Setting Up Your OTP with Authy Desktop

Authy Desktop Authenticator

       (Home page) **https://authy.com/**

       (Download page) **https://authy.com/download/**

After obtaining Authy from the www.authy.com website (click on "DOWNLOAD" in the top right corner of their home page) and installing it on your device, you will need to set it up to provide a OTP for logging in to the NCEdCloud IAM Service.

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* If you see the following error when trying to access Authy.com, you may need to have the Authy.com site "whitelisted" in your Zscaler or other content filtering application.
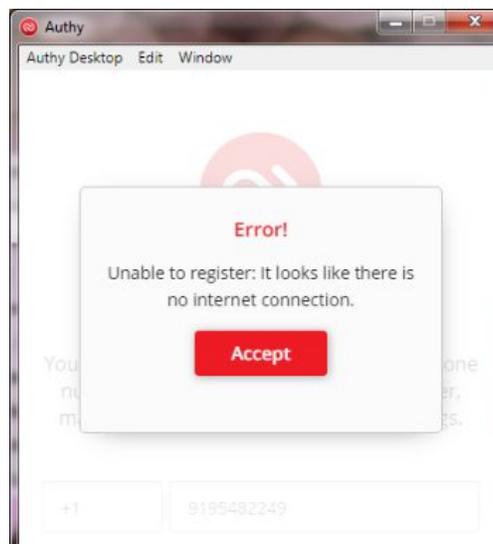
Register the application

Enter your:
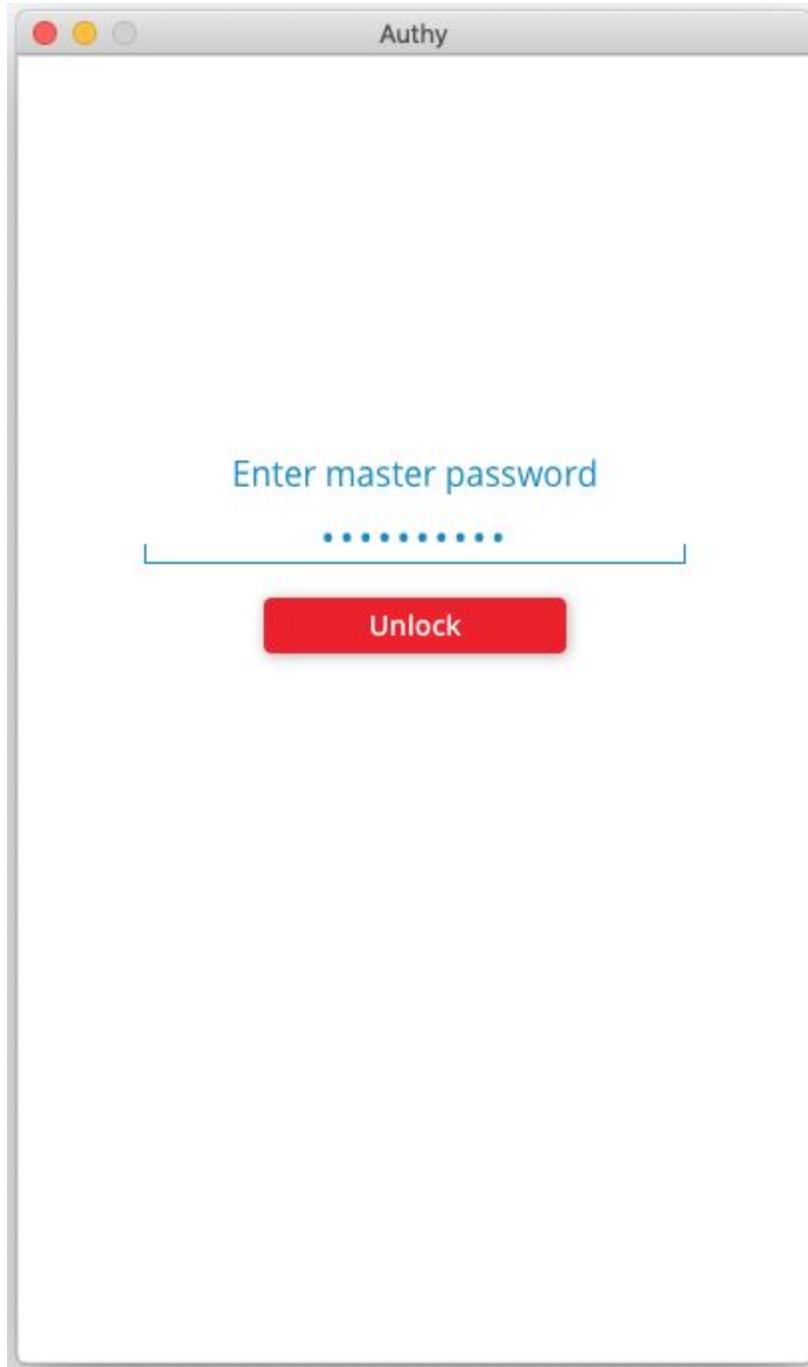
- cell number
- email address and a
- Master Password

