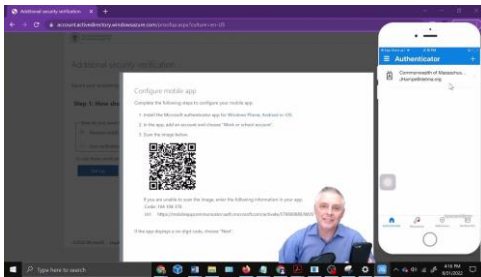




# Setting Up Your Multi-Factor Authentication (MFA) For Access to AppStream / State Resources

John Hampe – Metro North Career Centers  
9/1/2022

This tutorial will guide you through the process of setting up your Multi-Factor Authentication (MFA) for access to AppStream and State provided resources such as MOSES and Crystal Reports. A corresponding video tutorial to this job aid can be found at the YouTube link below.

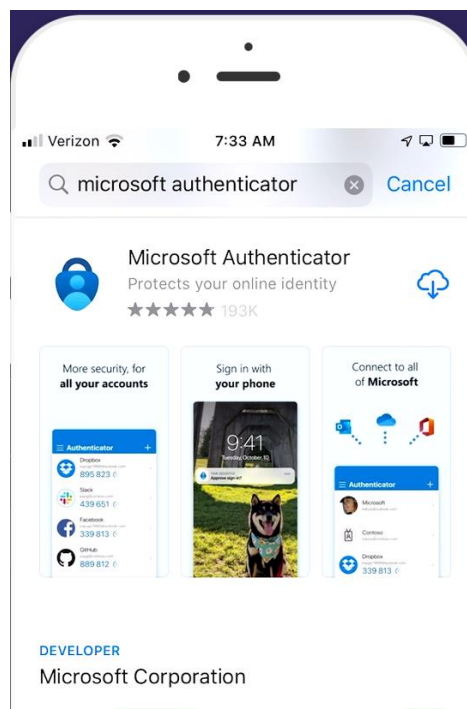


## Setting Up Your MFA For Access to AppStream / State Resources

This video tutorial guides you through setting up your multi-factor authentication (MFA) to access AppStream and State resources such as MOSES and Crystal Re...

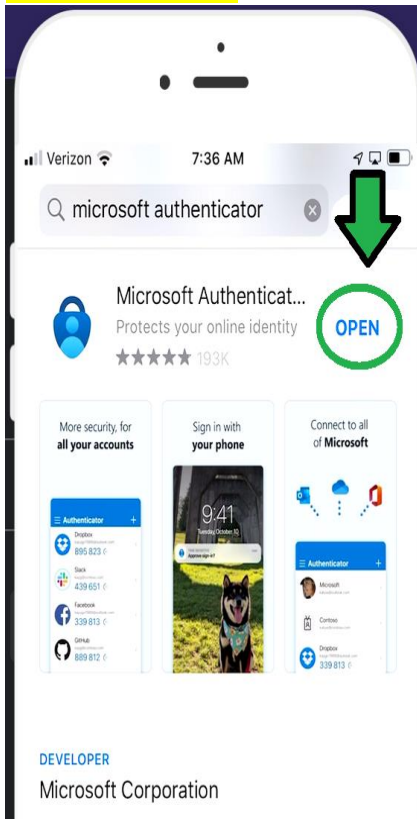
[youtu.be](https://youtu.be)

1. Download and install the Microsoft Authenticator App on your mobile phone. You can download this app from the “App Store” on your iPhone or from the “Google Play Store” on your Android phone.

