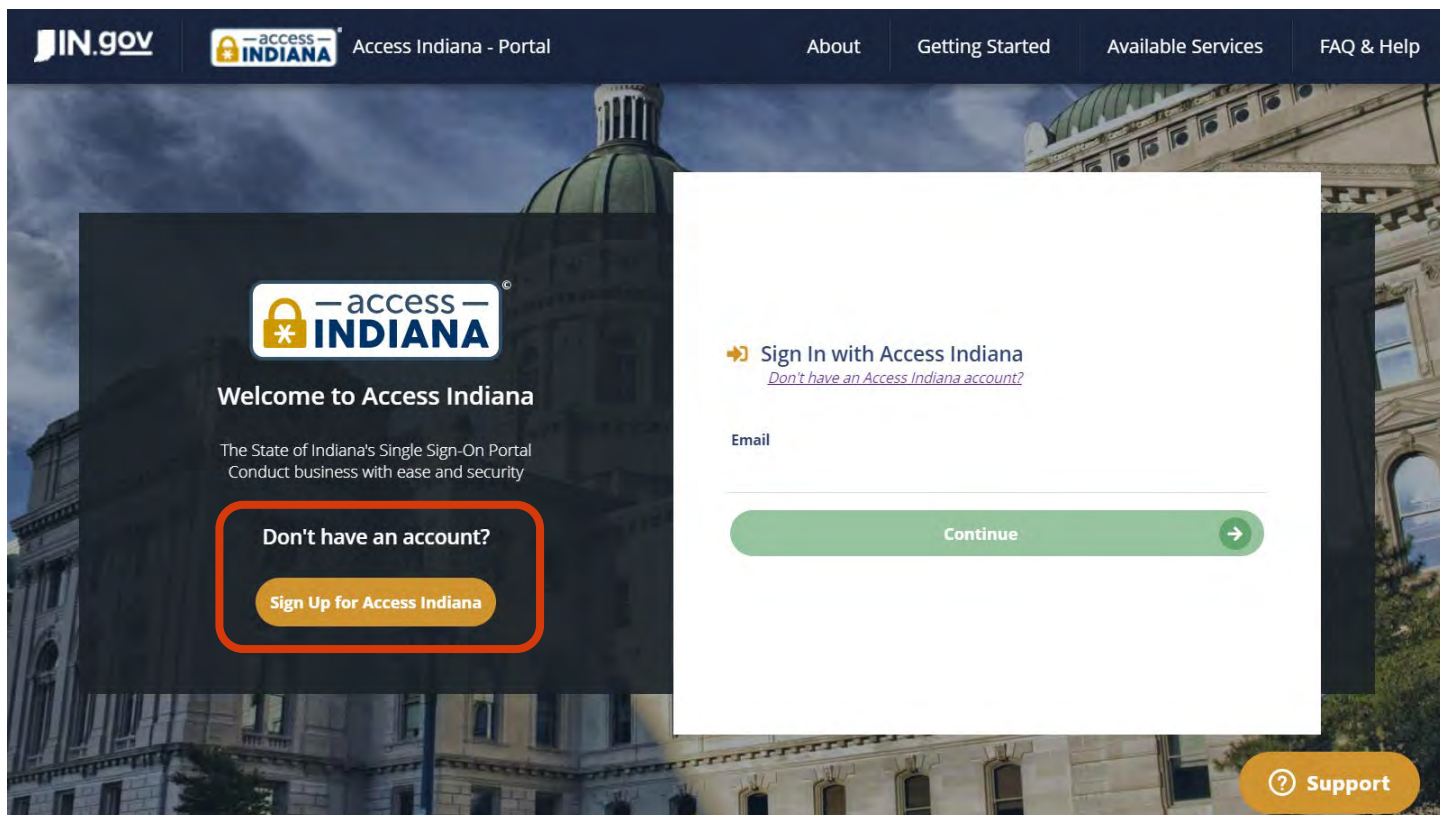


Create an Access Indiana Account with Multifactor Authentication Enabled

