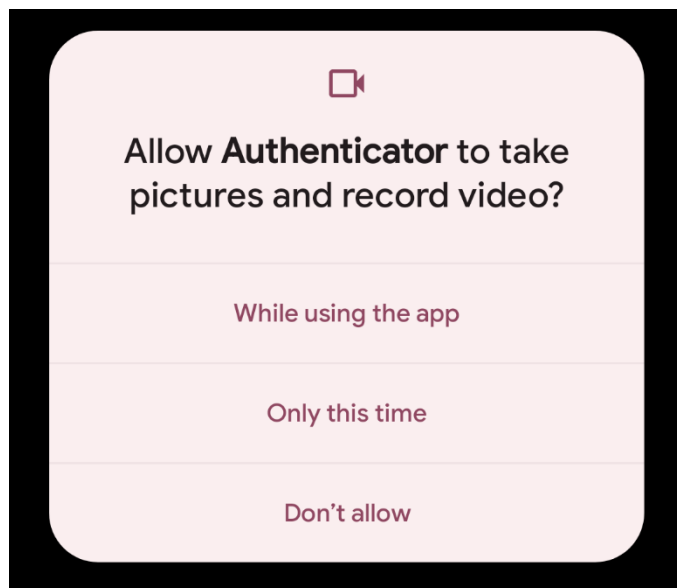


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- b. Google Authenticator will then present you with the option to “Scan a QR Code” or “Enter a Setup Key”. Please select “Scan a QR Code”.



- c. You may then need to give the application permission to access your camera to scan the QR code. Please select “While using the app” or “Only this time”.

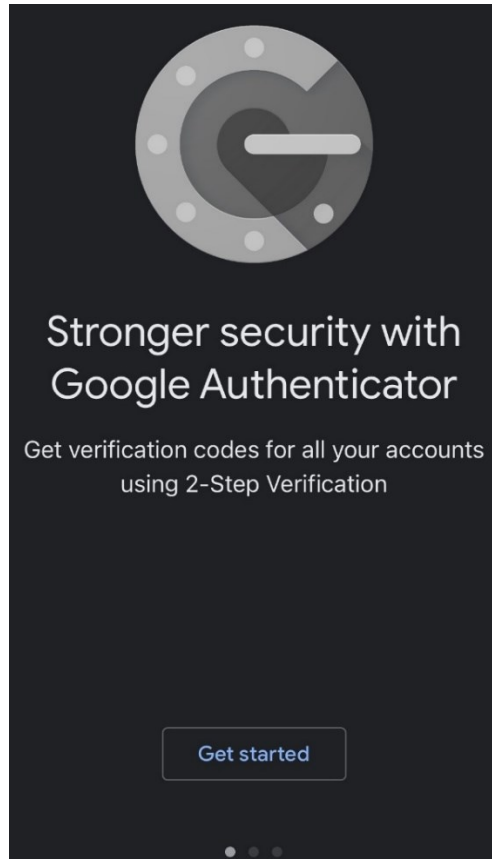


- d. You can now skip to step 12.

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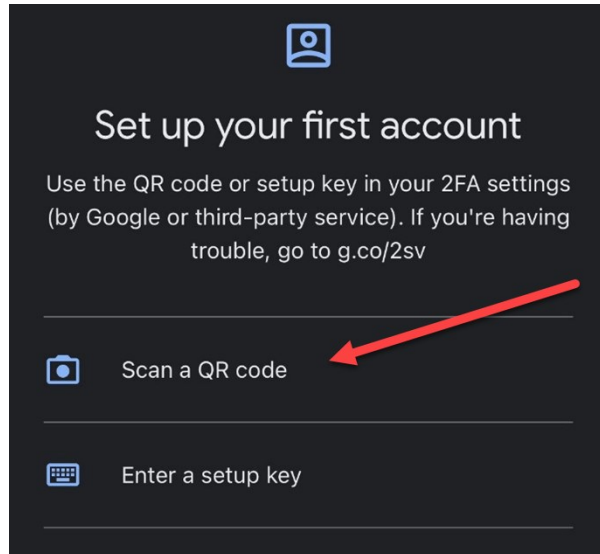
11. ***If you have an Android phone, skip to step 12.*** If you have an iPhone, please do the following:

- i. If you just installed the Google Authenticator app, please follow the instructions below, otherwise skip to 11ii.
 - a. On successful installation of Google Authenticator, you will be shown the following. Click "Get Started".

