New Hire Password and Authentication Setup Guide

Contents

Welcome to SAS! These instructions will guide you through logging in with your Temporary Access Pass (temporary password), setting up the two authentication methods **(please be aware you can NOT use the same phone number for multiple authentication methods)** you'll use for Multi-Factor Authentication, and finally, setting your SAS password. If you are also issued a SAS computing device, please complete the New Hire Password and Authentication Setup Guide on a **non-SAS device** prior to setting up your SAS-issued computing device.
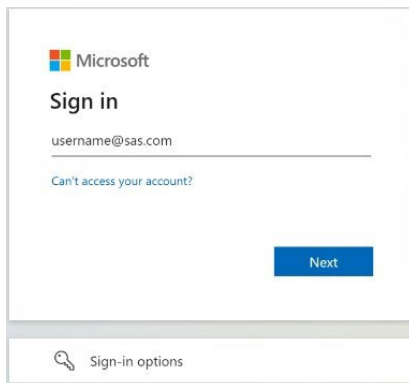
You will need to complete all 3 sections below:

- **Initial Sign-in** and **Add a Primary Authentication Method**
- **Add a Secondary Authentication Method**
- **Set the Password for your SAS Account**

For questions about this process, please contact the Global Service Desk.

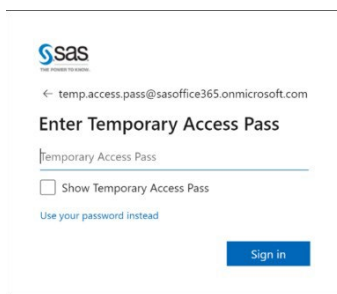## Initial Sign in plus adding a primary authentication method.

1. Open a browser on a **non-SAS device** and follow the link included in the email you received containing your username and pass key. The URL will be https://aka.ms/mysecurityinfo.

2. You will be prompted for your username. Enter the username that was provided to you and click **Next**.

3. The next screen will prompt for the Temporary Access Pass key. This is just a temporary password that you will reset later. Enter the key that was provided and click **Sign In**.


4. You will be taken directly to the [Security Info page](#). Here you will configure your authentication methods. You may choose any of the methods listed but you are required to configure two. The preferred method is the Microsoft Authenticator app. To use it, you'll need to download the Microsoft Authenticator app on your mobile device.

5. In the next section you will need to complete the Authenticator App Setup from EITHER a laptop/desktop OR a mobile device. You are not required to do it on both.
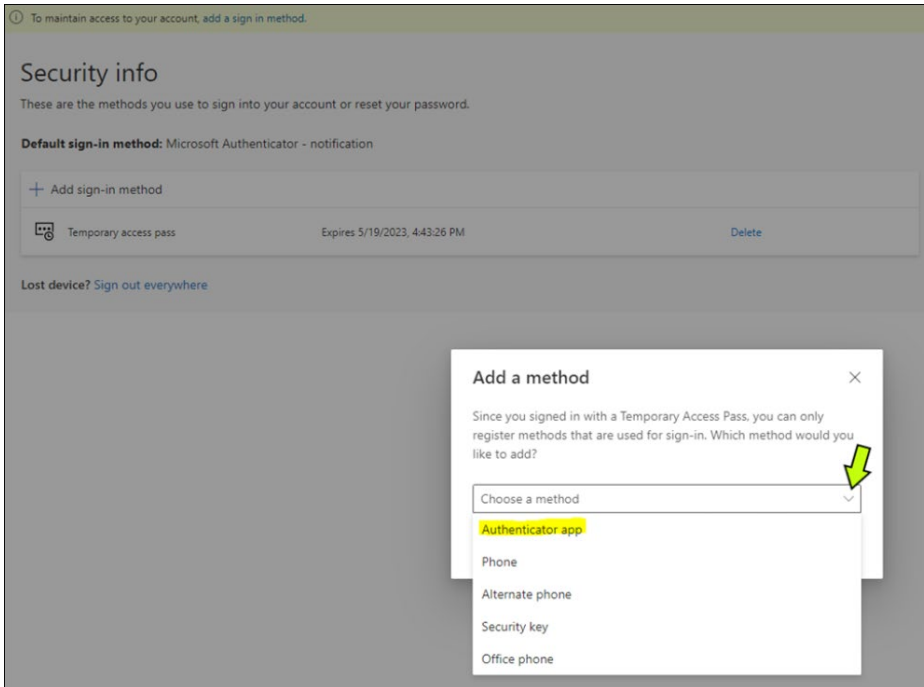
Authenticator App Setup from a Laptop/Desktop.

