



Setting Up Your OTP with Authy Desktop

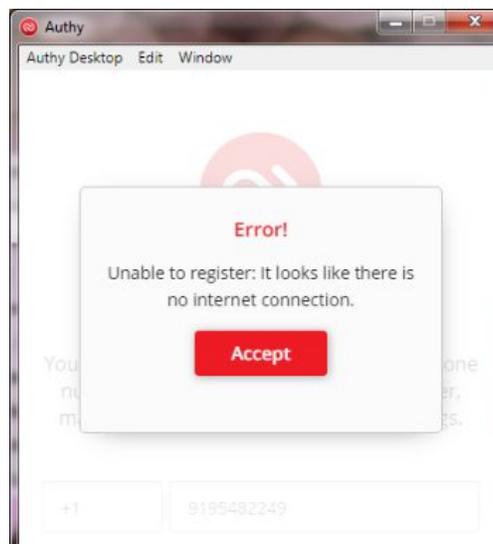
Authy Desktop Authenticator

(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.

*** 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

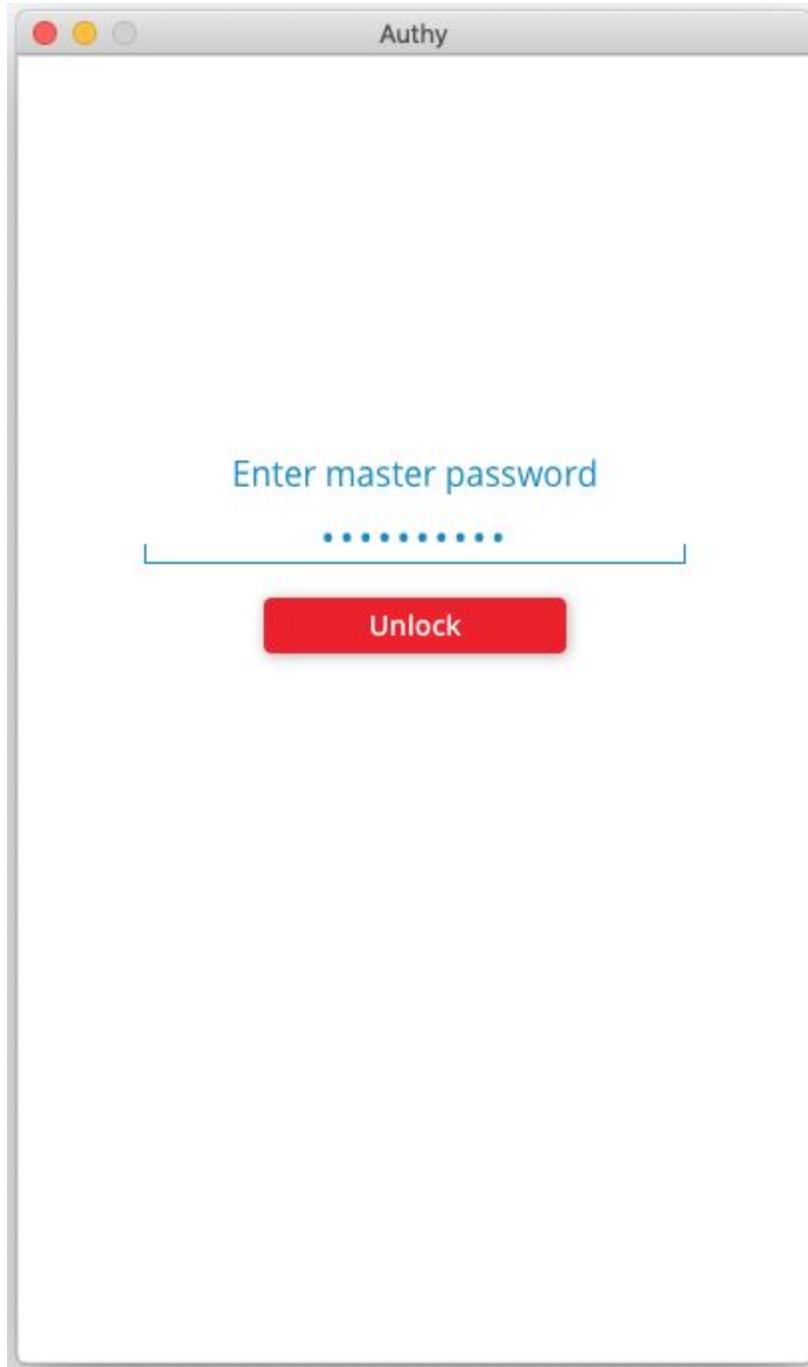
Once Configured

Click on the Authy icon to start the App



SS#15

Enter your Master Password

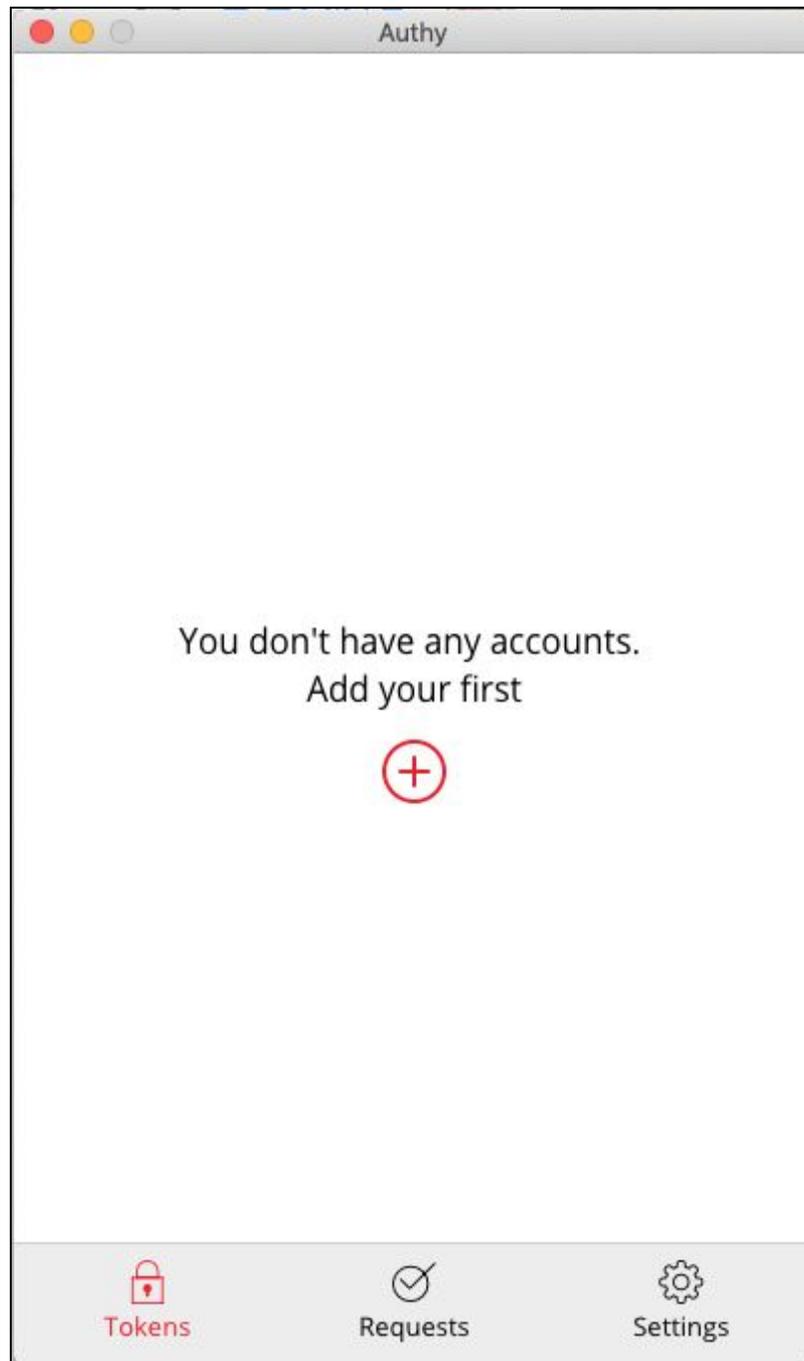


The image shows a screenshot of a macOS-style window titled "Authy". The window has a standard title bar with three colored buttons (red, yellow, grey) on the left. The main content area is white and contains the following elements:

- The text "Enter master password" in a blue, sans-serif font, centered horizontally.
- A horizontal line with a thin blue border, containing ten blue dots representing a password field.
- A red rectangular button with rounded corners and the word "Unlock" in white, centered below the password field.

