



# Guidance for Google Authenticator

## STEP 1 – SETTING UP GOOGLE AUTHENTICATOR

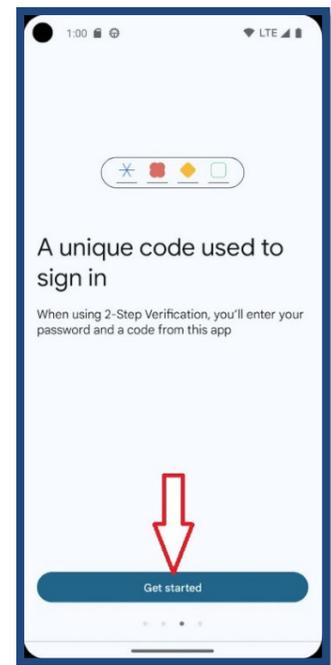
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- First, **download and open** the Google Authenticator app from the App store if the application is not already on your mobile device.



*Figure 1: Picture of Google Authenticator Application icon.*

- Launch the **Application**, and you will go through a series of screens as shown below upon first setup.



*Figure 2: Pictures of initial App setup.*



- Upon initial set up of Google Authenticator, you **may** choose to **set up the app with your Gmail account or use without an account**. It is your choice.



Figure 3: Picture of setting without an account

- Next, select to **add a code** to add your SSO account or click multicolored “+” plus sign at the bottom of the screen as shown below.

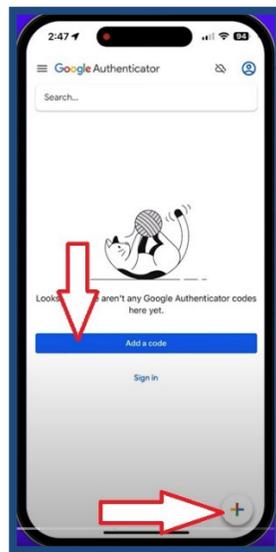


Figure 4: Picture to add an account.



- The following screen will give you an option to **Scan QR code** or **enter a set up key**.

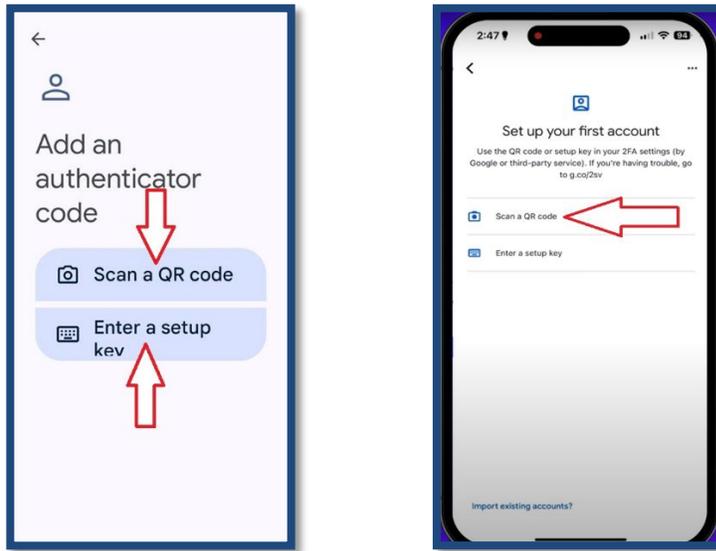


Figure 5: Picture to add an account.

- Finally, aim your phone or mobile device at your computer to **scan the QR code** or copy and paste the **Manual setup code** provided by SSO onto your phone.

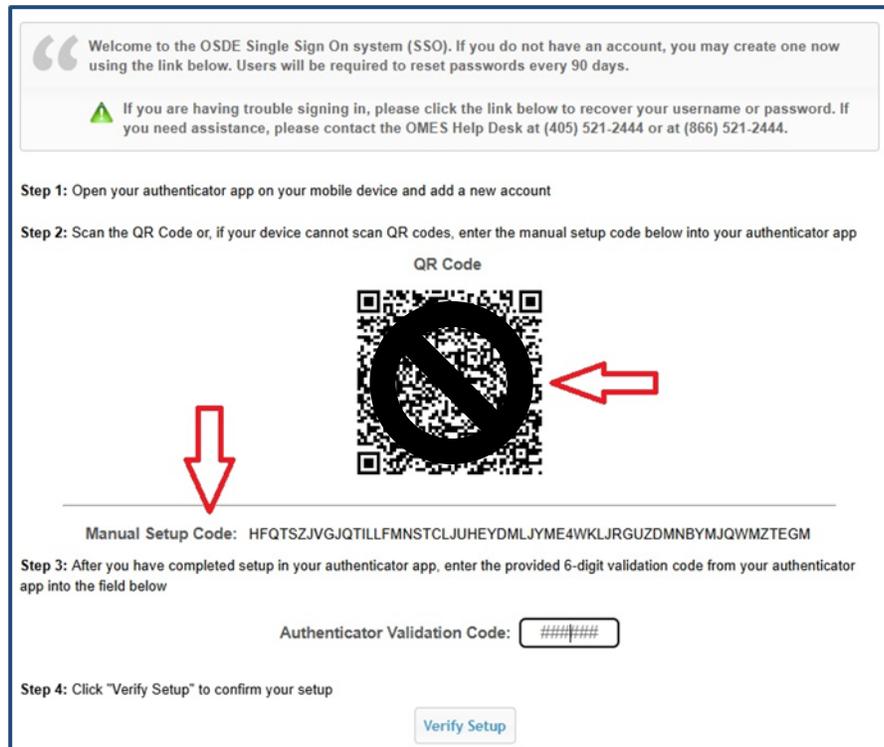


Figure 6: Picture of SSO screen to set up QR code or enter code manually



- The Google app will immediately add your SSO account and name the account similar to figure 7 below providing a 6 six-digit code.



