TYLER

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.

TYLER BECOMING BRIGHTPOINT			
	Need Help?		
Username			
G	> >		
FORGOT MY PASSWORD	FORGOT MY USERNAME		

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.

OPT-IN MFA PINGME - PUSH
OPT-IN MFA TOTP
OPT-IN MFA FIDO (ONLY SELECT IF YOU HAVE A PHYSICAL K EY)
OPT-IN MFA SMS (LEAST SECURE)
EMPLID
1.000
PRIMARY INSTITUTION NAME
John Tyler Community College
ENTITLEMENTS
Cancel Save

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





MFA – WIN AUTH FOR STUDENTS

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 <u>https://winauth.github.io/winauth/download.html</u>.
- 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.)

WinAuth Versio	n 3.5	
his is the latest stable versi	on of WinAuth.	
VinAuth 3.5.1 (2016-06-07)		
105: 939309990141208028000EA0F90	95C3. WinAuth exe MD5: 3C8842FF88C4822F080874F8F2123000	

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.

Brows
Brows

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.

Do you	want to run	this file?
	Name:	C:\Users\leede\Desktop\WinAuth-3.5.1\WinAuth.exe
_	Publisher:	Colin Mackie
	Туре:	Application
	From:	C:\Users\leede\Desktop\WinAuth-3.5.1\WinAuth.exe
		Run Cancel
Alwa	ys ask before	opening this file





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.

WinAuth	
Click the "Add" butt	on to create or import your authenticator
Add	0
	Change Protection
	Start With Windows
	Always on Top
	Use System Tray Icon
	Auto Size
	Export
	Check for updates
	About

 Go to the myTyler portal at <u>https://identity.my.vccs.edu/</u>, enter your username, and click Go. Then enter your password, and click Go.

TYLER Becoming BRIGHTPOINT			
	Need Help?		
Username			
G	> >		
FORGOT MY PASSWORD	FORGOT MY USERNAME		

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.*



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

WinA	uth			-
Click the	"Add"	button to create of	or import your auth	enticator
Add	Q	Authenticator	1 available	•
N.Y.	81	Google	_	
		Microsoft		
	25	Battle.Net		
	-2	Guild Wars 2		
		Glyph / Trion		

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

Name:	myVCCS	
1. Enter you have	the Secret Code for your authenticator. Sp. e a QR code, you can paste the URL of the	aces don't matter. image instead.
¥2234	BTBAWDTOAE6JBLPOUWLVHUYWC6J	Decode
• Tir	ne-based Counter-based	the default choice.
 Tir Click 1 Verify 	It know, its likely time-based, to just leave in me-based Counter-based the Verify button to check the first code. Verify Authenticator the following code matches your service.	the default choice.
Tir Tir S. Click 1	T know, its likely time-based, to just leave in ne-based O Counter-based the Verify button to check the first code. Verify Authentisator the following code matches your service. 985 506	the default choice.

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





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.

Name: myVCCS		
1. Enter the Secret Code I you have a QR code, you	for your authenticator. Spaces can paste the URL of the imag	don't matter. If ge instead.
Y223ABTBAWDTOAE6JB	LPOUWLVHUYWC6J	Decode
3. Click the Verify button	to check the first 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.

Name:	myVCCS	
1. Enter 1 you have	the Secret Code for your authenticator. Sp a QR code, you can paste the URL of the	aces don't matter. Image instead.
¥223A	BTBAWDTOAE6JBLPOUWLVHUYWC6J	Decode
2. Choos you don' Tin	te if this is a time-based or a counter-base 't know, it's likely time-based, so just leave ne-based O Counter-based	d authenticator. If the default choice.
 Choos you don' Tin Click t Verify 	er if this is a time-based or a counter-base time, its files/time-based. Is just leave ne-based Counter-based he Verify button to check the first code. Verify Authenticator the following code matches your service.	d authenticator. If the default choice.
 Choos you don' Tin Click t Verify 	le f this is a time-based or a courter-base thow, ics likely inter-based, to just level ne-based Caunter-based he Verify button to check the first code. Verify Authenticator the following code manche your service.	d authenticator. If

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.

TYLER B	TYLER BECOMING	
	Need Hel	
Username		
G	:o >	





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

> Revised 2/3/2022 Document Owner: College Help Hub and IT Services Center

