Multi-Factor Authentication Instructions

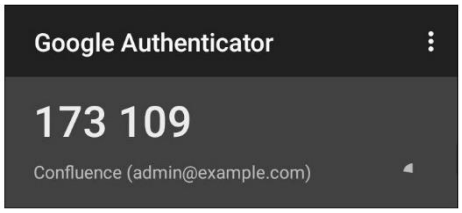
To all users of http://wiki.d3nw.com/ :

In the next couple of weeks, we will be instituting multi-factor authentication as a new layer of security.

Intro

Please print or save these instructions locally on your laptop or work computer. Once Multi-Factor Authentication in implemented, you will not be able to access the wiki for this information.

After logging in with your username and password, you will be prompted for a second piece of information prior to being fully logged in. Specifically, a six digit code will appear in your authentication app on your phone. Enter this second piece of information to access the wiki.



Supported Browsers

Officially, only Chrome and Firefox are listed as being supported by the Multi-Factor Authentication software. Other browsers may be compatible but results are not guaranteed.

Chrome (no modifications needed)

Firefox – must change setting

In order to use Firefox, FIDO U2F must be enabled. The feature is turned off by default. In order to enable U2F support in Firefox, follow the steps below:

1. Type "about:config" (without quotes) into the Firefox address bar and press **Enter**
2. Search for “u2f”
3. Double-click on **security.webauth.u2f** to enable U2

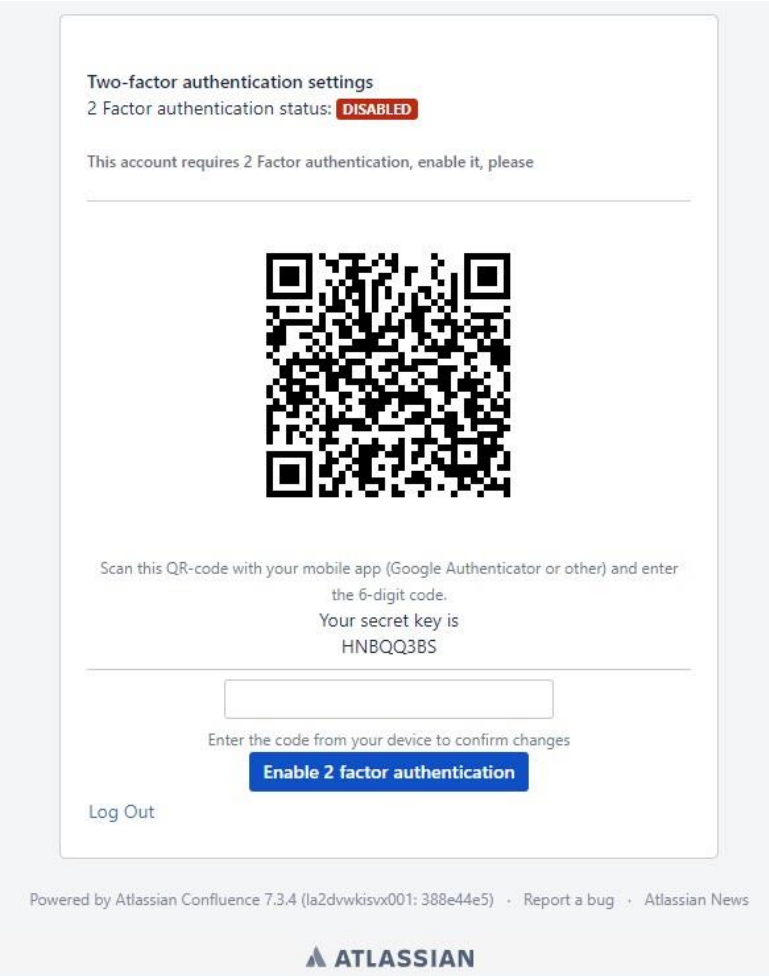
Supported Authentication Applications

Prior to beginning this process, download and install one of the approved authentication apps on your smartphone. Deluxe has chosen the following authentication apps as our standard:

- Google Authenticator
- Microsoft Authenticator

Initial Two-Factor Authentication

After two factor authentication has been enabled for your user group, the following pop-up will be presented after login.



Scan the QR Code with your Google or Microsoft Authentication App and once activated,

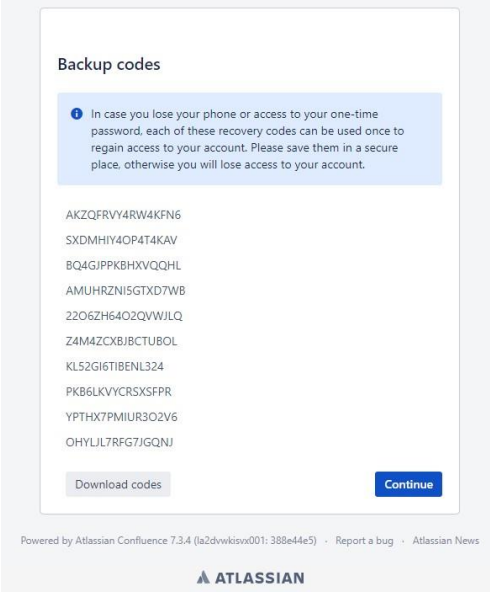
1. write down the secret code
2. enter the six digit PIN code in the Confluence or Jira section of the authenticator.

