



Setting Up Your OTP with Authy Desktop

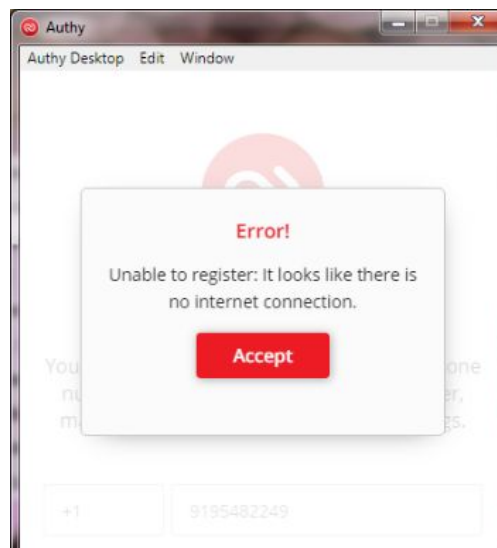
Authy Desktop Authenticator

(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

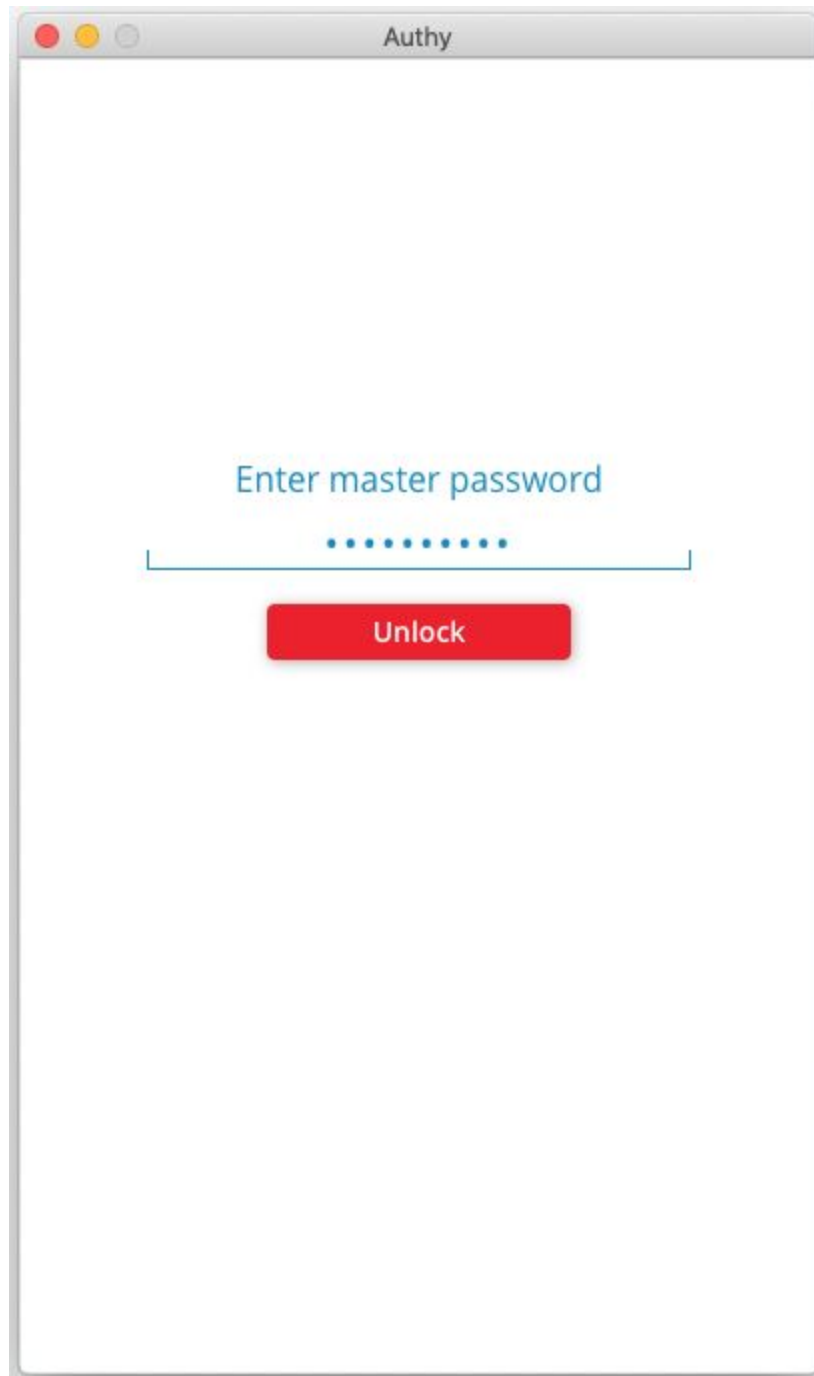
Once Configured

Click on the Authy icon to start the App



SS#15

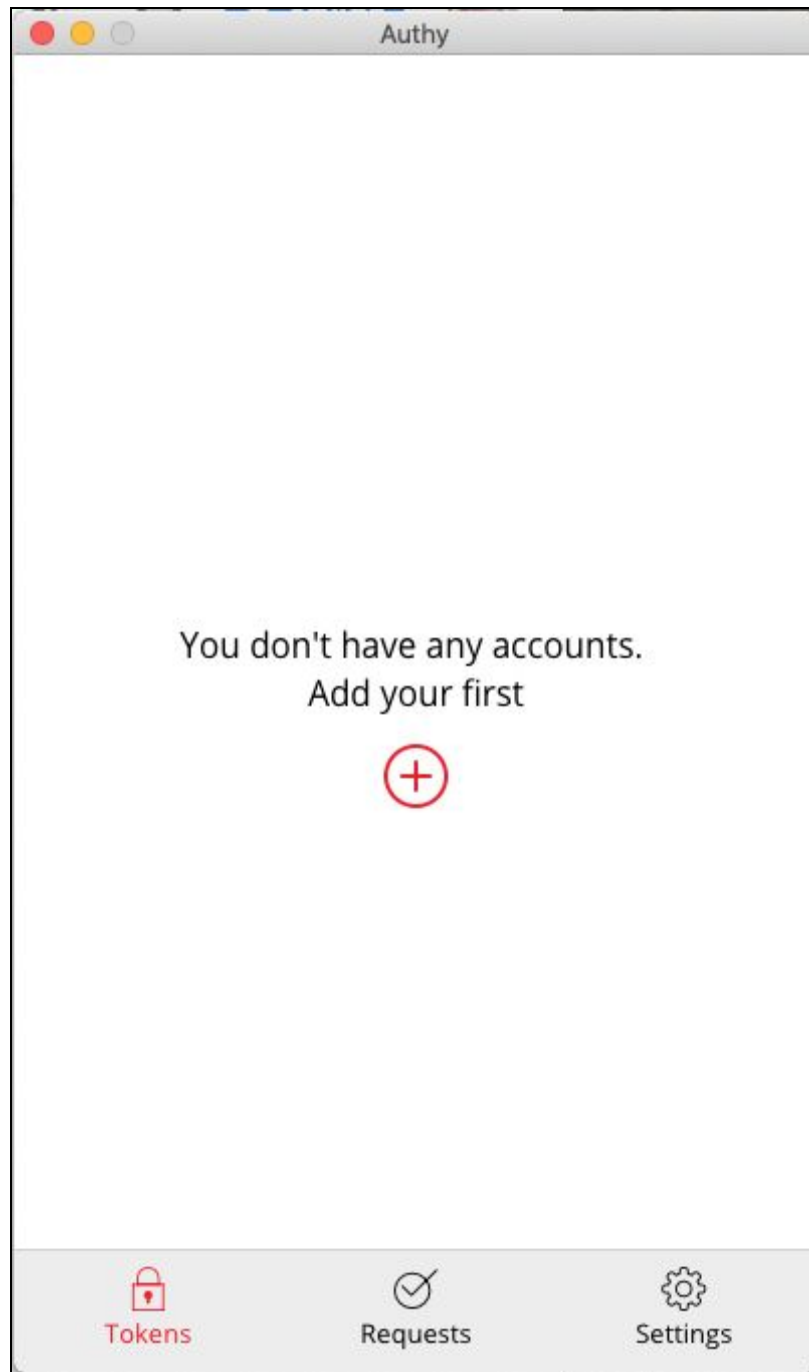
Enter your Master Password



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 text "Enter master password" in a blue font. Below this text is a horizontal line with ten blue dots in the center, representing a password input field. Underneath the input field is a red button with the word "Unlock" written in white text.

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 “1b” below).

2. Enter One-Time Password

OTP Setup Screen

1a. Scan **QR Code** using
Smartphone App

OR

1b. Enter this **code** into
Authy Desktop

THEN

2. ***Enter 6-digit Code**
Provided by app here

RapidIdentity


NCEdCloud IAM

One-Time Password
Do NOT bookmark this page.

You are required to set up One-Time Password before proceeding.

Scan the barcode below with the RapidIdentity app or another one-time password app.