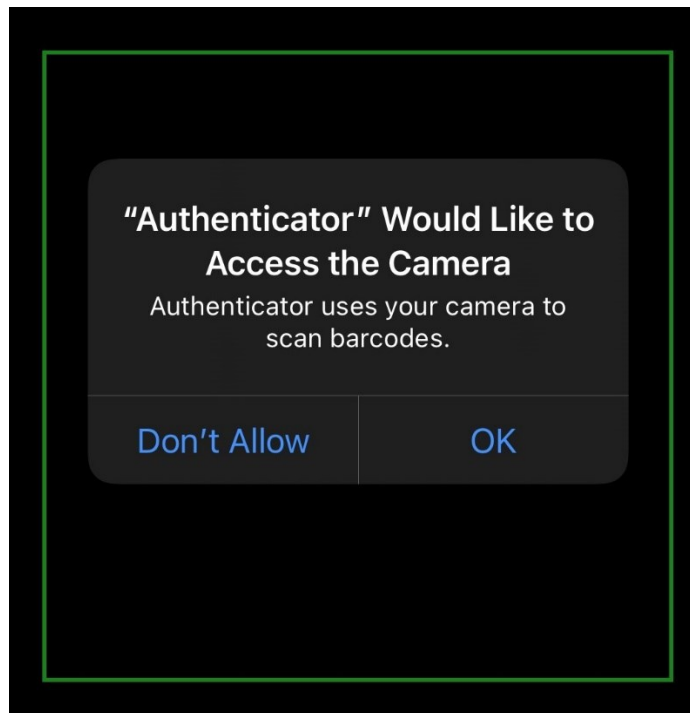


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- b. Google Authenticator will then present you with the option to “Scan a QR Code” or “Enter a Setup Key”. Please select “Scan a QR Code”.



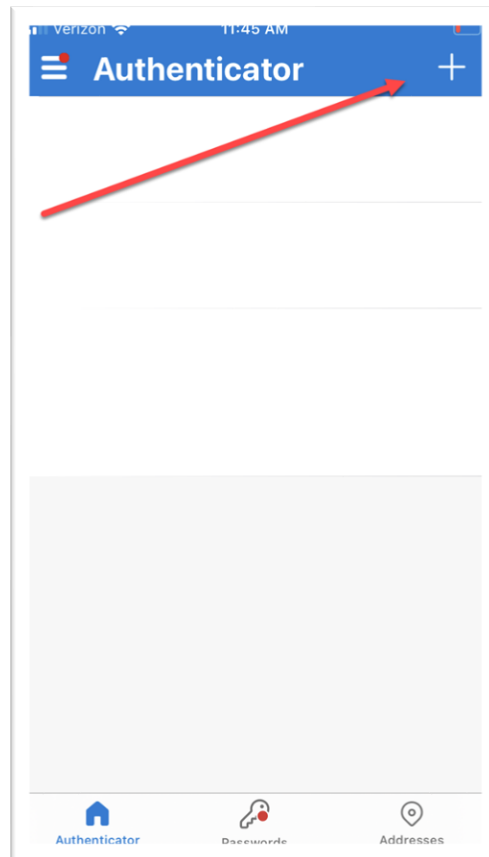
- c. You may then need to give the application permission to access your camera to scan the QR code. Please select “OK”.



- d. You can now skip to step 12.

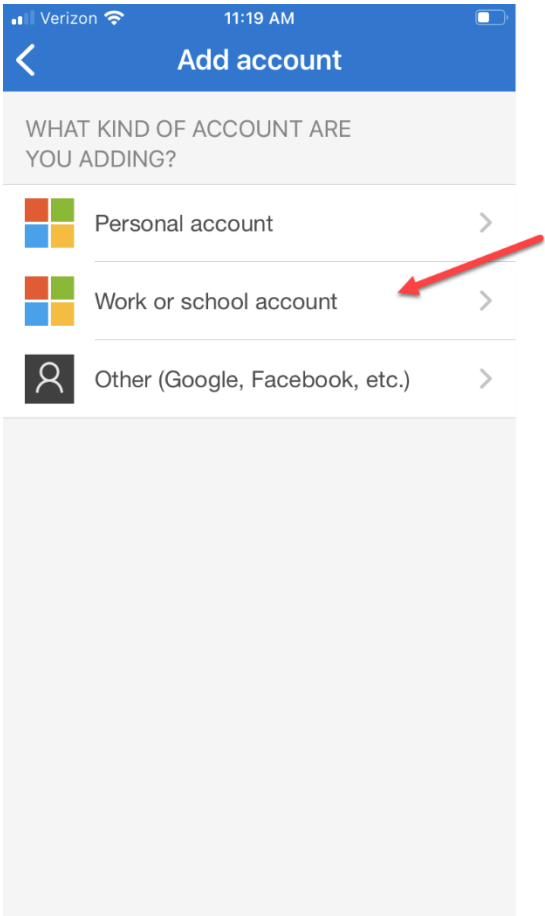
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- ii. If you previously installed the Google Authenticator app and have used it to log in other applications, please do the following:
 - a. Open Google Authenticator and click the “+” icon (to add another login option). The “+” icon should be in the upper-right.



