



INSTRUCTIONS FOR ENROLLING IN MULTIFACTOR AUTHENTICATION (MFA) FOR THE PERSONNEL DEVELOPMENT PROGRAM DATA COLLECTION SYSTEM

What is MFA?

MFA is a security process that requires a user to verify their identity in multiple ways to gain system access.

Why use MFA for the PDPDCS?

Use of MFA for PDPDCS greatly reduces the chance of unauthorized access to your account thereby protecting personally identifiable information (PII) and significantly reducing the risk of a system-wide data breach.

To use Multifactor Authentication for the PDPDCS, follow the steps below:

1 Download and Install Google Authenticator on your smartphone

This free app is available through the Apple App Store or Google Play Store by searching for "Google Authenticator". You can also look for one of the icons below on your smartphone home screen or within your smartphone's applications section:



Apple app store



Android Google Play store

Follow the prompts to download Google Authenticator to your smartphone. When you have successfully downloaded the app, you should see the icon below on your smartphone:



2 Navigate to the PDPDCS site

On the device you'd like to sign into the PDPDCS on, navigate to <https://pdp.ed.gov/OSEP> and click "Secure Login" in the upper right corner.

3 Log into the PDPDCS

Log into the PDPDCS using your regular username and password.



4 Open the enrollment page

Upon initial login, you will be directed to the enrollment page (see Figure 1. below) which will include a QR code and a place to enter the code generated by your Google Authenticator app.

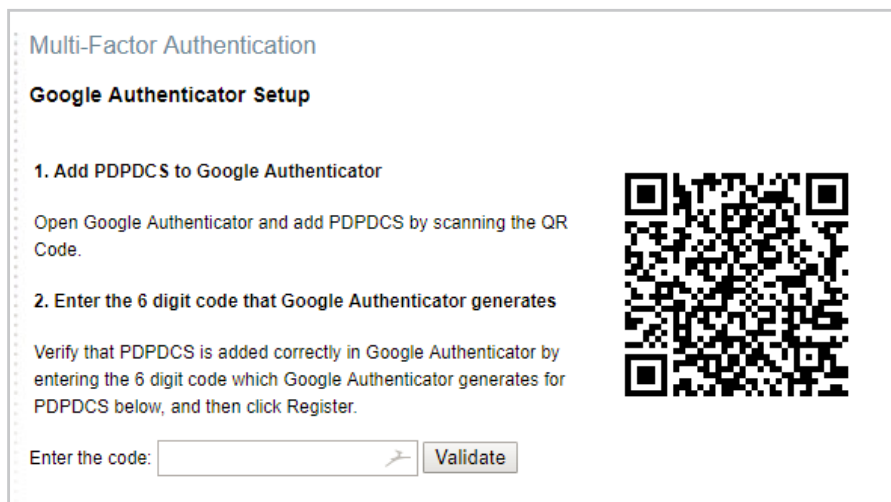


Figure 1

5 Pair the app and PDPDCS

Open the Google Authenticator app on your smartphone. Then add the PDPDCS website to your Google Authenticator app by clicking the + button on the app (Fig. 2) and scanning the QR Code from the PDPDCS enroll page with your smartphone (Fig. 3).

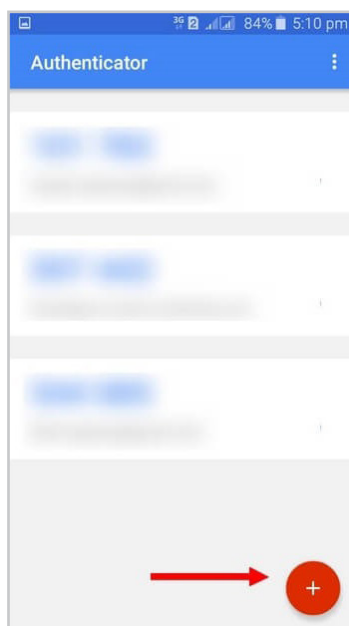


Figure 2



Scan this with the Google Authenticator app.

Figure 3

Enter to code generated by Google Authenticator on the PDPDCS enroll page and then click "Validate". Codes are generated *every thirty seconds* so enter the code quickly to ensure it doesn't lose validity. You should now have normal access to the PDPDCS.

In the Future

Each time you sign into the PDPDCS from any device you will need to:

1. Enter your username and password
2. Open the Google Authenticator app on your smartphone and take note of the 6 digit code generated
3. Enter the 6 digit code into the PDPDCS when prompted by the system