

Multi-Factor Authentication (MFA)

Set-up Instructions

New York State has started using Multi-Factor Authentication (MFA) on some of its public-facing applications. MFA is a way to help ensure the safety and security of your account. It requires a second factor of proving that you are who you say you are beyond just a password. If you are using an MFA-protected application, even if someone were to guess or steal your password, they still would not be able to log in without your second factor. While a password is something that you know, the second factor is something that you are (usually read by a biometric device) or something that you have.

Tip: It's recommended that you set up more than one Multi-Factor Authentication method.

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MFA Self-Service Management Procedures



MFA Self-Service OKTA Management Procedures

1. Navigate to the NY.gov sign in screen at <u>my.ny.gov</u> and click **Sign In**.



2. Enter your username and password and click Sign In.

	Secure Access to New York State Services
	Username
	Password
ייי ק	Sign In
	Forgot Username? or Forgot Password?
	<u>Create an Account</u> Need help? <u>Get Assistance</u>



3. Select **Update My Account** at the top of the page.

NY.gov ID Change Password	Update My Account	About NY.gov ID	Help Desk Information	Privacy Policy	Terms of Service
Welcome <i>tatli</i> n , You are logged in as - <i>doltes</i> Last login -	tmfa10				
	U		REGISTER TO VOTE Sign up online or download and mail in your application REGISTER NOW		
		You have access to	the following services		
Labor Online Services Department of Labor Online Service	ies				



NOTE: If you have MFA set up on your account, you will see the option to manage OKTA MFA towards the top left of your screen.

4. Select Here to manage OKTA MFA.

NY.gov ID	Online Services	FAQs	About NY.gov ID	Help Desk Information	
		_ 1			
To manage OKTA MFA, please click <u>here</u>					
Please complete the form below to update your NY.gov ID account.					

Under the Extra Verification section, multifactor authentication methods that you currently have set up will show as enabled.

5. Click on **Edit Profile** in the upper right hand corner.

okta	Q Bearch your apps			
My Apps Work	Account			Z Edit Profile
Add section \oplus	1 Personal Informa	ition	✓ Extra Verification	_
Notifications 1	First name	tath	Extra verification increases your account se	ecurity when signing in to
Add apps	Last name	tstin	community operation approximation and	
	Okta username	doitestmfa10	Okta Verify	Enabled
	Primary email	plulogan@gmail.com	Google Authenticator	Disabled
	Secondary email			
	Mobile phone		SMS Authentication	Enabled
	DTF File Exchange Application	П	Voice Cell Authentication	Disabled
ast sign in: 4 minutes ago				
2022 Okta, Inc.	hyssoguid	9d6353ld-6e37-4d5a-8548- ee7695ce456e		



6. Enter your account password and select Verify.

🔒 NY.GOV ID	midfirst midlast
Please verify your password Password	
Verify	

You will be prompted to authenticate using the existing MFA authentication method you already have set up on your account. If you have more than one method set up, you can choose which method you would like to use.





7. Now you will be able to select Set up to configure additional multifactor authentication methods or select Remove to clear existing authentication methods. If you need to make changes to an existing authentication method, select Remove, then the set up option will appear.

✓ Extra Verification				
Extra verification increases your account security when signing in to Okta and other applications you use				
Okta Verify	Set up			
Google Authenticator	Set up			
SMS Authentication	Remove			
Voice Call Authentication	Set up			

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