



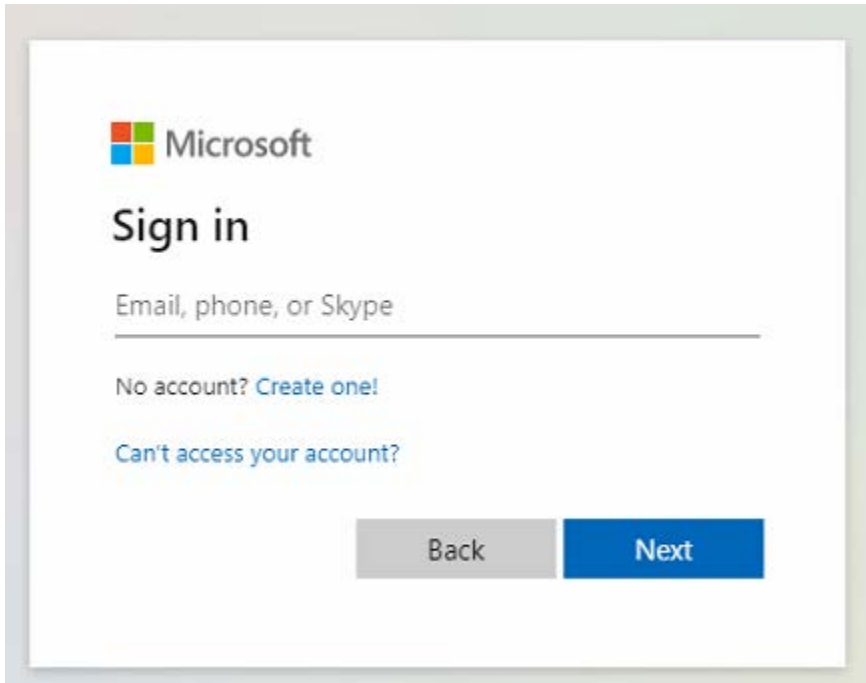
Portal with Multi-Factor Authentication (MFA)

Overview

The purpose of MFA is to create a layered defense requiring more than just a username and password to access protected resources. This is accomplished using a secondary, single-use authentication method established on your account.

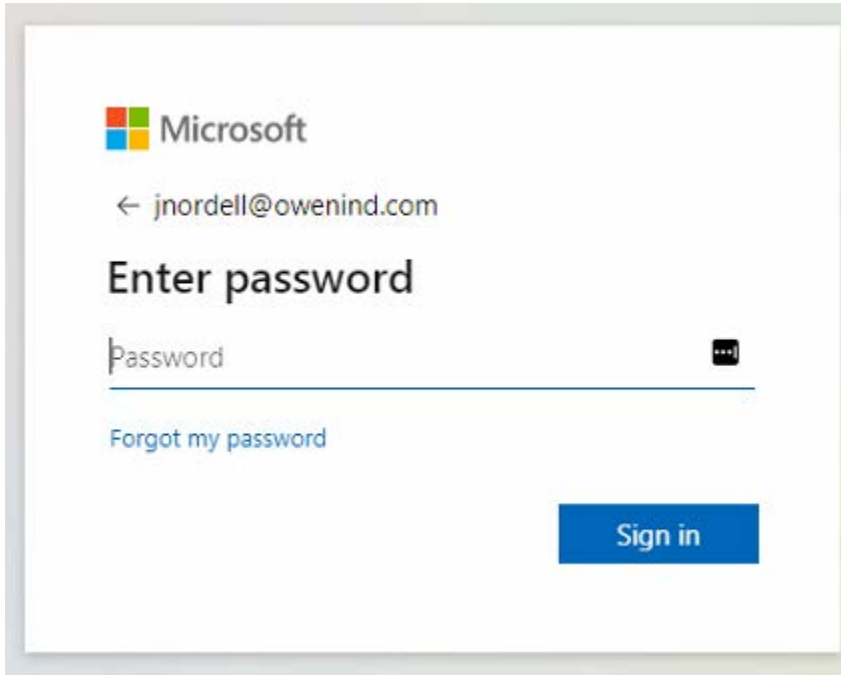
Instructions

1. Open a web page to <https://portal.owenind.com>
2. Enter your email address and click "Next".



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3. Enter your and click "Sign in".