GET IT ON Google Play | Download on the App Store



FPOVFIV6NXN23MUEI2EEPSCPRE4F5F4R

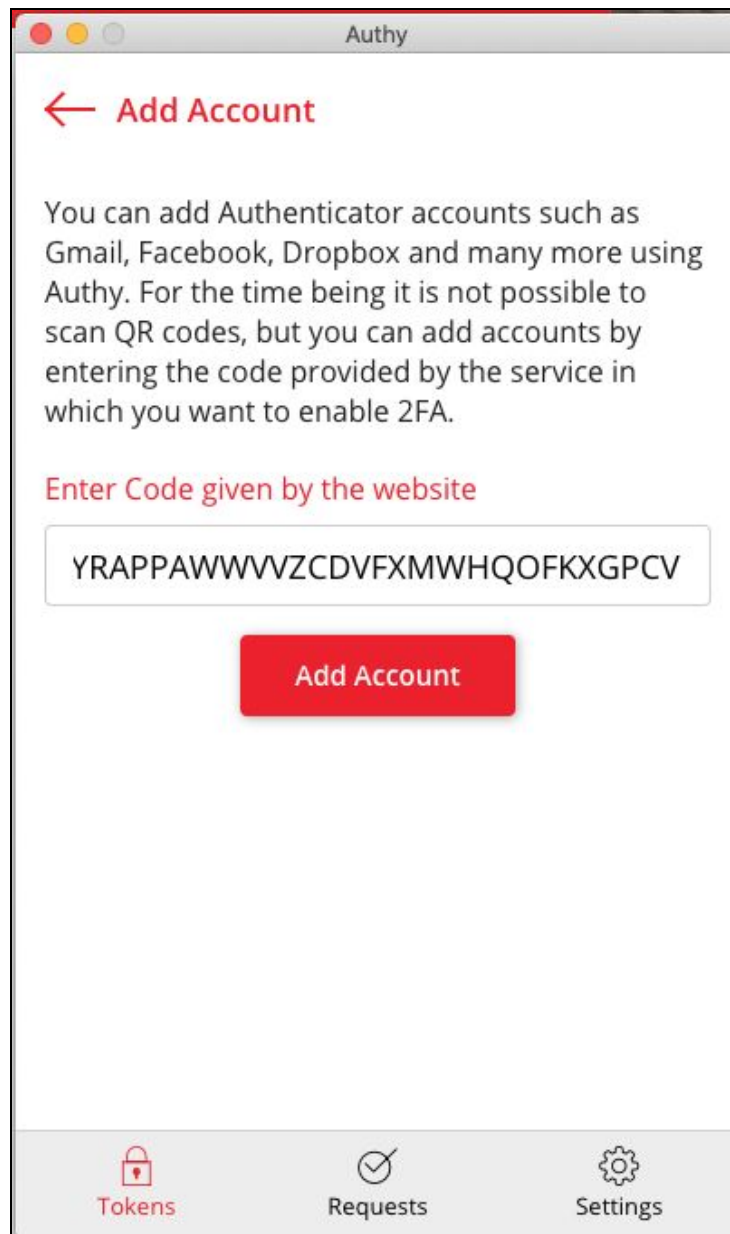
Code

Go >

Start Over ↺

Powered by
IDENTITY
AUTOMATION

Then click the “Add Account” button.

