

Webauthor and 2-Factor Verification (MFA)

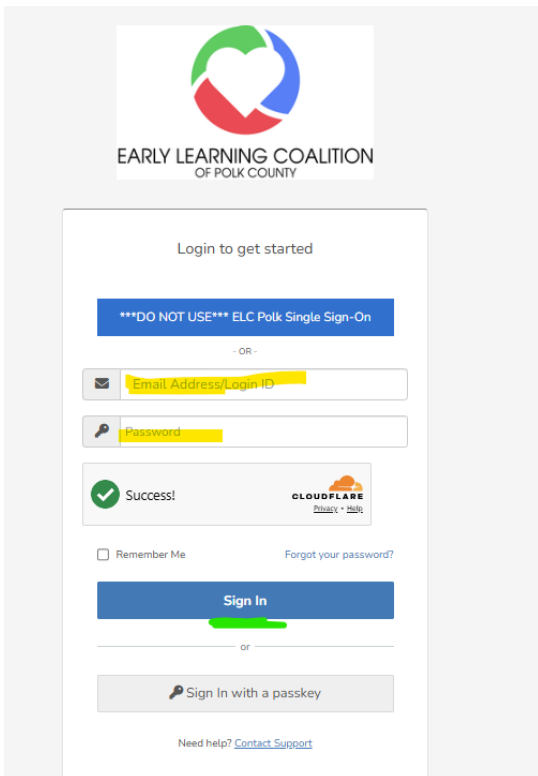
If you need any support or assistance with this process, please contact helpdesk@elcpolk.org or call 863-577-2450 and ask for someone in the IT department.

Setting Up MFA for the First Time

Step 1: Access Webauthor through this link:

<https://elcpolk.webauthor.com/auth.cfm?login>

Step 2: Sign into Webauthor using your email and password. Click the blue “Sign In” button.

The screenshot shows the login interface for the Early Learning Coalition of Polk County. At the top is the organization's logo, which consists of a stylized heart shape formed by three interlocking loops in green, blue, and red. Below the logo, the text "EARLY LEARNING COALITION OF POLK COUNTY" is displayed. The main login area is titled "Login to get started". It features a blue button that says "***DO NOT USE*** ELC Polk Single Sign-On". Below this, there is a separator "OR". The login fields include an "Email Address/Login ID" field and a "Password" field, both with yellow highlights. A "Success!" message with a green checkmark is visible. Below the success message, there is a "Remember Me" checkbox and a "Forgot your password?" link. A large blue "Sign In" button is prominently displayed. Below the "Sign In" button, there is a separator "or" and a grey button labeled "Sign In with a passkey". At the bottom, there is a link that says "Need help? Contact Support".

Step 3: Download the Microsoft Authenticator app. This will be a free application; the icon looks like this. If you already have this app, please skip to step 4.



1

Get an Authenticator App

If you don't already have one, download any of these free authenticator apps to your phone.