Once Configured

Click on the Authy icon to start the App

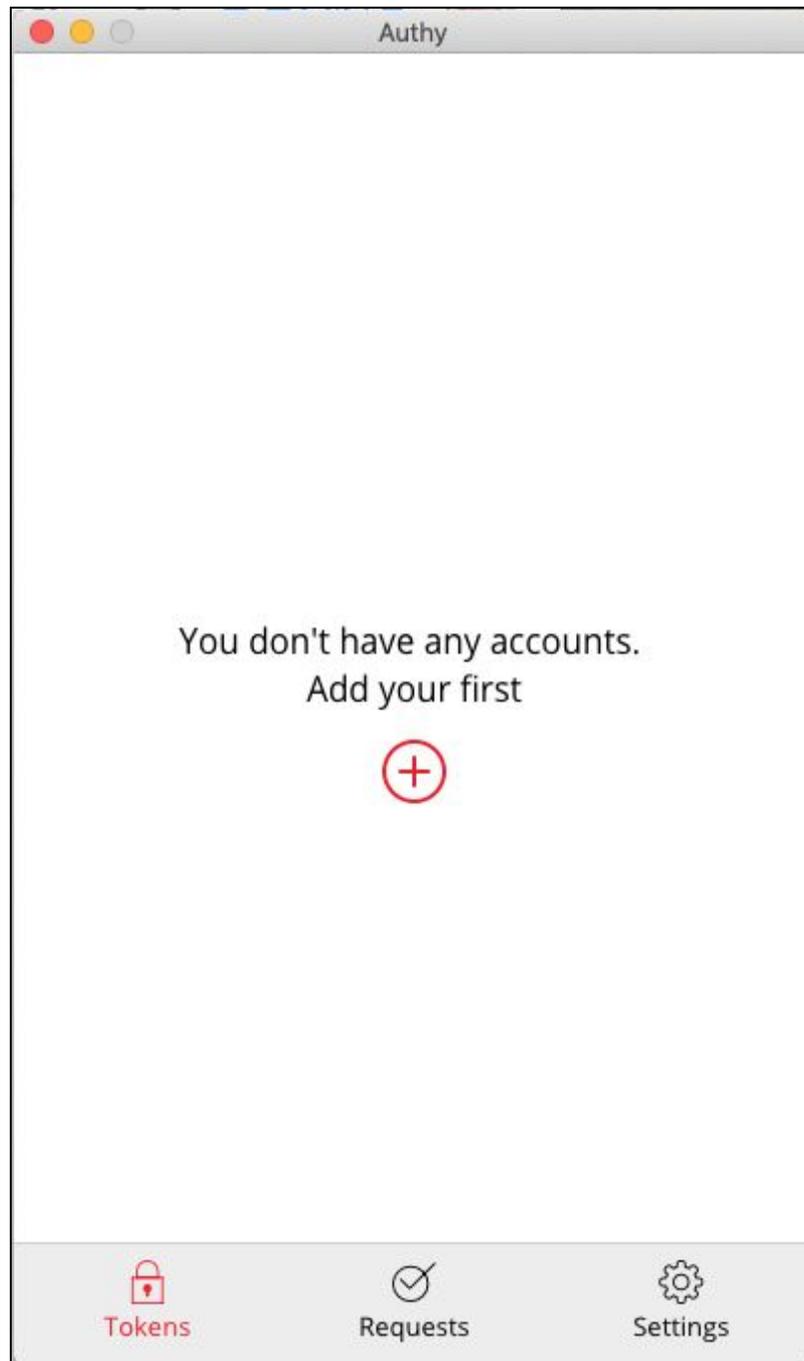**SS#15**

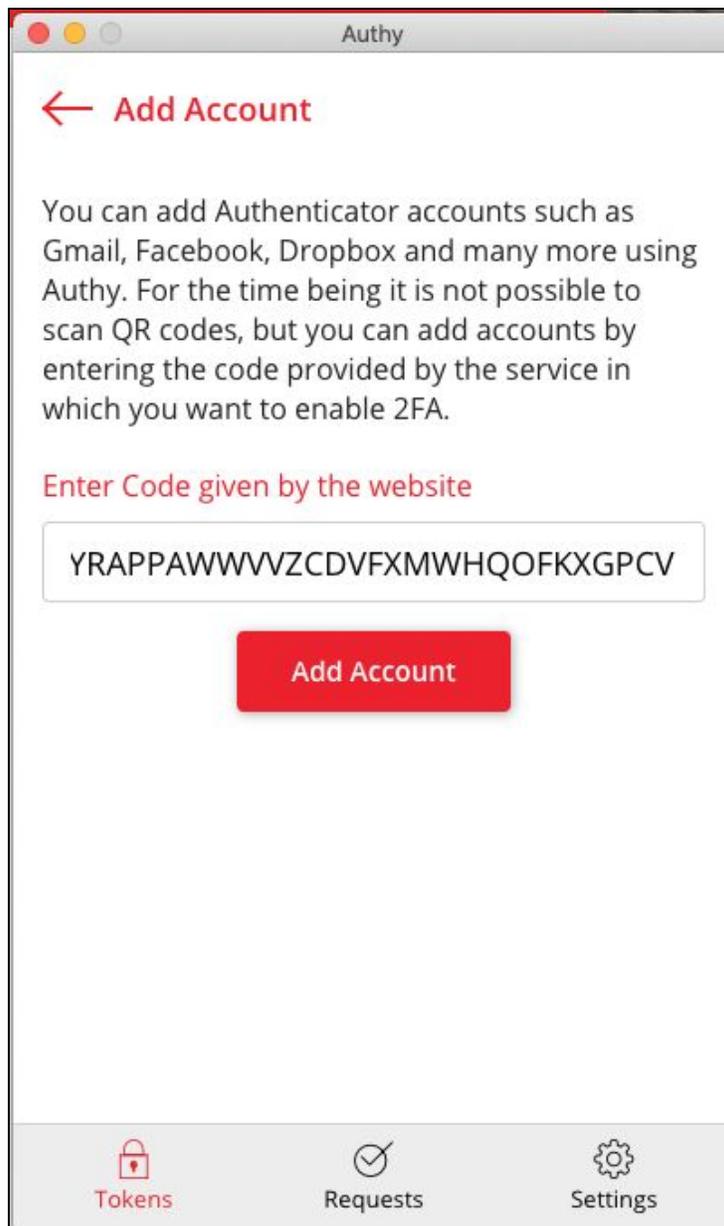**Enter your Master Password**

SS#16

Click on the "+" to Add your NCEdCloud Account

SS#17

Enter Code From the NCEdCloud OTP Setup Page

