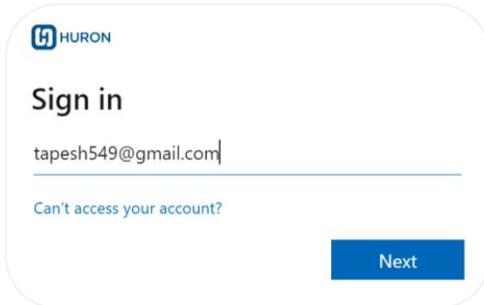


Quick Reference Guide: Setting up MFA for the first time

1. Verify

After clicking the initial login button, **enter** your already registered **email** and **receive a one-time password** via email. **Enter this code** and **Accept** the request permissions **prompt**.



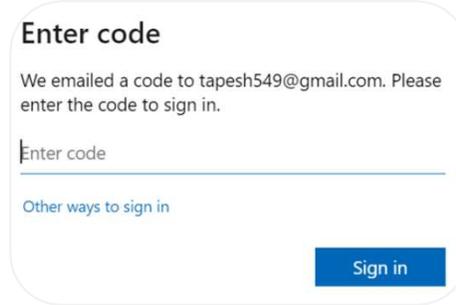
HURON

Sign in

tapesh549@gmail.com

Can't access your account?

Next



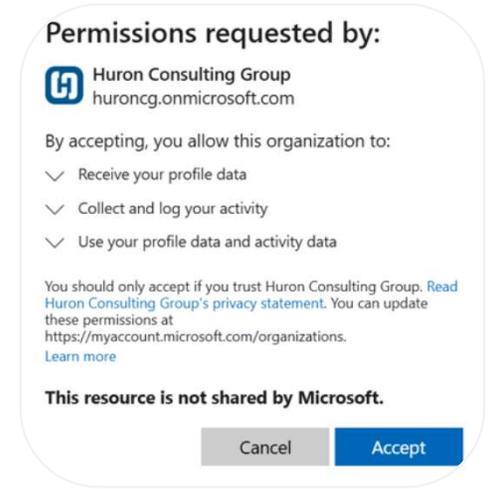
Enter code

We emailed a code to tapesh549@gmail.com. Please enter the code to sign in.

Enter code

Other ways to sign in

Sign in



Permissions requested by:

 **Huron Consulting Group**
huroncg.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

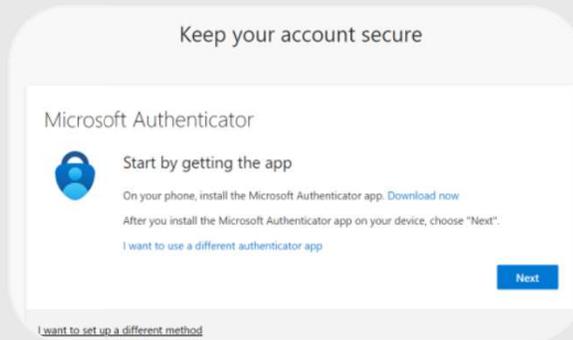
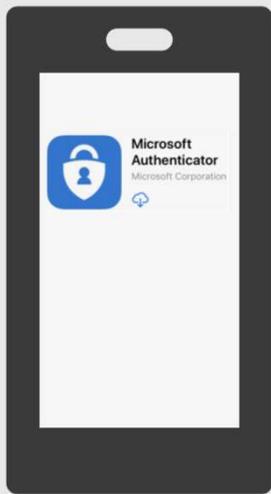
You should only accept if you trust Huron Consulting Group. [Read Huron Consulting Group's privacy statement.](#) You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

This resource is not shared by Microsoft.

Cancel Accept

2. Install

Proceed to the 1st time setup MFA process by **installing the Microsoft Authenticator app on your phone**. Add and select **'Work or school account'** in the phone app.