Google Authenticator



iPhone



Android



Microsoft Authenticator



iPhone



Android



Authy

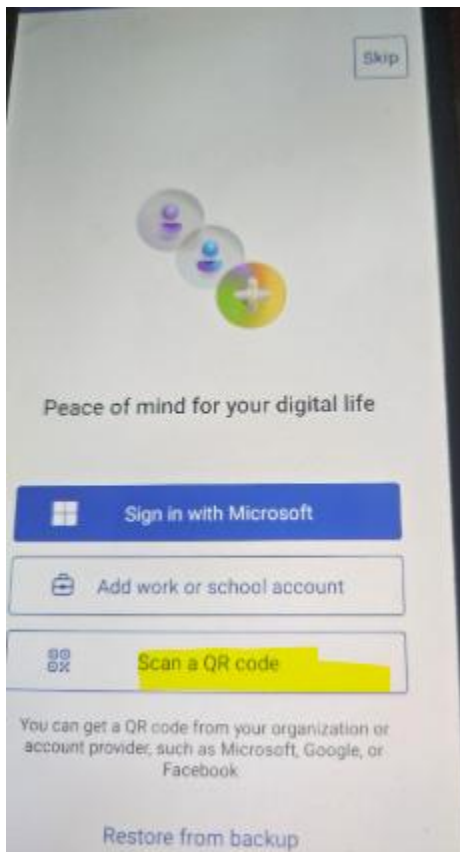


iPhone



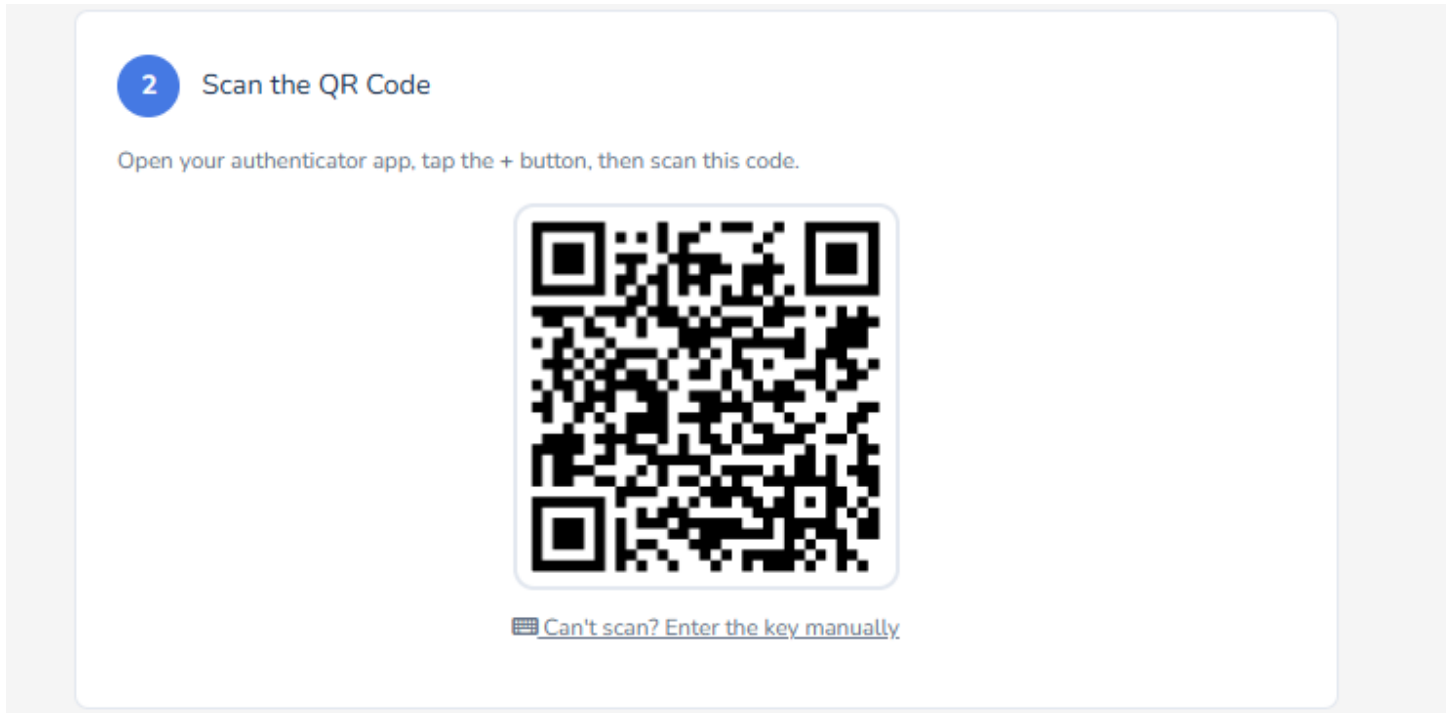
Android

Step 4: Open the authenticator app and click either “Scan QR code” or the + button. This will open your camera to scan the QR code on the screen. You may be asked to allow permission for the app to use your camera, please say yes.