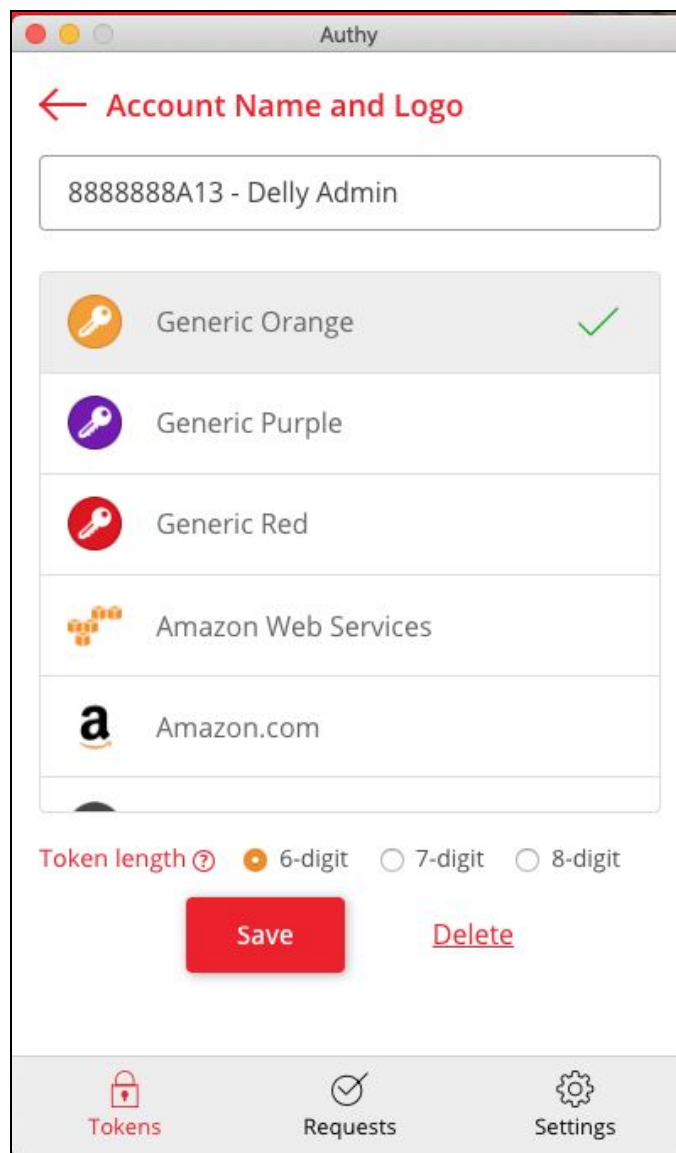


SS#18

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.



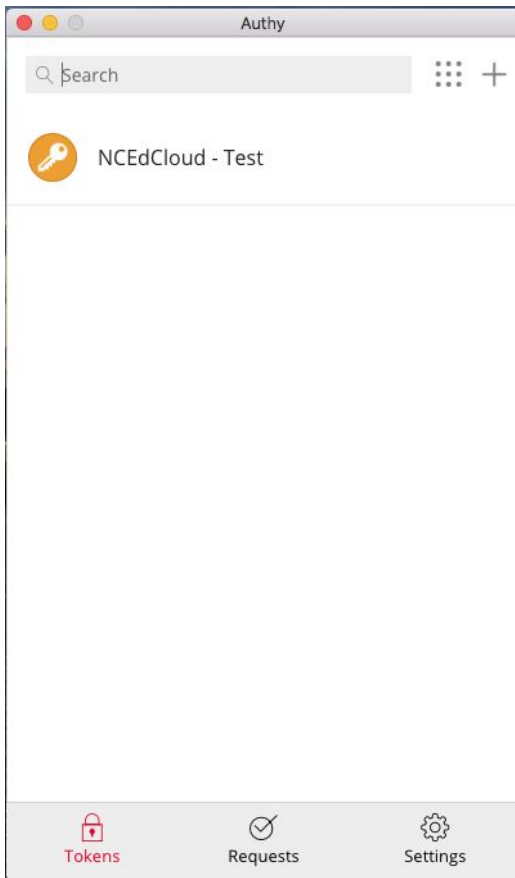
The screenshot shows the 'Authy' mobile application interface. At the top, there is a title bar with the word 'Authy' and three colored circles (red, yellow, grey). Below the title bar, there is a red back arrow and the text 'Account Name and Logo'. A text input field contains the text '8888888A13 - Delly Admin'. Below the input field, there is a list of options for the token color. The first option, 'Generic Orange', is selected and has a green checkmark to its right. The other options are '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 screen, there are three buttons: 'Save' (highlighted in red), 'Delete' (underlined in red), and a bottom navigation bar with three icons: 'Tokens' (a padlock), 'Requests' (a checkmark), and 'Settings' (a gear).

SS#19

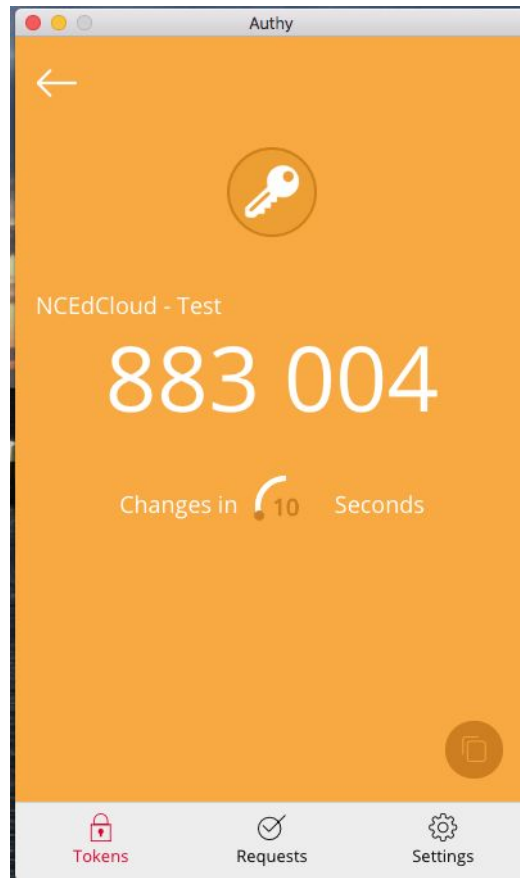
Click on the NCEdCloud entry to get your 6-digit Code (883 004)

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).