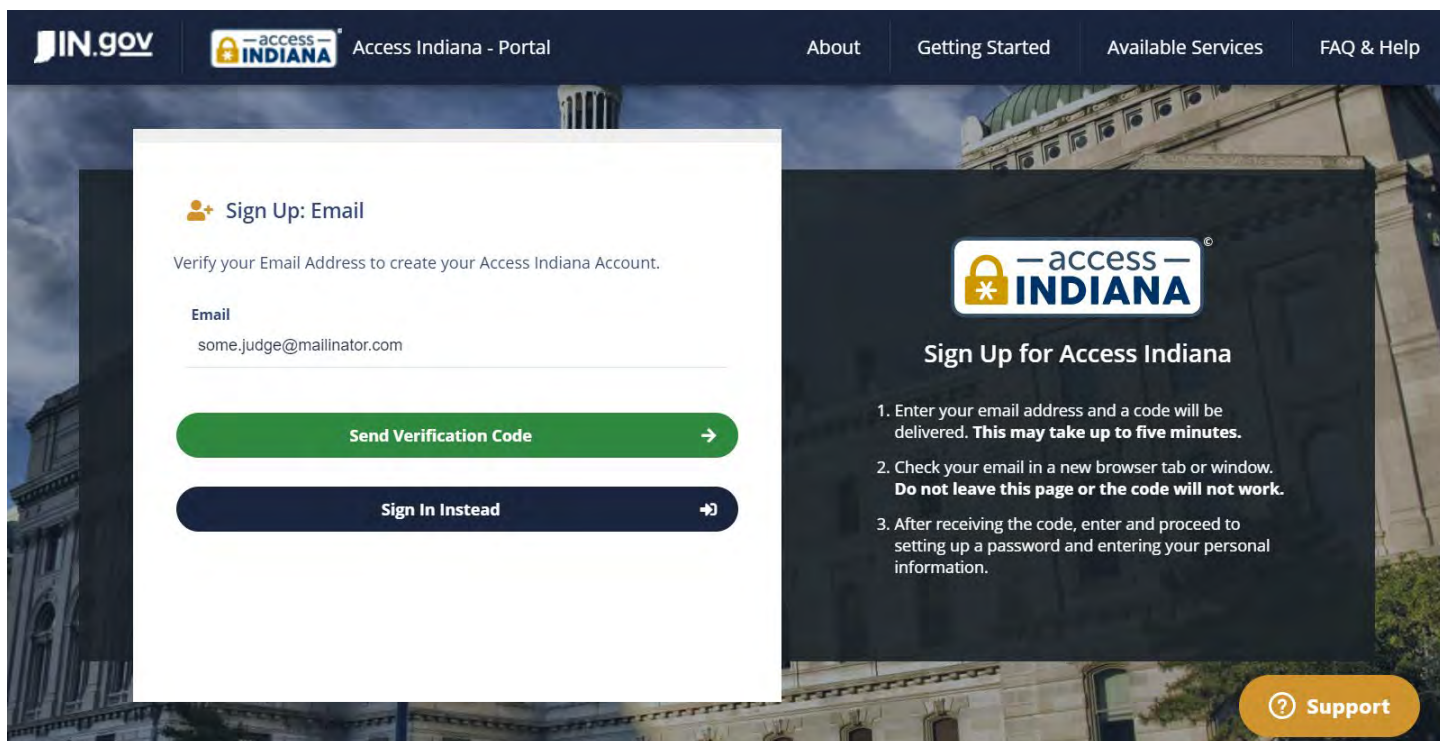
Get started with sign up

Go to access.in.gov and click the button to "Sign Up for Access Indiana"

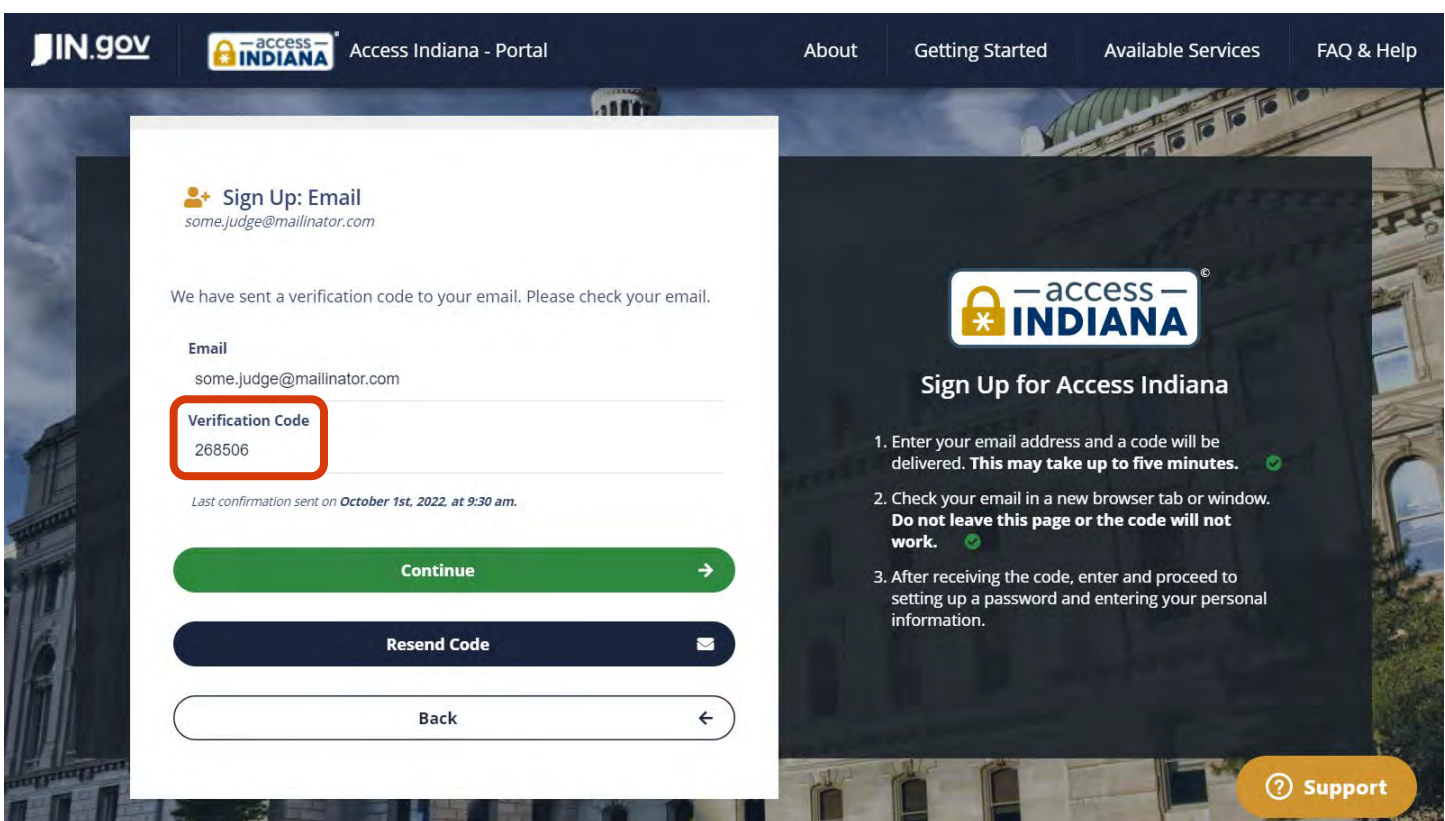
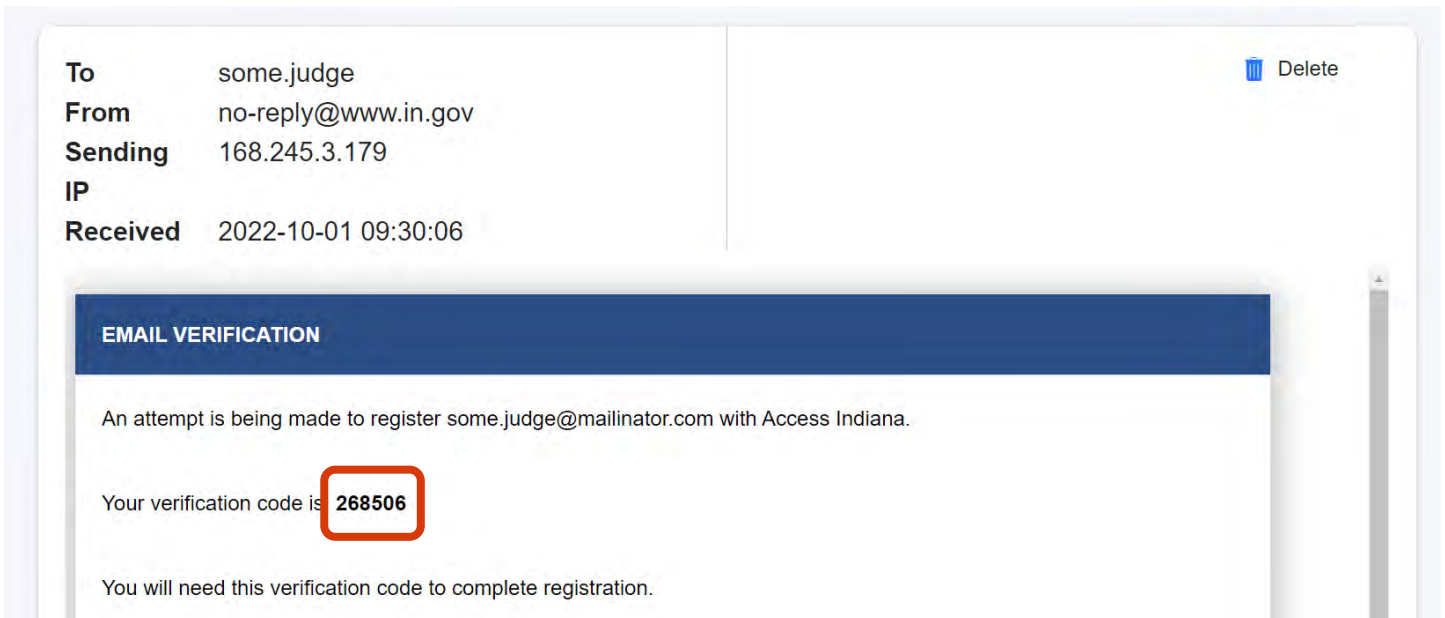


