

Teacher Web Multi-Factor Authentication (MFA)

April 2023



Accessing ClassMate Teacher Web using Multi-Factor Authentication (MFA) can be done either using Authenticator App on mobile device or Web Extension or using Emailed Verification Code.

Prerequisites for using Authenticator App or Extension

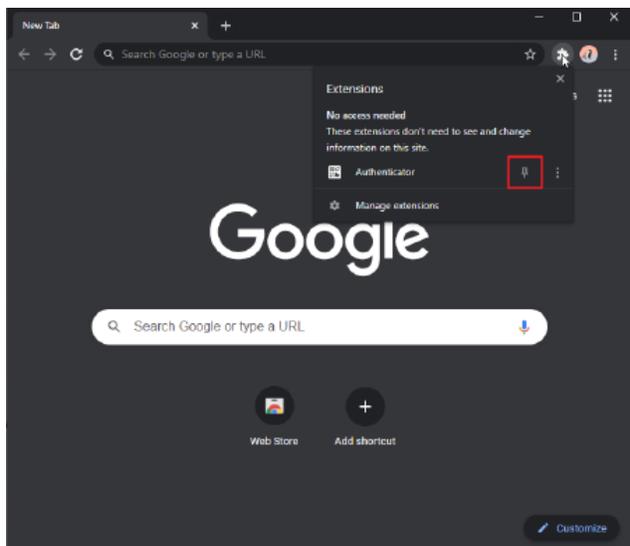
Add the Authenticator App to your mobile device:

Visit Google Play Store on your mobile device > Search for & download Microsoft Authenticator (or another of your choosing)

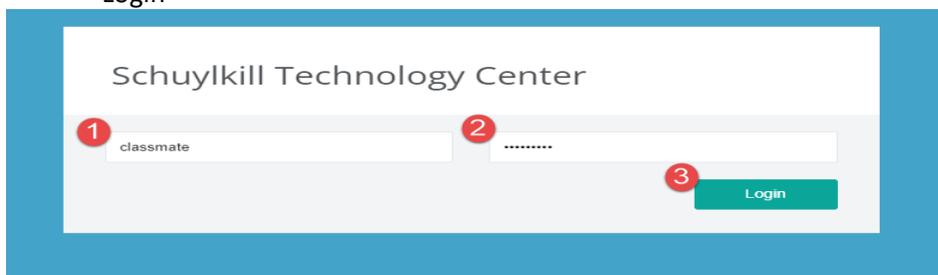
Once downloaded, open the app to register your device to your organization > click the + at the top of the app to add an account > click *Scan a QR code* to display the screen to capture the QR Code. The app will display a one-time password 6-digit code that you will enter in the Verification Code field to log into Teacher Web.

Add the Authenticator Extension to your internet browser:

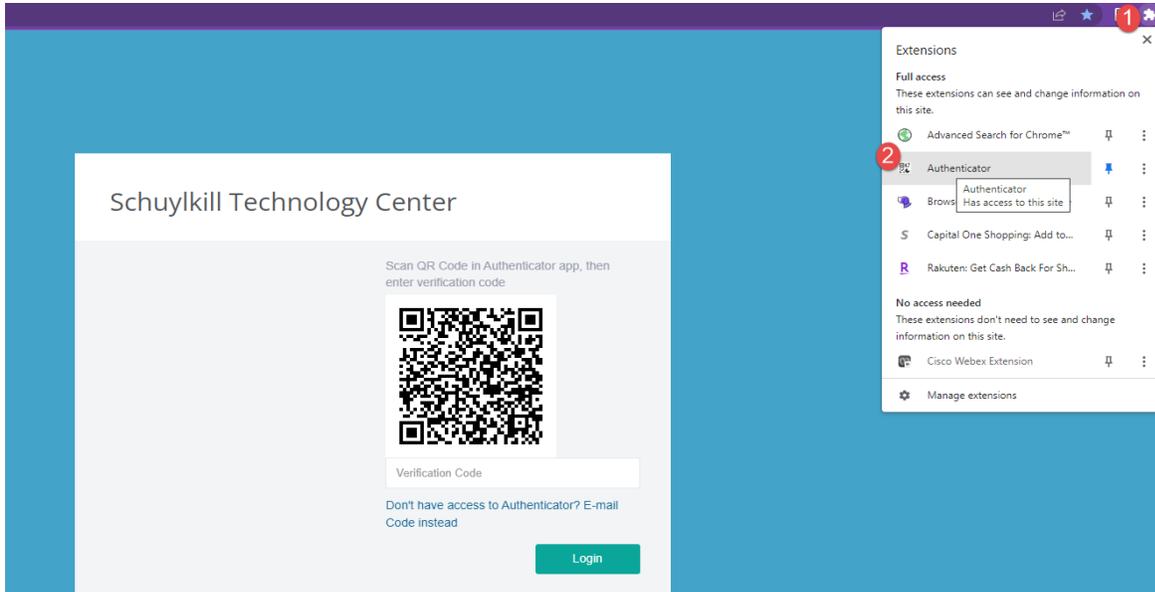
Select More Tools > Extensions and search for Authenticator (Chrome, Edge, Firefox) > select to Add extension > when you first install Authenticator Extension in Chrome, you can pin its icon to the toolbar for easy access (it looks like a puzzle piece).



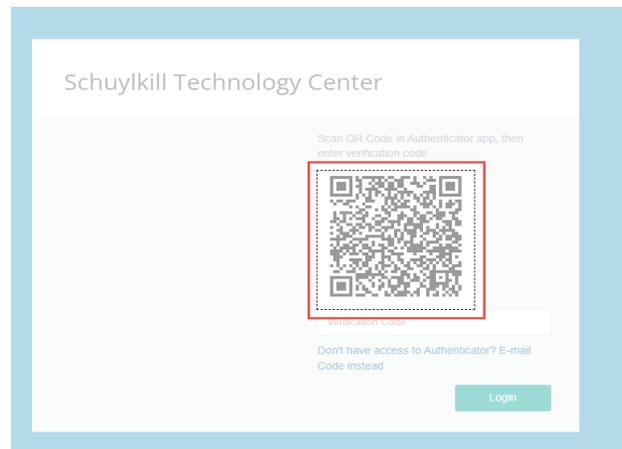
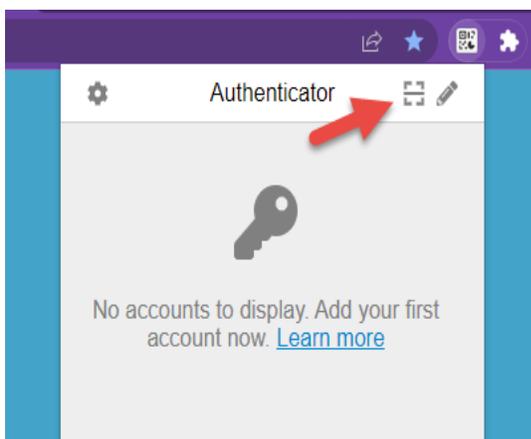
1. Use your Teacher Web URL to open the application > enter Username and password > click Login



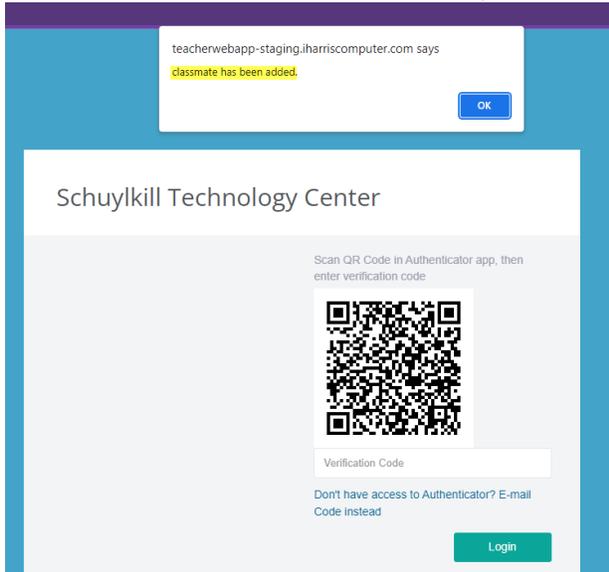
2. Click the Authenticator Extension icon in your browser toolbar at the top right and select Authenticator (or open your mobile device Authenticator app) to obtain the 6-digit verification code to enter for authorization



