

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.

The image shows the PeopleSoft login screen. At the top, the Oracle logo is displayed in red, with the word 'PEOPLESOFT' in black below it. The main content area has a dark blue background. There are three input fields: 'User ID' with the text 'TESTUSER', 'Password' with a masked password '.....', and 'Select a Language' with a dropdown menu showing 'English'. Below these fields is a green 'Sign In' button. At the bottom, there is a checkbox labeled 'Enable Accessibility Mode'.

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.

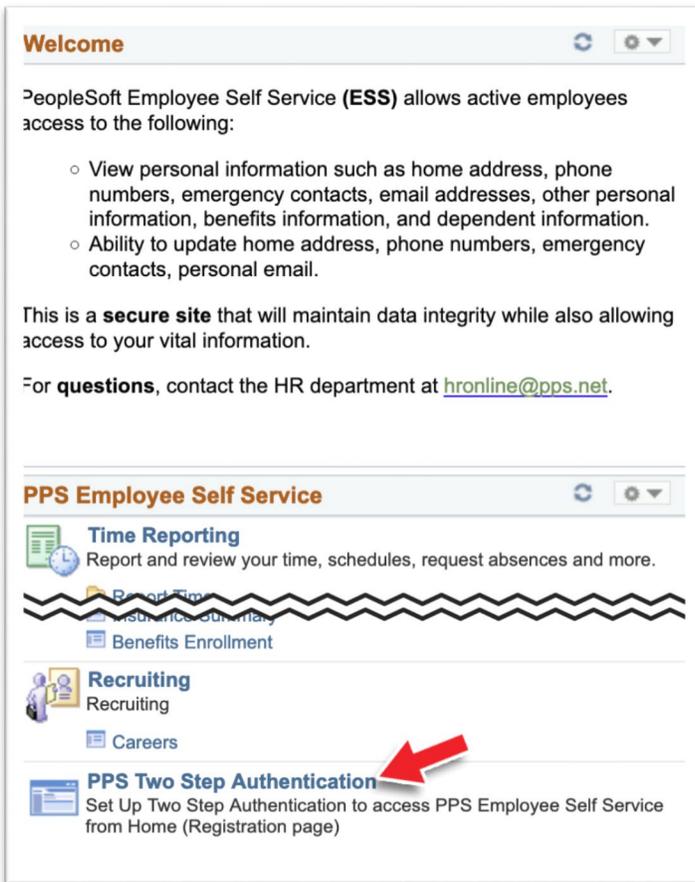


Figure 3 - “PPS Two Step Authentication” link

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.