Click "Enable 2 factor authentication" to confirm.

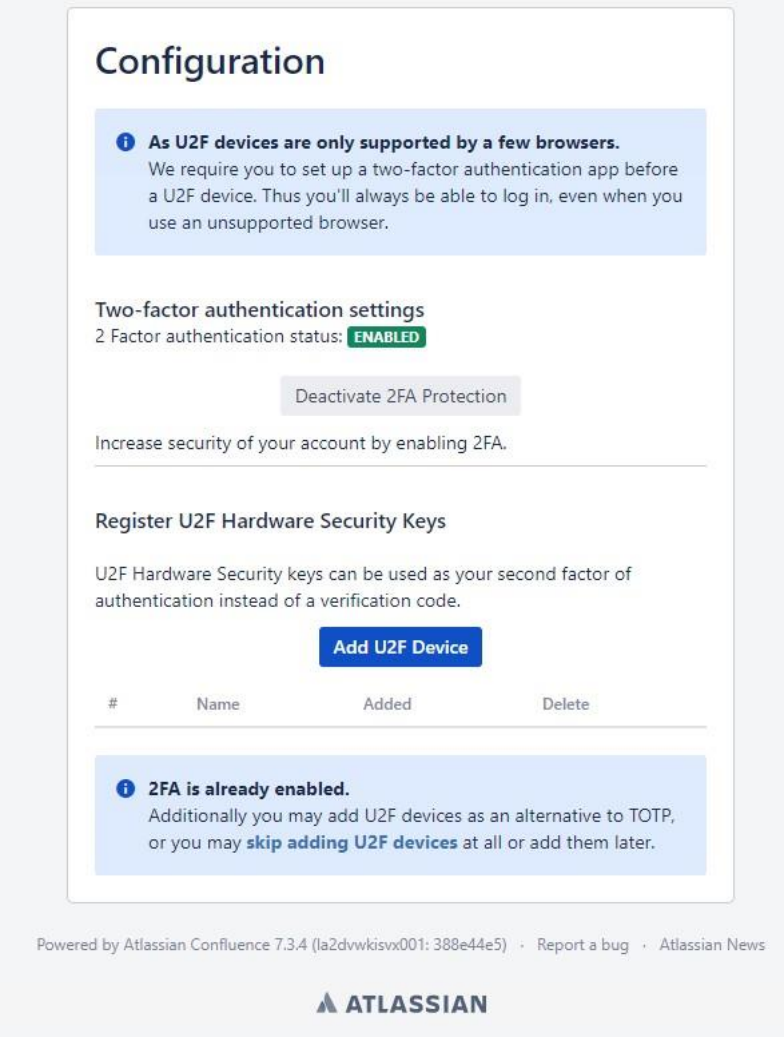
A pop-up will appear with the Backup Codes aka Recovery Codes.

VERY IMPORTANT – Download the recovery codes to a local file on your computer.

1. Should you ever lose your phone or access to your one time secret password, we provide secure backup (recovery) codes that can be used to regain access to your account.
2. Click "Download codes" to download file with codes to your computer .
3. Click "Continue" to finish registration process.

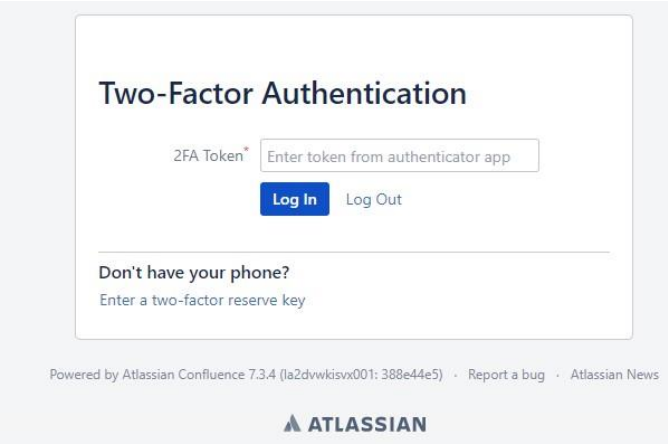


After registration, you will see a configuration page where you can manage your devices.



Subsequent Logins

Once enabled, the following pop-up will be presented after login as part of the Two-Factor Authentication.



If you do not have your authentication app available, one of the recovery codes can be used for access instead.