Keep your account secure

Microsoft Authenticator

Start by getting the app

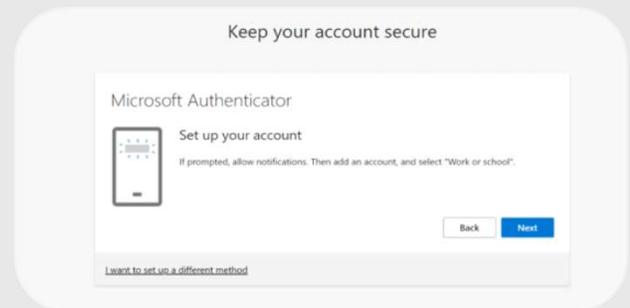
On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)



Keep your account secure

Microsoft Authenticator

Set up your account

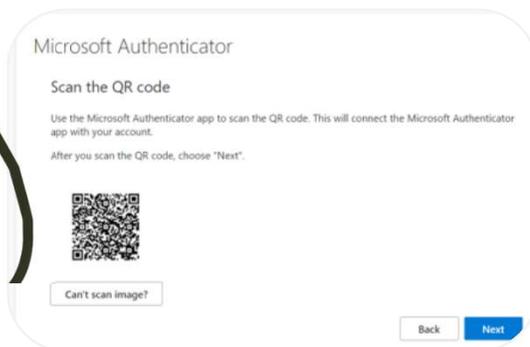
If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next

[I want to set up a different method](#)

3. Authenticate

Use your device to **scan the QR Code** and click next. **Enter the 2-digit number** into your phone authenticator app. If you see the success screen, **you are done!**



Microsoft Authenticator

Scan the QR code

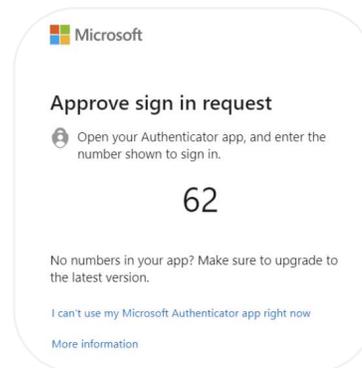
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back Next



Microsoft

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

62

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)



Refer to the full instructions below if you need further information

Detailed Instructions:

Logging into the Client Gateway with MFA

Comprehensive Overview

The Client Gateway application provides a streamlined authentication process for accessing multiple applications via Single Sign-On (SSO). This guide outlines the steps required to successfully authenticate using the Client Gateway and Microsoft Authenticator for Multi-Factor Authentication (MFA).

User Authentication Process

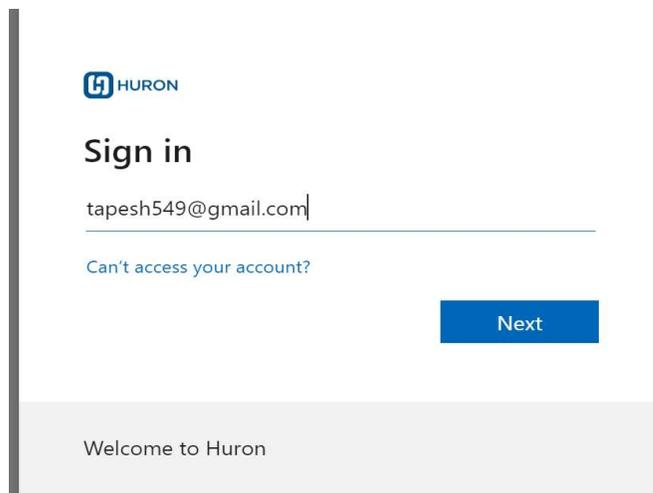
The user authentication process involves the following steps:

1. Enter Email
2. Receive OTP (One-Time Password)
3. Enter OTP
4. Microsoft Authenticator MFA Setup and Verification.

Step-by-Step Instructions

Step 1: Enter Email

1. Open the Client Gateway application and navigate to the login page.
2. Enter your registered email address in the provided field.
3. Click on the 'Next' button to proceed.