Option: skip to the Authenticator App Setup on your Mobile Device
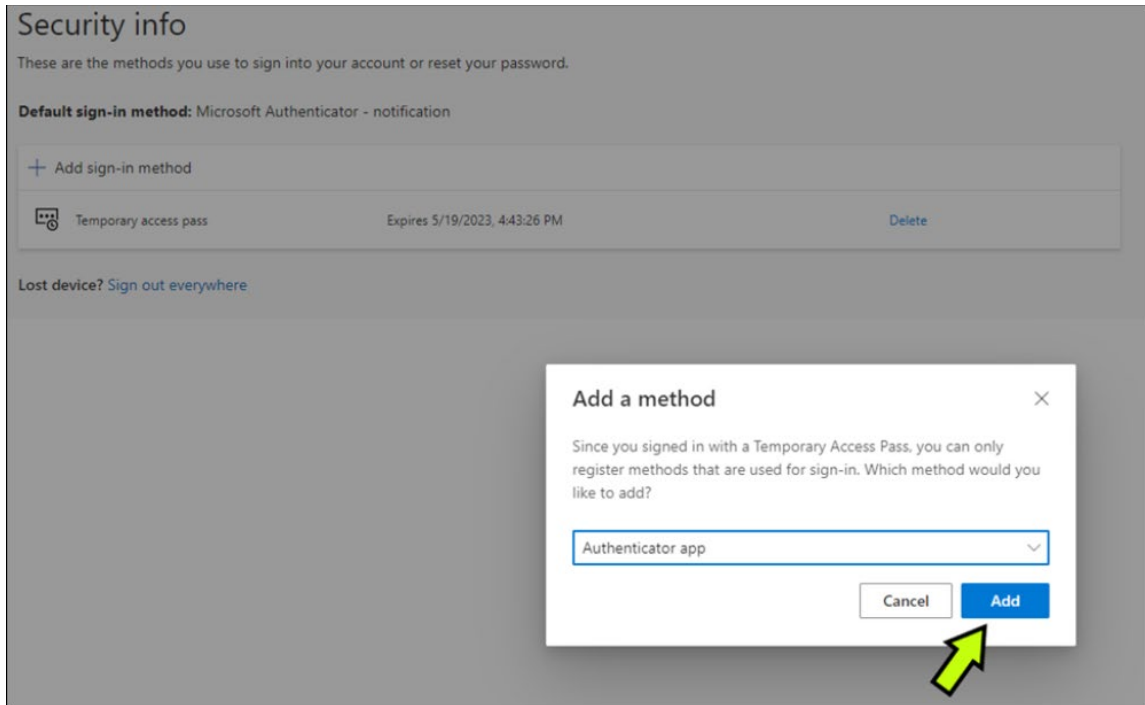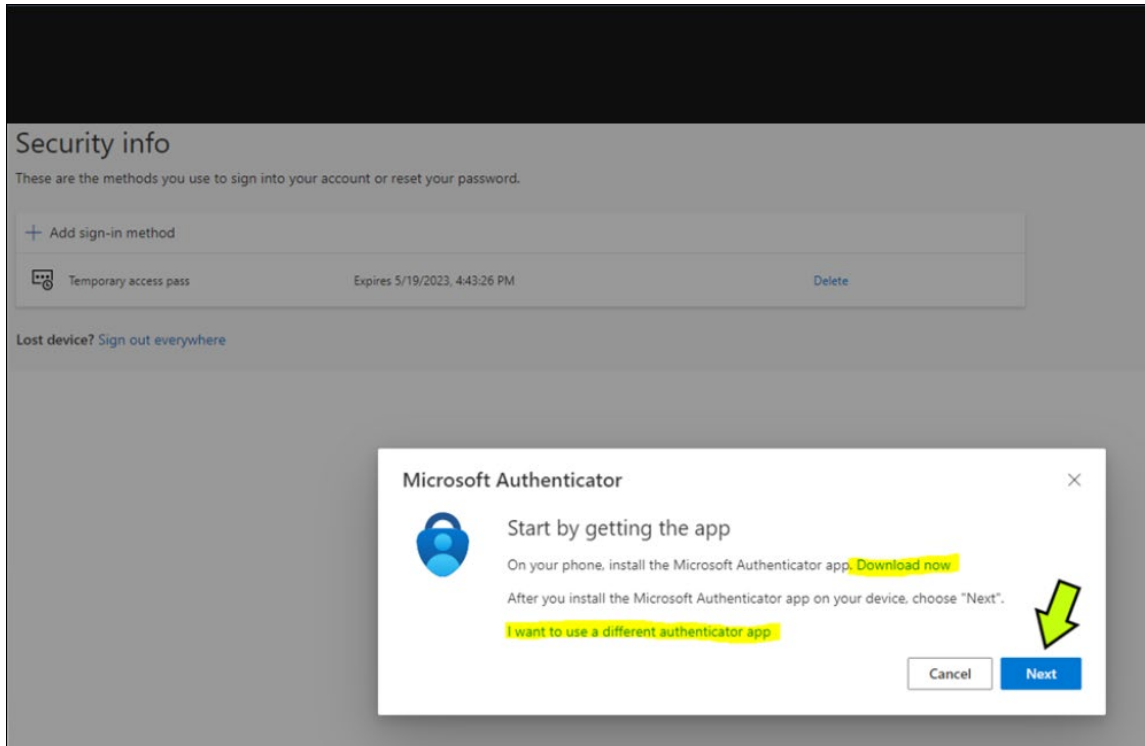
1. Click **+Add sign-in method.**
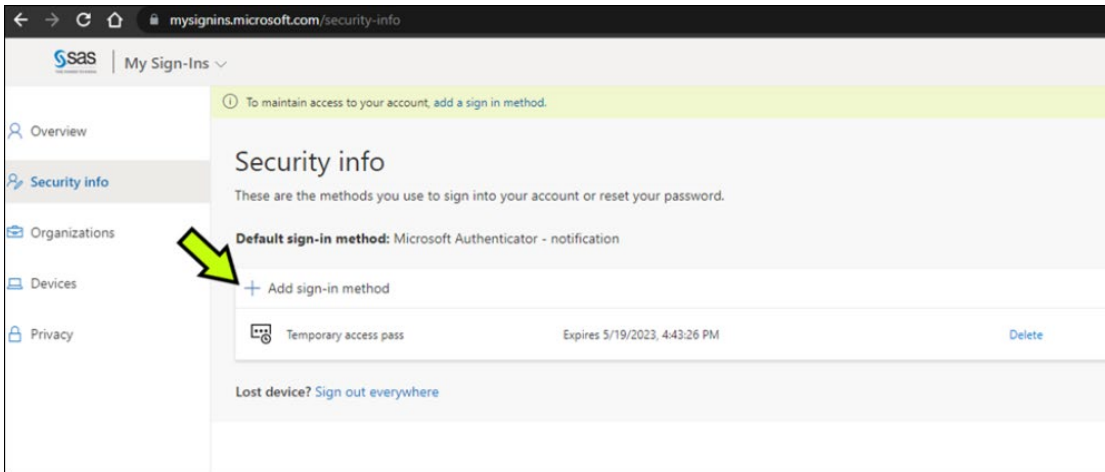
2. Select the drop-down menu to **Choose a method**, and select **Authentication app**.
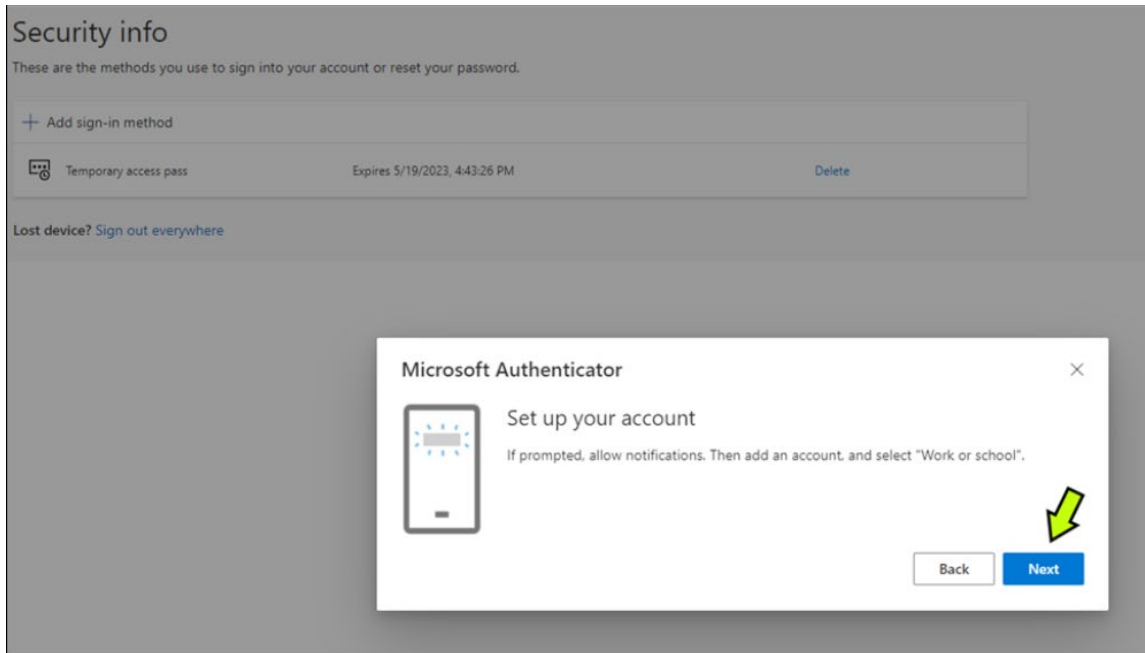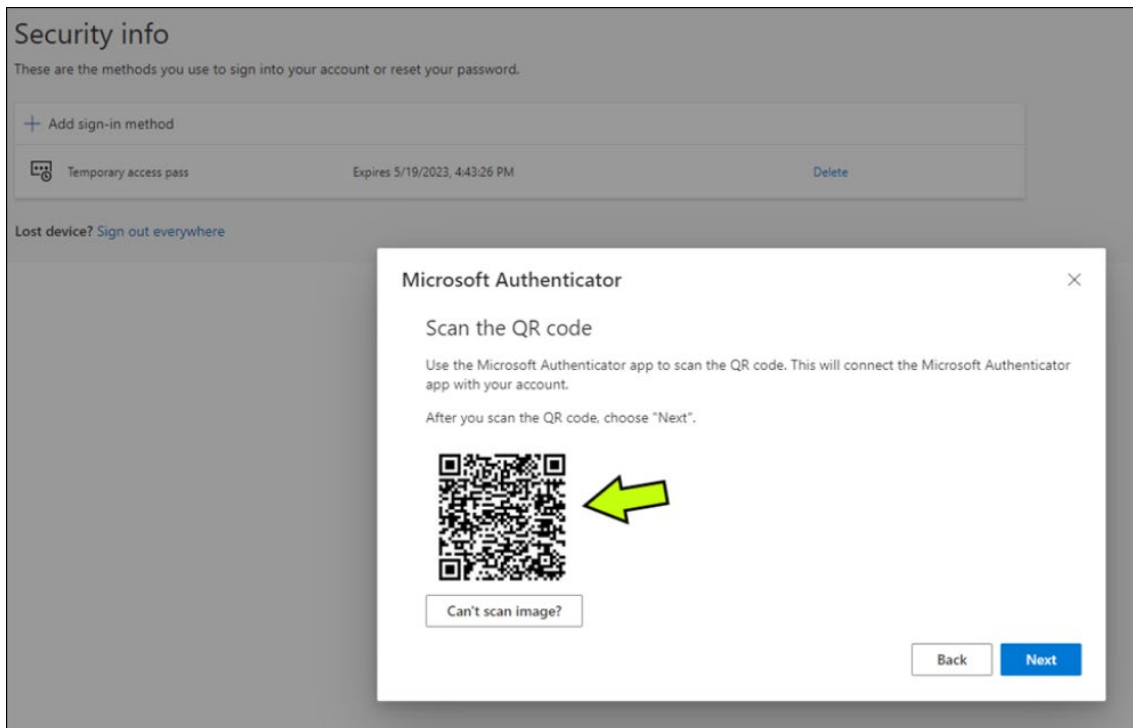

