Two-Step Authentication: Set Up Instructions

Introduction

In order to allow users access to Employee Self Service (ESS) from home while maintaining a high-standard of security, the PeopleSoft technical team has implemented Two-Step Authentication for ESS.

Setting up two-step authentication is voluntary and only necessary if you would like to be able to access Employee Self Service when not on the PPS network. Registration requires the installation of the Google Authenticator App on your personal mobile device. This guide will walk you through installing Google Authenticator and registering with PeopleSoft Employee Self Service.

Note: Initial set up must be done while on the PPS network -- at a PPS school or office. If using wifi, use the secure "pps-wifi" not "pps-wifi-guest".

Step-by-Step Guide

Step 1: **Install the Google Authenticator App.**
Using your personal mobile device, go to either the Android Play Store or the Apple App Store. Install the Google Authenticator application. Look for the icon below in Figure 1.

Figure 1 – Google Authenticator Icon

Step 2: **Log into Employee Self Service**
While on the PPS network, log into Employee Self Service – selfservice.pps.net – see Figure 2.

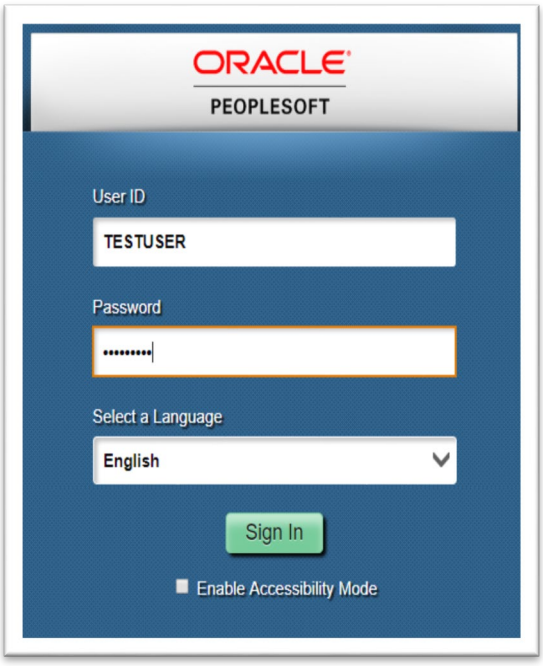


Figure 2 - PeopleSoft login

Step 3: Locate the Registration Page

Scroll down to the bottom of the menu and click on the link for “PPS Two Step Authentication”. See Figure 3.