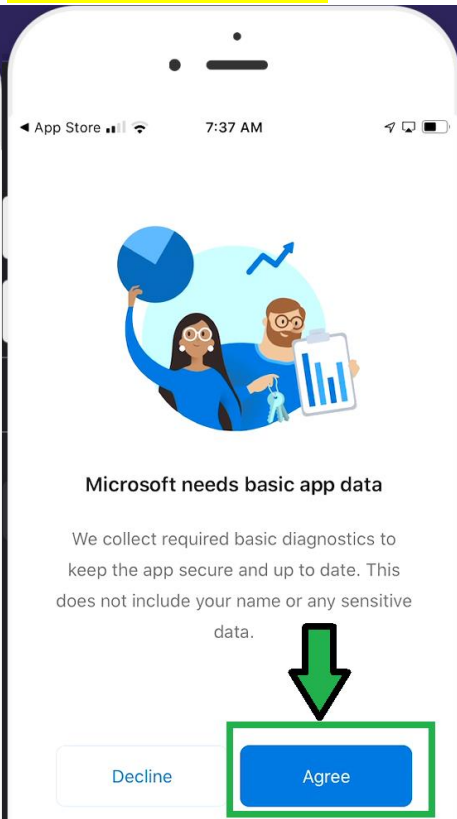


2. **A. Open the app.** **B. Click agree to the basic app data collection policy, and then stop at the setup screen.** **C. Do not proceed further, you will continue in this process later.**