3. Click **Add**.

4. Go to the **App Store on your mobile device** and install the Microsoft Authenticator app. Once installed, click **Next** (Instructions below are for the Microsoft Authenticator app, if you chose to use a non-Microsoft Authenticator app the steps will vary).
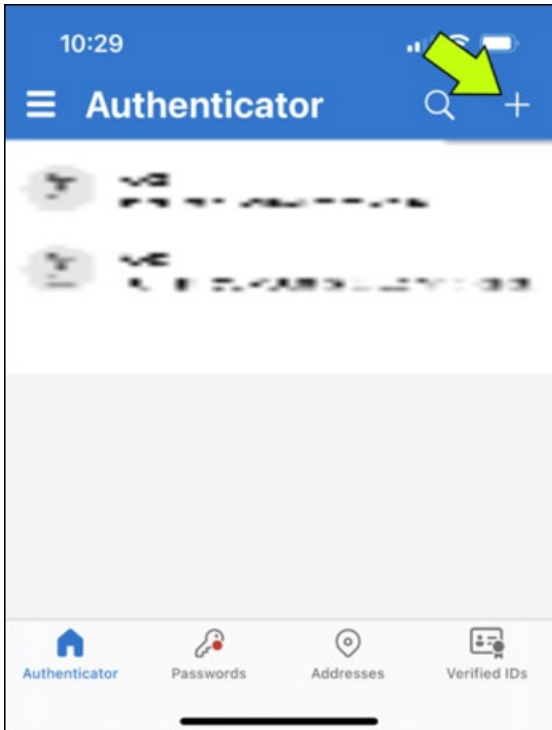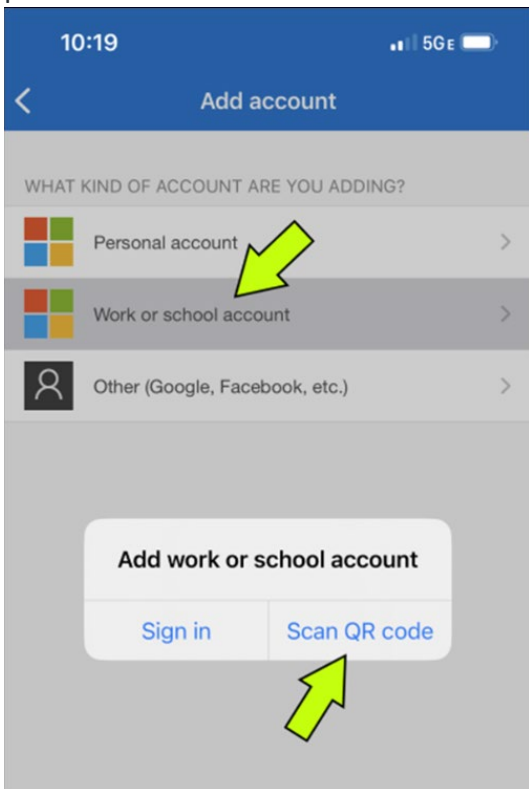

