

GRANTEE PORTAL: MULTI-FACTOR AUTHENTICATION

ONE: DECIDE WHICH MULTI-FACTOR AUTHENTICATION {MFA} METHOD YOU WOULD LIKE TO USE FOR THE PORTAL



Text Message (SMS)

The MFA token (code) will be texted to you on your mobile phone. Standard text messaging rates apply.

OR



Smartphone (e.g., iPhone, Android) Authenticator App

The MFA token (code) will be sent to you through a free authenticator app that you've downloaded and set up on your smart phone. We recommend using **Microsoft Authenticator**

The method you select will be the one you will use every time you log into the Portal. You may change or reset your MFA method by contacting grants@colemanfoundation.org

TWO: SETTING UP TEXT MESSAGES AS YOUR MFA METHOD

- A) Log into the Coleman Foundation Grantee Portal with your username and password
- B) Select SMS as your MFA method.
- C) Enter the cell phone number where you want the token (code) sent.
- D) Click SEND SMS
- E) You should receive a text message on your phone with a 6-digit token (code).
- F) Enter the token/code on the MFA screen and click LOG IN

SUCCESS! YOU HAVE SET UP MFA (SMS)

OR

SETTING UP A SMARTPHONE APP AS YOUR MFA METHOD

To set up multi-factor authentication (MFA) using a smartphone (e.g., iPhone, Android) application, you will need to download a free authenticator app such as Microsoft (recommended) to your smartphone.

- A) Download and complete the set-up process for the authenticator app of choice.
- B) Select smartphone app as your MFA method and click SCAN QR CODE
- C) On your smartphone, open the application you will use for authentication and follow the instructions for adding a new account (e.g., clicking a "+" to add a new account). Select SCAN QR CODE when prompted and use your smartphone's camera to scan QR code on your computer screen. Click NEXT on the computer screen after scanning.
- D) In your smartphone app, you should see a new account for the Coleman Foundation and a MFA token/code. Enter the token/code on the MFA screen and click LOG IN.
 - a. **NOTE: The 6-digit token/code changes in the app every 30 seconds. If the token/code times out while you are entering it on the screen, you will not be able to log in. You will have to enter a new token/code instead.**

GRANTEE PORTAL: MULTI-FACTOR AUTHENTICATION

SUCCESS! YOU HAVE SET UP MFA

THREE: LOGGING IN WITH MULTI-FACTOR AUTHENTICATION



Text Message (SMS)

- A) Log into the Coleman Foundation Grantee Portal
- B) You will receive a text message on your phone with the 6-digit MFA token/code.
- C) Enter the MFA token/code when prompted and click LOG IN.



Smartphone (e.g., iPhone, Android) Authenticator App

- A) Log into the Coleman Foundation Grantee Portal.
- B) Open the authenticator app on your phone and look for the 6-digit token/code in your Coleman Foundation account.
- C) Enter the MFA token/code from the authenticator app when prompted and click LOG IN.
 - a. **NOTE: The 6-digit token/code changes in the app every 30 seconds. If the token/code times out while you are entering it on the screen, you will not be able to log in. You will have to enter a new token/code instead.**