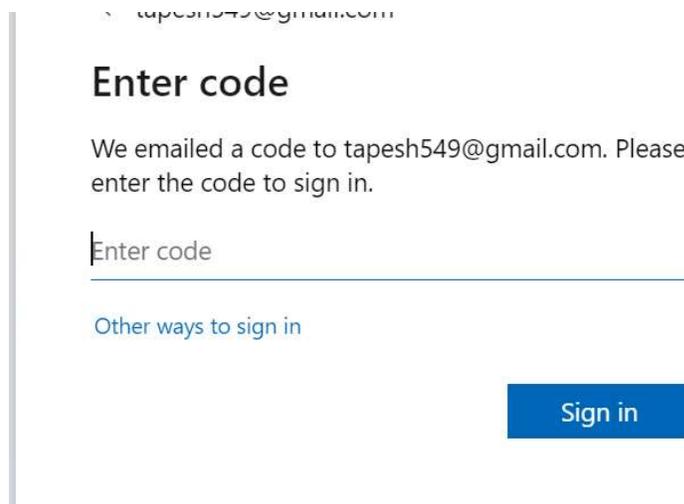
The screenshot shows the Huron Sign in page. At the top left is the Huron logo. Below it is the text "Sign in". There is an input field containing the email address "tapesesh549@gmail.com". Below the input field is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a grey footer area with the text "Welcome to Huron".

Step 2: Receive OTP

1. After submitting your email, a One-Time Password (OTP) will be sent to your registered email inbox.
2. Check your inbox for the OTP. Please note that it may take a few minutes for the OTP to arrive.
3. If you do not receive the OTP, check your **spam/junk** folder. You may also click on the **'Resend OTP'** option on the login page.

Step 3: Enter OTP

1. Once you have received the OTP, enter it in the provided field on the login page.
2. Click on the 'Sign In' button to proceed.



tapesesh549@gmail.com

Enter code

We emailed a code to tapesesh549@gmail.com. Please enter the code to sign in.

[Other ways to sign in](#)

Sign in

3. You will then see the below screen, click on "Accept"

Permissions requested by:



By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust Huron Consulting Group. [Read Huron Consulting Group's privacy statement.](#) You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

This resource is not shared by Microsoft.

Cancel

Accept

4. Once accepted, the application will prompt you to proceed with the Multi-Factor Authentication (MFA) process. To continue, click the 'Next' button.



tapesh549@gmail.com

More information required

Your organization needs more information to keep your account secure. Before making changes to your security info you must complete multifactor authentication.

[Use a different account](#)

[Learn more](#)

[Next](#)

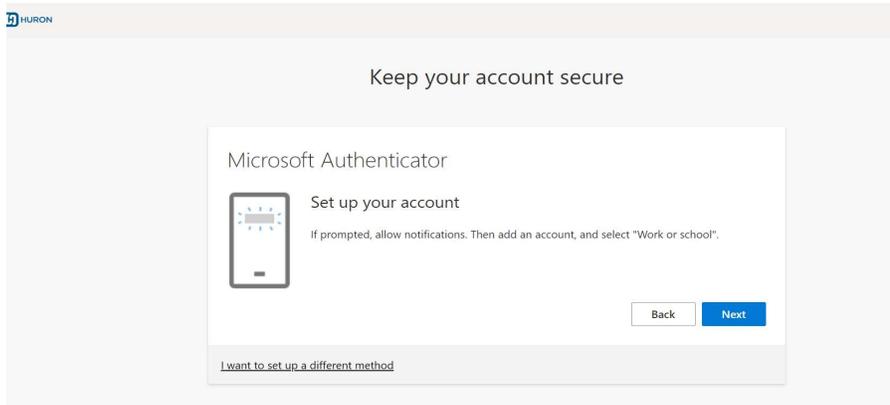
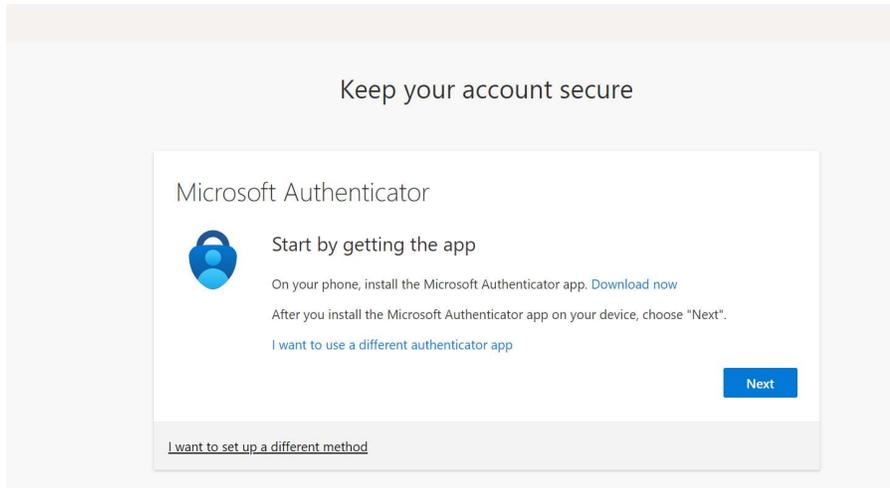
Step 4: Microsoft Authenticator MFA.