5. Click **Next**.

6. You should now see a QR code.

7. Go to the Authenticator app on your mobile device and click on the **+** (may vary depending on your mobile device OS).
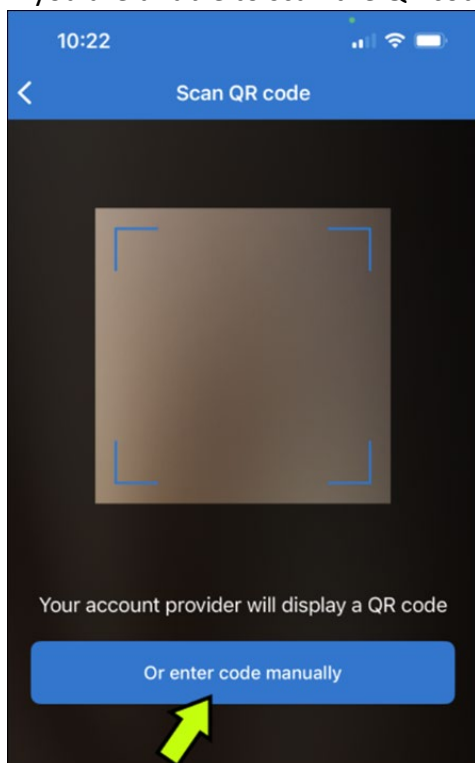
8. Now select **Work or school account,** then click **Scan QR code,** and scan the QR code provided at the Microsoft site.
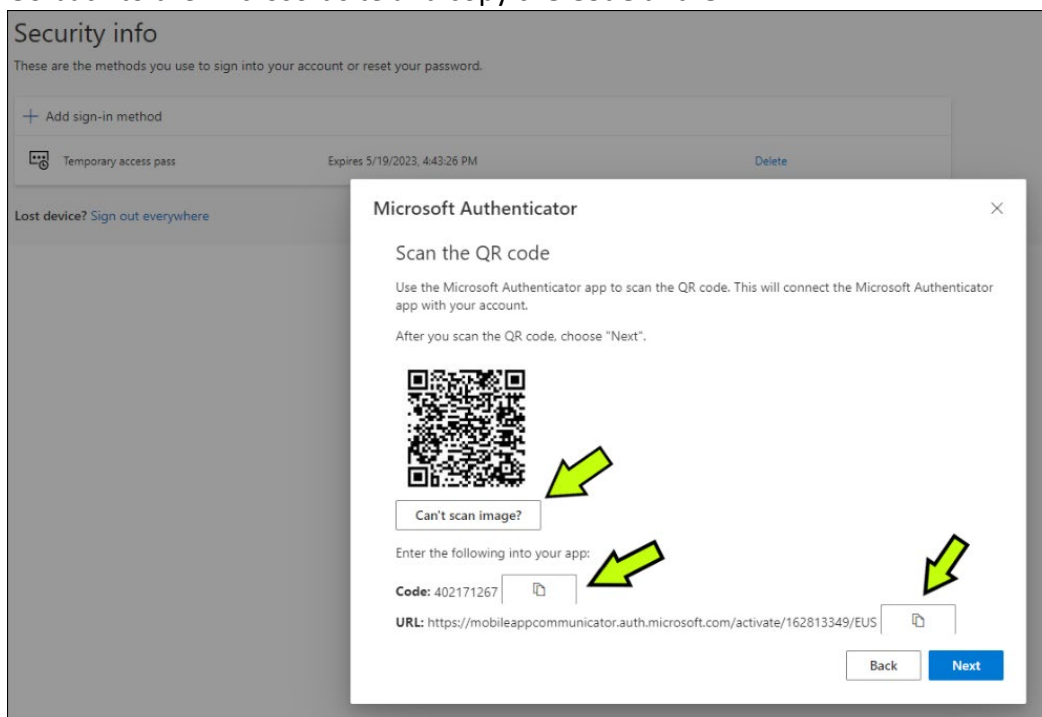

If you were unable to scan the QR code skip to step 9.

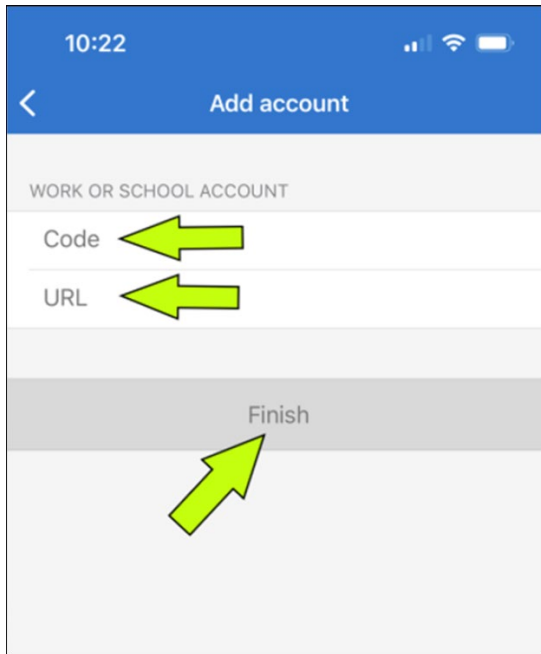If you are unable to scan the QR code click **Or enter code manually**.

Go back to the Microsoft site and copy **the Code and URL**.
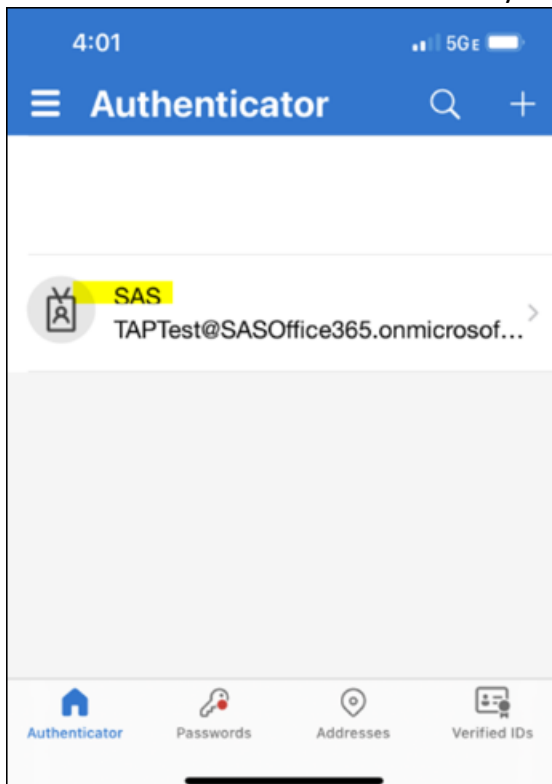

Go back to the Authenticator app and paste the **Code and URL** into the appropriate fields
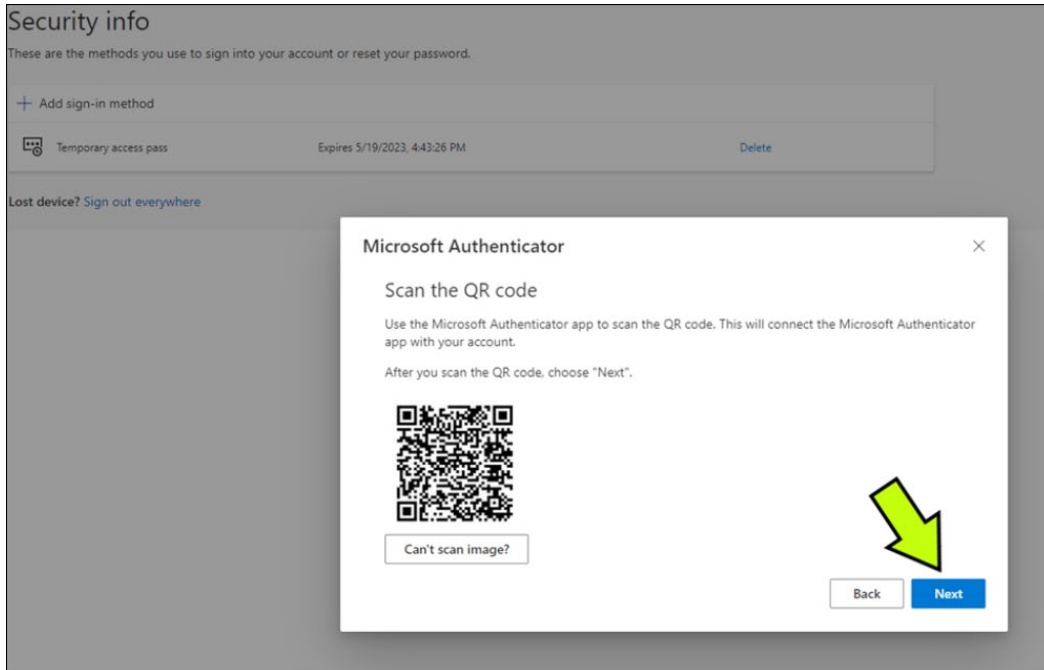
and click **Finish**

