Setting up Multifactor Authentication for AWP

Please follow the instructions below to begin using Multifactor Authentication (MFA) for AWP access. MFA is required for all consultant users to log in to AWP.

Step 1: Setup Microsoft MFA

There are three MFA options. Please select the method that works best for you and follow the corresponding instructions below.

- A. Microsoft Authenticator app
- B. Text message a PIN
- C. Call back to a phone number

Method A: Using Microsoft Authenticator App notifications on an IOS/Android device

(NOTE) Microsoft Authenticator App is available for Mobile devices only including iOS, Android, and Windows 10 Mobile. It is not available for Windows 10 Desktops.

To set up:

1) Open your browser and navigate to aka.ms/mfasetup. You will use your DOT Sponsored email to login. That email will be your UserID + 4soa@alaska.gov (UserID4soa@alaska.gov), and the same password you use to login to AWP.

2) Select **Authenticator App** as the method of contact.

3) Install the free Microsoft Authenticator app on your mobile device from your device's app store. Once it is installed click **Next** in your browser.

4) On the Set up your account page, click **Next**, and a QR Code should appear on your screen.

5) On your mobile device, open the Microsoft Authenticator app and add a **Work Account**.

6) In the window that pops up click **Scan a QR code** and scan the QR code on your browser with your mobile device's camera.

7) On your mobile device, approve the test notification.

8) Once you have approved the test notification, on your browser click **Done**.

Method B: Using text messages to receive a PIN

1) Open your browser and navigate to aka.ms/mfasetup. You will use your DOT Sponsored email to login. That email will be your UserID + 4soa@alaska.gov (UserID4soa@alaska.gov), and the same password you use to login to AWP.

   a. Select **Authentication Phone** as the method of contact.

b. From the dropdown menu, set your country or region to **United States (+1)**

c. Enter a phone number capable of receiving text messages in the format (###) ###-####.

d. Select **Receive a code** as the method and select **Next**.

2) You will now be prompted to verify your phone by entering a code sent via text message to the phone number provided. Once you receive the code to your phone, enter it, and select **Next**.

3) Once you have successfully verified your phone, click **Done**.

Method C: Using Authentication Phone to call back for confirmation

1) Open your browser and navigate to https://aka.ms/mfasetup. You will use your DOT Sponsored email to login. That email will be your UserID + 4soa@alaska.gov (UserID4soa@alaska.gov), and the same password you use to login to AWP.

a. Select **Authentication phone** as the method of contact.

b. From the dropdown menu, set your country or region to **United States (+1)**

c. Enter a phone number capable of receiving text messages in the format (###) ###-####.

d. Select **Call Me** as the method and select **Next**.

2) You will then receive a phone call to verify your authentication. When you receive the phone call press the **#** key when indicated to by the call.

3) Once you have successfully verified your phone click **Done**.

Step 2: Activate your MFA

1) Open your browser and navigate to https://aws.state.ak.us/mfa/

2) You will use your DOT Sponsored email to login. That email will be your UserID + 4soa@alaska.gov (UserID4soa@alaska.gov), and the same password you use to login to AWP.

3) Click the **Activate MFA** button.

4) After you have activated your MFA, please allow up to 60 minutes for these changes to fully take hold before you try to log in to AWP.