

## 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](http://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.

### Register the application

Enter your:

- cell number
- email address and a
- Master Password

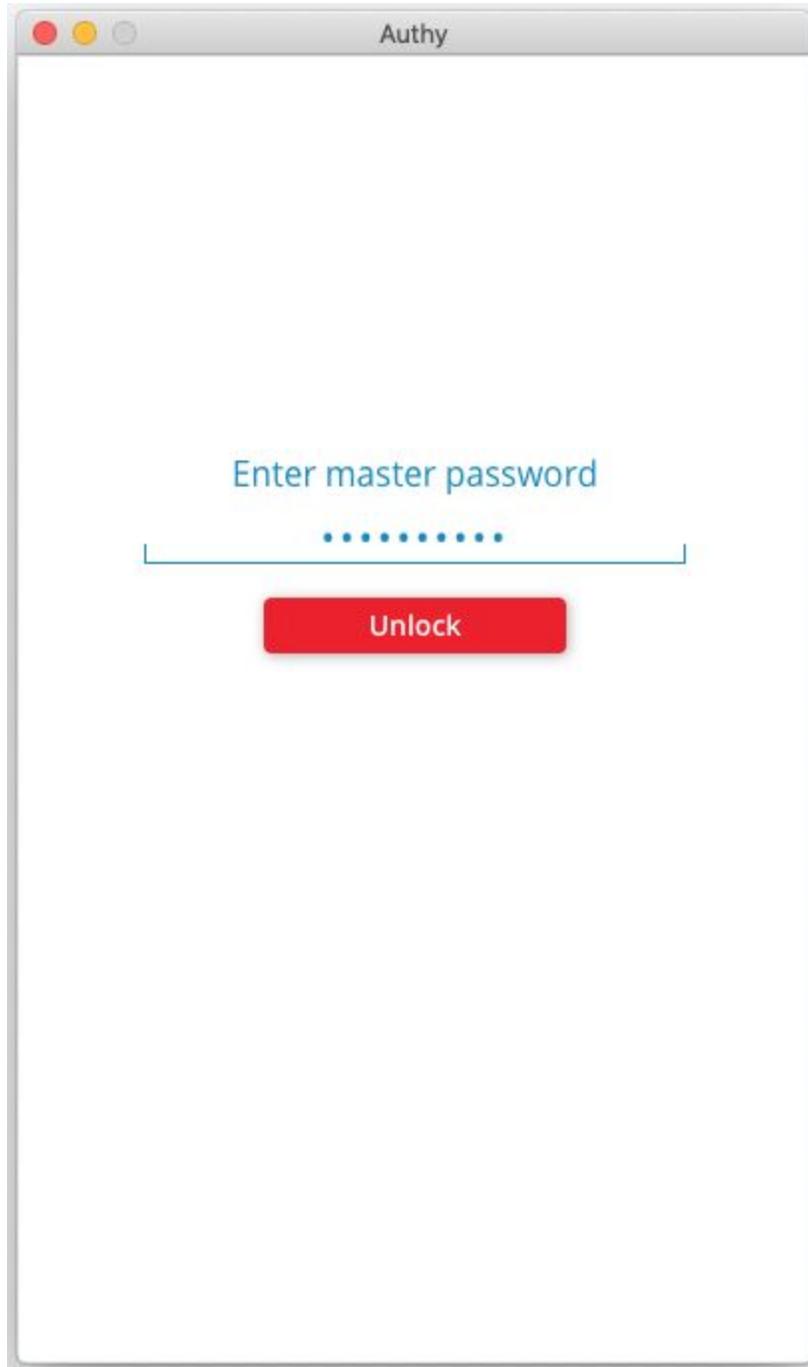
### Once Configured

Click on the Authy icon to start the App



SS#15