Type the email address you will use to sign into your account and click "Send Verification Code"

- This should be the preferred email on file in your PeopleSoft account, which is most likely the email address where you received this message and instructions
- You must have access to this email address
- You must not share this email address with anyone else



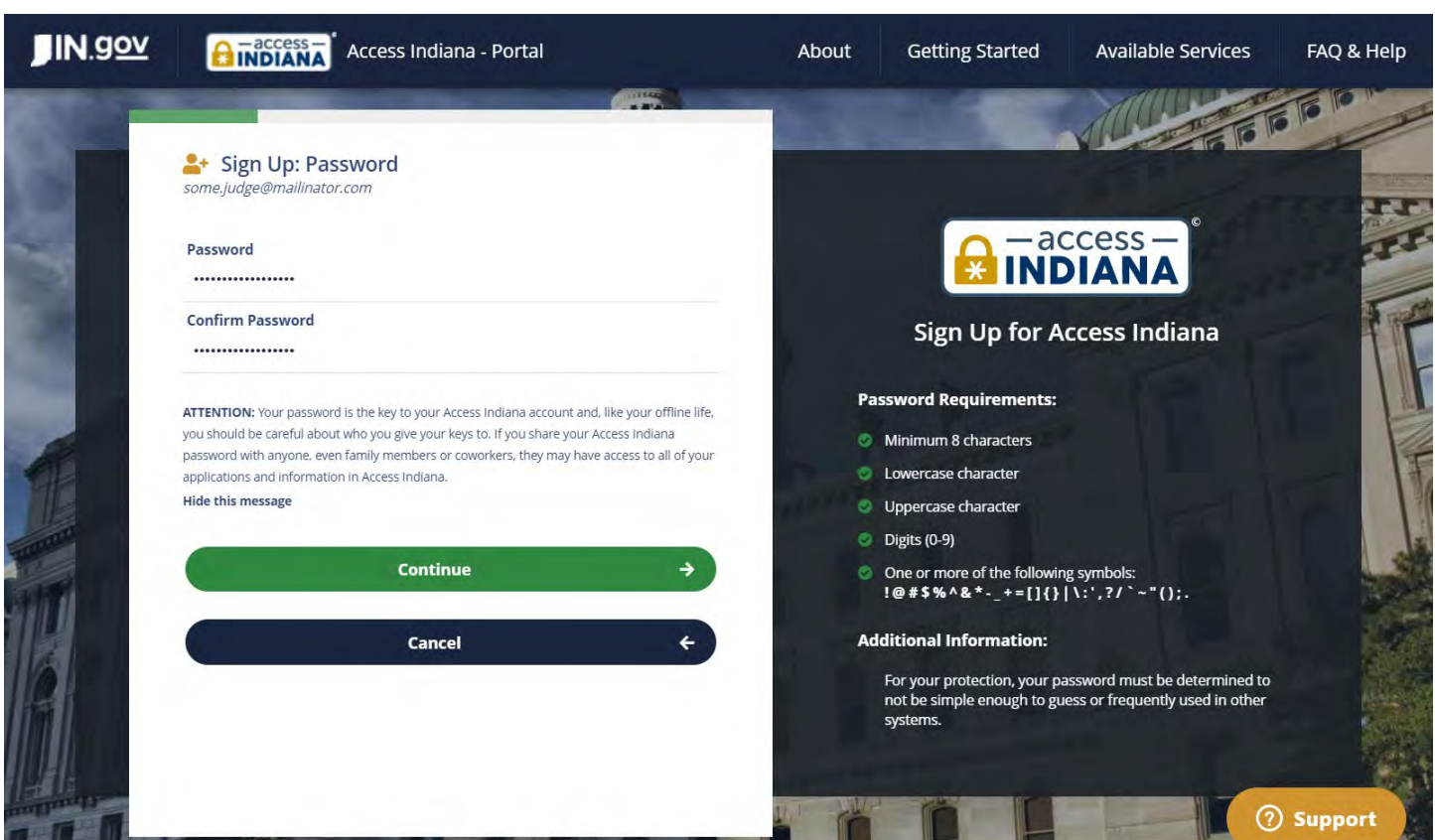
Check your email to get the verification code,
then type or paste it into the page and click "Continue"



Choose a strong password

Note that your password must:

- Be at least 8 characters long
- Include at least one lowercase AND one uppercase letter
- Include at least one digit between 0 and 9
- Include at least one of the following symbols: ! @ # \$ % ^ & * - _ + = [] { } | \ : ' , ? / ' ~ " () ; .



Complete your profile

Fill out your profile information
and decide which phone number you want to use

Provide your full name and include your middle name if you have one. Choose a phone number that you can use for multi-factor authentication.

- You can **choose a landline** and receive an authentication code by voice when you sign in, but you must then always be near that phone when signing in.
- If you **choose a cell number**, you can receive the authentication code by text message or voice.

Click "Create Account" to move forward.

IN.gov **access INDIANA** Access Indiana - Portal About Getting Started Available Services FAQ & Help

Sign Up: Profile
some.judge@mailinator.com

First Name	Phone
Example	3174440000
Middle Name (Optional)	Organization Name ⓘ
	Some Court
Last Name	
Person	

Create Account →

Cancel ←

—access— INDIANA

Sign Up for Access Indiana

1. Please enter your full middle name, not an initial for it.
2. We use your phone number in Two-Step Verification if you choose to opt-in for added account security.
3. If this will be a business account, please identify the company that this account will be related to in **Organization Name**.

Support

Choose your method for multifactor authentication

Multifactor Authentication (MFA) is a way to sign into an online account using **something you know** (your password) and **something you have** (your cell phone or smart phone). This makes your account much more secure. Access Indiana allows MFA using an authenticator app (requires a smart phone) or a phone number (cell or landline).

MFA Option 1: Phone Number

Select "Yes, using my phone number" and click "Continue" to move forward.

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Sign Up: Two-Step Verification
some.judge@mailinator.com

Make your account more secure by entering a unique code in addition to your password every time you sign in. **This is optional.**

Enable Two-Step Verification?

No, thanks.

Yes, using an authenticator app.

Yes, using my phone number.