3. Once Authenticator Extension is open, click the scan icon at the top right corner of the window. Click and drag to draw a square that completely covers the QR Code

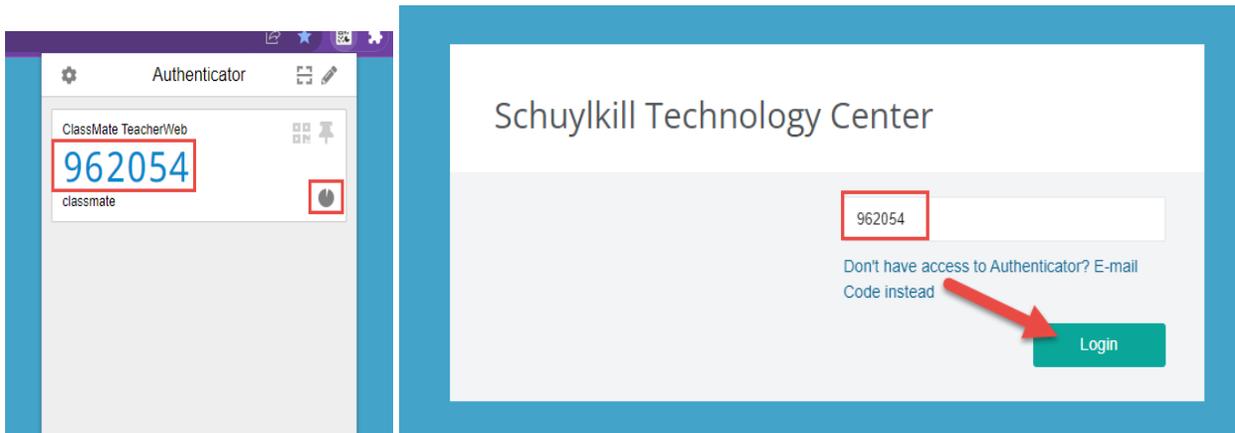


4. After the new account is added you'll receive a notification at the top of your browser > click OK



5. After the new account is added > click on the Authenticator Extension icon in your browser again (this time to access the one-time login code). You will see a new entry in the window, the 6-digit number is your current one-time password, circle at bottom right corner tells you how much time left for the current password (30 seconds).

Either click on the code to copy and paste or manually type the 6-digit code into the Verification Code field > Click Login for access

