Switching Multi Factor Authentication Options (MFA) -Aftermarket

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If users want to switch their MFA (multi-factor-authentication) on their own the following steps must be followed:

- 1. Login to wiTECH 2 with Okta user name and password
- 2. Enter current authentication method (phone, yubiKey etc.)
 - 1. Note: If users no longer have access to the old phone/YubiKey they will have to contact wiTECH Support to Reset their MFA (multifactor authenticator)
- 3. Once logged in, go to page https://fcawitech.okta.com/app/UserHome
- 4. Navigate to **Settings** (top right corner under user name)
- 5. Select Edit Profile
- 6. Under **Extra Verification** you should have the option to select which verification you will like to setup.
 - 1. YubiKey have the key inserted in the computer and follow the prompts that are asked on the screen
 - 2. Google Authenticator/Okta Verify have the phone you would like to setup in order to configure it

Online URL: <u>https://kb.fcawitech.com/article/switching-multi-factor-authentication-options-mfa-aftermarket-809.html</u>