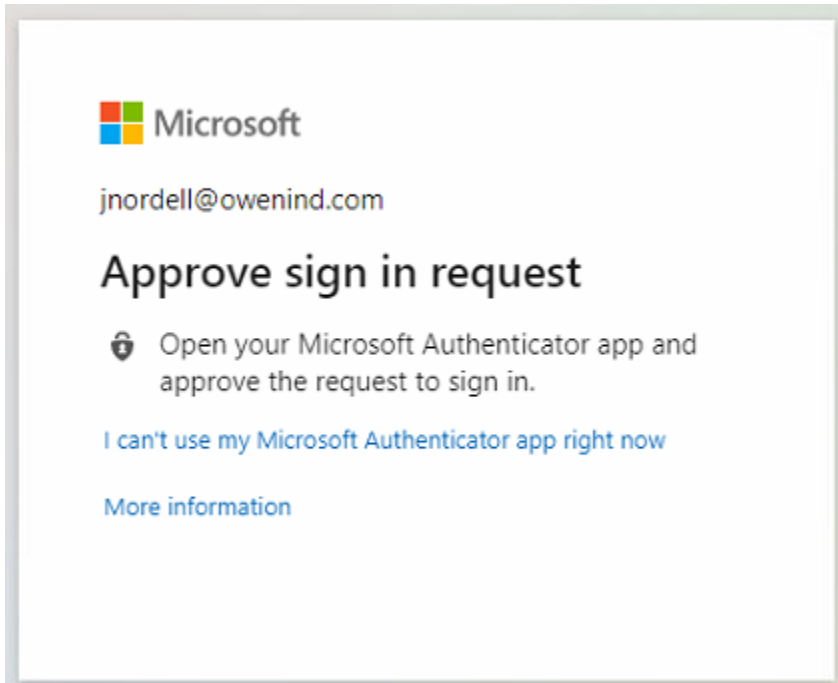


A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the email address "jnordell@owenind.com" with a back arrow. The main heading is "Enter password". Below this is a password input field with a placeholder "Password" and a toggle icon for visibility. Underneath the input field is a link "Forgot my password". At the bottom right is a blue "Sign in" button.

At this point how you proceed will be based on the option you chose when enrolling your account in MFA. Please follow the instructions based on your enrollment choice.

Authenticator App

1. If you chose the Authenticator App as your MFA option then you should see the following on within the web page.

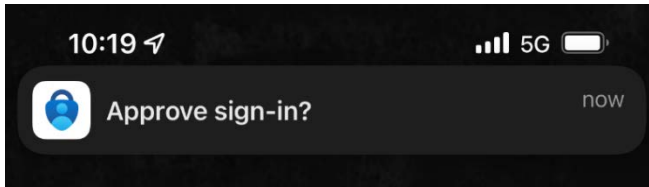


A screenshot of a Microsoft sign-in page for the Authenticator App. At the top left is the Microsoft logo. Below it is the email address "jnordell@owenind.com". The main heading is "Approve sign in request". Below this is a shield icon followed by the text "Open your Microsoft Authenticator app and approve the request to sign in." Underneath is a link "I can't use my Microsoft Authenticator app right now" and another link "More information".

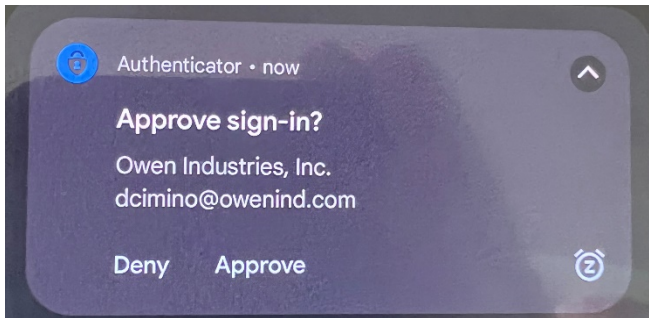
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2. You should also receive a pop-up on your phone.