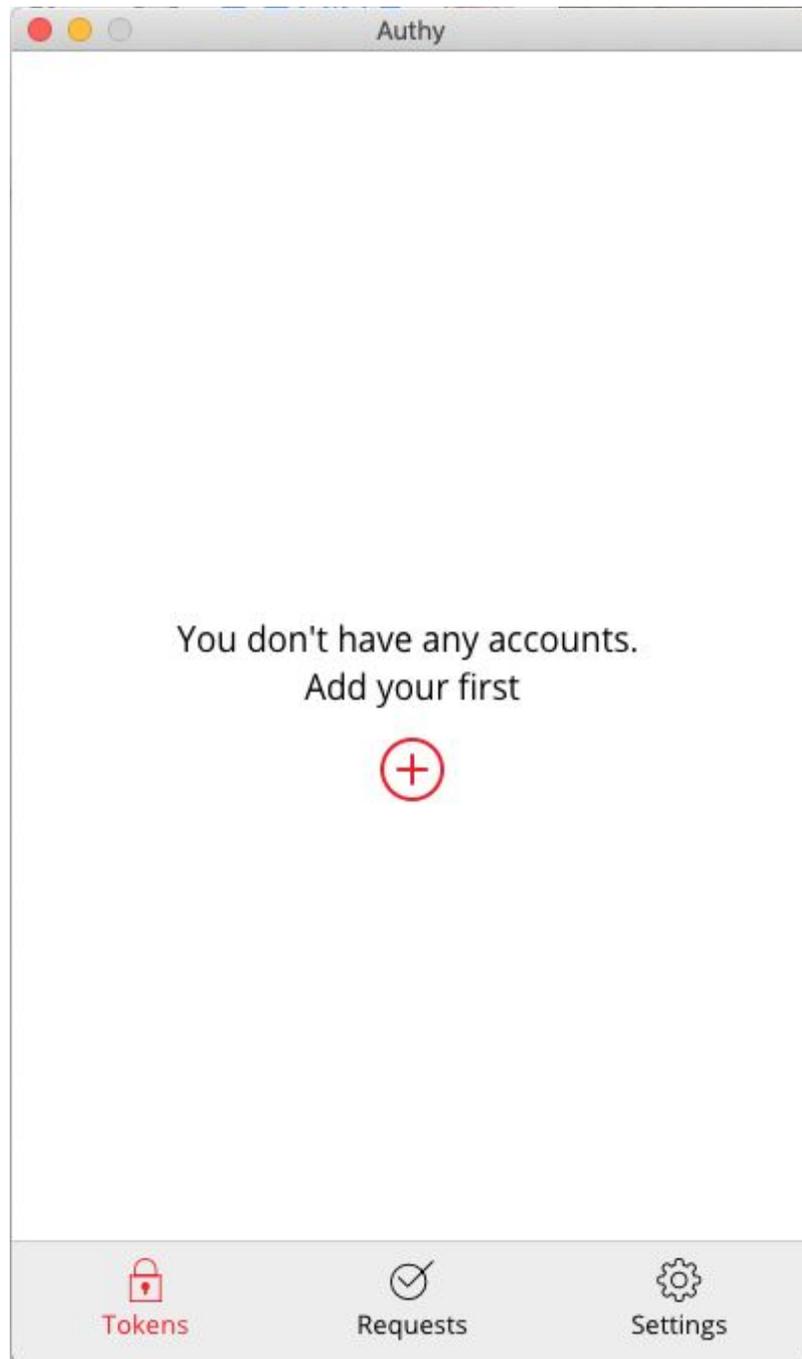
## Enter your Master Password



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

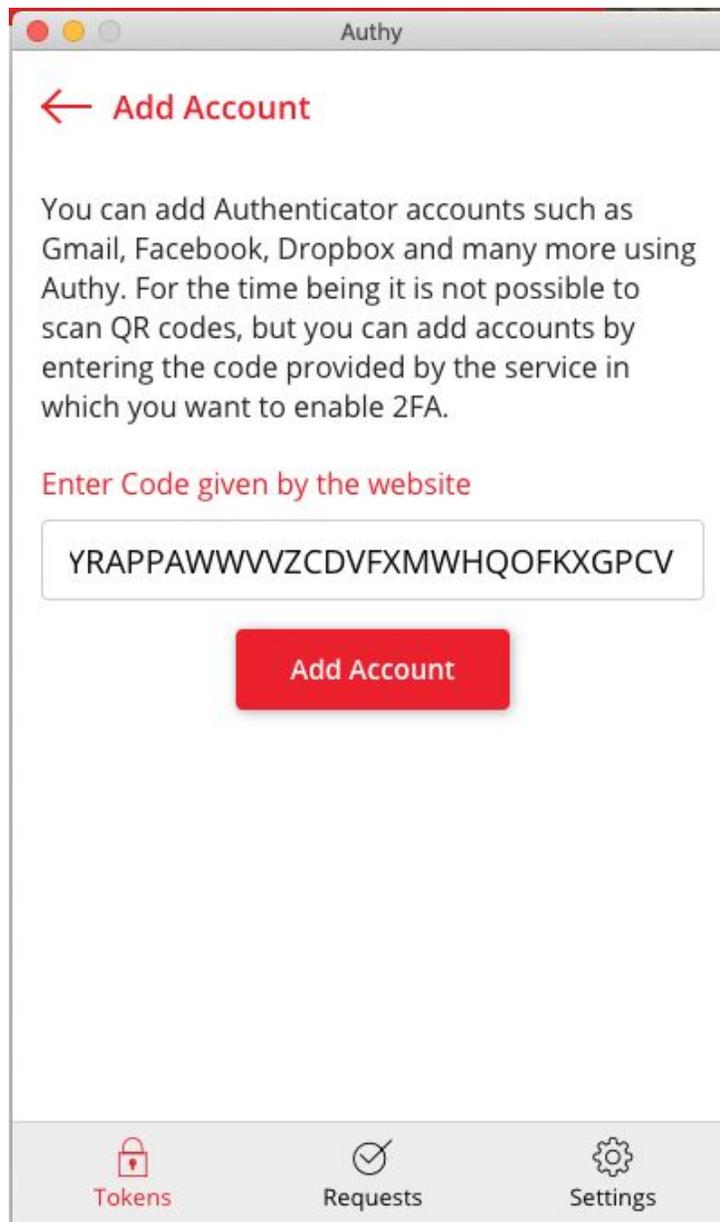
Click on the “+” to Add your NCEdCloud Account



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 SS#3 - Red Arrow). **Then click the “Add Account” button.**