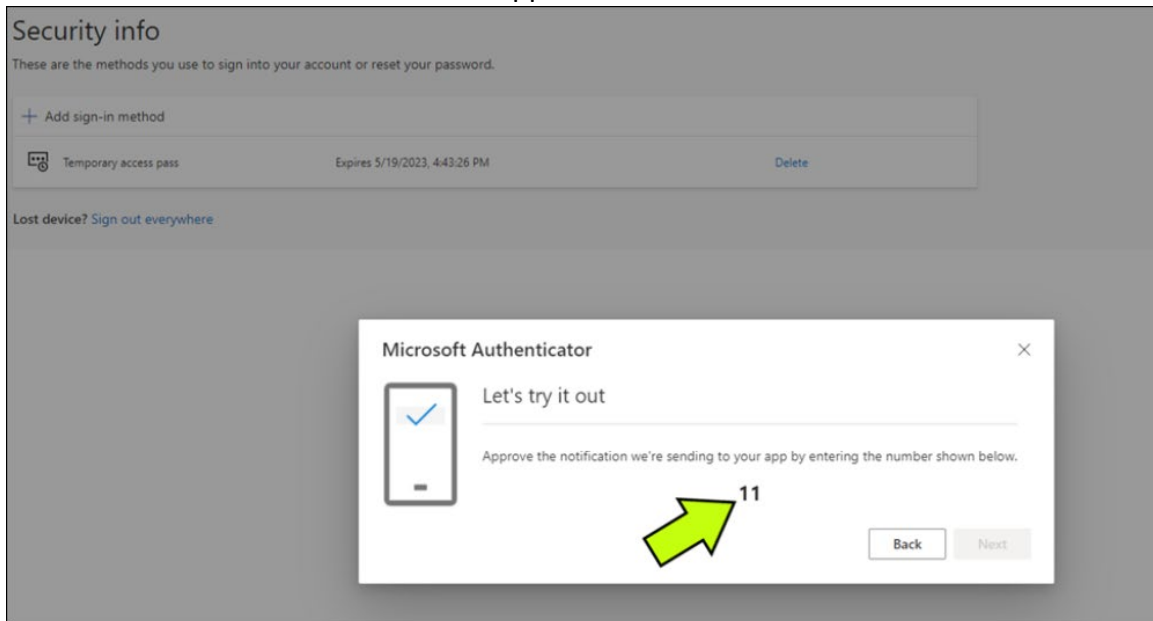9. You should now see a SAS account on your Authenticator app.

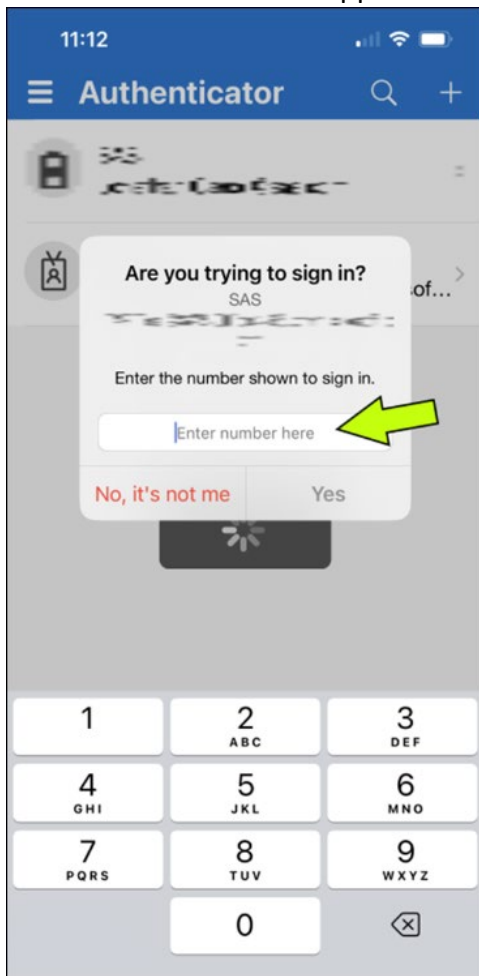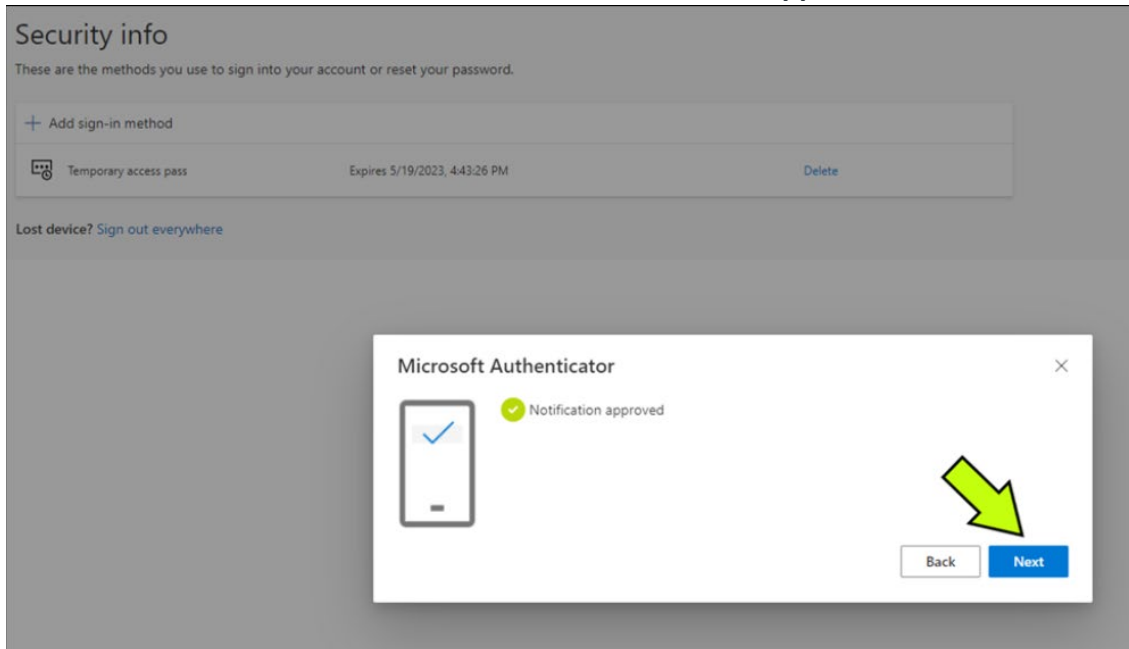10. Go back to the Microsoft site and click **Next.**
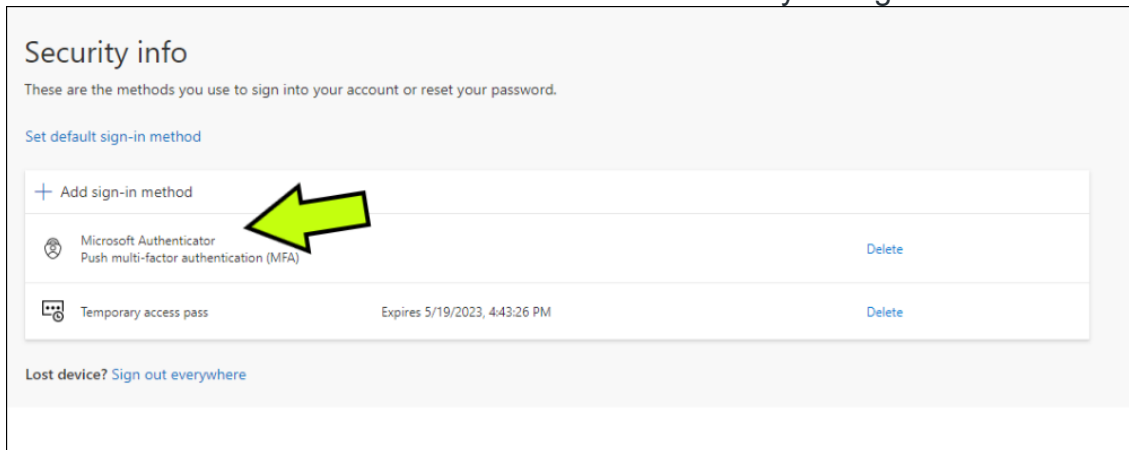
11. You should now see a notification for approval.