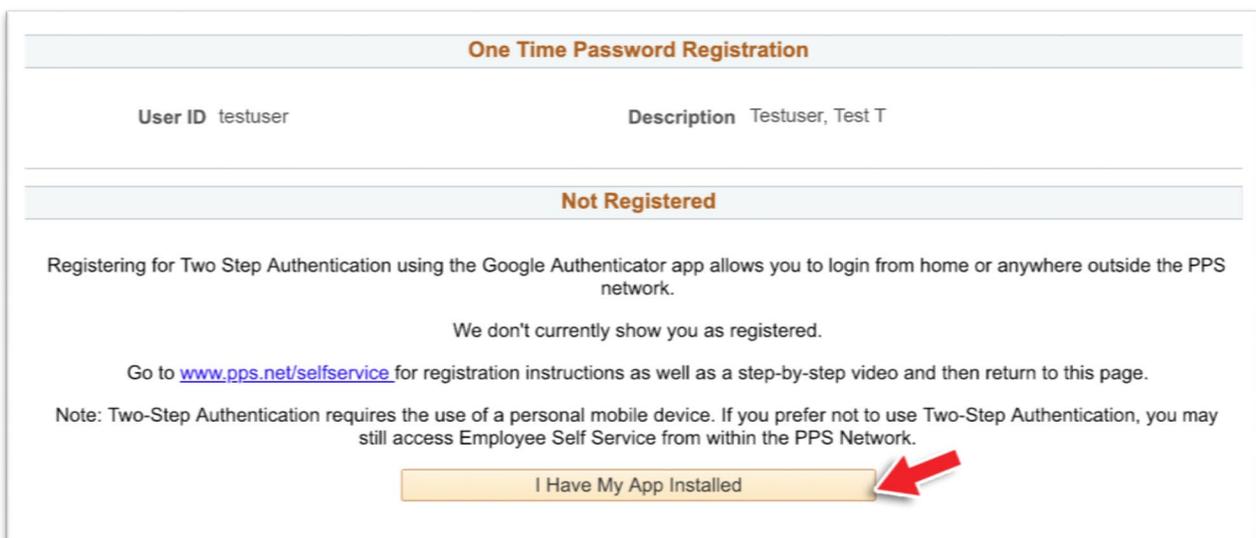


Figure 4 – Registration Screen

Step 5: Scan Barcode

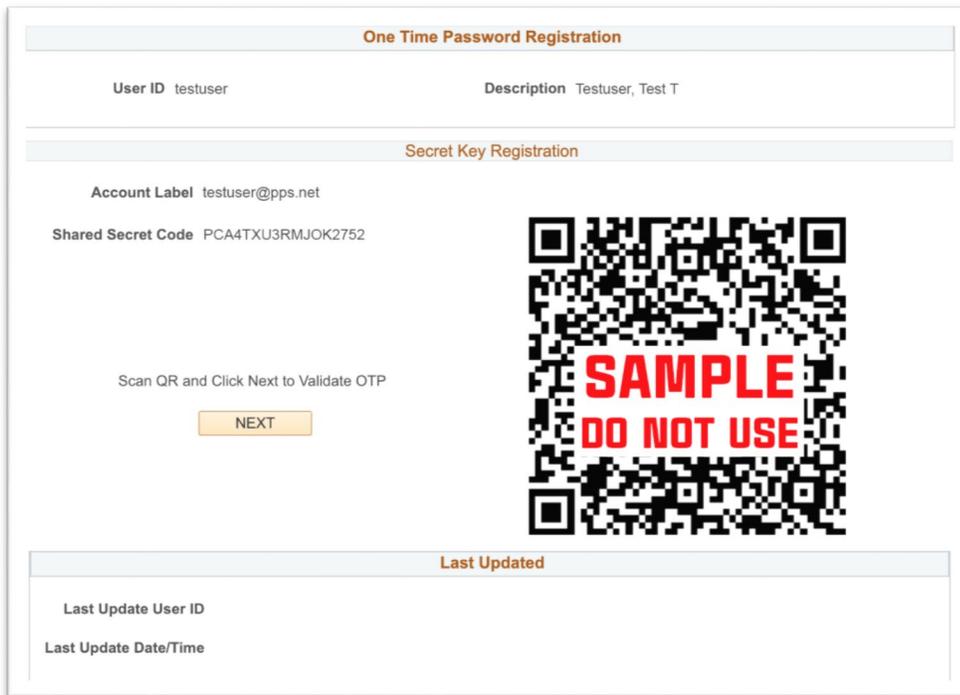
Your computer screen will now show a QR code. See Figure 5a.

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.



The screenshot shows a web interface for authentication. At the top, there is a section titled "One Time Password Registration" with fields for "User ID" (testuser) and "Description" (Testuser, Test T). Below this is a section titled "Secret Key Registration" with fields for "Account Label" (testuser@pps.net) and "Shared Secret Code" (PCA4TXU3RMJOK2752). A large QR code is displayed on the right side of the page, with the text "SAMPLE DO NOT USE" overlaid in red. Below the QR code, there is a prompt "Scan QR and Click Next to Validate OTP" and a "NEXT" button. At the bottom, there is a section titled "Last Updated" with fields for "Last Update User ID" and "Last Update Date/Time".