**A. Open the App**



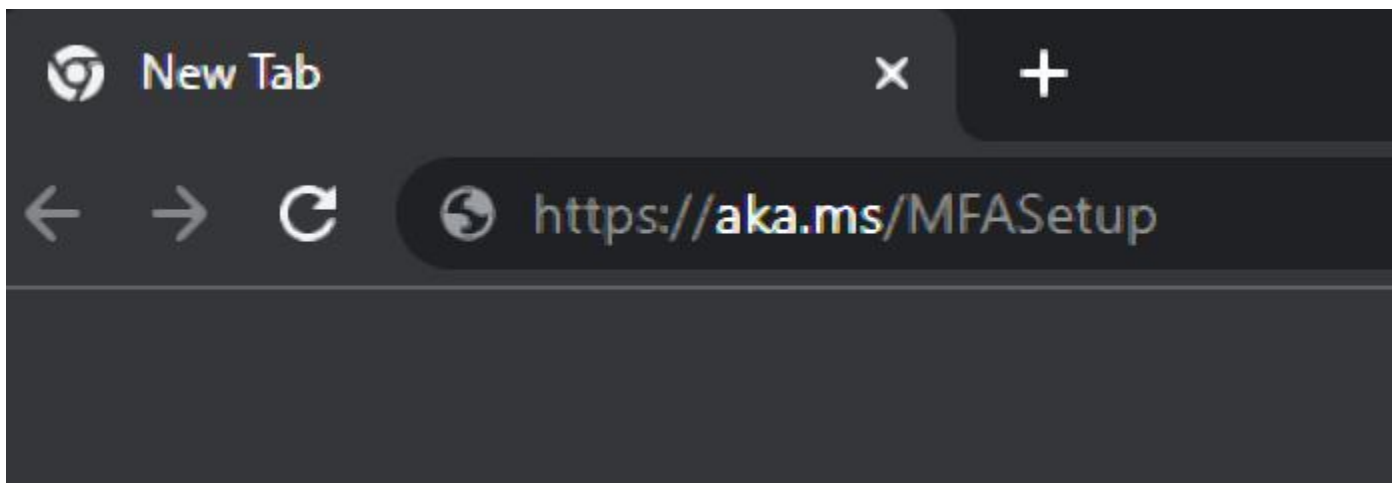
**B. Agree to Data Policy**



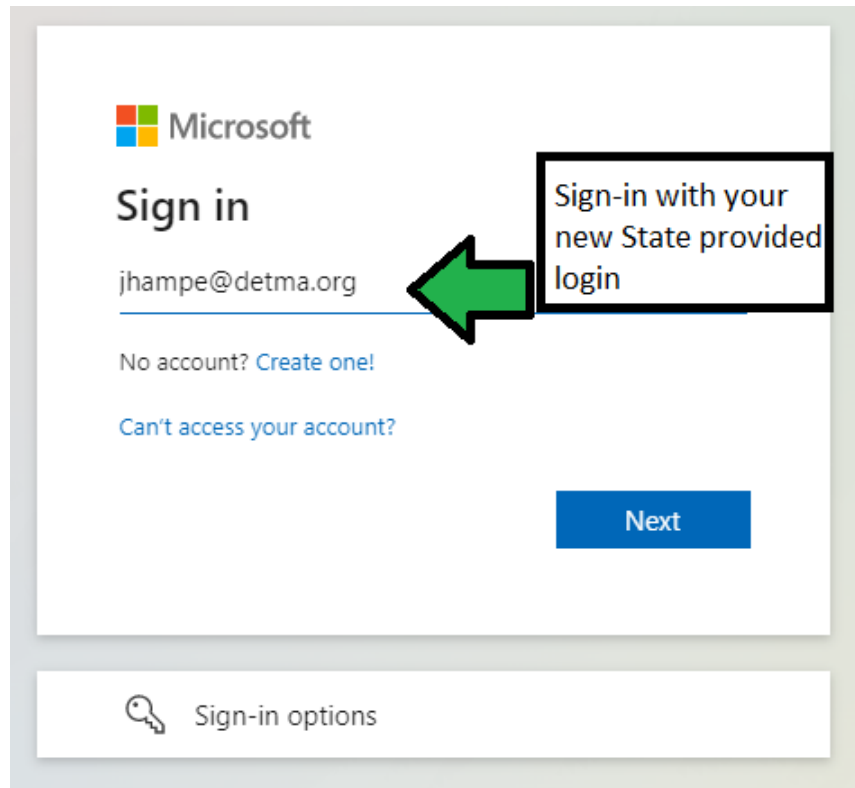
**C. Do Not Proceed Further**



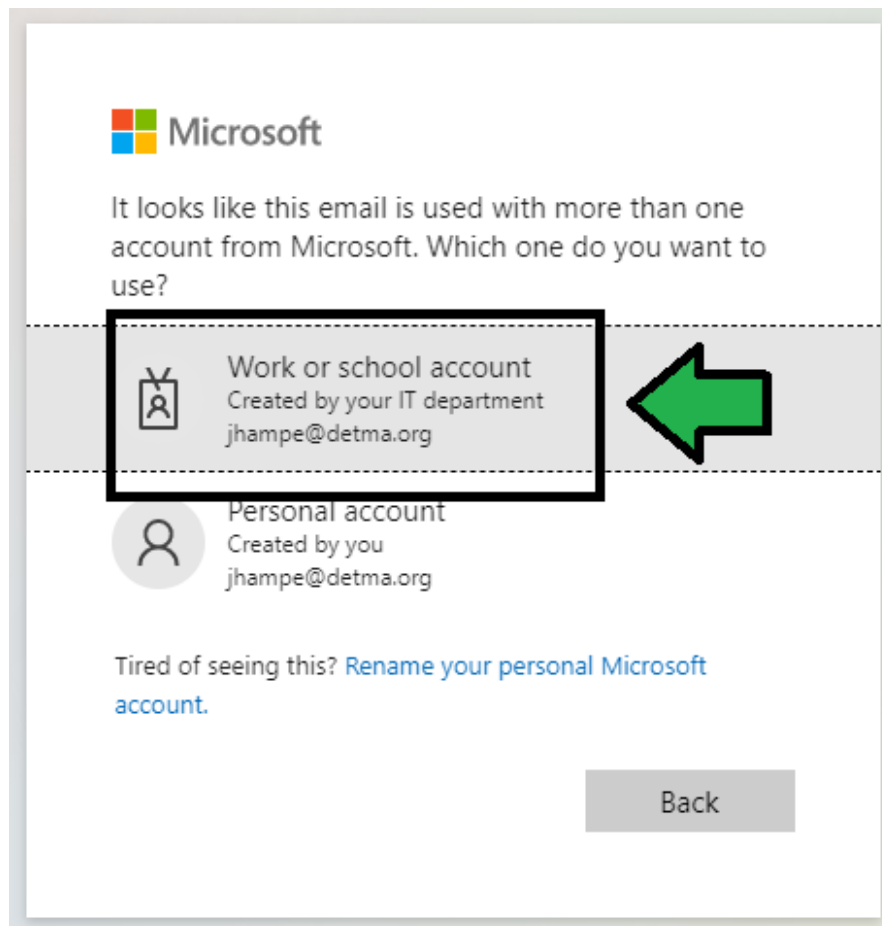
3. Using either of the State supported browsers for AppStream, Google Chrome or Microsoft Edge, Navigate to the URL <https://aka.ms/MFASetup> - Note\*\* If you are already are using a local Career Center 365 account on either of those browsers, please use the other supported browser not in use, for this MFA process. Both local and State 365 accounts must be kept separate.