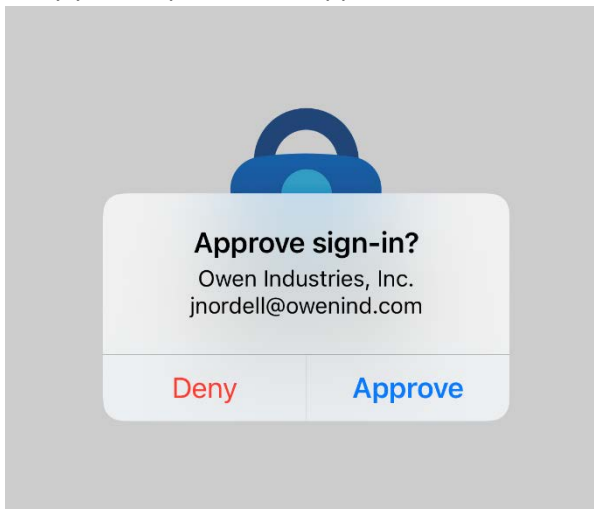
Apple



Android

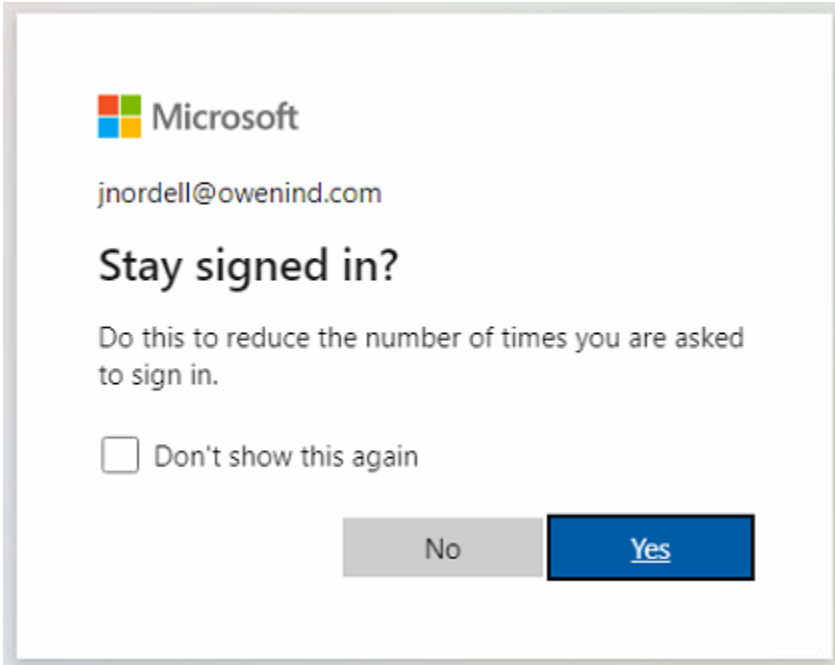


3. Select the pop-up which will open the Authenticator App and offer the option to Approve or Deny your request. Click Approve.



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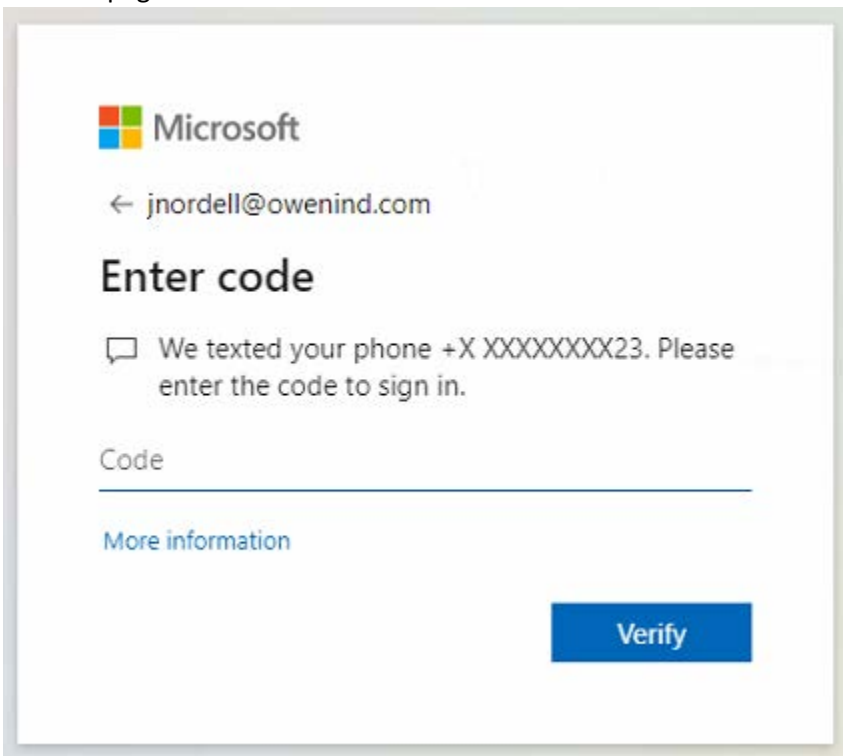
4. The final prompt will be whether to stay signed in on your device. If this is your personal computer, you can click “Yes” but it is not required. If this is a shared device click “No”.