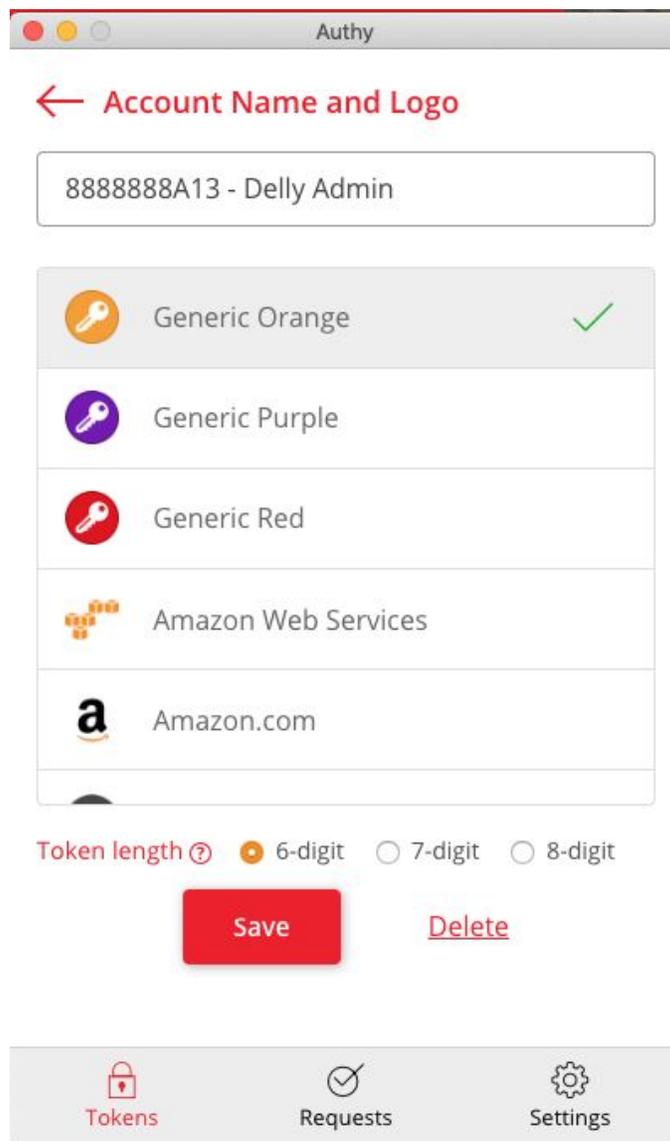


SS#18

## 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 application window with the title "Authy". The main heading is "← Account Name and Logo". Below this is a text input field containing "8888888A13 - Delly Admin". A list of account templates is displayed below the input field:

- Generic Orange (selected with a green checkmark)
- Generic Purple
- Generic Red
- Amazon Web Services
- Amazon.com

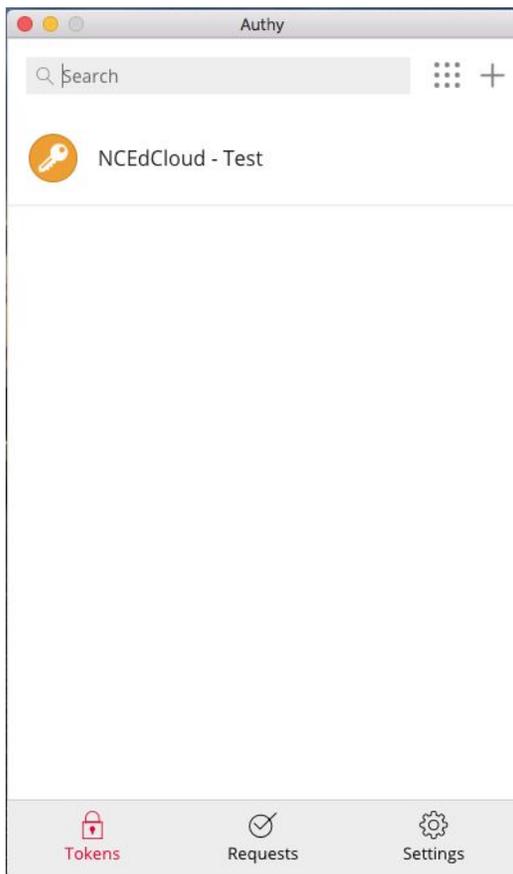
Below the list, the "Token length" is set to "6-digit" (indicated by a selected radio button). There are also radio buttons for "7-digit" and "8-digit". At the bottom of the configuration area are two buttons: a red "Save" button and a red "Delete" link. The bottom navigation bar contains three icons: "Tokens" (a lock icon), "Requests" (a checkmark icon), and "Settings" (a gear icon).

SS#19

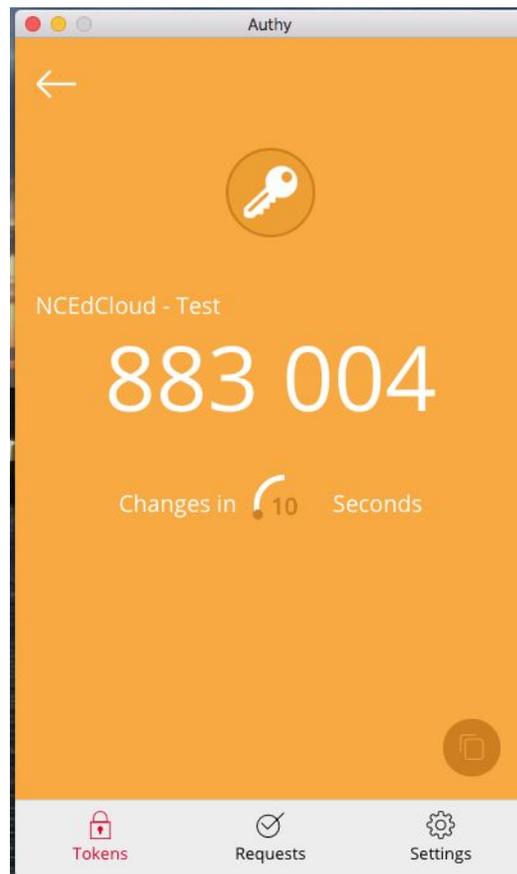
**Click on the NCEdCloud entry to get your 6-digit Code (883 004)**

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).