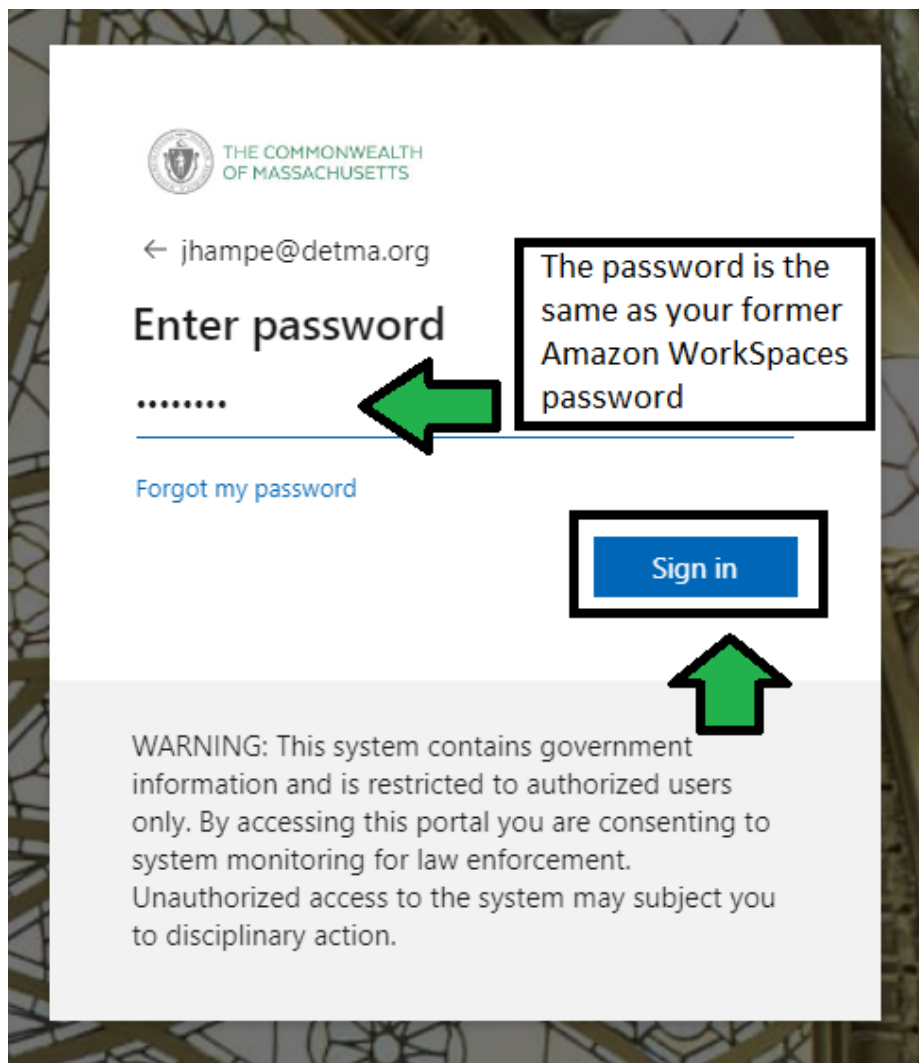
4. At the sign-in field please use the login credential provided to you by the State and click “NEXT”. Your login will end with @DETMА.ORG. Note\*\* this is a login credential only and not an email address.



