



Multi-Factor Authentication Guide

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About Multi-Factor Authentication

Multi-Factor authentication also known as MFA requires more than one method of authentication of credentials to verify the user identity for login. The goal of MFA is to provide a security defense so that it will be a challenge for an unauthorized person to access the system.

Purpose of this Document

The purpose of this document is to illustrate to the Administrator how to initially activate MFA to all respective users and to illustrate to the end-user what the MFA steps are for accessing your Devensoft instance upon engaging in the login process.

Multi-Factor Authentication Steps

Step 1: Verify Multi-Factor Authentication Enabled

To verify that multi-factor is enabled, please contact the Devensoft Support at support@devensoft.com. Once this step is completed, please proceed to Step 2.

Step 2: Creating User Accounts

1. From the Main Menu, click on **Admin/User Administrator** menu.
2. Click the  button.
3. Complete the below fields:
 - a. Login ID
 - b. Password
 - c. Password Confirm
 - d. Link to existing contact
 - e. Permission fields
 - f. Deal Access
 - g. Deals
4. Click the **Save** button.

The User and Contact is created.



New 8 deals
User Administration >

User Detail

 Save  Cancel

Login ID: *

Password:

Password Confirm:

Link to existing Contact: *

User Time Zone:

Home Page:

Permissions

Administrator:

Can Create Integration:

Can Create Target:

SSO User:

Allow Export/Import:

Allow Lock/Unlock Financial Plan:

Allow Lock/Unlock Financial Forecast:

Allow Copy Forecast To Plan:

Allow Create Forecast Snapshot:

Allow Lock/Unlock Plan Dates in Deal:

Report Access:

Lock User On:

Deal Access:

Step 3: Customer Access

Before users can gain access to the Devensoft M&A tool, they must be assigned a User ID and Password. If the user has not received these, please contact the internal Devensoft M&A Administrator or send an email to support@devensoft.com. Once you have this information, use a supported browser (Chrome, IE 11+ or Firefox) to navigate to your login page.

1. From the login screen, the user enters their credentials.



2. The Multi-Factor Authentication screen will appear prompting the following:

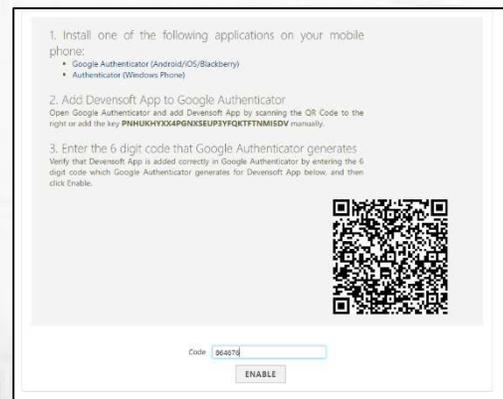
- a. Install the Google Authenticator or Authenticator app.
- b. Add Devensoft App to Google Authenticator by scanning the QR code or add the key manually.



Sample screenshot

3. Once the app has been installed on your mobile phone, please follow the below steps:

- a. Select and open the **Authenticator** app.
- b. Click on the **plus** button in the lower-right corner.
- c. Select **Scan a barcode** to scan the QR code on the screen or select **Enter a provided key** and type the key in manually from step 2 in the screenshot above.
- d. Enter the code on the Multi-Factor Authentication page and press the “Enable” button to continue.



Sample screenshot

4. If the code is correct, you will be prompted to change the password (since this is the first login).
 - a. Type in your current password, new password, and confirmation password.
 - b. Select the “**Change Password**” button to access the Devensoft M&A tool.
 - c. After logging in, you will have access to Devensoft M&A tool.

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Change Password

- At least one upper case letter
- At least one lower case letter
- At least one digit
- At least one special character(!, #, @, %, etc)
- Minimum 8 in length

Current Password

New Password

Confirm Password

Please enter and confirm your new password

CHANGE PASSWORD

5. Log out of the Devensoft M&A tool.
6. Log back into the Devensoft M&A tool with username and password. A page will be displayed to put in a Google Authenticator code from your mobile app and select the **Submit** button.

Code 699625

Enter verification code from your Authenticator app

SUBMIT

Sample screenshot

7. After logging in you will be in the Devensoft M&A tool.

Note: Each time you log back in with your username and password, you will be presented with a page to “Enter verification code from your Authenticator app” which will be from Google. If the code is correct, you will be logged into the Devensoft M&A tool.

Note: If a user loses their mobile device or access to Google Authenticator where it was enabled, you can access the user account and click “Reset Google Authenticator” at the top. They will be then asked to establish the Multi-Factor Authentication again once they log in.