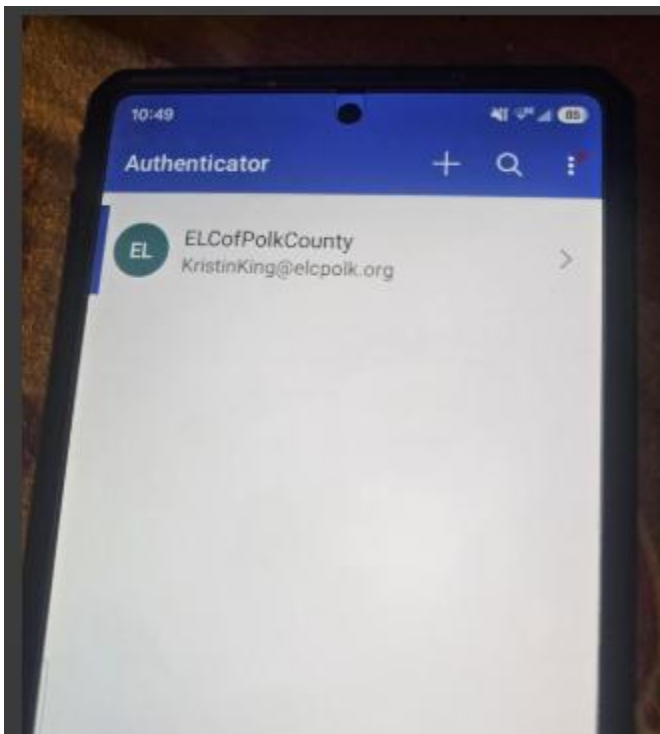


Point your camera at the screen on the computer to scan the QR code displayed.

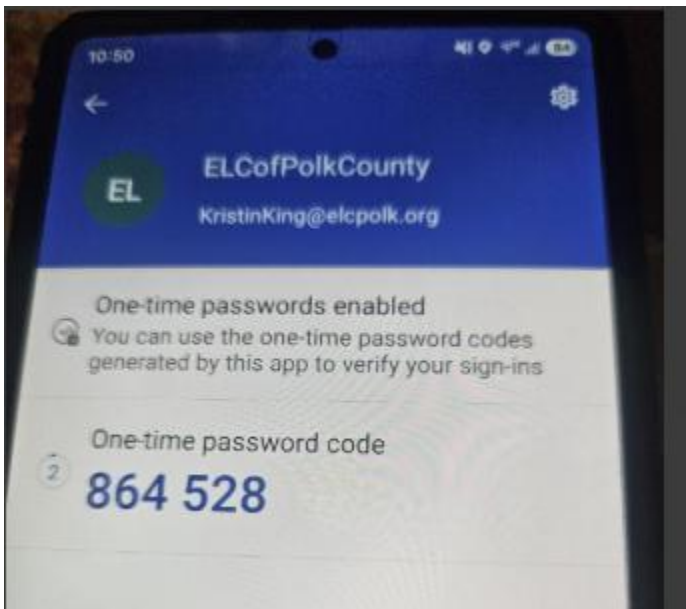
***DO NOT scan this QR code, since it is specific to the test account. You will scan the one on your computer screen during the set up.**



Step 5: A new authentication will be added to your list, “ELCofPolkCounty.” Click on this.



Step 6: You will be given a 6 digit code, every 30 seconds.



This is what you will enter to verify & Enable MFA.

A screenshot of a web-based verification form. The form has a light gray border and a white background. At the top left, there is a blue circle with the number '3' followed by the text 'Verify Your Setup'. Below this, a line of text reads 'Enter the 6-digit code shown in your authenticator app to confirm everything is working.' In the center, there is a white rectangular input field with a dashed line indicating where to enter a 6-digit code. Below the input field, the text 'Enter the 6-digit code from your app' is displayed. A red progress bar is shown below the text. Underneath the progress bar, the text 'Code refreshes in 2s' is displayed. At the bottom of the form, there is a blue button with a white checkmark icon and the text 'Verify & Enable MFA'.

Moving forward, every time you log into Webauthor, you will sign in as normal with your email and password. You then will be asked to verify it is you with a verification code. Please follow the instructions below on this.