

UNITY Multi-factor Authentication (MFA) Setup

Revision Date: 1-31-2025

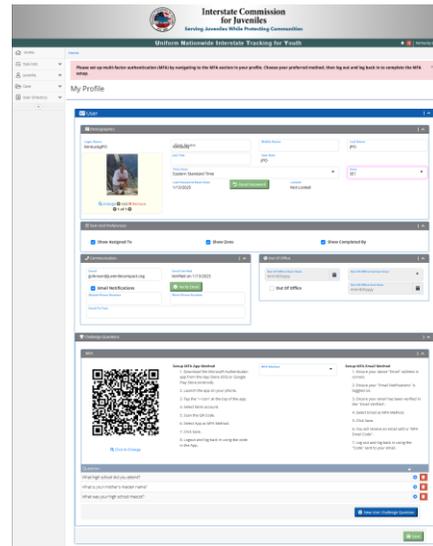
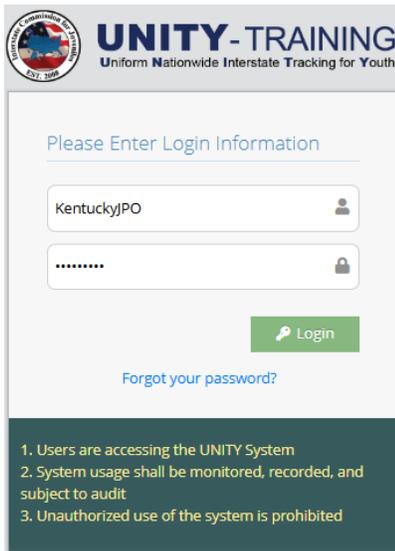
Document Objectives:

- Email MFA Setup
- Microsoft Authenticator App MFA Setup

On your first login you will be directed to your UNITY Profile Page.

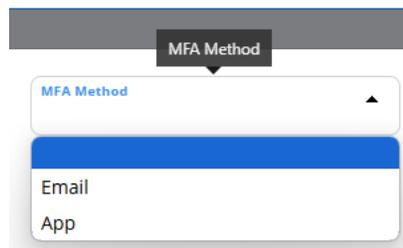
You will see the following highlighted message at the top of the page.

Please set up multi-factor authentication (MFA) by navigating to the MFA section in your profile. Choose your preferred method, then log out and log back in to complete the MFA setup.



Note: UNITY users have two options in setting up the MFA; using either the “Email Notification” [Email] process -or- using the “Microsoft Authenticator App” [App] process. UNITY users do have the ability to switch between the two options after the initial setup.

It is recommended that you first use the “Email” method unless you are familiar with and have used the “App” method.



Email - Multifactor Authentication (MFA) Setup Process

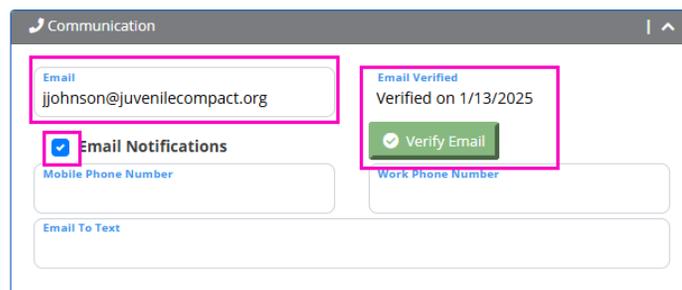
Upon logging into UNITY you will be directed to your “Profile Page” to update your “MFA Method” choice.

First, take time to review & correct all information in each of the “Profile” page sections.

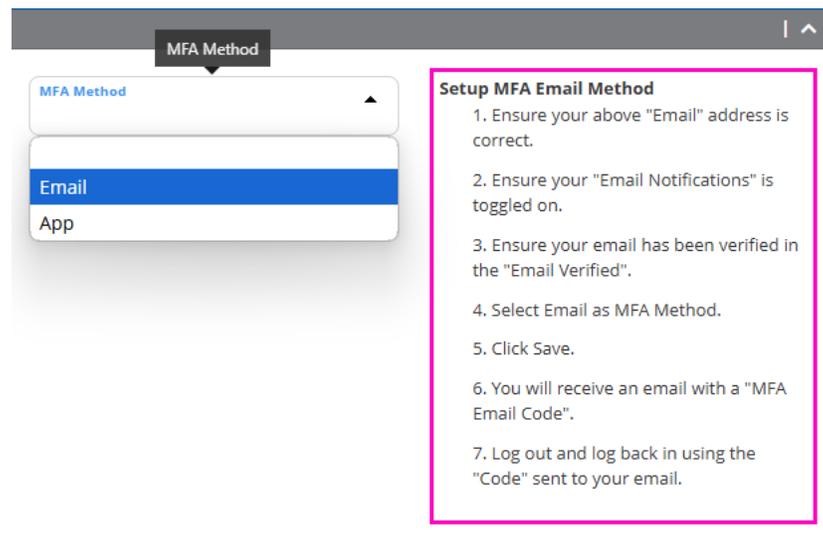
- Demographics: Are the demographic data fields current, and correct?
- Task Grid Preferences: Are all three preferences checked?
- Communications: Is the email correct, Is the Email Notification checked, & Email Verified?
- Challenge Questions: Are your 3 security questions set up?