Figure 7: Picture of screen with SSO account successfully added.

- The setup is complete on the Google authenticator application.

**Note:**

- Available screens and settings may vary by wireless service provider, software version, and phone model.



## STEP 2 – COMPLETING THE SETUP ON SSO

- After initial log in to SSO, the following screen will open providing a **QR code** and a **Manual Setup Code**.

Welcome to the OSDE Single Sign On system (SSO). If you do not have an account, you may create one now using the link below. Users will be required to reset passwords every 90 days.

If you are having trouble signing in, please click the link below to recover your username or password. If you need assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

**Step 1:** Open your authenticator app on your mobile device and add a new account

**Step 2:** Scan the QR Code or, if your device cannot scan QR codes, enter the manual setup code below into your authenticator app

QR Code

Manual Setup Code: HFQTSZJVGJQTILLFMNSTCLJUHEYDMLJYME4WKLJRGUZDMNBVMJQWMZTEGM

**Step 3:** After you have completed setup in your authenticator app, enter the provided 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:

**Step 4:** Click "Verify Setup" to confirm your setup

Verify Setup

Figure 8: Picture of SSO screen with QR Code and Manual Setup Code

- Either the **QR code** or the **Manual Setup Code** may be used with the Google authenticator application.



- After either code is linked, the Google authenticator application will show a **6 six-digit** verification code, similar to figure 9 below. The code expires after approximately **30 seconds**, when a new code appears automatically.

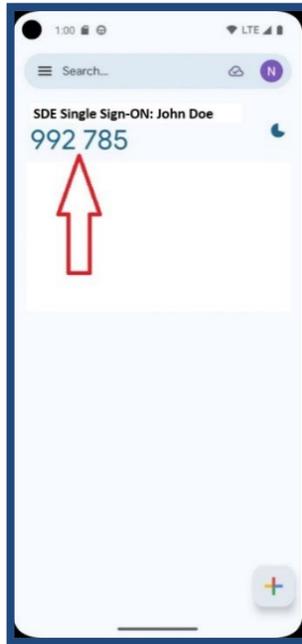


Figure 9: Picture of screen with 6 six-digit code.

- The code is entered in the **Authenticator Validation Code** box pointed in Figure 10 below. Spaces are not needed, only the six digits.

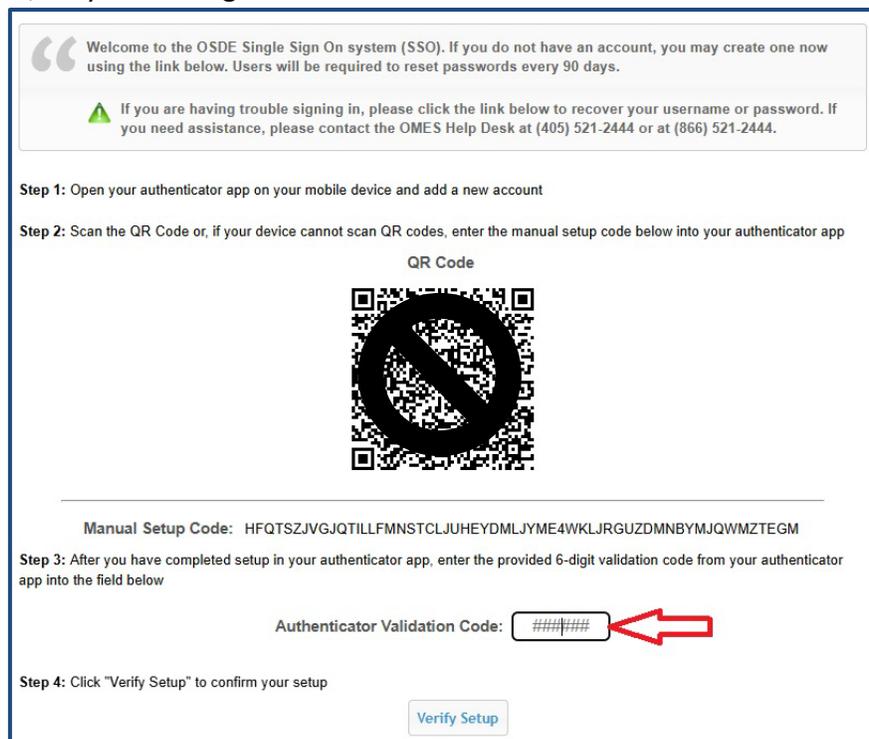


Figure 10: Picture of screen with Authenticator Validation Code box

- The SSO setup is complete.



## STEP 3 – LOGGING IN AFTER INITIAL SETUP

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- After **SSO username and password** are entered, the screen below will require an **Authenticator Validation Code**.

Welcome to the OSDE Single Sign On system (SSO). If you do not have an account, you may create one now using the link below. Users will be required to reset passwords every 90 days.

 If you are having trouble signing in, please click the link below to recover your username or password. If you need assistance, please contact the OMES Help Desk at (405) 521-2444 or at (866) 521-2444.

Enter the 6-digit validation code from your authenticator app into the field below

Authenticator Validation Code:

[Verify PIN](#)

*Figure 11: Picture of subsequent login screen with Authenticator Validation Code box*

- You will access the Google authenticator app to retrieve the **6 six-digit validation code** and enter it above.
- These steps are repeated each time for login to SSO or after no activity on your SSO account for an hour.
- Username → password → authenticator validation code.