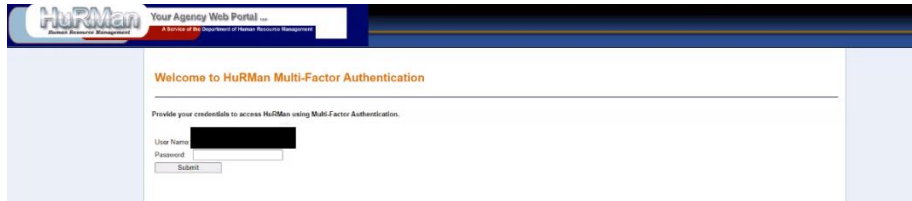


Multi-Factor Authentication for DHRM Web Applications

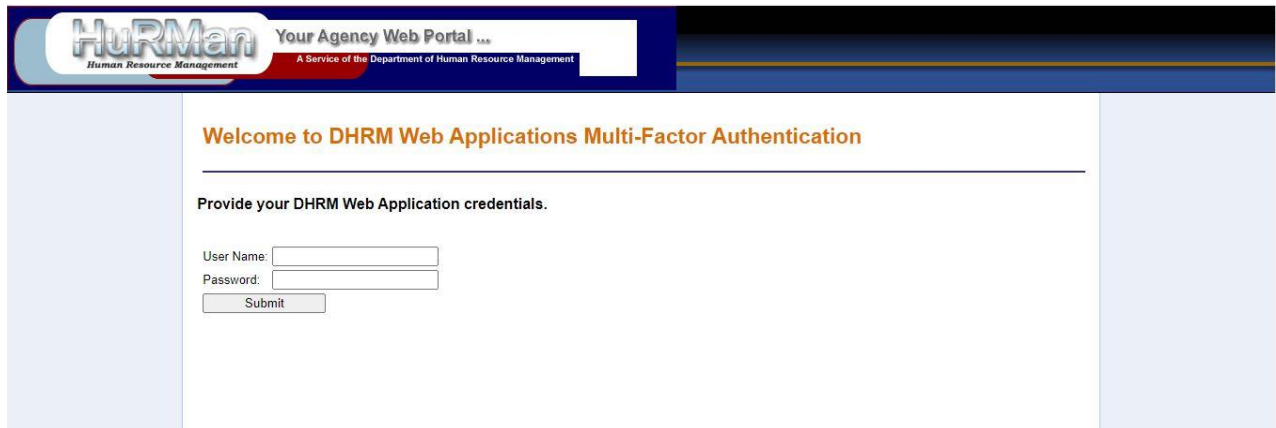
Step 1: Navigate to the DHRM web site and go to Quick Links. Then select the HuRMan/ITECH link for the agency web portal (<https://secure.dhrm.virginia.gov>).

Step 2: The website will redirect the user to Multi-Factor Authentication as shown:



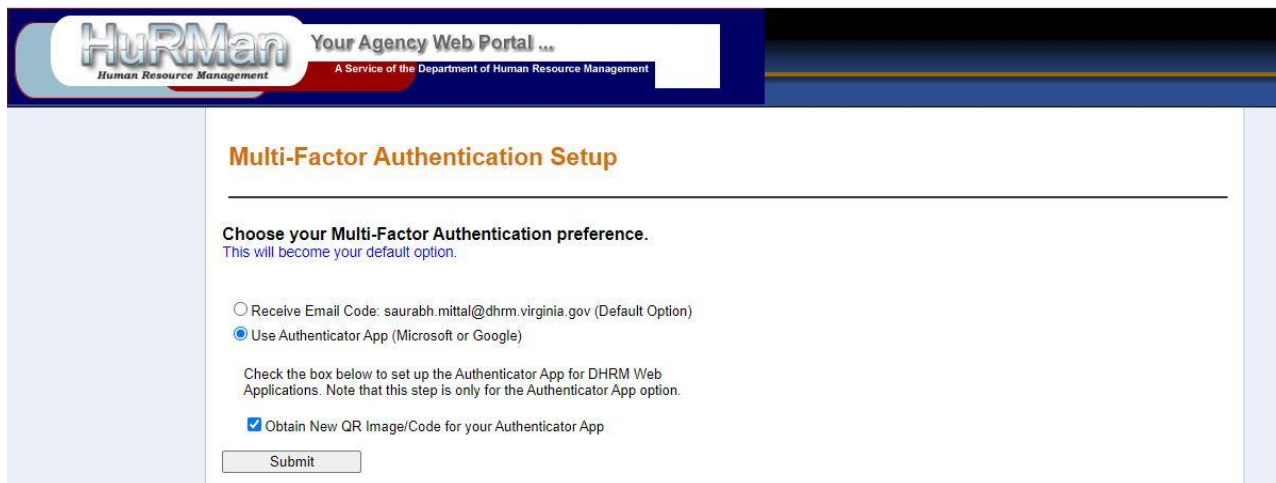
The screenshot shows the top navigation bar with the HuRMan logo and the text "Your Agency Web Portal ...". Below the navigation bar, the page title is "Welcome to HuRMan Multi-Factor Authentication". The main content area contains the instruction "Provide your credentials to access HuRMan using Multi-Factor Authentication." followed by a form with fields for "User Name" and "Password", and a "Submit" button.