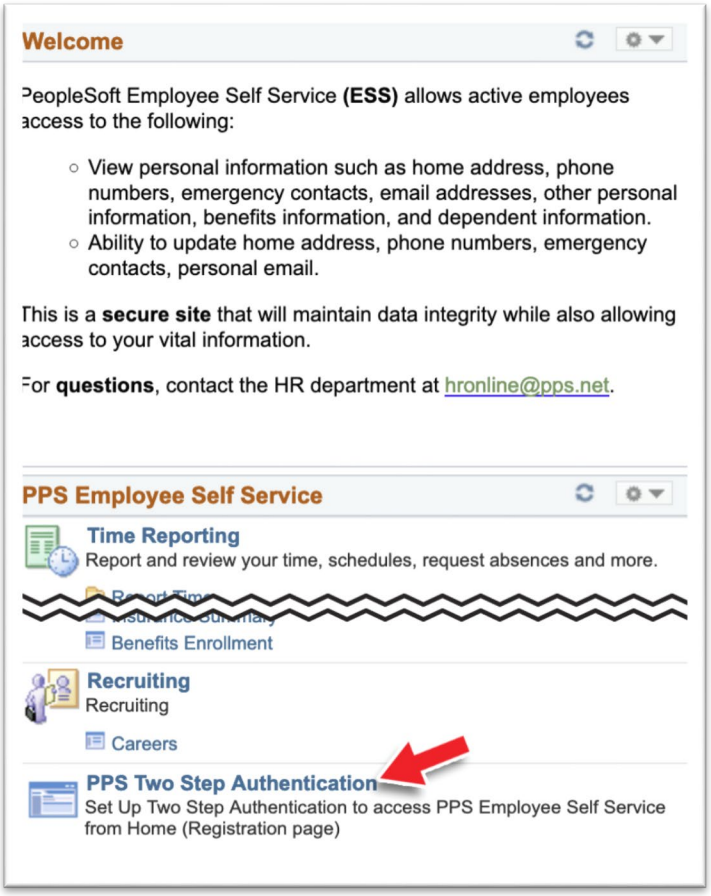


Figure 3 - “PPS Two Step Authentication” link

Step 4: **Instructions page**

You will see a One Time Password Registration page. If you have installed the “Google Authenticator App” per Step 1, click on the button that reads, **“I Have My App Installed”**. See Figure 4.

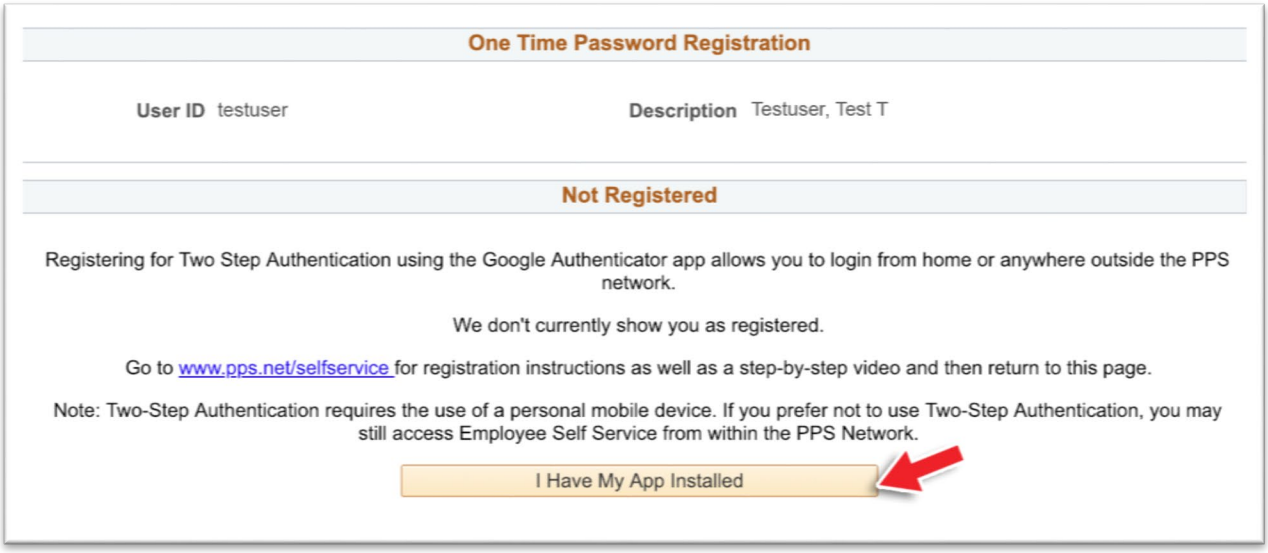


Figure 4 – Registration Screen

Step 5: **Scan Barcode**

Your computer screen will now show a QR code. See Figure 5a.

On your mobile device, open the Google Authenticator App and Click on the “Begin” button.

Then click on the “Scan a barcode option”.

If the app asks for permission to take photos and record video, click to allow this.

When you see the code scanner appear on your phone, scan the code on the webpage. See figure 5b.

