



ASCENDER- MFA: Multi -Factor Authentication Handout

Step 1: Login and MFA Choice

1. **Log in** to the ASCENDER Enterprise or EmployeePortal using the current URL and your existing homepage login credentials.
 2. On the **MFA Login Page** , choose the method you want to set up: **Email** or **Authenticator App** .
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Option A: Set up Email Authentication

1. **Enter your email address** and click the blue **“Send Verification Code”** bar.
 2. **Check your email** for the verification code.
 3. **Return to the verification page** , enter the code, and you will be directed to the ASCENDER Enterprise Dashboard.
 4. Once complete, the email path will turn green, indicating successful setup.
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Option B: Set up Authenticator App

1. Choose **Authenticator App** on the MFA Login Page.
2. **Set up Google Authenticator** or use the **QR code** , and then click the blue **“I’ve Added the Account”** bar.

3. **Backup Codes** will appear. These can be downloaded or printed for use if you lose your phone. Click the blue **“Complete Setup”** bar.
4. The Authenticator App is now Enabled. Click **“Complete Setup”** to toggle back to the Set up page.
5. Click the blue **“Complete Signup”** bar. The authenticator path will now turn green, indicating successful setup.
6. The blue **“Go to Dashboard”** bar will appear.

Using the Authenticator App

1. Click the blue **“Go to Dashboard”** bar.
 2. The Multi-Factor Authentication Dashboard box will appear.
 3. Click on **“Enter Code”** and enter the code displayed on your Google Authenticator App.
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Accessing Apps and Logging Out

- **Dashboard Apps:** The apps displayed on the dashboard are aligned with your assigned role. If you do not have additional roles, the ASCENDER Enterprise App will be the only one shown.
- **Enterprise Landing Page:** Clicking on the ASCENDER Enterprise App will take you to the Enterprise landing page.
- **Logging Out:** Logging out will direct you to the “Successfully Logged Out” screen, which includes a **“Back to Login”** link. Clicking this link takes you back to the login page, where you will need to re -enter your credentials and re -authenticate.