Figure 5a – Computer screen with barcode

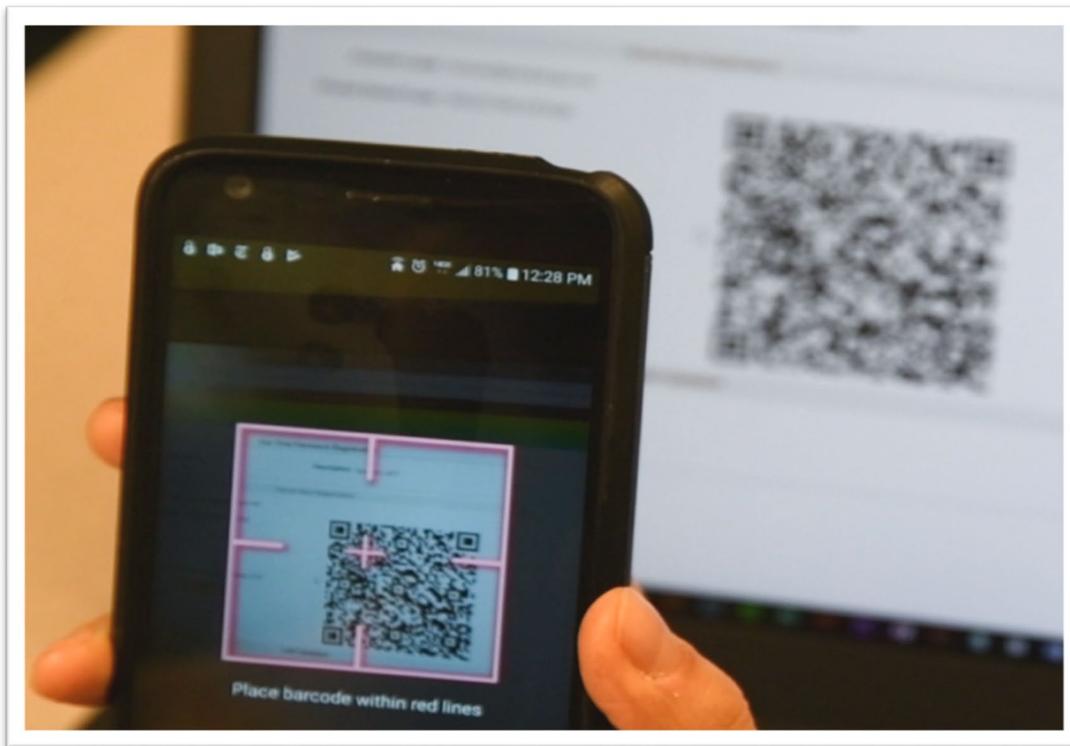


Figure 5b – Scan the barcode

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.