5. Choose “Work or school account”



6. You will be brought to the State 365 login portal. Your password will be the same password you used to login to Amazon WorkSpaces. Enter your password and click "Sign in".



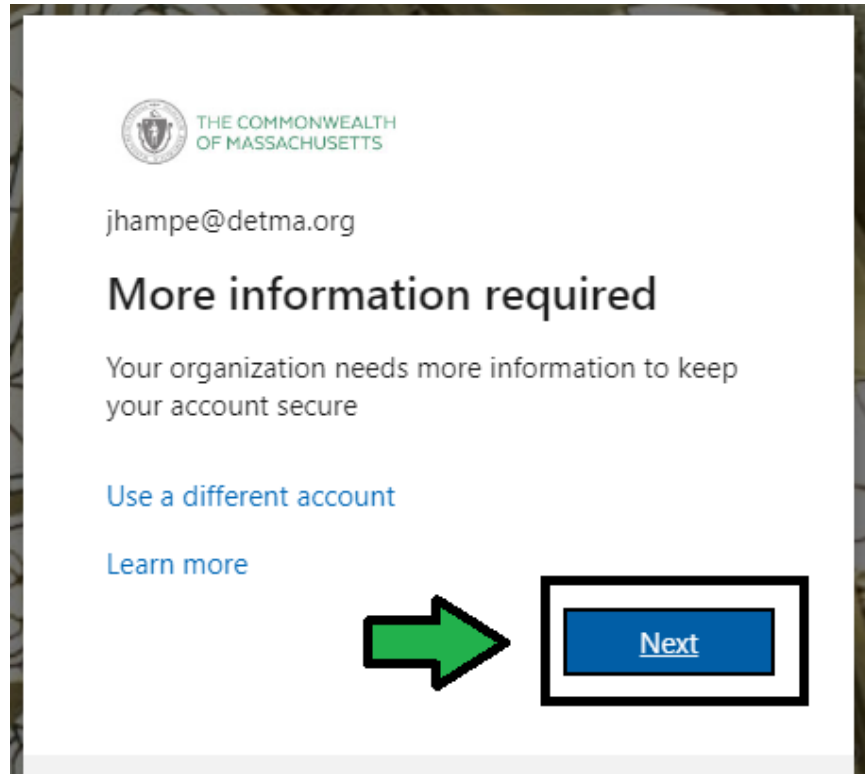
The screenshot shows the login page for the Commonwealth of Massachusetts. At the top left is the state seal and the text "THE COMMONWEALTH OF MASSACHUSETTS". Below that is the email address "jhampe@detma.org". The main heading is "Enter password" followed by a password input field with seven dots. A green arrow points from a text box to the password field. The text box contains the instruction: "The password is the same as your former Amazon WorkSpaces password". Below the password field is a link that says "Forgot my password". To the right is a blue "Sign in" button with a black border, and a green arrow points up to it. At the bottom, there is a grey warning box with the text: "WARNING: This system contains government information and is restricted to authorized users only. By accessing this portal you are consenting to system monitoring for law enforcement. Unauthorized access to the system may subject you to disciplinary action."

7. A prompt will appear asking you if you want to stay signed in. This is a choice but please note that that whether you choose YES or NO, you will still be required to authenticate through MFA.



The screenshot shows a prompt from the Commonwealth of Massachusetts. At the top left is the state seal and the text "THE COMMONWEALTH OF MASSACHUSETTS". Below that is the email address "jhampe@detma.org". The main heading is "Stay signed in?". Below the heading is the text: "Do this to reduce the number of times you are asked to sign in." There is a checkbox with the label "Don't show this again". At the bottom are two buttons: a grey "No" button and a blue "Yes" button.