Before you set up and finalize your Email MFA process, please review carefully the “Communication” box to be sure the section is setup and correct. If not, update these before you set up your Email MFA process.

- Ensure your “Email Address” is correct.
- Ensure your “Email Notification” is checked.
- Ensure your email has been verified.



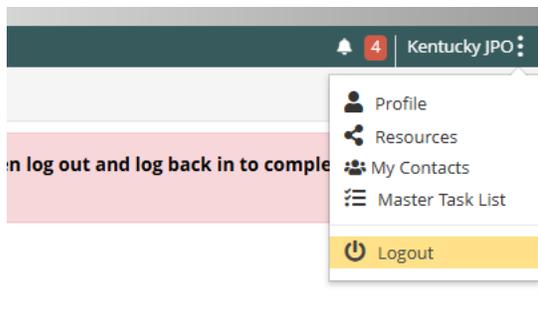
In the “MFA” section carefully read the -7- Steps and then select “Email” in the “MFA Method” dropdown.



When you have completed the careful review of your “Profile” page and Selected “Email” in the “MFA Method” dropdown, click the “Save” button.

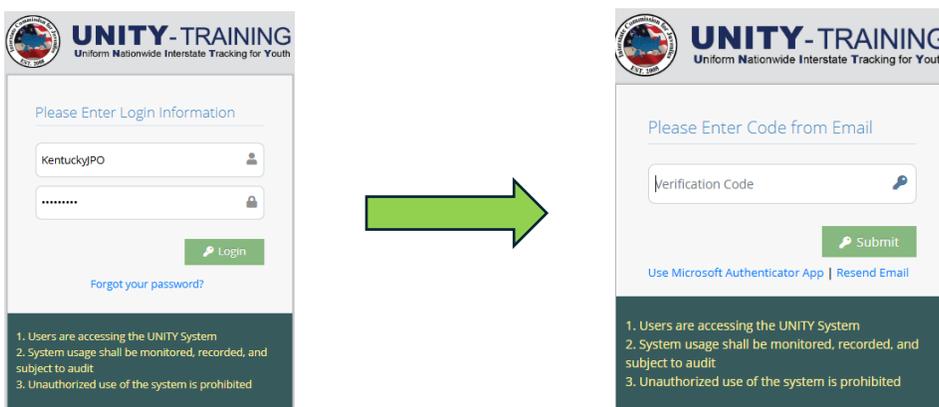
Click on the  button.

Go to the top right corner of the “Profile” page and “Logout” of your UNITY system.

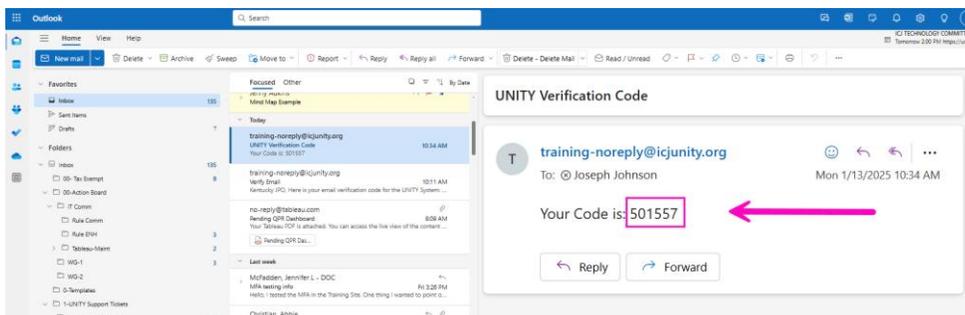


Go to the UNITY login page and log back into UNITY.