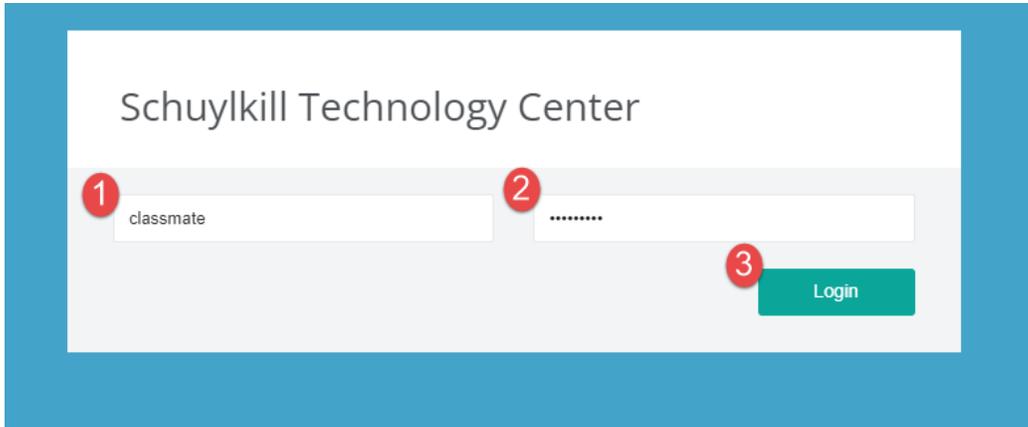


Please Note: QR Code will only display during initial access -once you've scanned the QR Code, either using your mobile device app or using your internet browser extension the QR Code will not display again. **If you require the QR Code to display in the future, please contact support & request QR Code reset – you will need to provide your Username**

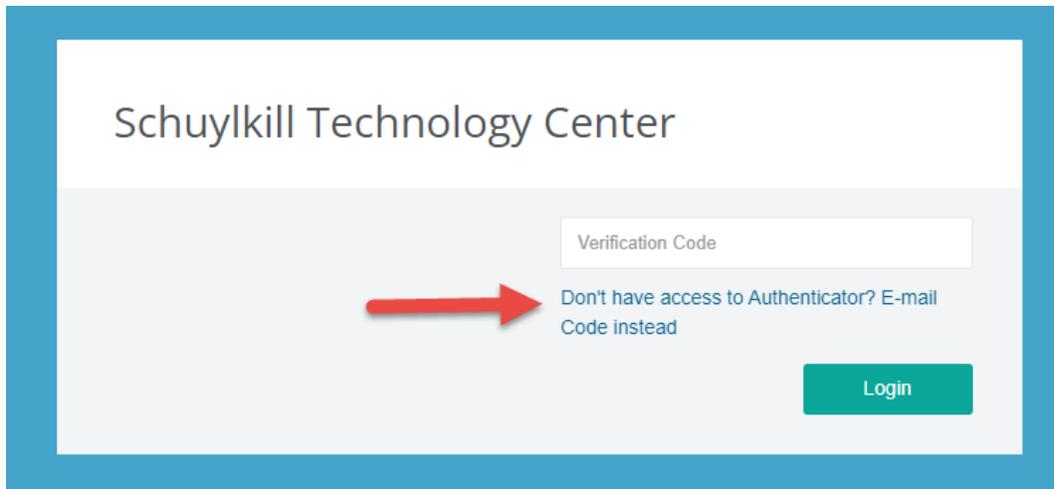
Authenticate using Email Verification Code – this option will send a 6-digit verification code to the users email for confirmation & application access. *The email will come from noreply@classmate.net*

The system will use the Username (ClassMate User Management) to identify the associated Employee assigned to the Username to access the email address (Employee Management).

1. Enter username and password > click Login



2. Click *Don't have access to Authenticator? E-mail Code Instead* to have Verification Code sent to Username/Employee email address.



3. Enter 6-digit login code from the email into the Verification Code field within 5 minutes of receiving the email. If over 5 minutes passes, you'll receive 'Invalid authentication code' notification and will have to request new email code.
 - If the email isn't received within 5-10 minutes, please check Junk/Spam folders. Also check User Management to confirm assigned Employee and email address in Employee Management to confirm accuracy.
 - If GHOSTING a user, please note that the email will be sent to the email address of the employee the username is ghosting. We recommend using School Educator Assignment by Class to assign your Username to the teacher class you would like to ghost if you need to use the email MFA method

[EXTERNAL] Login Code for <https://teacherwebapp-staging.iharriscomputer.com>

 noreply=classmate.net@mg.classmate.net on behalf of noreply@classmate.net
To Leiko Feltenberger

Reply Reply All Forward

Fri 3/31/2023 12:49 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here's your login code:
225760
It will expire in 5 minutes.

4. Once Verification Code entered > Click Login button for access