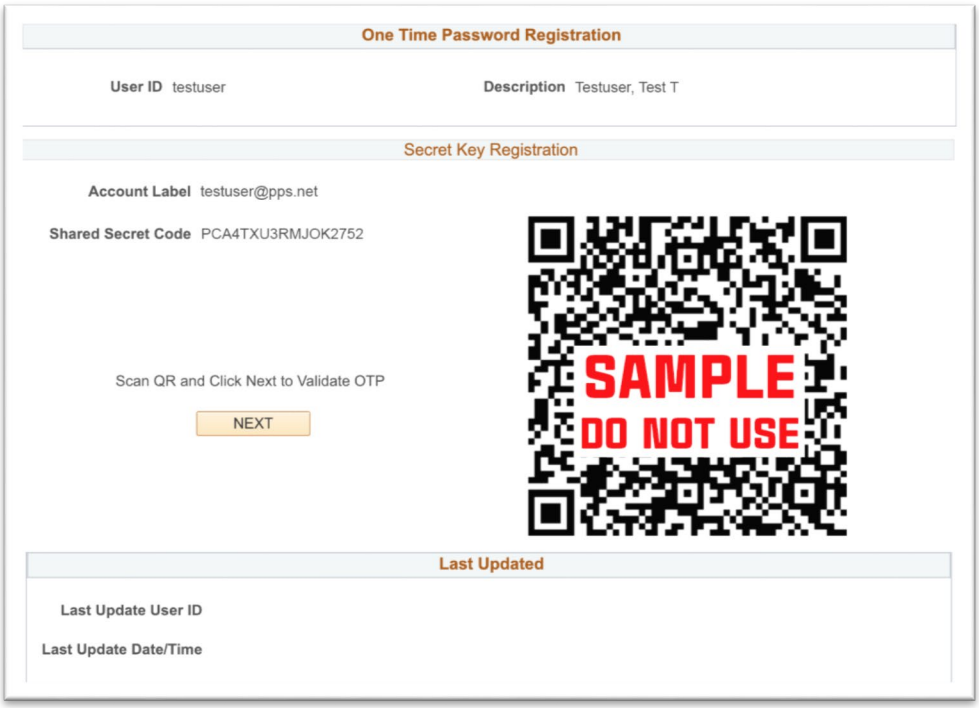


Figure 5a – Computer screen with barcode

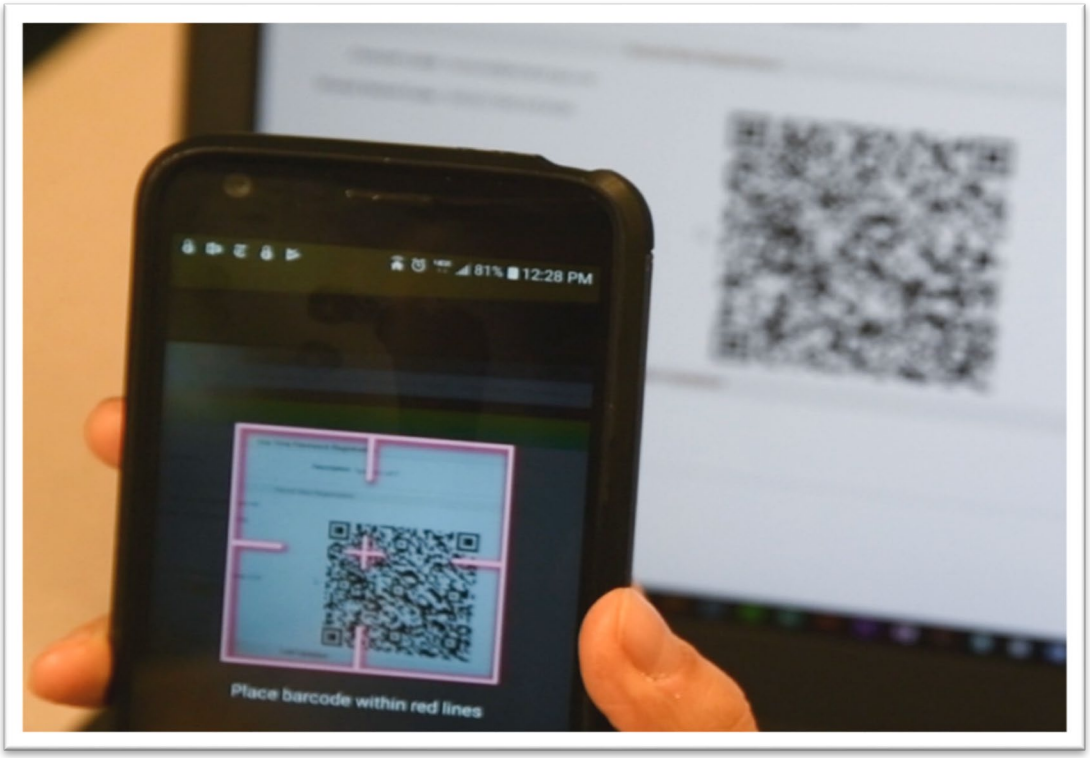


Figure 5b – Scan the barcode

Step 6. Account added? Then, click “Next”

When the code has been successfully scanned, your phone will show the “Account Added” screen and display a 6-digit number code. See figure 6a.

On your computer screen, click on the “Next” button. See figure 6b.

