

2-Factor Authentication / One Time Password Setup

iSoms can use 2-Factor Authentication from one of three methods

YubiKey (by Yubico) – (can use 3 different keys) (**Most Secure**)

TEXT – uses the Text Account on the Employee (upper right of image)

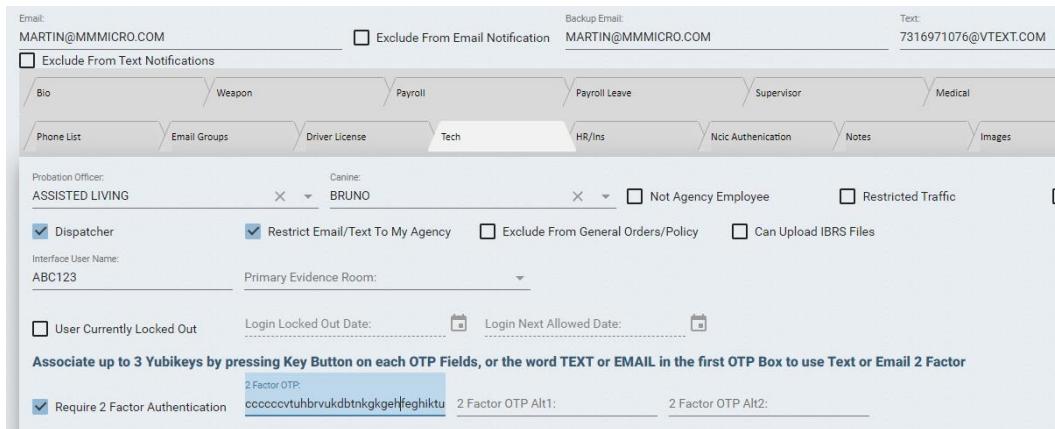
EMAIL – uses the Email Account on the Employee (upper left of image)

To Enable, select the user, click on the Tech Tab

Check the box (lower left of image), to Require 2 Factor Authentication

If using Text or Email, enter the word “TEXT” or the word “EMAIL” in the first box and click save

You can only use one type of authentication



The screenshot shows the 'Tech' tab of an employee record. At the top, there are email fields: 'Email: MARTIN@MMMICRO.COM' and 'Backup Email: MARTIN@MMMICRO.COM'. A 'Text:' field contains '7316971076@VTEXT.COM'. Below these are several checkboxes: 'Exclude From Text Notifications' (unchecked), 'Exclude From Email Notification' (unchecked), and 'Require 2 Factor Authentication' (checked). The 'Tech' tab is selected in the navigation bar. In the 'Primary Evidence Room:' dropdown, 'ABC123' is listed. At the bottom, there are fields for '2 Factor OTP' (containing a long, partially obscured string), '2 Factor OTP Alt1', and '2 Factor OTP Alt2'.



<https://www.yubico.com/>

To setup the YubiKey

Lookup the Employee, click in the Tech Tab, and check the box to Require 2 Factor Authentication

Click into the 1st OTP Box

Insert the YubiKey you are assigning to that employee and press the button on the key.

The System will insert the unique 48 Character ID into the text box. You will not see the entire key for security reasons. It will only display the 1st 30 characters. Then click save on the employee record.

You can use up to three YubiKeys' for the employee.

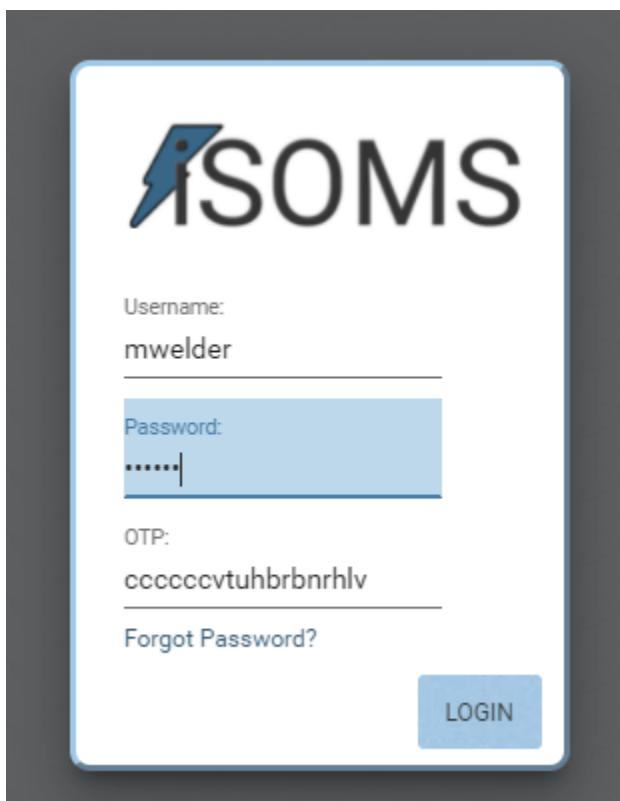
To Login with the YubiKey

Type in your user name, followed by Tab Key

Type in your password, followed by the Tab Key

Insert and Press the button on the YubiKey

It will input the Unique Key and auto log you into the system.