A screenshot of a Microsoft authentication prompt. At the top left is the Microsoft logo. Below it is the email address 'jnordell@owenind.com'. The main heading is 'Stay signed in?'. Below the heading is the text 'Do this to reduce the number of times you are asked to sign in.' There is a checkbox labeled 'Don't show this again' which is currently unchecked. At the bottom right are two buttons: a grey 'No' button and a blue 'Yes' button.

Phone Authentication

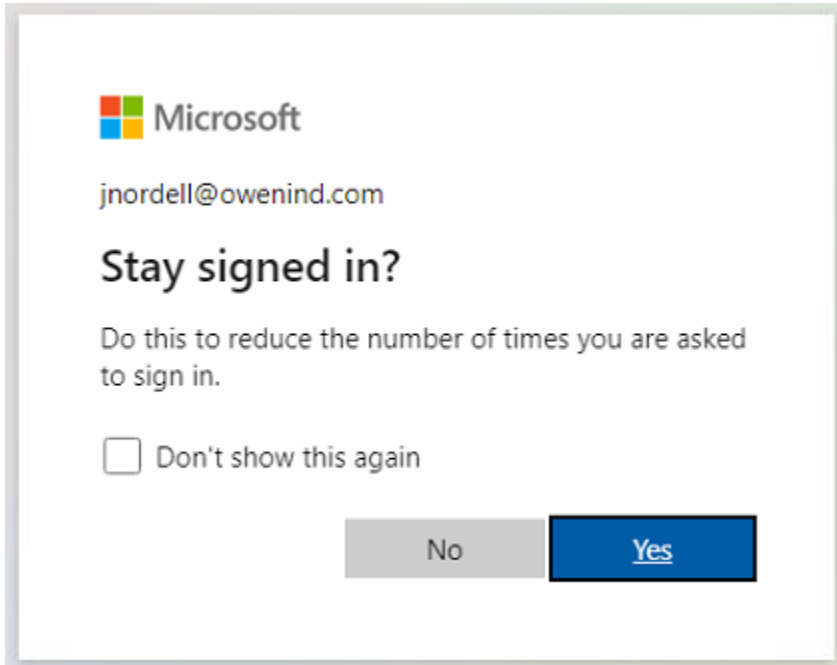
1. If you chose Phone as the authentication option for MFA then you will see the following within the web page.



A screenshot of a Microsoft authentication prompt for phone verification. At the top left is the Microsoft logo. Below it is the email address 'jnordell@owenind.com' with a back arrow. The main heading is 'Enter code'. Below the heading is a message icon and the text 'We texted your phone +X XXXXXXXX23. Please enter the code to sign in.' There is a text input field labeled 'Code' with a horizontal line below it. Below the input field is a blue link labeled 'More information'. At the bottom right is a blue 'Verify' button.

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2. On your cell phone you should receive a text message stating:
"Use verification code 123456 for Microsoft authentication."
3. Enter the numeric code provided in the pop-up window identified in step 1 and click "Verify".
4. The final prompt will be whether to stay signed in on your device. If this is your personal computer, you can click "Yes" but it is not required. If this is a shared device click "No".



A screenshot of a Microsoft sign-in prompt dialog box. The dialog has a white background and a thin grey border. At the top left is the Microsoft logo (four colored squares: red, green, blue, yellow) followed by the word "Microsoft" in a sans-serif font. Below the logo is the email address "jnordell@owenind.com" in a smaller font. The main heading is "Stay signed in?" in a bold, dark grey font. Below the heading is the text "Do this to reduce the number of times you are asked to sign in." in a smaller, regular font. Underneath this text is a checkbox with the label "Don't show this again". At the bottom of the dialog are two buttons: a grey button labeled "No" and a blue button labeled "Yes".