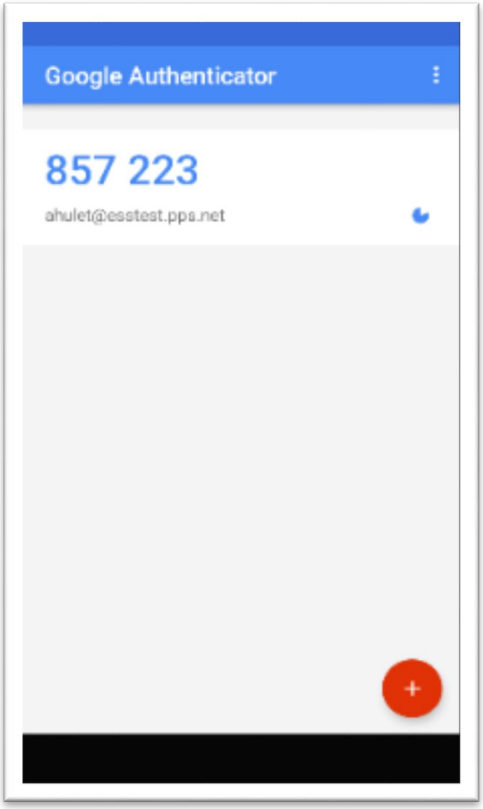


Figure 6a – Authentication Code Number

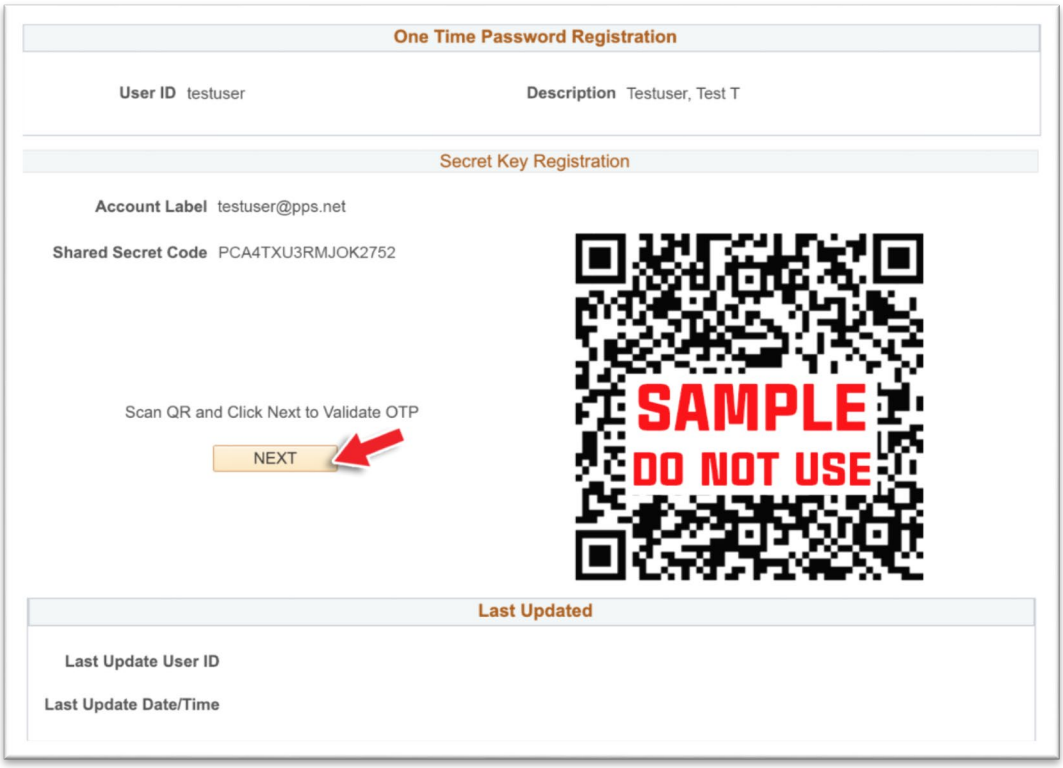


Figure 6b – Next Button

Step 7. Enter the number into the Confirm Registration page

You will see a “Confirm Registration” page. See Figure 7.

In the text box labeled, “One Time Password”, enter the numbers that are displayed on your phone.

(Note: The app numbers are displayed for a short period of time and then change. The app's blue clock face icon indicates the amount of time remaining.)