8. This notification is of “More information required” starts the MFA setup process. Click “NEXT”



9. From the menu choose “Mobile App” option, then “Receive Notifications”, and click “Set up”



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

1

2

3

Mobile app

Authentication phone

Office phone

Mobile app

Receive notifications for verification

Use verification code

Set up

Please configure the mobile app.

1. Click Toggle Menu and choose Mobile App

2. Check "Receive notifications for verification"

3. Click "Set up"

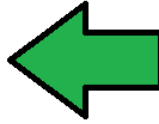
To use these verification methods, you must set up the Microsoft Authenticator app.

**10. Do not proceed past this screen until you have finished the instructions in Step 11 below.**

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Following the instructions in the next step you will scan this QR code to add the State account to your app. Do not click Next until after you have performed the scan.

If you are unable to scan the image, enter the following information in your app.

Code: 888 931 189

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/831444990/WUS>

If the app displays a six-digit code, choose "Next".

Do not click "Next" until you have scanned the QR Code.




**11. Use your new Microsoft Authenticator app where you left it last.**

Security verification

Configure mobile app

Complete the following steps to configure your mobile app.

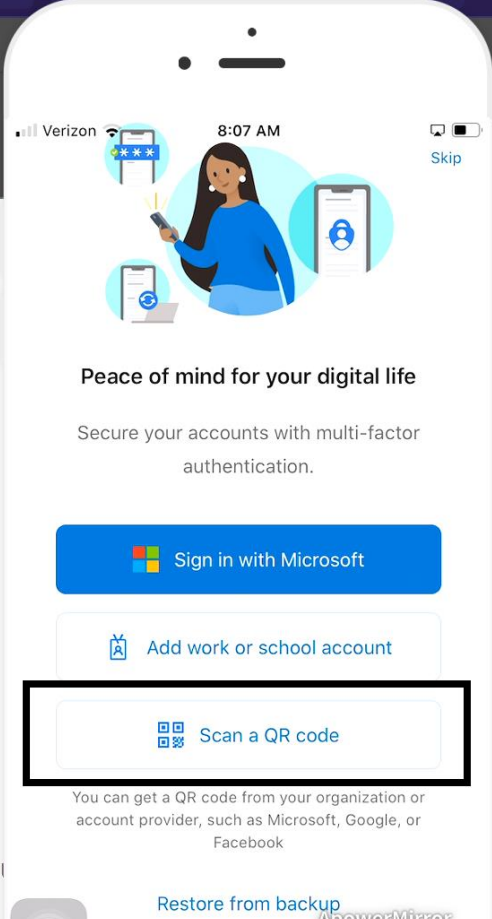
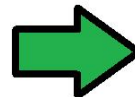
1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 691 060 918

Url: <https://mobileappcommunicator.auth.microsoft.com/activate/226404087/WCI>



Verizon 8:07 AM Skip

Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

Sign in with Microsoft

Add work or school account

Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

Restore from backup

ApowerMirror


12. Choose "OK" to allow the authenticator app access to the camera.

Security verification

### Configure mobile app

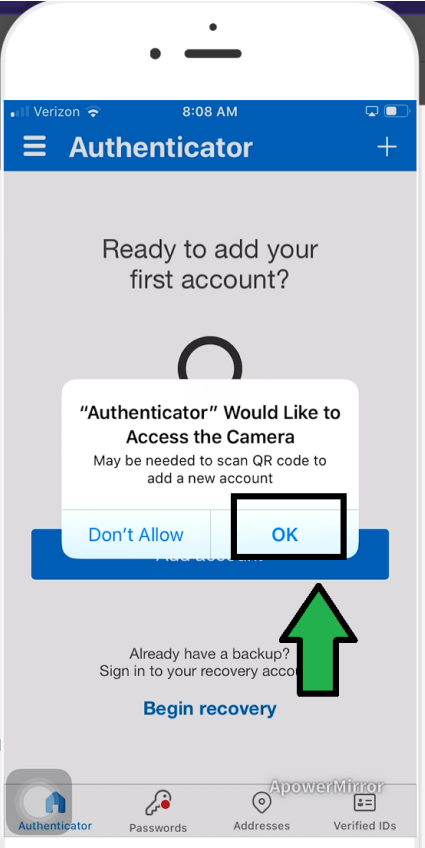
Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.  
Code: 691 060 918  
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/226404087/WC>

If the app displays a six-digit code, choose "Next".