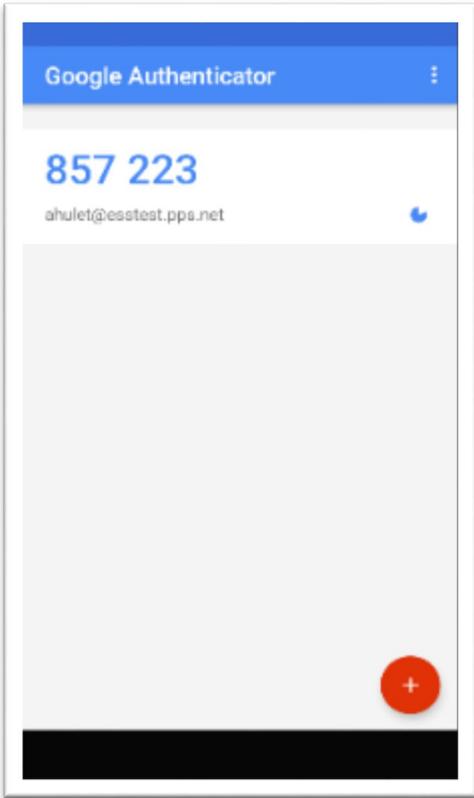


Figure 6a – Authentication Code Number

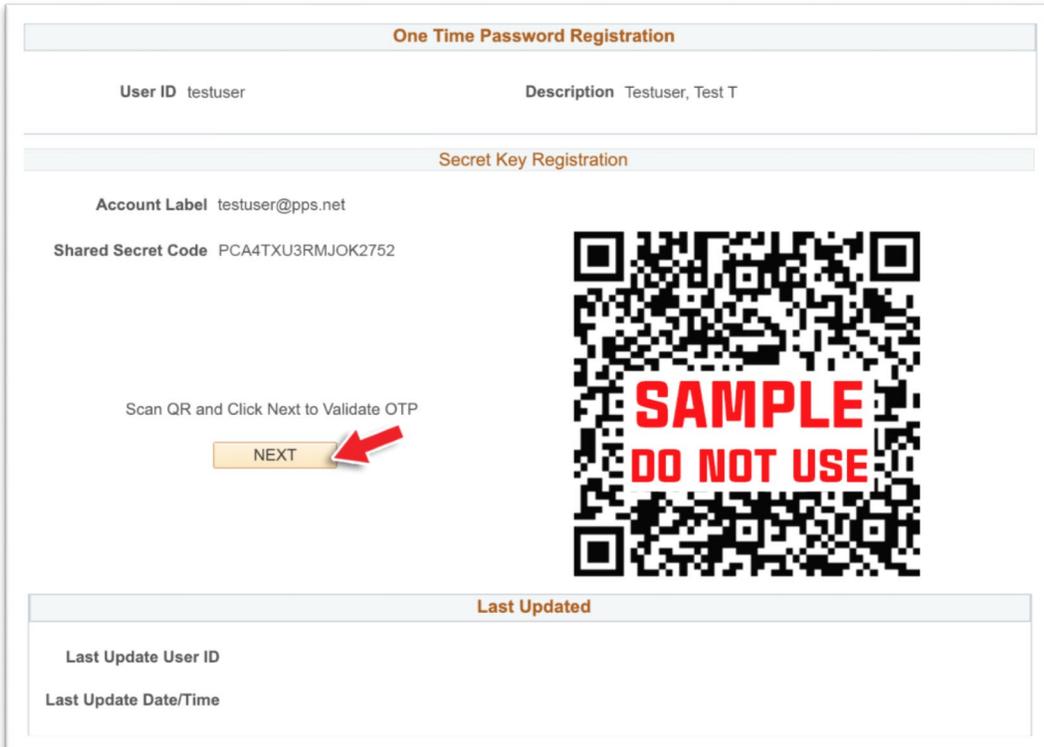


Figure 6b – Next Button

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.)



One Time Password Confirmation

Confirm Registration

If you have gotten your One Time Password application installed on your mobile device properly, you should be able to enter the currently shown one time password here for confirmation.

Until you enter a valid one time password at least once, your registration won't be confirmed.

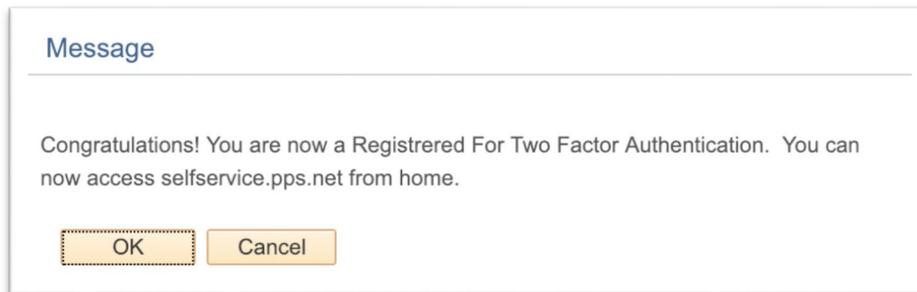
One Time Password

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.



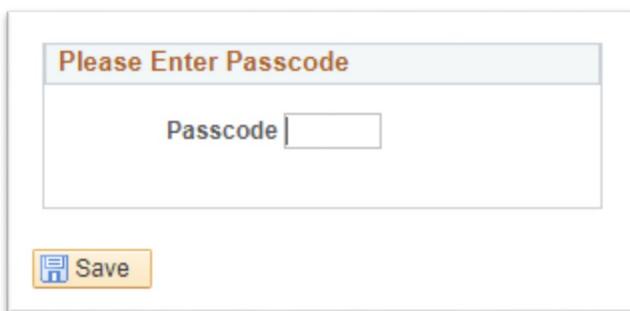
Message

Congratulations! You are now a Registered For Two Factor Authentication. You can now access selfservice.pps.net from home.

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.



Please Enter Passcode

Passcode