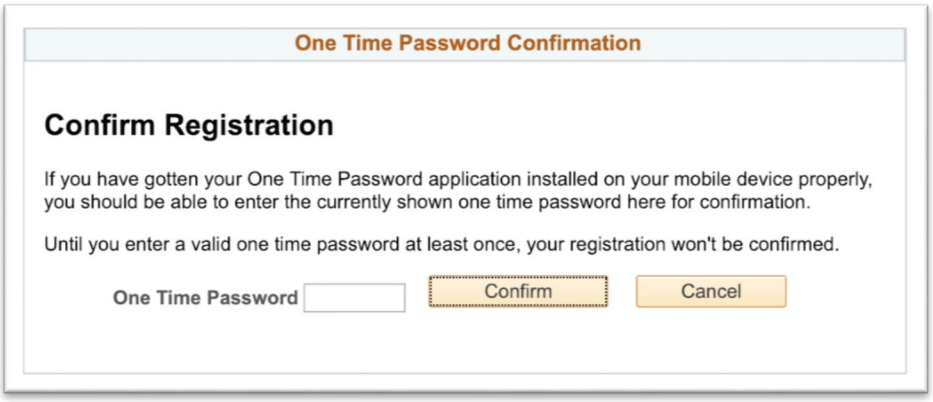


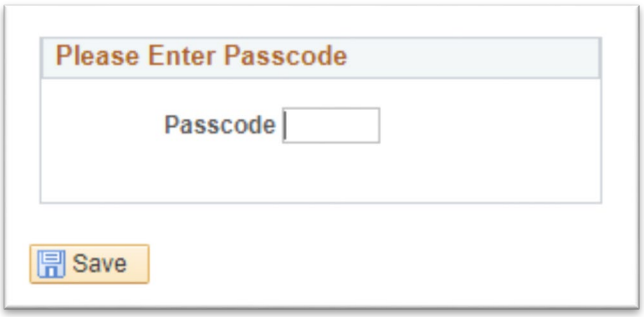
Figure 7 – Once Time Password

Step 8. Congratulations!

A “Congratulations” message will appear. Your device is now registered.

Click “OK” to return to the Employee Self Service main page.

Figure 8 – Congratulations Message

Step 9. Logging in from outside the PPS network

The next time you log into Employee Self Service when **not** on the PPS network, you will be prompted to open the Google Authenticator App and enter the 6-digit numbers. See Figure 9.