SS#16

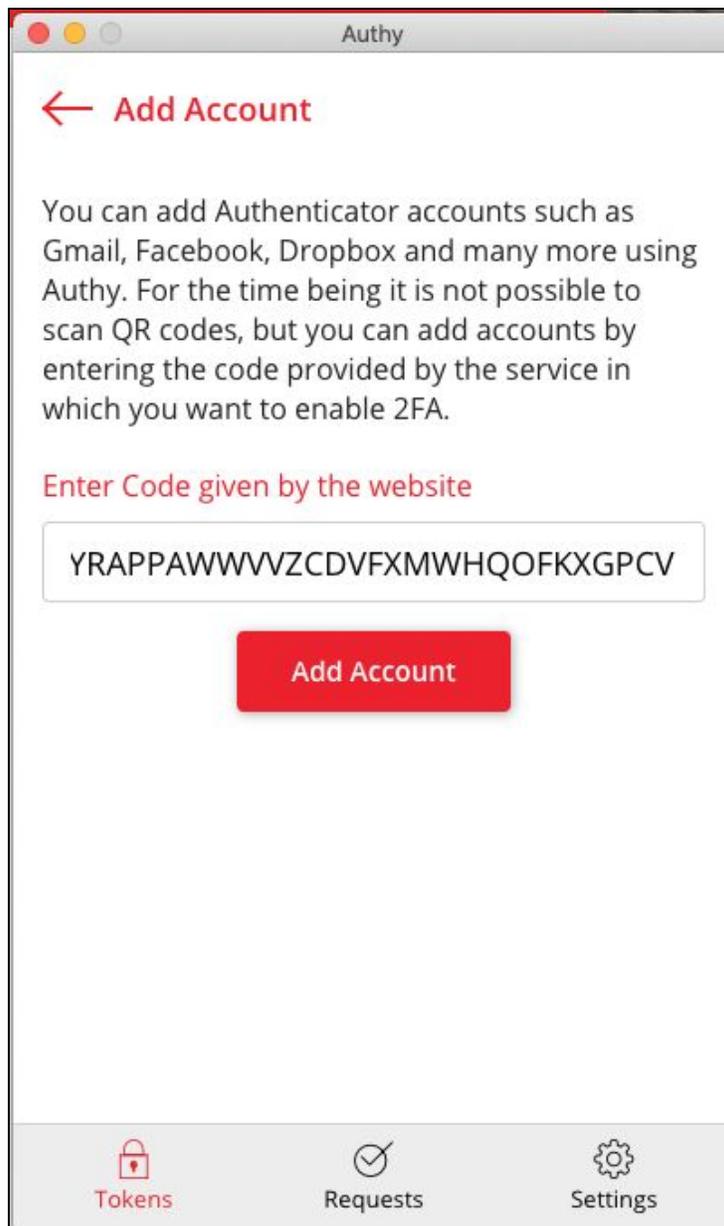
Click on the “+” to Add your NCEdCloud Account



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.**

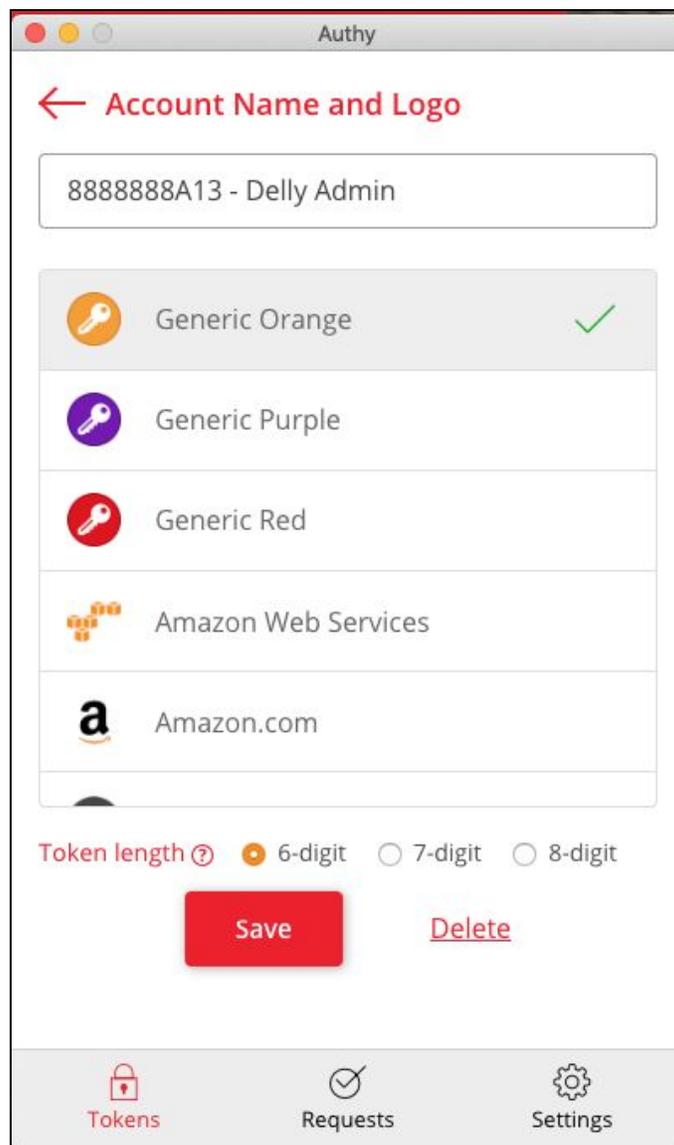


SS#18

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.



