## 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.

## 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/.
- Upon logging in, you will now have one icon for School Accounting 2. 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.

5. Follow the on-screen instructions to download the authenticator

authenticator application, please contact your technology

6. Once the code is entered, a screen indicating that your account is now protected with multi-factor authentication will appear. Click

Code and then enter the authentication code displayed within the

- 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. Multi-Factor Authenticatio
- 4. Choose Authenticator App when prompted.

authenticator application. See Diagram C.

available SAS-Online options.

coordinator.

- ase choose a method to protect your accou application of your choice (i.e. Microsoft Authenticator), scan the QR Ø Note: If you have questions on how to download, install or launch an Continue to be logged into your remote desktop environment with all Skip (2 days left) Cancel
- With each subsequent login to the SAS-Online environment, you will 7. **Diagram B** be prompted to enter the MFA code displayed on the authenticator application configured in step 5.

Multi-Factor Authentication		
Auth Your a smartp or Mic	enticator App setup ccount is now protected by MFA. Please follow the steps below to configure MFA with your obner. When choosing an authenticator application, a popular option is Google Authenticator rosoft Authenticator (free on Android and iOS).	How to install an Authenticator Application
0	Download an Authenticator Application Install an authenticator application on your smartphone (if you don't already have one installed). Search for 'authenticator' in your Application Store.	If you don't have any Authenticator application on your smartphone, please visit the Play Store (Android phones) or the App Store (iPhones) to install one.
2	Scan the QR Code Open your authenticator application to scan the barcode below:  I you cannot scan the QR Code, you can manually enter the below key into your authenticator application  TEBYAJ2AJCHBAJ2DPFRVdTXDSJOIAV2	Use automatic time settings on your smartphone. If your phone's time is set manually, passcodes can be out of sync with your network and result in a login error.
3	<b>副陸部級部門的</b> Enter the authentication code Enter the 6-digit code displayed by your authenticator application.	You can also click 'Skip' to configure your account later.
	Verify and continue Skip (2 days left	) Cancel