12. Go to the Authenticator app and enter the random number you received.

13. Go back to the Microsoft site. You should see **Notification approved,** click **Next**.

You should now see Microsoft Authenticator as one of your sign-in methods.

14. <mark>You have now completed the Authenticator App Setup from a laptop/desktop. You are not required to do it on your mobile device.</mark>

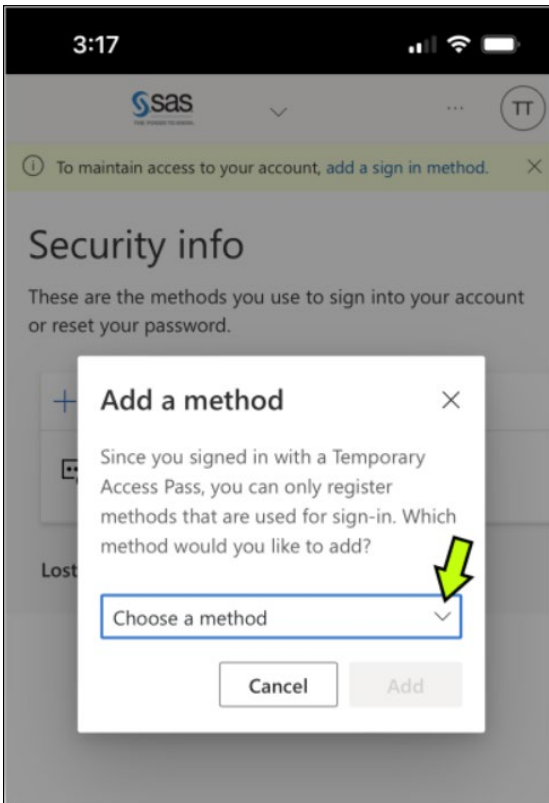You are now ready to Add a Secondary Authentication Method!

Authenticator App Setup from a Mobile Device.

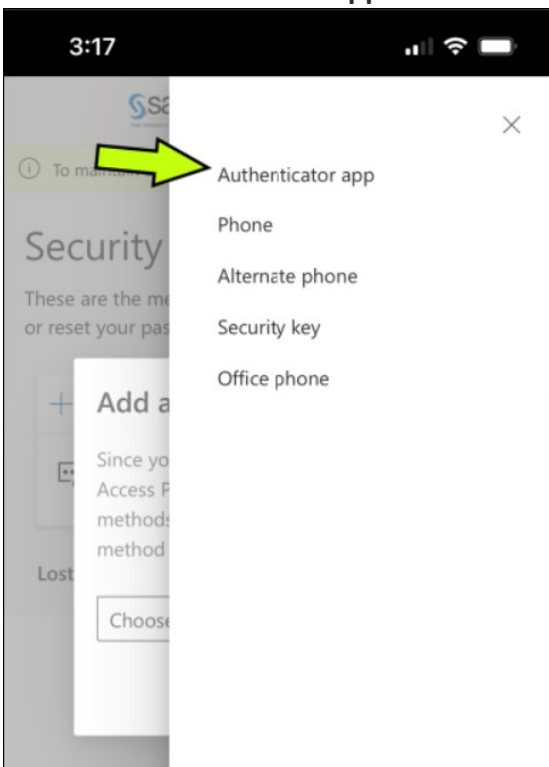These steps may vary slightly based on the mobile operating system (iOS vs Android)

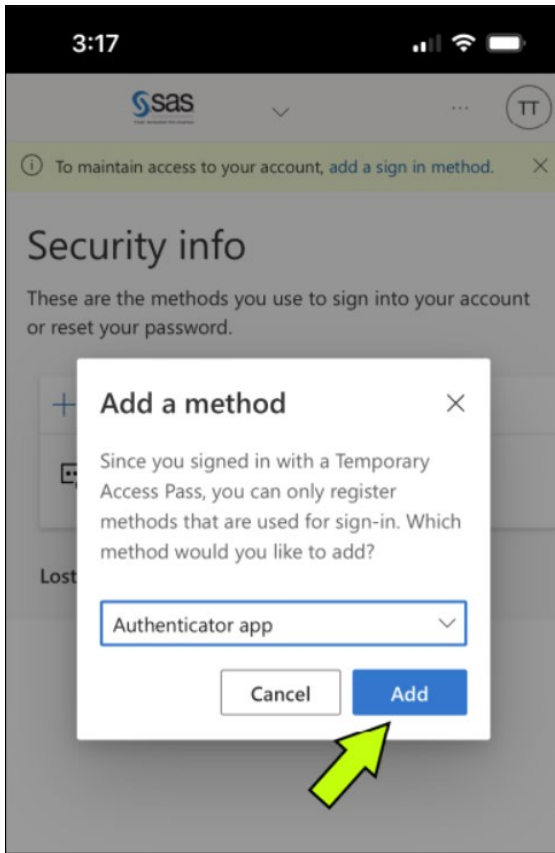1. Click **+Add sign-in method.**
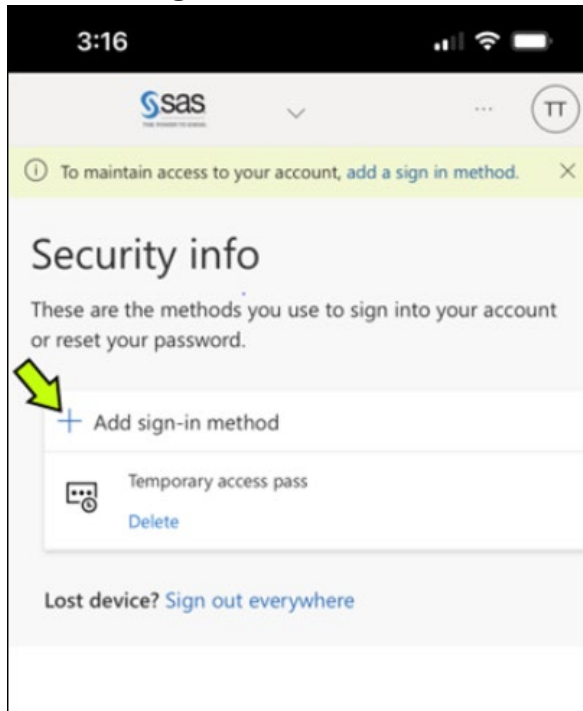
2. Select the drop-down menu to **Choose a method.**