To Login using TEXT or EMAIL

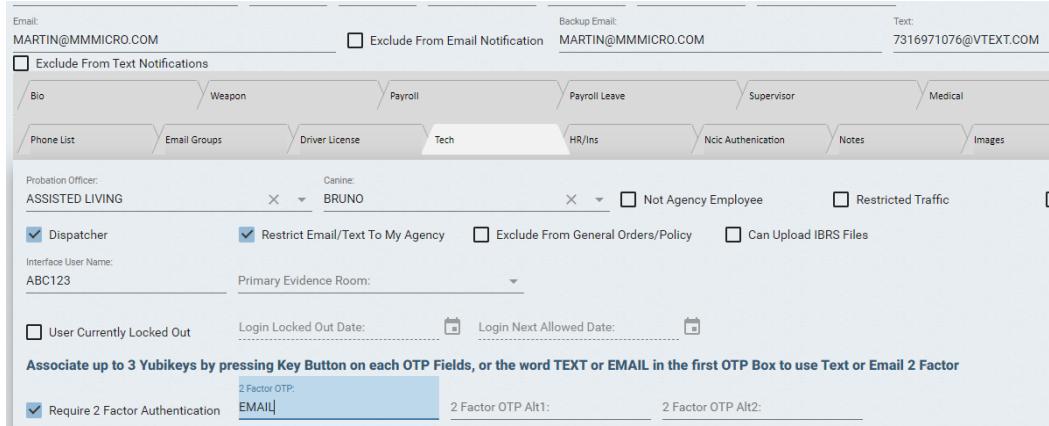
TEXT – uses the Text Account on the Employee (upper right of image)

EMAIL – used the Email Account on the Employee (upper left of image)

Lookup the Employee, click in the Tech Tab, and check the box to Require 2 Factor Authentication

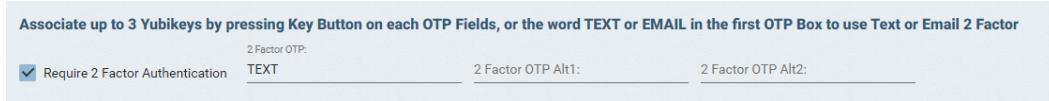
Click into the 1st OTP Box

Type in the word “TEXT” or the word “EMAIL” and click save on the employee



The screenshot shows the employee profile page with the 'Tech' tab selected. At the bottom of the page, there is a section titled 'Associate up to 3 Yubikeys by pressing Key Button on each OTP Fields, or the word TEXT or EMAIL in the first OTP Box to use Text or Email 2 Factor'. Below this, there is a table with three columns: '2 Factor OTP', '2 Factor OTP Alt1', and '2 Factor OTP Alt2'. The first column contains the text '2 Factor OTP: TEXT'. The second and third columns are empty. A checkbox labeled 'Require 2 Factor Authentication' is checked and located to the left of the first column.

If using Text type in Text



The screenshot shows the employee profile page with the 'Tech' tab selected. At the bottom of the page, there is a section titled 'Associate up to 3 Yubikeys by pressing Key Button on each OTP Fields, or the word TEXT or EMAIL in the first OTP Box to use Text or Email 2 Factor'. Below this, there is a table with three columns: '2 Factor OTP', '2 Factor OTP Alt1', and '2 Factor OTP Alt2'. The first column contains the text '2 Factor OTP: TEXT'. The second and third columns are empty. A checkbox labeled 'Require 2 Factor Authentication' is checked and located to the left of the first column.

To Login with Text or Email 2-Factor Authentication

Must Hit “ENTER KEY” after you type in your password

Type in your user name, followed by Tab Key

Type in your password, followed by the **Enter Key**

But with 2-Factor enabled, iSoms creates a Unique 6 Character Key

The Key is Case Sensitive.

Tab to the OTP Field and type in the Case Sensitive Key and press enter or click login.



Email and Text Samples below

iSOMS - ISOMS Login OTP Code

BCSO

to MARTIN ▾

Enter SMQ34N into the ISOMS login OTP field. Sent 12/31/2023 to intended recipient(s), you are notified that the dissemination is calling the above number.