Continue →

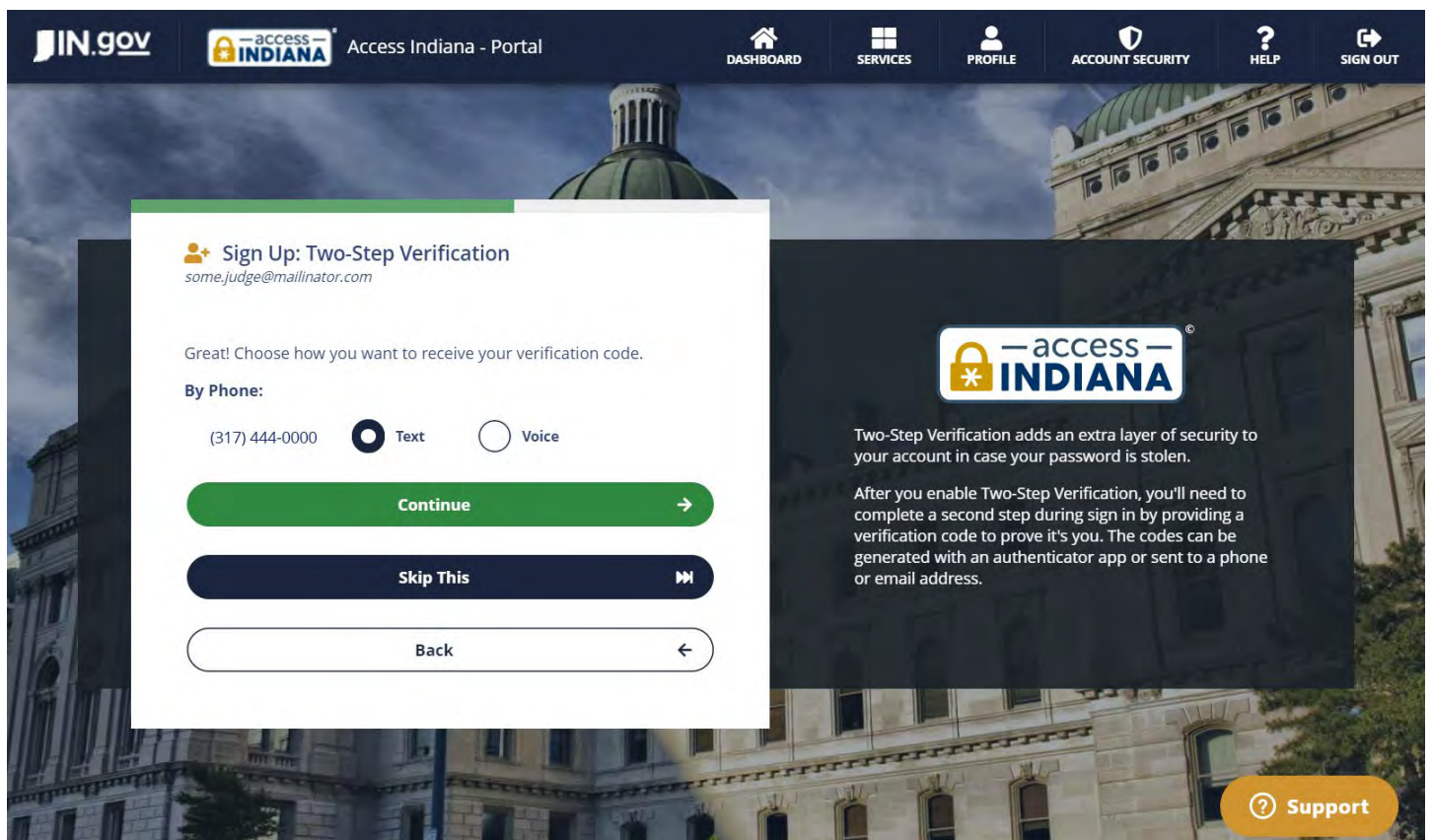
—access— INDIANA

Two-Step Verification adds an extra layer of security to your account in case your password is stolen.

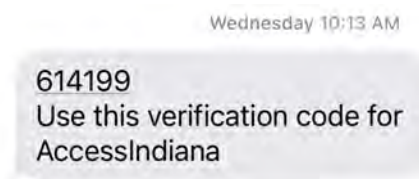
After you enable Two-Step Verification, you'll need to complete a second step during sign in by providing a verification code to prove it's you. The codes can be generated with an authenticator app or sent to a phone or email address.

Support

Select "Text" to receive a verification code by text message or select "Voice" to receive a call from the system and have the code read aloud.