13. The camera will now activate. Point the camera at the scan capturing the QR code. Agree to allow notifications.

Security verification

### Configure mobile app

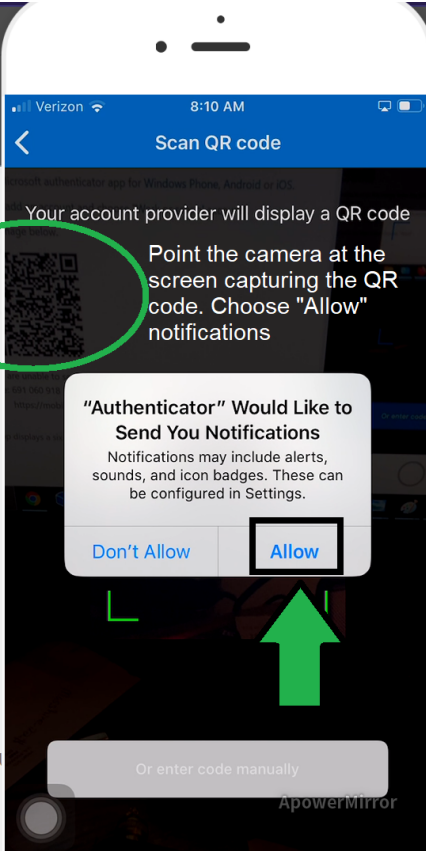
Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.  
Code: 691 060 918  
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/226404087/WC>

If the app displays a six-digit code, choose "Next".



**14. The account has been successfully added to the Microsoft Authenticator app. Click "Next".**

mobile app

following steps to configure your mobile app.

Microsoft authenticator app for Windows Phone, Android or iOS.

), add an account and choose "Work or school account".

image below.



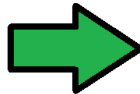
unable to scan the image, enter the following information in your app.

1 060 918

ps://mobileappcommunicator.auth.microsoft.com/activate/226404087/WCU

lays a six-digit code, choose "Next".

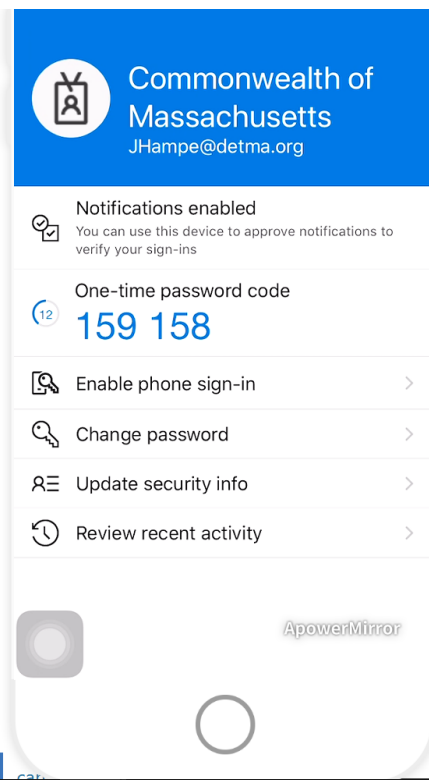
Account added to  
your Microsoft  
Authenticator App



