

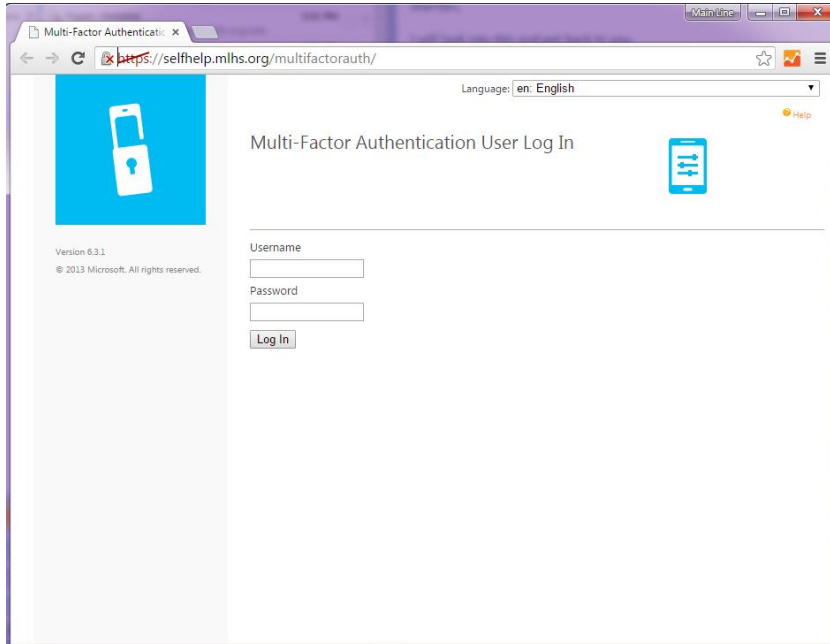


Remote access to MLH systems using **PhoneFactor**

1. Open your internet browser and navigate to <https://selfhelp.mlhs.org/multifactorauth/>.

2. Log in to the portal with your MLH Network ID and Network Password.

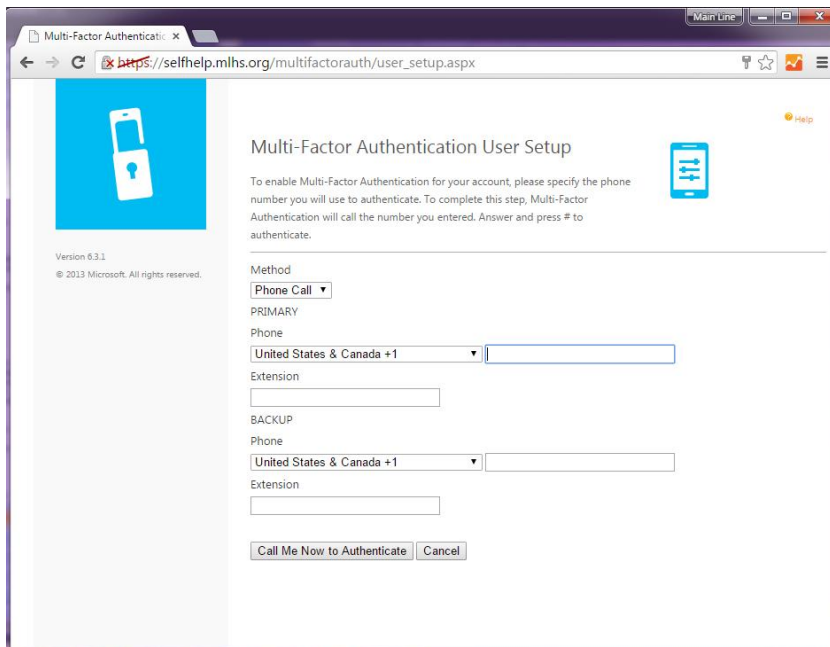
Please contact the Help Desk at 484.596.HELP (4357) if you need your ID and Password.



The screenshot shows a web browser window with the URL <https://selfhelp.mlhs.org/multifactorauth/>. The page title is "Multi-Factor Authentication User Log In". On the left, there is a blue icon of a smartphone with a keyhole. Below it, the text reads "Version 6.3.1" and "© 2013 Microsoft. All rights reserved." On the right, there is a blue icon of a smartphone with a plus sign. The main content area contains a "Username" field, a "Password" field, and a "Log In" button. A "Language" dropdown menu is set to "en: English" and a "Help" link is visible in the top right corner.