Authy cannot use QR codes (as of this writing), so you will need to **enter the code** provided by the NCEdCloud One-Time Password screen (see SS#3 - Red Arrow). **Then click the "Add Account" button.**
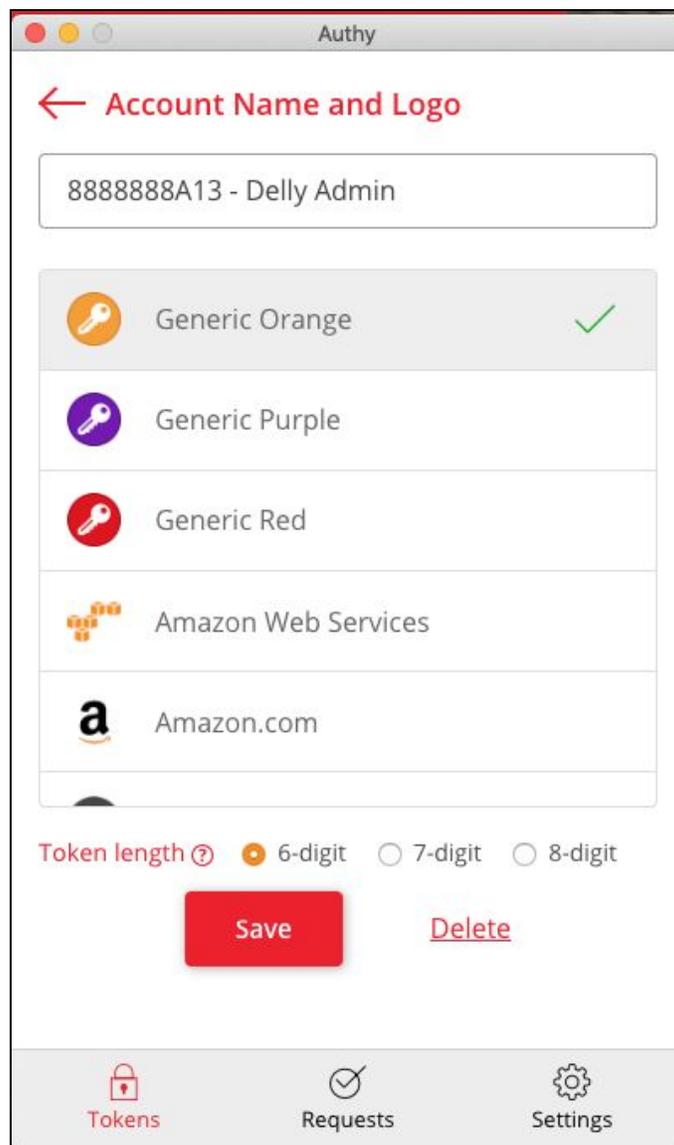