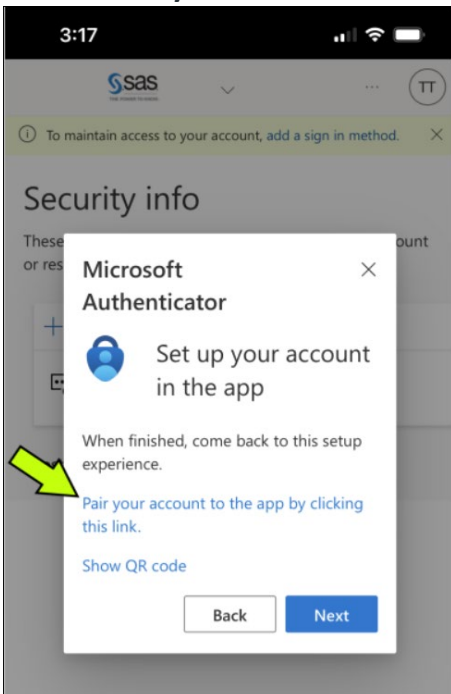3. Select the **Authenticator app.**

4. Click **Add**


5. Click on **Download Now** to install the Microsoft Authenticator app or **I want to use a different authenticator** app to use a non-Microsfoft Authenticator app. Then click **Next** (instructions below are for the Microsoft Authenticator app. If you choose to use a non-Microsoft Authenticator app, steps will vary).
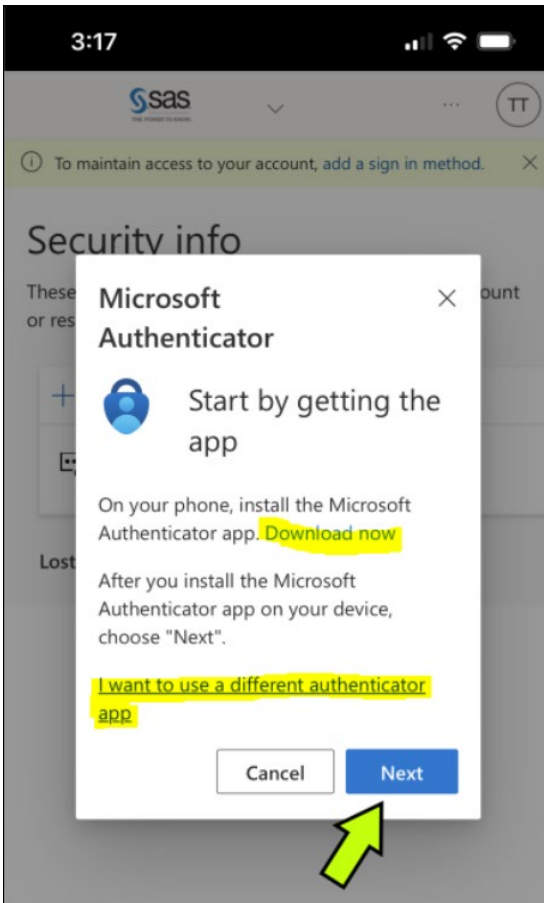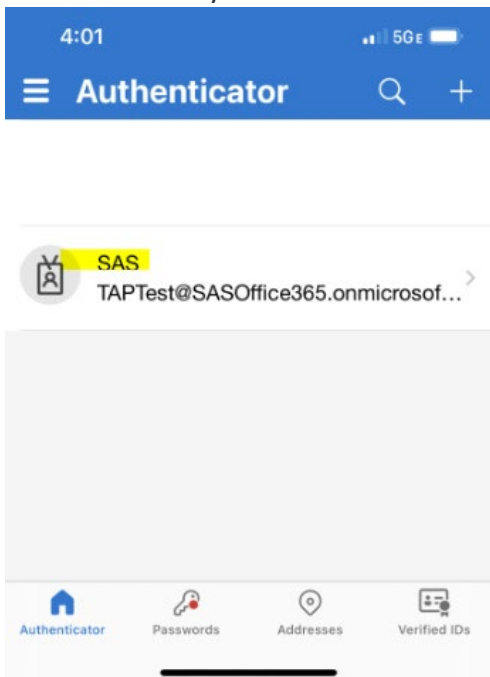
6. Click on **Pair your account to the app by clicking this link.**
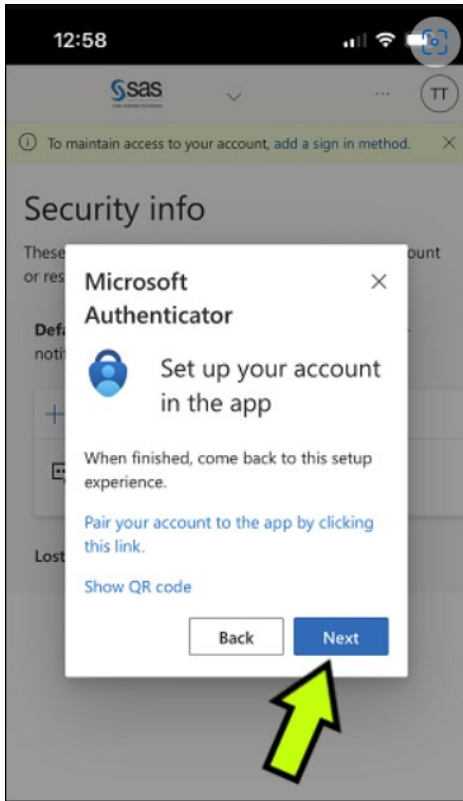
7. Click Open.
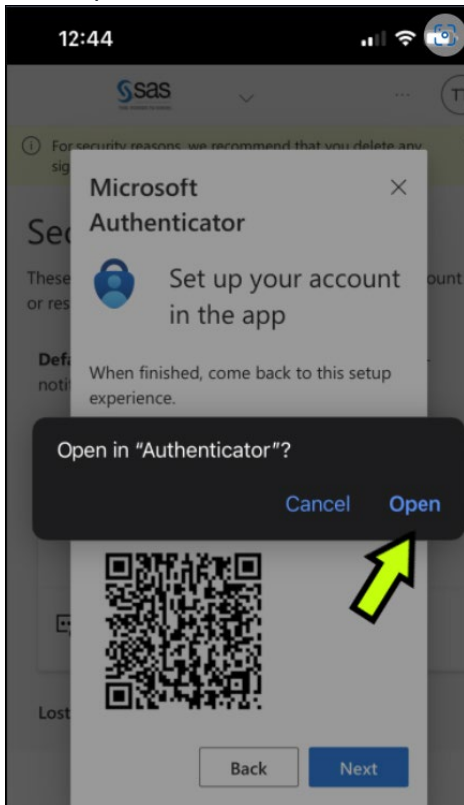
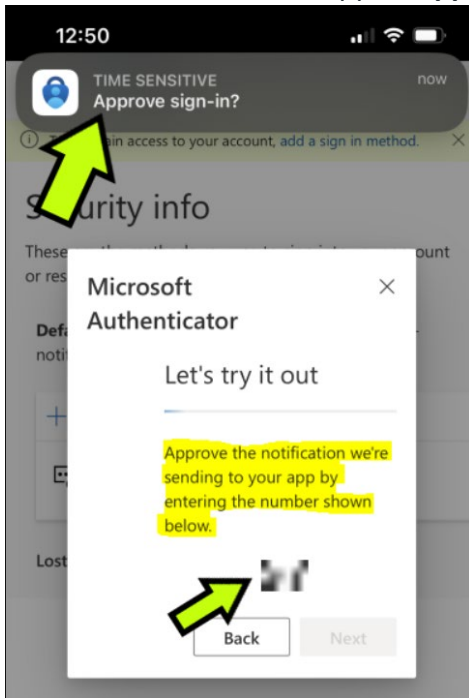8. You should see your SAS account setup in the Authenticator app.

