Overview

This guide details the steps to set up myTyler (VCCS) multi-factor authentication (MFA) using the WinAuth application on a **desktop device / computer that runs on Windows**. This application helps you create what's known as a Time-based One Time Password or TOTP.

If you experience any issues following these steps, please contact the Help Hub by texting 804-476-0401 or calling 804-796-4000.

Setting Up MFA – WinAuth

1. Go to https://identity.my.vccs.edu/
2. Enter your myTyler (VCCS) username and click the Go button.
3. Enter your myTyler (VCCS) password and click the Go button.

4. Click on your name at the top of the Applications page, and select Profile Settings.
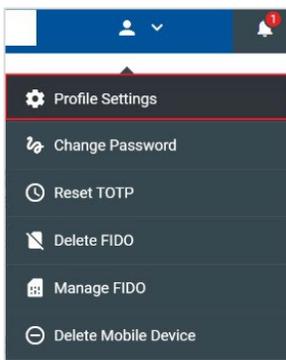
5. Click the Edit Profile button when prompted.

6. Select OPT-IN MFA TOTP, and click the Save button.

7. A message displays stating the operation was successful. Click the Close button.

8. Click your name at the top of the page, and select "Logout."
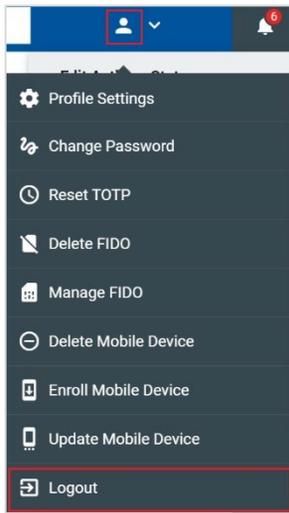
9. You must first install the WinAuth application *(installing the app is a one-time process)*. Go to https://winauth.github.io/winauth/download.html.

10. Look for the reference to WinAuth that's noted as the latest, stable version. It is usually listed at the top of the page. Then, click on the **WinAuth** link. *(Note: The below screen shot is for reference only. The latest version of winAuth may have a different number.)*

11. A WinAuth .zip file will appear. Depending on your computer's set up, it may show up on your screen near the bottom left. If you do not see it on your screen, check your Download folder. The file name will start with WinAuth and will include the version number (example file name: WinAuth-3.5.1.zip).

12. Once you've located the .zip file is on your computer, right click on the file name to extract the files. *Note: On some computers, when you click on the .zip file, you may see a new tab called "Compressed Files" at the top of your window, along with an Extract Files icon near the top right of the screen. If you see this icon, click on it.*

13. The Extract Compressed (Zipped) Folders window should come up, and you'll see the location on your computer where the files will be saved. If you want files saved to a different location, click the Browse button, and select your preferred location. *It is important to note the location where your files will be saved.* Click the **Extract** button.
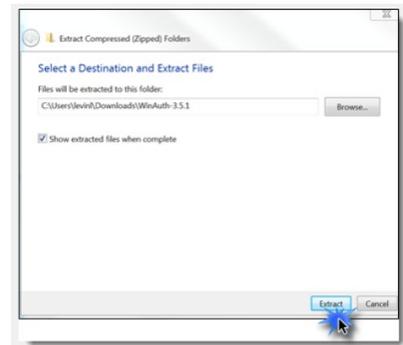
14. A **WinAuth.exe** file should appear on your screen. If it does not, go the location where the extracted files are saved to locate it. Once you locate the WinAuth.exe file, click on it to open it. *If this is the first time you've opened WinAuth, uncheck the Always ask before opening this file check box.* Click on the **Run** button.