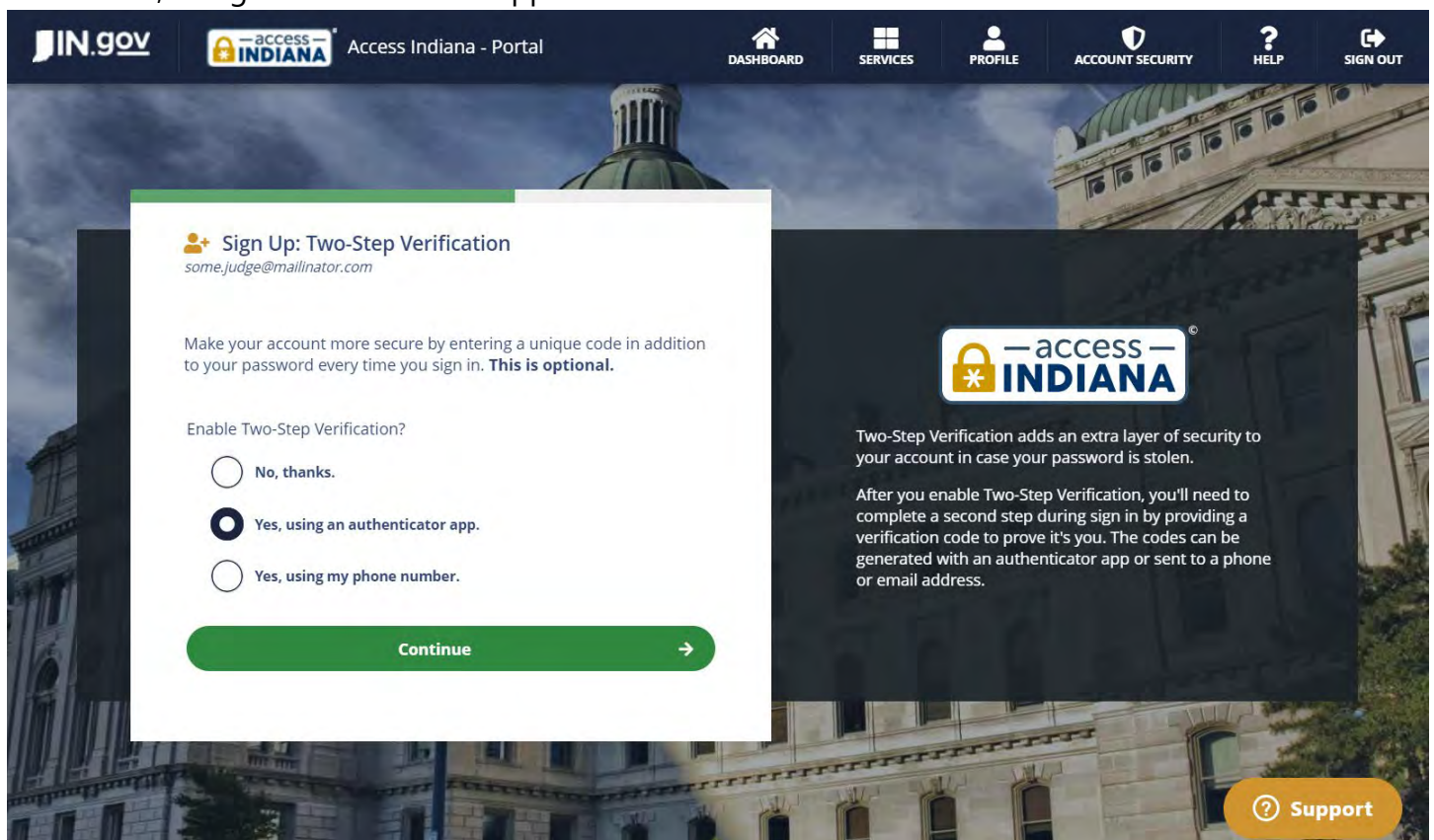


Example text message



MFA Option 2: Authenticator App

Select "Yes, using an authenticator app" and click "Continue" to move forward.



You can choose from the following authenticator apps, one of which you may already have on your smart phone:

- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator
- Okta Verify
- Twilio Authy

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DASHBOARD SERVICES PROFILE ACCOUNT SECURITY HELP SIGN OUT

Sign Up: Two-Step Verification
some.judge@mallinator.com

Great! Choose the authenticator app you want to use.

Authenticator App
Type to filter options...

- Duo Mobile
- Google Authenticator
- LastPass Authenticator
- Microsoft Authenticator**
- Okta Verify
- Twilio Authy

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Two-Step Verification adds an extra layer of security to your account in case your password is stolen.

After you enable Two-Step Verification, you'll need to complete a second step during sign in by providing a verification code to prove it's you. The codes can be generated with an authenticator app or sent to a phone or email address.

[Support](#)

After you choose your preferred app, you need to connect your app to your new Access Indiana account. Instructions may vary by app type. With Microsoft Authenticator, you will either:

- scan the QR code with your smart phone camera, which will pull up the account in the authenticator app, or
- open the authenticator app on your phone and type the secret key displayed on the website


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DASHBOARD SERVICES PROFILE ACCOUNT SECURITY HELP SIGN OUT

Great! Choose the authenticator app you want to use.

Authenticator App
Microsoft Authenticator

Scan this QR Code with Microsoft Authenticator



--OR--

Enter this secret key into Microsoft Authenticator
HA4GMZTEGNRGGZRU

Enter the code generated by Microsoft Authenticator

Verification Code

[Continue](#) →

[Skip This](#) ⏭

[Back](#) ←

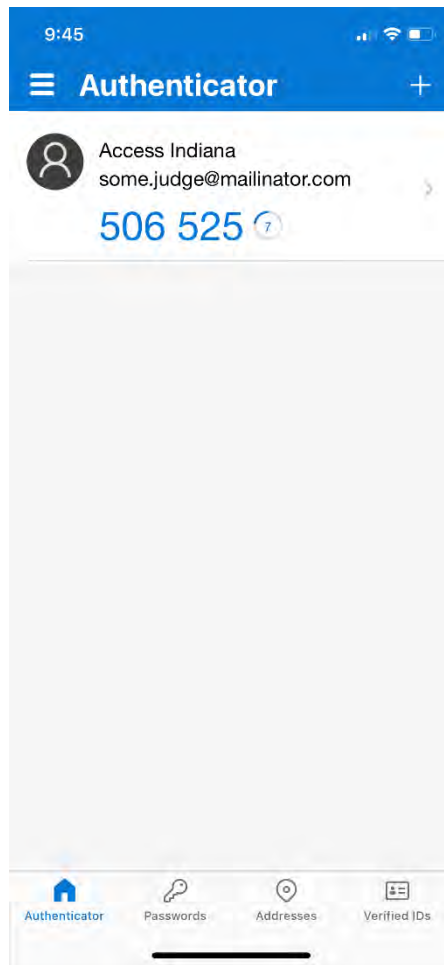
access INDIANA

Two-Step Verification adds an extra layer of security to your account in case your password is stolen.

After you enable Two-Step Verification, you'll need to complete a second step during sign in by providing a verification code to prove it's you. The codes can be generated with an authenticator app or sent to a phone or email address.

[Support](#)

If you scan the QR code, the app will open on your phone, and your account will automatically appear with a verification code that has a short expiration.



Enter the verification code from your app on the website and click "Continue" to move forward.



Set up a recovery email

When asked if you want to set up a recovery email, choose "Yes, please!" and click "Continue"

IN.gov **access INDIANA** Access Indiana - Portal **DASHBOARD** **SERVICES** **PROFILE** **ACCOUNT SECURITY** **HELP** **SIGN OUT**

Sign Up: Recovery Email

Adding a recovery email will allow you to reset your password with a verification code if you lose access to your primary email address. **This is optional.**

Do you want to add a recovery email?

No, thanks.

Yes, please!