3. Register your primary and backup phone you will use to authenticate.

4. Press the button to authenticate.

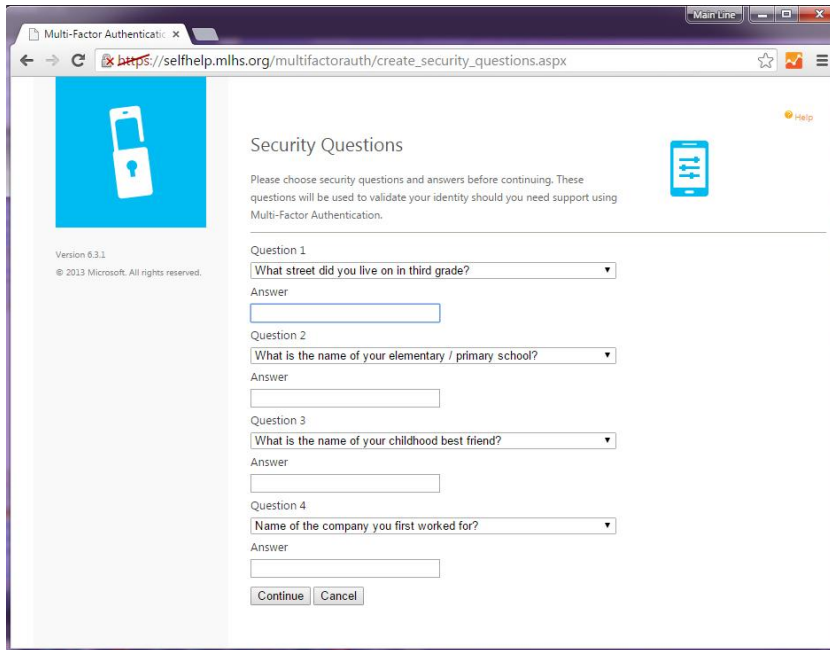


The screenshot shows a web browser window with the URL https://selfhelp.mlhs.org/multifactorauth/user_setup.aspx. The page title is "Multi-Factor Authentication User Setup". On the left, there is a blue icon of a smartphone with a keyhole. Below it, the text reads "Version 6.3.1" and "© 2013 Microsoft. All rights reserved." On the right, there is a blue icon of a smartphone with a plus sign. The main content area contains a message: "To enable Multi-Factor Authentication for your account, please specify the phone number you will use to authenticate. To complete this step, Multi-Factor Authentication will call the number you entered. Answer and press # to authenticate." Below this message, there are two sections: "PRIMARY" and "BACKUP". Each section has a "Method" dropdown menu set to "Phone Call", a "Phone" field with a dropdown menu set to "United States & Canada +1", and an "Extension" field. At the bottom, there are two buttons: "Call Me Now to Authenticate" and "Cancel".



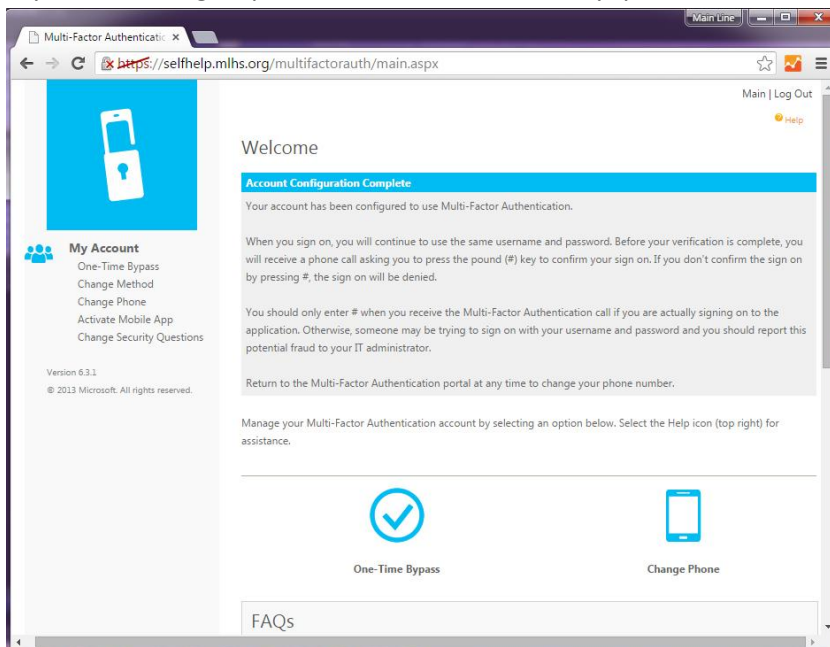
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5. Complete the security questions and press continue.



The screenshot shows a web browser window with the URL https://selfhelp.mlh.org/multifactorauth/create_security_questions.aspx. The page is titled "Security Questions" and includes a sidebar with a phone icon and version information (6.3.1). The main content area contains four questions, each with a dropdown menu for the question and a text input field for the answer. The questions are: "What street did you live on in third grade?", "What is the name of your elementary / primary school?", "What is the name of your childhood best friend?", and "Name of the company you first worked for?". At the bottom, there are "Continue" and "Cancel" buttons.

6. The registration has been completed. This webpage can be visited at anytime to change a phone number or the security questions.



The screenshot shows a web browser window with the URL <https://selfhelp.mlh.org/multifactorauth/main.aspx>. The page is titled "Welcome" and includes a sidebar with a phone icon and version information (6.3.1). The main content area features a "Welcome" message, a "Account Configuration Complete" banner, and instructions on how to use the Multi-Factor Authentication system. It also includes a "Return to the Multi-Factor Authentication portal at any time to change your phone number." link. At the bottom, there are two large buttons: "One-Time Bypass" and "Change Phone".