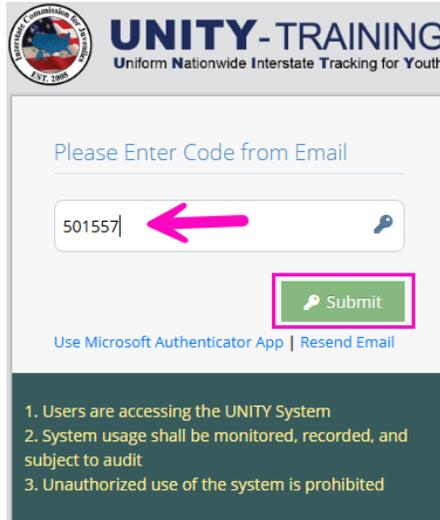
Once logged in you will be redirected to “Please Enter Code from Email”.



Go to your email, you will receive an email with the 6-digit code to use in the “Verification Code” box.



Carefully type or copy/paste this code into the “Please Enter Code from Email” box & click on “Submit”.



UNITY-TRAINING
Uniform Nationwide Interstate Tracking for Youth

Please Enter Code from Email

501557

Submit

[Use Microsoft Authenticator App](#) | [Resend Email](#)

1. Users are accessing the UNITY System
2. System usage shall be monitored, recorded, and subject to audit
3. Unauthorized use of the system is prohibited

You are now logged into UNITY and you will use this “Enter Code from Email” process each time you log into UNITY

Microsoft Authenticator - Multifactor Authentication (MFA) Setup Process

BEFORE STARTING: Download and Install Microsoft's [Android](#) & [iPhone](#) App for Authentication.

1. Install the latest version of the Authenticator app, based on your phone's operating system:
2. Google Android. On your Android device, go to Google Play to download and install the Microsoft Authenticator app.
3. Apple iOS. On your Apple iOS device, go to the App Store to download and install the Microsoft Authenticator app.

Upon logging into UNITY you will be directed to your "Profile Page" to update your MFA Method choice.

First, take time to review & correct all information in each of the "Profile" page sections.

- Demographics: Are the demographic data fields current, and correct?
- Task Grid Preferences: Are all three preferences checked?
- Communications: Is the email correct, Is the Email Notification checked, & Email Verified?
- Challenge Questions: Are your 3 security questions set up?

Before you set up and finalize your Microsoft App MFA process, please review carefully the "Communication" box to be sure the section is setup and correct. If not, update these before you set up your Microsoft App MFA process.

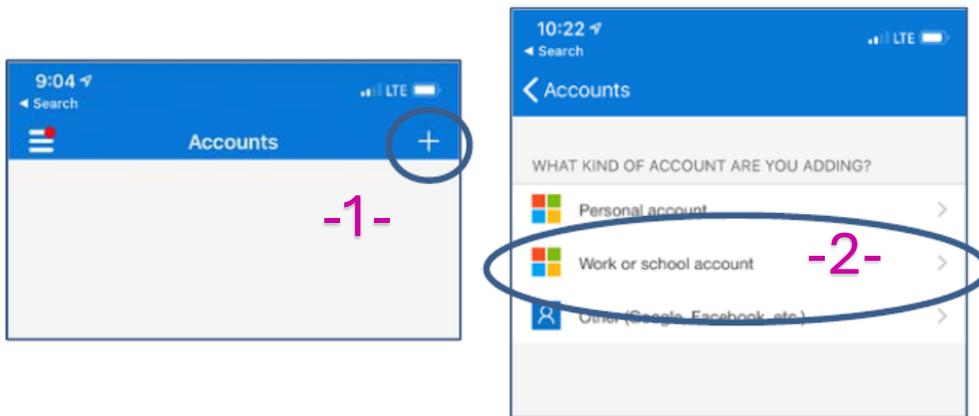
- Ensure your "Email Address" is correct.
- Ensure your "Email Notification" is checked.
- Ensure your email has been verified.

The screenshot shows a 'Communication' profile page with the following elements:

- Email:** jjohnson@juvenilecompact.org
- Email Verified:** Verified on 1/13/2025
- Email Notifications:** Checked (checkbox)
- Mobile Phone Number:** Empty field
- Work Phone Number:** Empty field
- Email To Text:** Empty field
- Verify Email:** A green button with a checkmark icon.