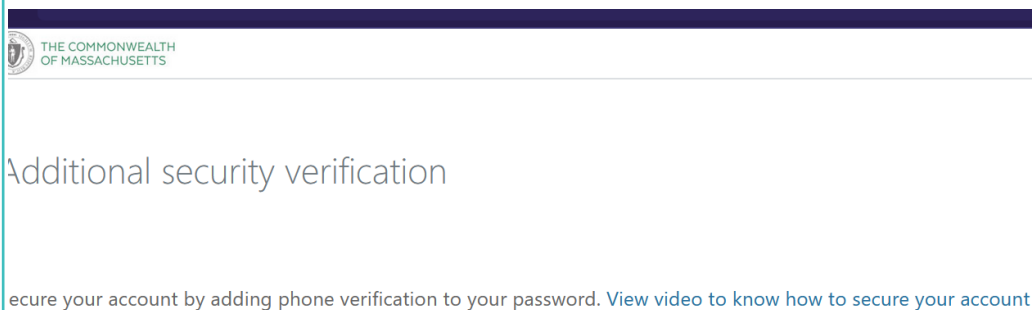
Click Next



Next

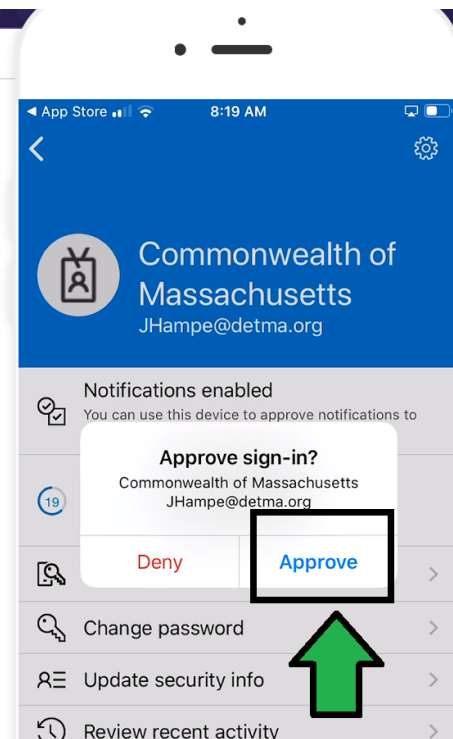


**15. The system will then test the notification function by sending you a test "Approve Sign-in". Once you receive the notification choose "Approve".**



**Step 2: Let's make sure that we can reach you on your Mobile App device**

Please respond to the notification on your device.





16. Change the country code to United States, enter in your cell number with text capability, and click "Done".

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 3: In case you lose access to the mobile app

United States (+1) 781-870-0009

#1



Change country to code to United States

#2



Enter in your cell number that receives text messages

By entering in your cell number with text capability, you will ensure you can have access should your app malfunction or is not available

#3



Done

17. A prompt will appear asking you if you want to stay signed in. This is a choice but please note that that whether you choose YES or NO, you will still be required to authenticate through MFA.

 THE COMMONWEALTH OF MASSACHUSETTS

jhampe@detma.org

### Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

18. This screen provides an overview of your current authentication methods. You can choose the default preferred option for authentication and add more authentication methods such as “Office Phone” or “Alternate Phone” (second physical phone). Once you are finished click “SAVE”

## Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.  
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Notify me through app    
Call my authentication phone    
Text code to my authentication phone    
Call my office phone    
Notify me through app    
Use verification code from app or token

Office phone (do not use a Lync phone) \*     
    
Extension

Alternate authentication phone

Authenticator app or Token

Authenticator app - iPhone

Here you can set the default option for authentication and add more authentication methods

As an option you can add other methods such as office phone.

Please remember that you will need another method other than "Office Phone" if you need access outside your career center.

19. Congratulations, you have configured your MFA and are ready to access AppStream. Once the State has issued your login credentials, use the following URL below to access AppStream and go through the MFA process using your current Amazon WorkSpaces password. If you are new to Mass Workforce please ignore the Amazon reference as the State will assign you your credentials providing full access.

[HTTPS://MYAPPS.MICROSOFT.COM](https://myapps.microsoft.com)