SS#18

Fill in the Account Name and Select a Generic Color

Enter NCEdCloud in the Account Name box (you can also add your UID or name if you would like).

Select one of the Generic colors for screen highlights when your 6-digit Code is displayed. (Note that the Token Length above the Save button is set to 6-digit.) Then complete your entry by clicking on the Save button.

Click on the NCEdCloud entry to get your 6-digit Code (883 004)

Authy can display your account in different "views" by clicking on the square of dots to the right of the Search box. The full screen view also displays your 6-digit code and the time remaining until it changes (30 seconds per code).

If you click on the compact view (below), it will display a full box with the 6-digit code and the remaining time.
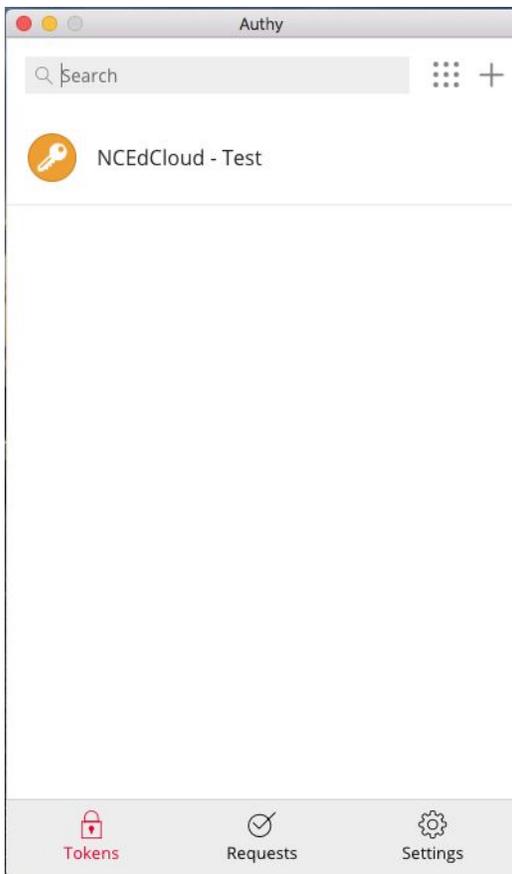
SS#20
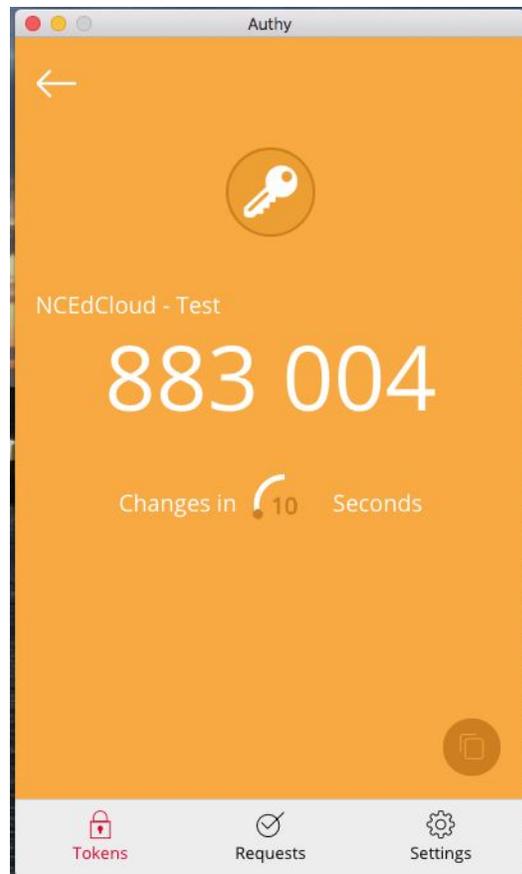
SS#21

Once you have your 6-digit code, enter it in the One-Time Password setup screen (if it's the first time you're logging in with MFA enabled), or in the One-Time Password login screen shown in screen shot #4 (SS#4).