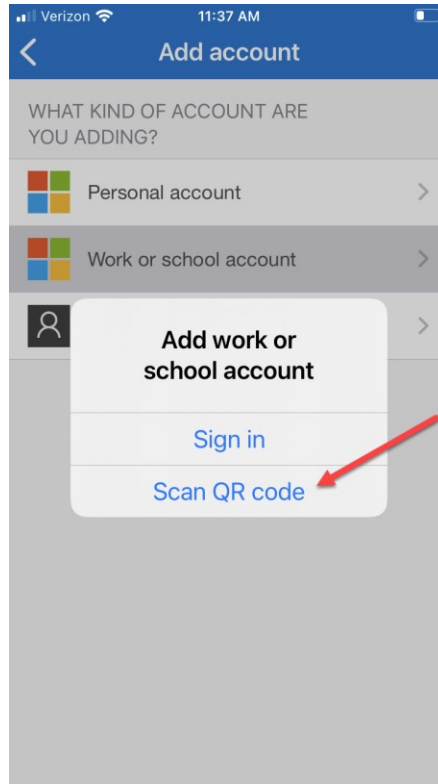
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- b. If you are prompted to select the type of account, please select “Work or School Account” (example image below).

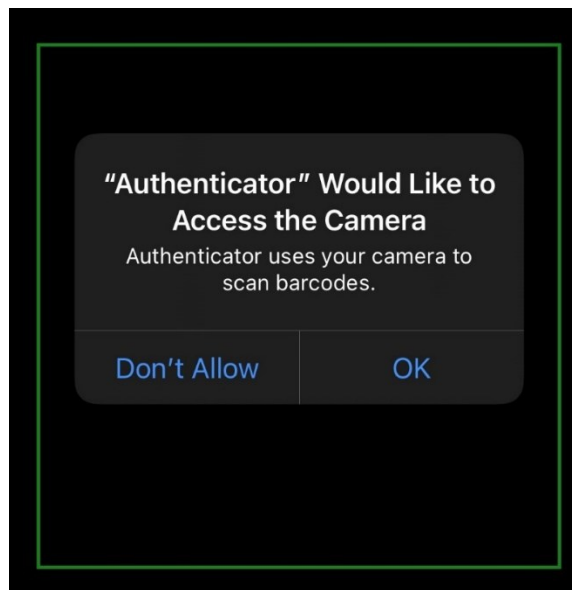


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- c. Google Authenticator will then present you with the option to “Sign in” or “Scan a QR Code”. Please select “Scan a QR Code”.

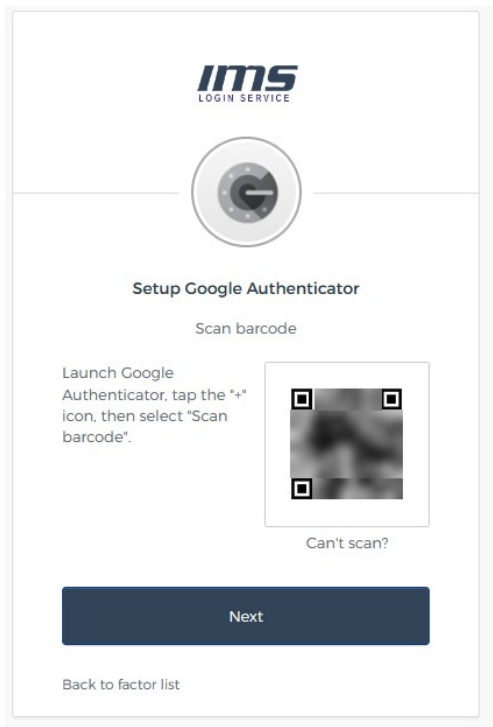


- d. You may then need to give the application permission to access your camera to scan the QR code. Please select “OK”.