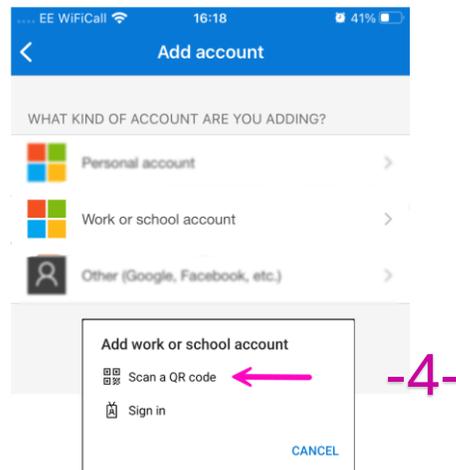
Open your Microsoft Authenticator App open on your phone

- 1- Select the “+” Icon at the top of the app
- 2- Select “Work or school account” in the next screen

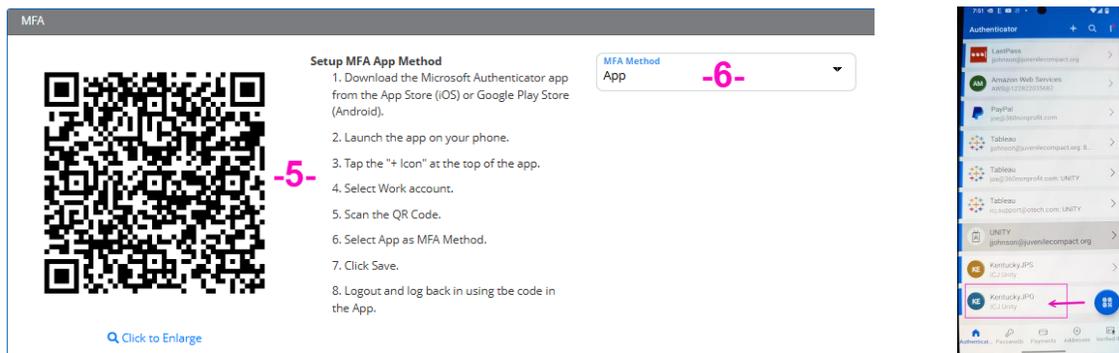


When you select “Work or school account” the following “Add work or school account” window opens on the screen

- 4- Select “Scan a QR code”



-5- Scan the QR Code in the MFA section of your profile page. This adds your UNITY account to the Authenticator listings in the App

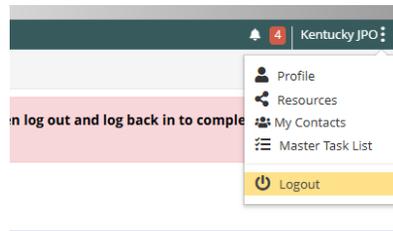


- 6- Select “App” in the “MFA Method” dropdown

-7- When you have completed the steps -1- through -6- in the in the instruction set, click the “Save” button

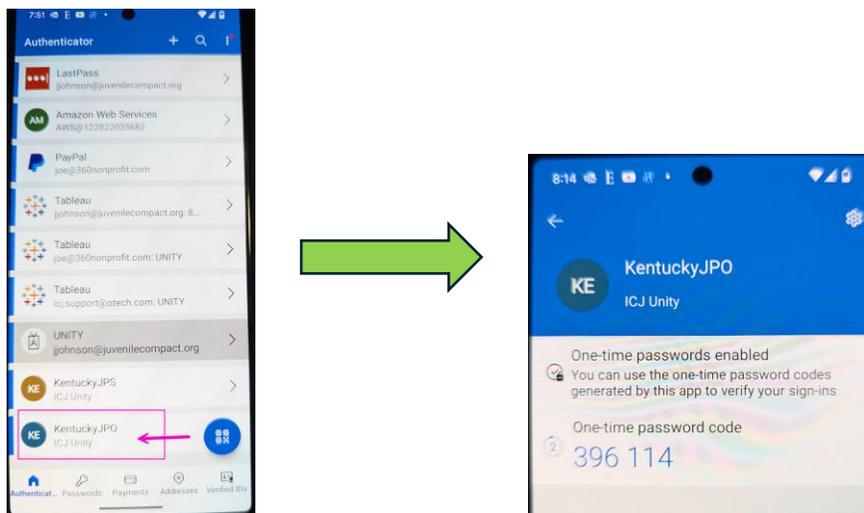
Click on the  button.

-8- Go to the top right corner of the “Profile” page and “Logout” of your UNITY system



-9- Upon login you will be prompted to provide a 6-digit code

-10- Go to your Microsoft Authenticator App and select your UNITY account and note the 6-digit code to enter into the UNITY login prompt.



You are now logged into UNITY and you will use this “Enter Code from the Authenticator App” process each time you log into UNITY