Continue →

access INDIANA

Recovery Email Verification

1. Enter your email address and a code will be delivered. **This may take up to five minutes.**
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.**
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

Support

Type in a different email address than you used to create your account.

You must have access to the inbox, and you must not share the account with anyone else.

IN.gov **access INDIANA** Access Indiana - Portal **DASHBOARD** **SERVICES** **PROFILE** **ACCOUNT SECURITY** **HELP** **SIGN OUT**

Sign Up: Recovery Email

Great! Provide a second email address, and we will send you a verification code.

Recovery Email
another.email@mailinator.com

Continue →

Skip This ►

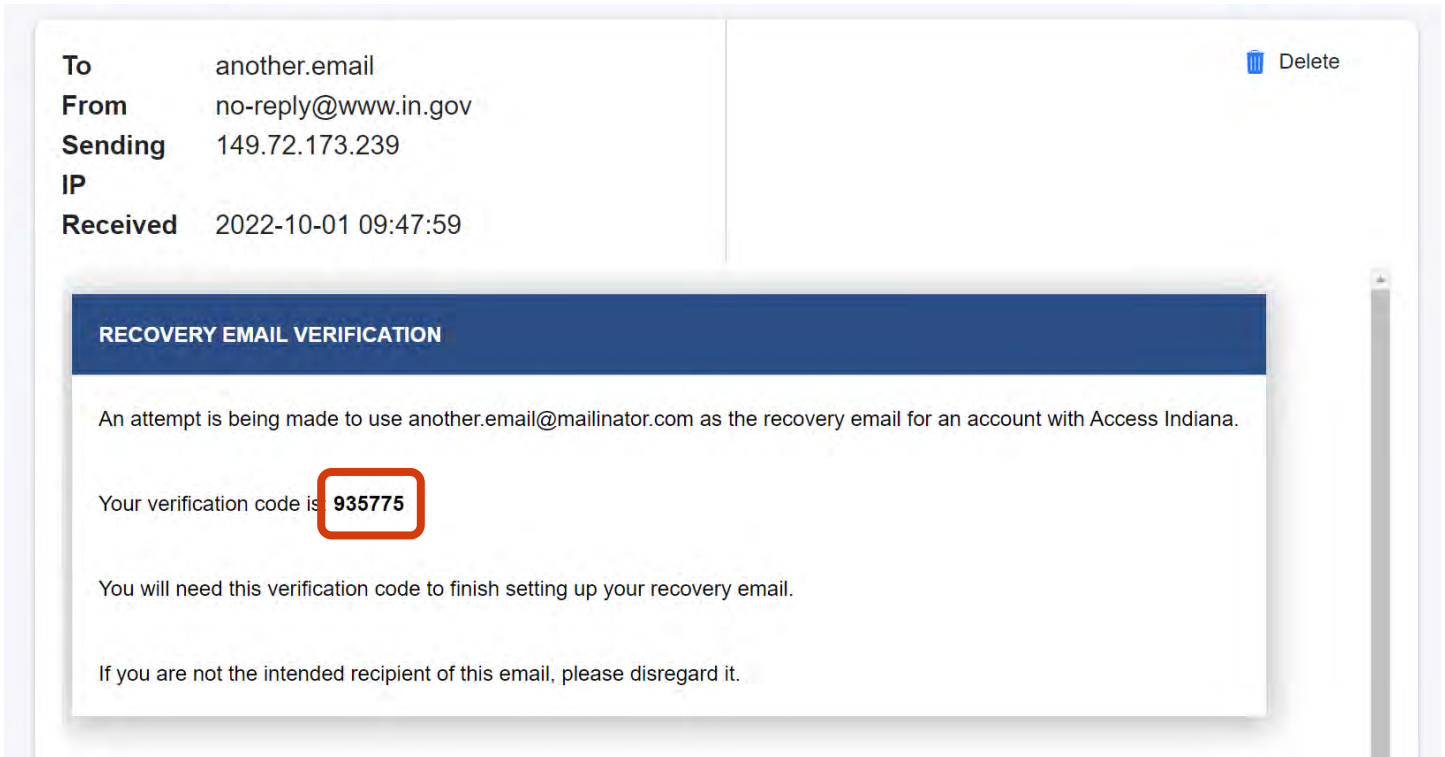
access INDIANA

Recovery Email Verification

1. Enter your email address and a code will be delivered. **This may take up to five minutes.**
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.**
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