First-Time MFA Setup

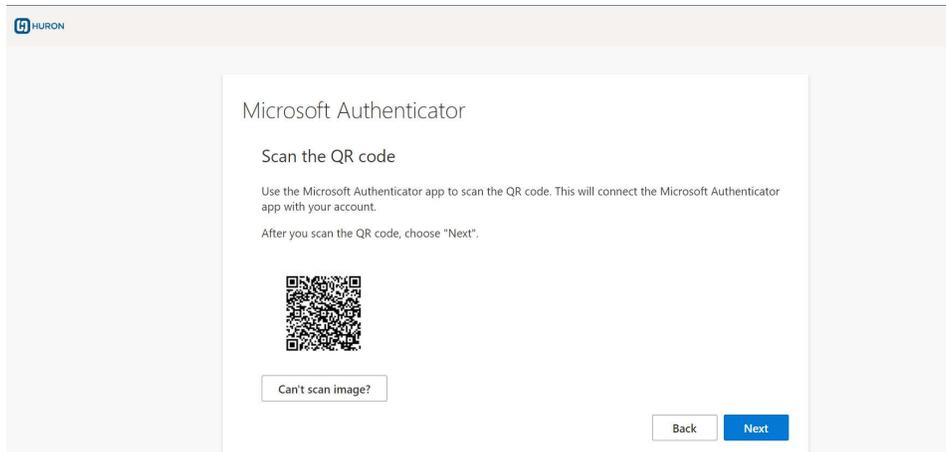
If this is your first time logging in, you will need to register for Multi-Factor Authentication (MFA) using the Microsoft Authenticator app. Follow the steps below:

4.1 Download and Install Microsoft Authenticator

If you have not already installed the Microsoft Authenticator app, download it from your device's app store. After installation, click the **'Next'** button on the below page to proceed.

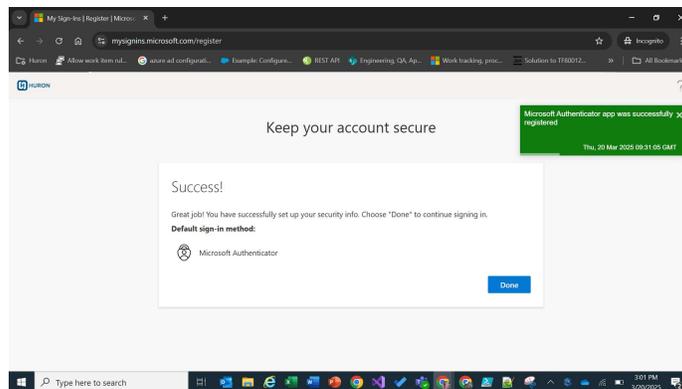


- 4.2 Set Up Microsoft Authenticator (First-Time Use): If this is your first time using the app, follow the on-screen instructions to complete the initial setup.
- 4.3 Add Your Work or School Account: In the app, tap on 'Add account' and select 'Work or school account'.
- 4.4 Scan QR Code or Enter Code Manually: Use your device's camera to scan the QR code displayed on the login page. Alternatively, you can enter the code manually if prompted.



4.5 After successfully adding your account to the Microsoft Authenticator app, a two-digit code will appear in screen. Enter this code in the pop that appears in your authenticator app.

4.6 After entering code as mentioned in above step you will receive a success message as below in your browser screen. Click Done to continue, and you should be logged in to the gateway home page.



Subsequent Logins (No MFA Setup Required)

Once MFA has been successfully set up on your account, future logins will not require you to go through the Microsoft Authenticator setup again. Simply follow these steps:

1. Enter your email and OTP as described in Steps 1-3 above.
2. Use the Microsoft Authenticator app to approve the sign-in request.