# New Hire Password and Authentication Setup Guide

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**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 <u>non-SAS device</u> 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 <u>Global Service Desk</u>.

Initial Sign in plus adding a primary authentication method.

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

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

Sig	n in			
usern	name@sas.c	om		
Can't	access your a	account?		
			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**.

← temp.access.pa	ass@sasoffice365.onmicrosoft.com
Enter Temp	orary Access Pass
Temporary Access	Pass
Show Tempor	ary Access Pass
Jse your password in	stead

- 4. You will be taken directly to the <u>Security Info page</u>. 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.

$\leftrightarrow$ $\rightarrow$ C $\triangle$ $\square$ mysig	nins.microsoft.com/security-info		
SSAS   My Sign-Ins	Ý		
	① To maintain access to your account, add a s	ign in method.	
A Overview			
₽ Security info	Security info These are the methods you use to sign	into your account or reset your password.	
Organizations	Default sign-in method: Microsoft Au	ithenticator - notification	
💻 Devices 🛛	+ Add sign-in method		
A Privacy	Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete
	Lost device? Sign out everywhere		

2. Select the drop-down menu to **Choose a method**, and select **Authentication app**.

ese are the methods you use to sign in	to your account or reset your password.	
efault sign-in method: Microsoft Auth	enticator - notification	
+ Add sign-in method		
Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete
ost device? Sign out everywhere		
	Ad	d a method X
	Ad	d a method ×
	Ad Sinc regi	d a method × e you signed in with a Temporary Access Pass, you can only tere methods that are used for sign-in. Which method would you
	Ad Sino regi like	d a method × e you signed in with a Temporary Access Pass, you can only ter methods that are used for sign-in. Which method would you to add?
	Ad Sinc like	d a method × e you signed in with a Temporary Access Pass, you can only ster methods that are used for sign-in. Which method would you to add?
	Ad Sinc regi like Ch Au	d a method × e you signed in with a Temporary Access Pass, you can only ther methods that are used for sign-in. Which method would you to add? cose a method v thenticator app
	Ad Sinc regi like Ct Au Ph	d a method × e you signed in with a Temporary Access Pass, you can only ther methods that are used for sign-in. Which method would you to add? oose a method thenticator applone
	Ad Sinc regi like Cr Ph AJ	d a method × e you signed in with a Temporary Access Pass, you can only ter methods that are used for sign-in. Which method would you to add? boose a method thenticator app one ernate phone
	Ad Sinc regi like Ch A Ph Al Se	d a method × e you signed in with a Temporary Access Pass, you can only iter methods that are used for sign-in. Which method would you to add? pose a method thenticator app one ermate phone curity key

3. Click Add.

Secu	rity info			
These are	the methods you use to sign in	to your account or reset your password		
Default	sign-in method: Microsoft Auth	enticator - notification		
+ Add	l sign-in method			
	Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete	
Lost devi	ce? Sign out everywhere			
				-
			Add a method ×	
			Since you signed in with a Temporary Access Pass, you can only	
			register methods that are used for sign-in. Which method would you like to add?	
			Authenticator app $\sim$	]
			Cancel Add	
			5	

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).

ecurity info		
ese are the methods you use to sign in	o your account or reset your password.	
+ Add sign-in method		
Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete
	Microsoft Authenticator	×
	Start by getting t	the app
	On your phone, install the After you install the Micr	ne Microsoft Authenticator app <mark>. Download now</mark>
	I want to use a different	authenticator app
		Cancel Next

5. Click Next.

Security info		
These are the methods you use to sign in	to your account or reset your password.	
+ Add sign-in method		
Temporary access pass	Expires 5/19/2023, 4:43-26 PM Delete	
Lost device? Sign out everywhere		
	Microsoft Authenticator	×
	Set up your account	- 1
	If prompted, allow notifications. Then add an account, and select "Work or school".	7
	Back Next	í

6. You should now see a QR code.

Security info			
These are the methods you use to sign in	to your account or reset your password.		
+ Add sign-in method			
Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete	
Lost device? Sign out everywhere			
	Microsoft Authenticator		×
	Scan the QR code		
	Use the Microsoft Authenticator app app with your account.	to scan the QR code. This will connect the Microsof	ft Authenticator
	After you scan the QR code, choose "	Next".	
		1	
	Can't scan image?		
		Back	Next

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.

+ Add sign-in method			
Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete	
ost device? Sign out everywhere	Microsoft Authenticator Scan the QR code Use the Microsoft Authenticator app to app with your account. After you scan the QR code, choose "N After you scan the QR code, choose "N Can't scan image? Enter the following into your app: Cede: 402171267	o scan the QR code. This will connect the Microso Next".	× off Authenticator

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

#### and click Finish

10:22		al 🗢 🗖
<	Add account	
WORK OR S	CHOOL ACCOUNT	
Code 🚽		
URL -		
	Finish	
	$\overline{\mathbf{A}}$	

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.

+ Add sign-in method			
Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete	
Lost device? Sign out everywhere			
	Microsoft Authenticator Let's try it out Approve the notification w	ve're sending to your app by entering the number show	wn below.

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.

Security info These are the methods you use to sign into	o your account or reset your password.		
+ Add sign-in method			
Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete	
Lost device? Sign out everywhere			
	Microsoft Authenticator		× Back Next

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

Security info These are the methods you use to sign into your acc Set default sign-in method	count or reset your password.	
+ Add sign-in method  Microsoft Authenticator Push multi-factor authentication (MFA)		Delete
Temporary access pass	Expires 5/19/2023, 4:43:26 PM	Delete
Lost device? Sign out everywhere		

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

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



 Click on Download Now to install the Microsoft Authenticator app or I want to use a different authenticator app to use a non-Microsoft 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	:50		🗢 👩		
≡	Authe	nticator	Q +		
À	SAS Jonathan.Carroll@sas.com				
Ă	Are you trying to sign in? SAS TAPTest@SASOffice365 onmicrosoft c				
À	Enter ti	om Enter the number shown to sign in.			
No, it's not me Yes					
	1	2 ^BC	3 def		
G	<b>4</b>	5 JKL	6 MNO		
P	7 QRS	8 TUV	9 wxyz		
		0	$\otimes$		

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

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 dropdown, select **Phone**. This option will allow you to configure authentication via text message (SMS).

Add a method	×
Since you signed in with a Tempe register methods that are used for like to add?	orary Access Pass, you can only or sign-in. Which method would you
Phone	~
	Cancel

 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.

Phone	×
You can prove who you are by answering a call on your phone or texting a code to your phone.	
What phone number would you like to use?	
United States (+1)	
• Text me a code	
Call me	
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.	
Cancel	

3. Enter the code that was sent to your phone and click **Next**. You will receive a verification on your computer. Click **Done**.

Phone	×		
We just sent a 6 digit code to +1	. Enter the code below.	Phone	×
Resend code		SMS verified. Your phone was registered successfully.	
	Back Next		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.

SSAS My Sign	n-Ins $\lor$			
	() For security reasons, we recommend that you del	ete any sign-in methods that you no longer use.		
A Overview				
& Security info	Security info			
	These are the methods you use to sign into your account or reset your password.			
🖻 Organizations	Set default sign-in method			
💻 Devices	+ Add sign-in method			
🔒 Privacy	S Phone	+1 9196362828	Change	Delete
	Microsoft Authenticator			Delete
	Temporary access pass	Expires 8/31/2022, 3:55:13 PM		Delete
	Lost device? Sign out everywhere			

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 <u>Reset Password</u>.
- 2. When prompted to authenticate, use the authentication methods you have just set up.