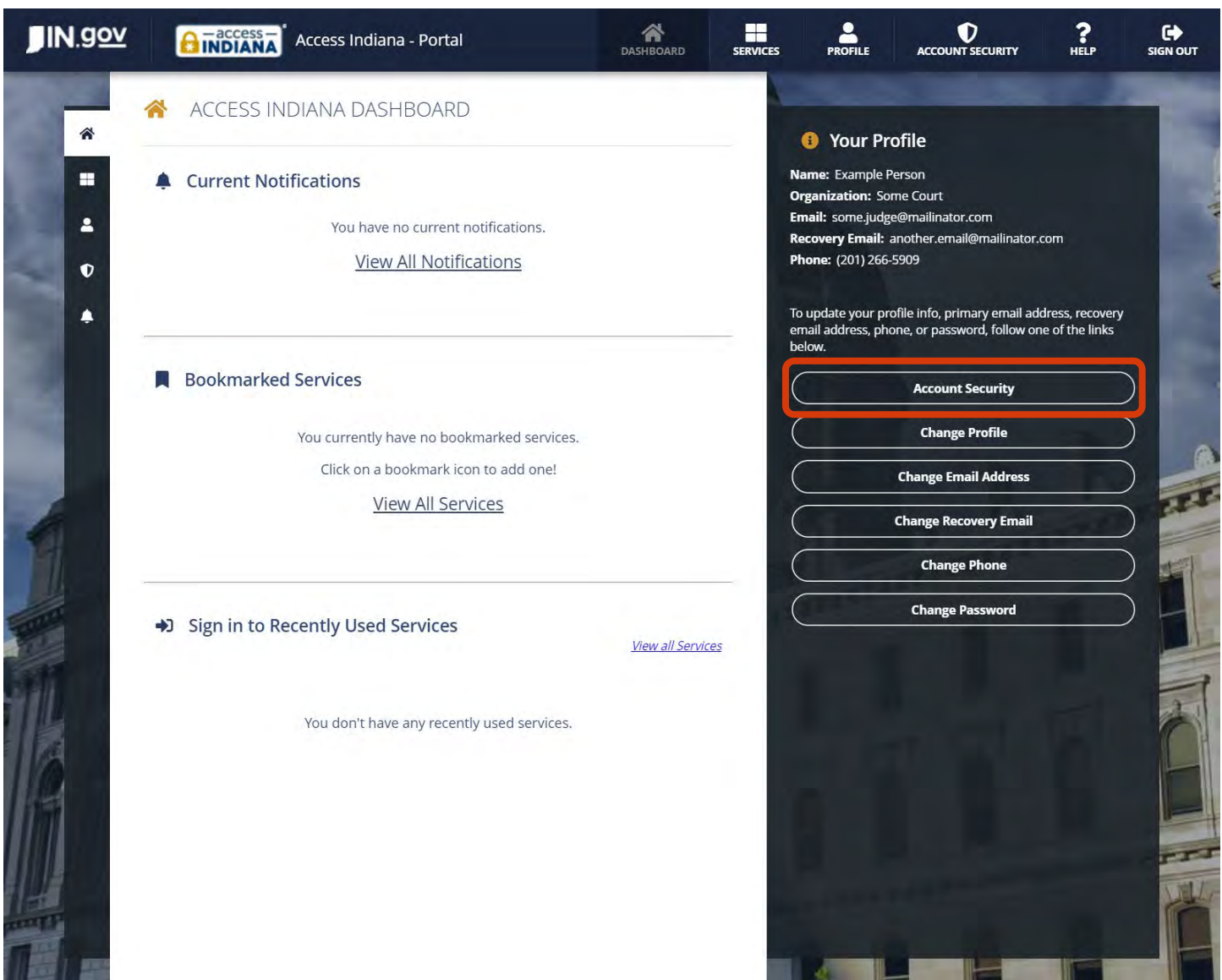
Support

Check your email to get the verification code,
then type or paste it into the page and click "Continue"



After adding the recovery email, you will be presented with your dashboard

You can click "Account Security" on the right side to change your MFA settings.



On the Account Security screen, you can:

- allow MFA with your phone in addition to your authenticator app
- remove your authenticator app and add a different one

ACCOUNT SECURITY

Two-Step Verification

Two-Step Verification is currently enabled. [Disable Two-Step Verification](#)

Two-Step Verification adds an extra layer of security to your account in case your password is stolen. After you enable Two-Step Verification, you'll need to complete a second step during sign in by providing a verification code to prove it's you. The codes can be generated with an authenticator app or sent to a phone or email address. You can disable any methods you don't want to use.

Authenticator Apps

Verification codes can be generated using Authenticator Apps. **This is the most secure method.** [Add Authenticator](#)

Microsoft Authenticator	Enabled	Remove
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Email Addresses

Verification codes can be sent to your email addresses. **You cannot disable your primary email address as a method for receiving verification codes.**

some.judge@mailinator.com (primary)	Enabled
another.email@mailinator.com (recovery)	Enabled

Phone

Verification codes can be sent to your phone via text message or voice call.

(317) 444-0000	Enabled
----------------	---------

Password

[Change Password](#)

Your password was last changed on 10/01/2022 at 9:38 AM.

Signing into your account with MFA

With MFA enabled, when you sign into Access Indiana at access.in.gov or PeopleSoft at hr.gmis.in.gov/hrprd/signon.html, you will be presented with your MFA options.

Make your selection and click "Continue" then follow the prompts on the website to sign in.

The screenshot shows the Access Indiana portal interface. At the top, there is a navigation bar with the IN.gov logo, the Access Indiana logo, and the text "Access Indiana - Portal". To the right of the logo are navigation links: DASHBOARD, SERVICES, PROFILE, ACCOUNT SECURITY, HELP, and SIGN OUT. The main content area features a large background image of the Indiana State Capitol building. A dark modal box is overlaid on the left side, titled "Two-Step Verification" with the Access Indiana logo. The text inside the modal reads: "You have opted in to make your account more secure with Two-Step Verification. Please select the mode with which you would like to receive your verification code." A white dialog box is open in the center, titled "Sign In with Access Indiana". It contains the following text: "You have Two-Step Verification enabled in your account security settings. Choose how you want to receive your verification code". Below this, there are three sections: "By Authenticator:" with a radio button for "Microsoft Authenticator"; "By Phone:" with a text input field containing "(XXX) XXX-7066" and radio buttons for "Text" and "Voice"; and "By Email:" with two radio buttons for "s...e@mailinator.com" and "a...l@mailinator.com". At the bottom of the dialog is a green "Continue" button with a right-pointing arrow. In the bottom right corner of the page, there is a yellow "Support" button with a question mark icon.