15. A WinAuth window with the text "Click the 'Add' button to create or import your authenticator" will open. Click on the **Gear icon**, and then select **Always on Top** from the drop-down menu.
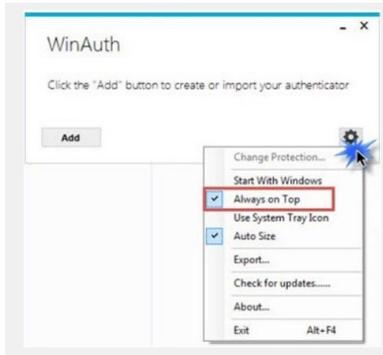
16. Go to the myTyler portal at https://identity.my.vccs.edu/, enter your username, and click Go. Then enter your password, and click Go.
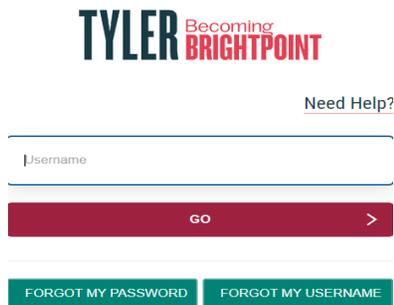
17. A TOTP setup screen will come up, featuring a QR code and a white box containing a long string of letters and numbers. This is the OTP secret code. ***It is important you take a photo of and/or write down this code and save it somewhere where you can easily access it.***

18. Go back to the WinAuth app on your computer. If it is not already open, go to the folder where you saved it, and double-click to open it.

19. In the WinAuth application, select the **Add** button, and then select the **Authenticator** option from the drop-down menu.

20. In the Add Authenticator window, enter a name, such as myVCCS, in the **Name** field.

21. Paste the OTP secret code (from Step 17) into **field number 1** (to the left of the Decode button).

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22. In **field number 2**, leave **Time-based** selected.

23. In **field number 3**, select the **Verify Authenticator** button.
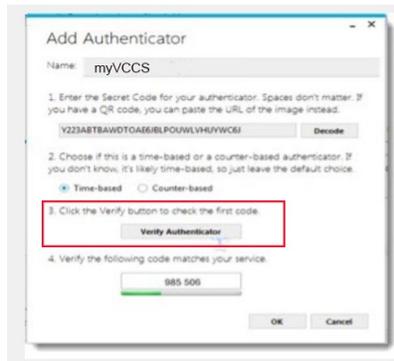
24. Take note of code that appears in **field number 4**. You will need it for the next step. *Important Note: The code in field number 4 will reset after the green bar times out, so you may need to refer back to this window in the app more than once for a refreshed code.*
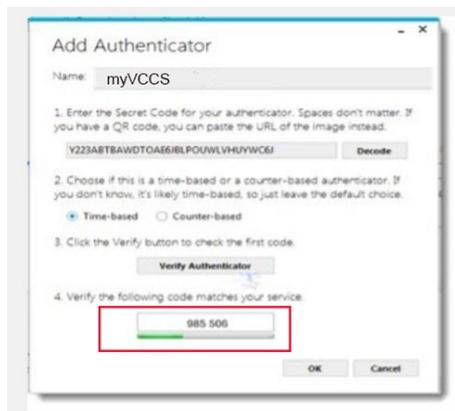
25. Go back to the myTyler portal screen, and enter the code seen in field number 4 in the WinAuth app into the Code box on the portal screen.

26. Go back to the Add Authenticator window in WinAuth, and click the OK button.
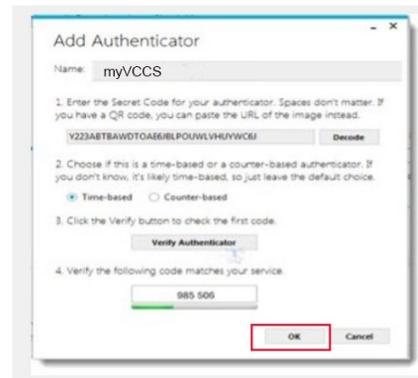
Logging into the myTyler Portal Using MFA – Google Authenticator

1. Go to https://identity.my.vccs.edu/.
2. Enter your myTyler (VCCS) username and click the Go button.
3. Enter your myTyler (VCCS) password and click the Go button.

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4. You will then be prompted to enter a code.

5. Open the WinAuth app on your desktop/laptop to get the code, and type the code into the myTyler portal screen. **WinAuth will provide you with a new code each time you open it.**

6. **Important Note:** *If you use Windows computer other than the one on which you downloaded and set up WinAuth, you will need to download WinAuth to the new computer and enter your OTP Secret Code saved from Step 17.*

Important: If you fail authentication twice when trying to log into the portal, please wait at least 15-20 minutes to reattempt to avoid being locked out of your account.

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