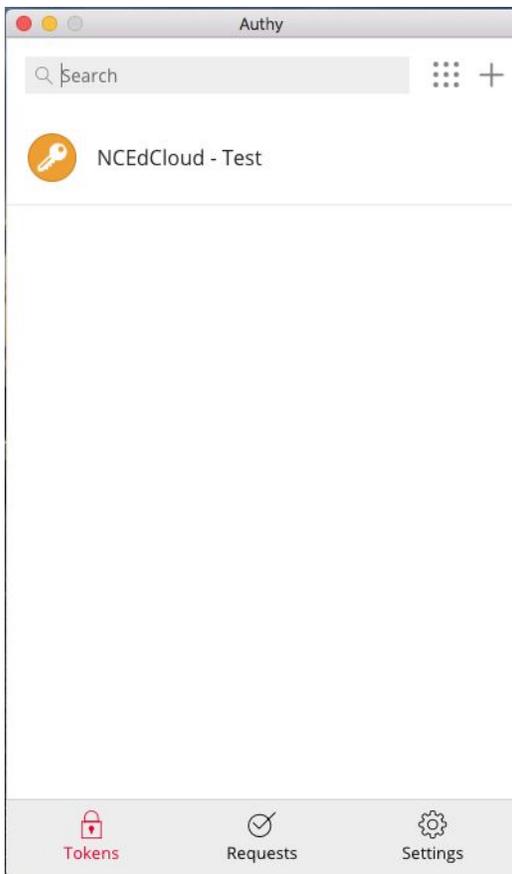
The screenshot shows the 'Authy' app interface. At the top, there is a title bar with the text 'Authy'. Below it, a red arrow points left to the text 'Account Name and Logo'. A text input field contains the text '8888888A13 - Delly Admin'. Below the input field is a list of account options, each with a key icon and a name: 'Generic Orange' (with a green checkmark), 'Generic Purple', 'Generic Red', 'Amazon Web Services', and 'Amazon.com'. Below the list, there is a 'Token length' section with three radio buttons: '6-digit' (selected), '7-digit', and '8-digit'. At the bottom of the form, there are two buttons: a red 'Save' button and a red 'Delete' button. At the very bottom of the screen, there is a navigation bar with three icons: a padlock for 'Tokens', a checkmark for 'Requests', and a gear for 'Settings'.

SS#19

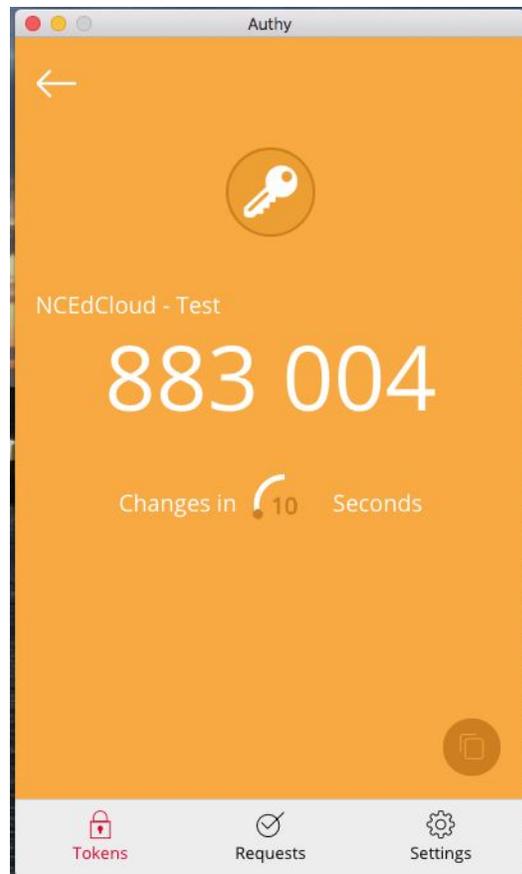
Click on the NCEdCloud entry to get your 6-digit Code (883 004)

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).