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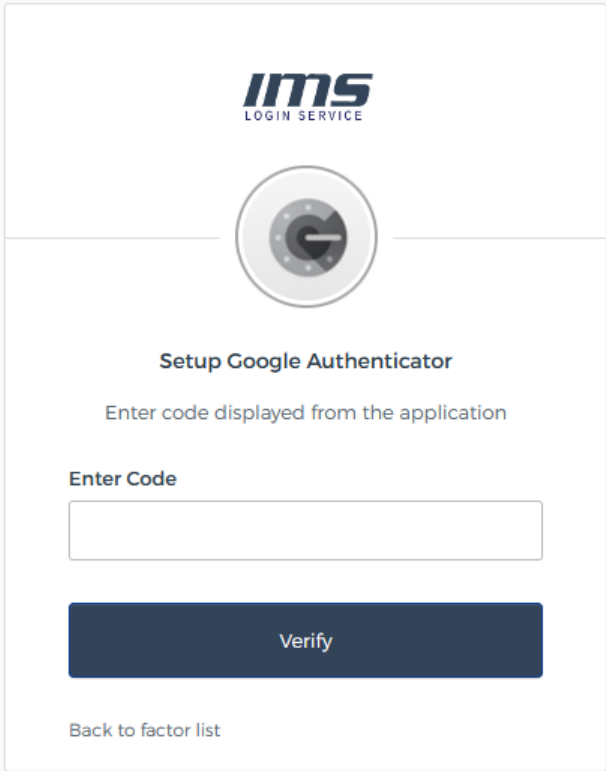
12. Scan the QR code by positioning the red box over the QR code shown on the VPR-CLS website page. An example image of the barcode screen is shown in step 14 (below).
13. Once the QR code is scanned, you should see a 6-digit number displayed in the Google Authenticator app on your phone.
14. On the VPR-CLS login screen, click the NEXT button



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15. You should then see a window like the one below. Enter the 6-digit code displayed in your Google Authenticator app under “loginservice.imsweb.com” into the Enter Code box and then click the “Verify” button.

Please note that Google Authenticator will change the number every 30 seconds. You will see a running clock image counting down the time the 6-digit number is good for. If you don’t enter it before the clock expires, a new number will appear. If that happens, just use the new number displayed.



The screenshot shows a web page for setting up Google Authenticator. At the top is the IMS LOGIN SERVICE logo. Below it is a circular icon with a clock face and a 'G' for Google. The text reads "Setup Google Authenticator" and "Enter code displayed from the application". There is a text input field labeled "Enter Code" and a dark blue "Verify" button. At the bottom left is a link that says "Back to factor list".

16. Once you enter the number and click “Verify”, you should be logged into the VPR.

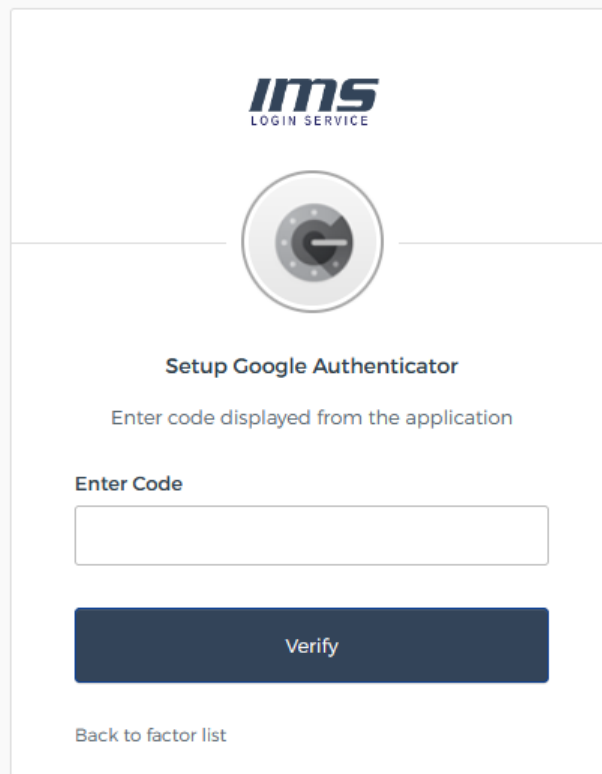
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Steps to log into the VPR-CLS after MFA has been setup

Once you have your MFA setup, for all future logins to the VPR, please do the following:

1. Go to the VPR-CLS website: <https://apps.naacccr.org/vpr-cls>
2. In the upper right click "You are not logged in"
3. Click "Log In"
4. Click on the "IMS Login Service"
5. Enter your username and password and click Login
6. You will then be prompted to enter a 6-digit code (image below). Open the Google Authenticator app on your cellphone and enter the 6-digit code that is displayed under the "loginservice.imsweb.com" label and click "Verify".



ims
LOGIN SERVICE

Setup Google Authenticator

Enter code displayed from the application

Enter Code

Verify

[Back to factor list](#)

7. You should then be logged into the VPR!