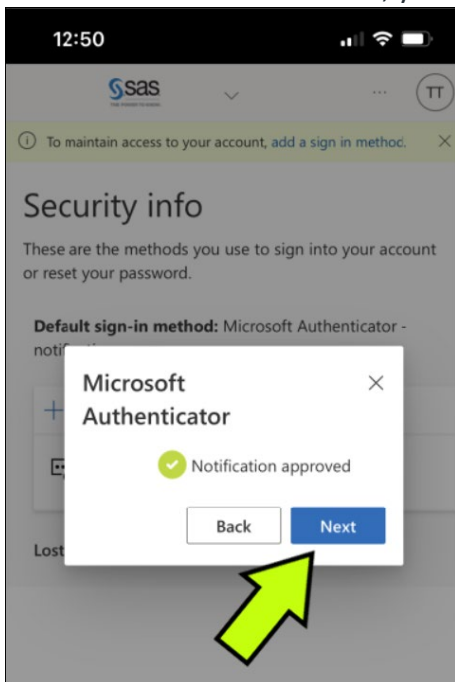9. Go back to the Microsoft Site and click **Next.**

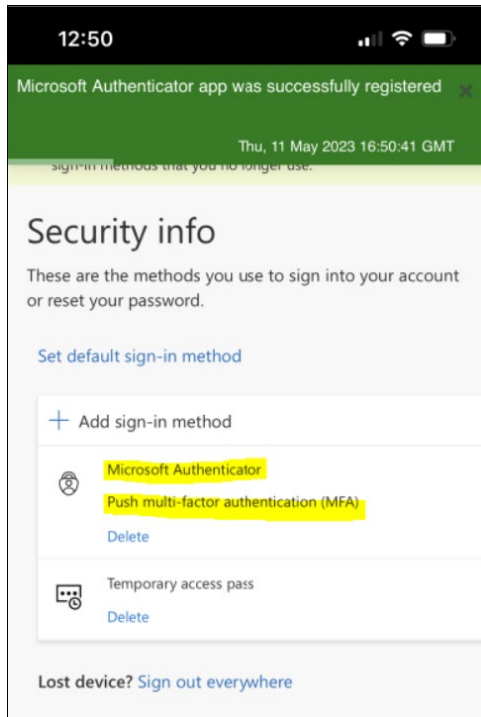10. Go to the Authenticator app to **Approve sign in**.

11. Enter the random number provided and click **Yes**.

12. Go back to the Microsoft site, you should see a **Notification approved, click Next.**

13. You should now see Microsoft Authenticator as one of your sign-in methods.

14. <mark>You have now completed the Authenticator App Setup from a mobile device. You are not required to do it on your laptop/desktop</mark>.

You are now ready to Add a Secondary Authentication Method!

Adding a secondary authentication method.

1. Click **Add sign-in method** again to add your second authentication method. From the drop-down, select **Phone**. This option will allow you to configure authentication via text message (SMS).

2. Select your country code, enter your mobile phone number, and click **Next**. A code will be sent to your phone via text message. ==**Note:** If the number you entered is incorrect, **Next** will be grayed out until it has been entered correctly==.

3. Enter the code that was sent to your phone and click **Next**. You will receive a verification on your computer. Click **Done**.
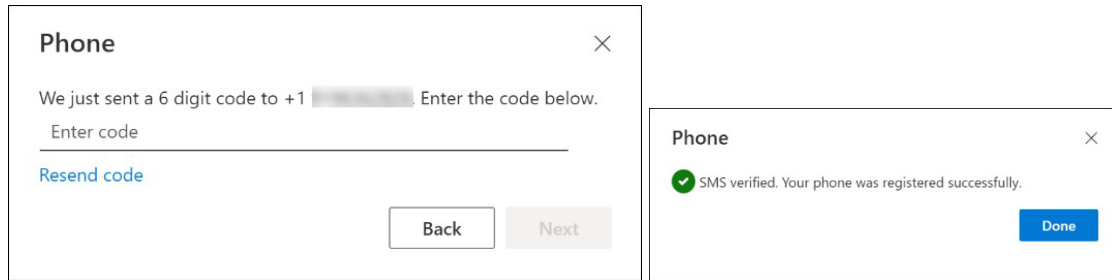
4. You should see that **Phone** is also available as an authentication method. As you now have two methods configured, you are ready to set your password.
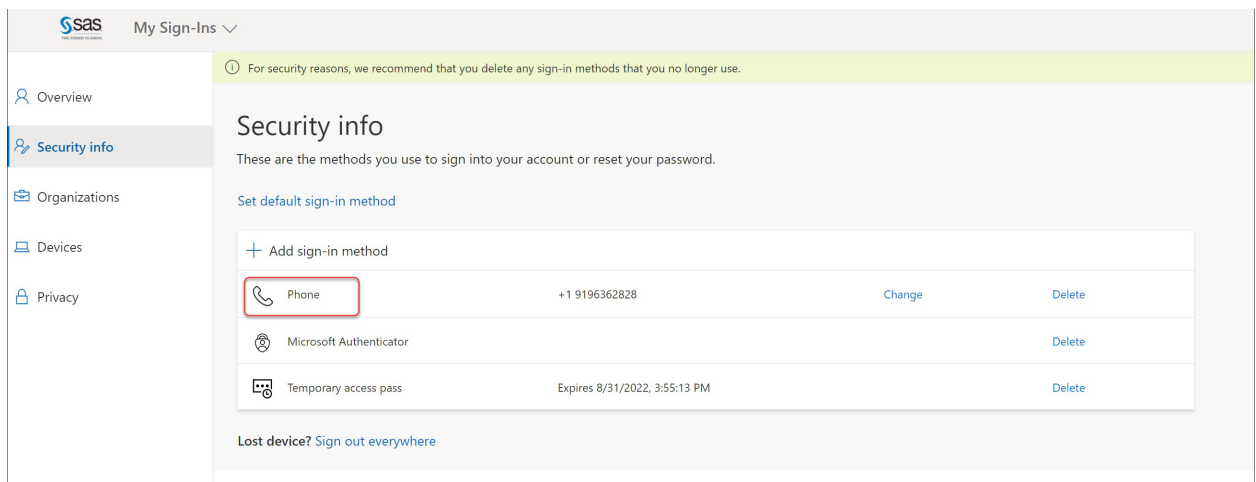
5. As an alternative, you may use your office or another phone as one of your authentication methods. When chosen instead of the authenticator app or phone, you will be prompted to enter your phone number. You will then receive a call prompting you to press the **#** key to approve.

You are now ready to Set the Password for your SAS Account!

Setting the password for your SAS account.

As you signed in using the Temporary Access Pass, you will first need to sign out before you can set the password for your SAS account.

1. Go to Reset Password.
2. When prompted to authenticate, use the authentication methods you have just set up.