School Accounting System - Online Multi-Factor Authentication

The SAS-Online environment can be configured for multi-factor authentication (MFA). MFA is a process in which users are prompted during the sign-in process for an additional form of identification via an authenticator application. In order to accommodate the MFA setup, organizations configured with this option will have a remote desktop experience (a desktop in a separate window) rather than the integrated remote application (the School Accounting System appears as its own application). To configure your organization for MFA, or if you have any questions, contact Customer Support at 800.756.0035 ext. 2 or email support@su-inc.com.

Diagram A

Steps to Setup and Configure MFA

Note: MFA will be set at the organization level, thus once implemented, all SAS-Online users will be required to sign in with MFA.

1. Once MFA is configured for your organization, log into SAS-Online as normal by going to https://sas.sui-online.com/.
2. Upon logging in, you will now have one icon for School Accounting System MFA. See **Diagram A**. Click on this icon to launch the remote desktop where you will find the icons for the School Accounting System, File Explorer, Admin Set (if applicable),etc.
3. After clicking the icon the first time after configuring MFA, you will be prompted to set up Multi-Factor Authentication. See **Diagram B**.
   Important Note: Once configured, each user will be required to setup the second authentication factor within 7 days.
4. Choose **Authenticator App** when prompted.
5. Follow the on-screen instructions to download the authenticator application of your choice (i.e. Microsoft Authenticator), scan the QR Code and then enter the authentication code displayed within the authenticator application. See **Diagram C**.
   Note: If you have questions on how to download, install or launch an authenticator application, please contact your technology coordinator.
6. Once the code is entered, a screen indicating that your account is now protected with multi-factor authentication will appear. Click Continue to be logged into your remote desktop environment with all available SAS-Online options.
7. With each subsequent login to the SAS-Online environment, you will be prompted to enter the MFA code displayed on the authenticator application configured in step 5.

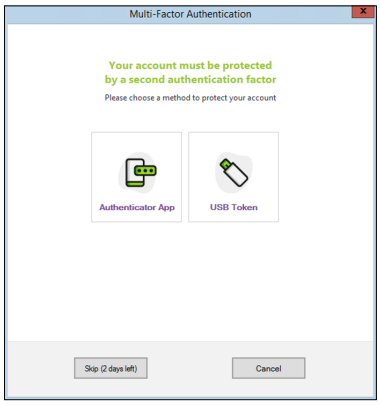

Diagram B

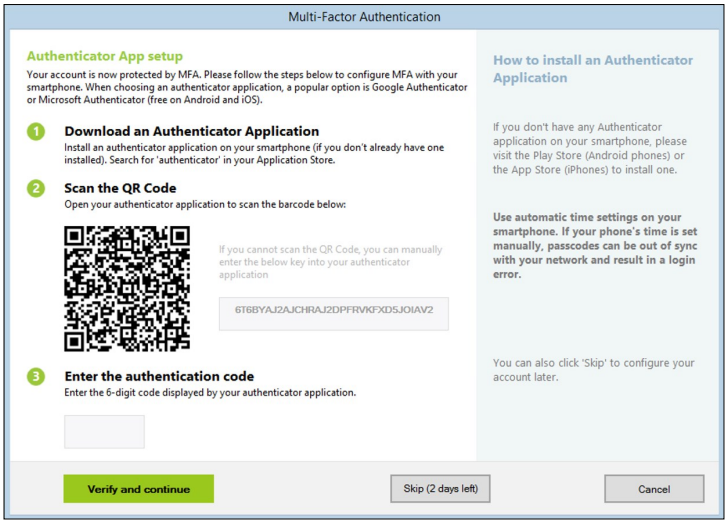

Diagram C