Step 3: The user will enter their existing DHRM Web Application login credentials:



The screenshot shows the top navigation bar with the HuRMan logo and the text "Your Agency Web Portal ...". Below the navigation bar, the page title is "Welcome to DHRM Web Applications Multi-Factor Authentication". The main content area contains the instruction "Provide your DHRM Web Application credentials." followed by a form with fields for "User Name:" and "Password:", and a "Submit" button.

Step 4: The user will complete Multi-Factor Authentication setup steps:



The screenshot shows the top navigation bar with the HuRMan logo and the text "Your Agency Web Portal ...". Below the navigation bar, the page title is "Multi-Factor Authentication Setup". The main content area contains the instruction "Choose your Multi-Factor Authentication preference. This will become your default option." followed by two radio button options: "Receive Email Code: saurabh.mittal@dhrm.virginia.gov (Default Option)" and "Use Authenticator App (Microsoft or Google)". Below these options, there is a checkbox labeled "Obtain New QR Image/Code for your Authenticator App" which is checked. A "Submit" button is located at the bottom of the form.

Step 5a: If the user chooses the Authenticator App, the following is presented:

Configure Authenticator App Change Authentication Method

To use an Authenticator App, go through the following steps:

1. Download a multi-factor authenticator app like Microsoft Authenticator for [Android](#) and [iOS](#) or Google Authenticator for [Android](#) and [iOS](#).
2. Using the authenticator app you installed, scan the QR code on this page or enter the key below the image.
3. Once you have scanned the QR code or input the key, your multi-factor authenticator app will provide you with a unique code. Enter the code in the verification box below.

Verification Code

Verify

Step 5b: If the user chooses to receive the email code, an email will be sent from noreply@dhrm.virginia.gov with the verification code (Note: if your email is incorrect, please send an email to ihelp@dhrm.virginia.gov to correct it, and also remember to check your junk or spam folder.)

From: noreply@dhrm.virginia.gov <noreply@dhrm.virginia.gov>
Sent: Friday, January 8, 2021 10:49 AM
To: [REDACTED]
Subject: Virginia Department of Human Resource Management

Sent from the DHRM Multi-factor Service

Your authentication code is [REDACTED]

This communication may contain non-public, confidential, or legally privileged information. If you are not the intended recipient, or have received this communication in error, please notify the sender immediately by reply email or by telephone and delete all copies of this communication, including attachments, without reading them or saving them to disk.

Step 6: Once the verification code (via email or authenticator app) is verified, the user is passed off to the Agency Web Portal to log in as usual:

Agency Web Portal Login

Please enter your username and password to access your agency data.

Username:

Password:

Login

NOTICE:

This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law. Diligent efforts are made to ensure the security of Commonwealth of Virginia systems. Before you use this Web site to conduct business with the Commonwealth, please ensure your personal computer is not infected with malicious code that collects your personal information. This code is referred to as a keylogger. The way to protect against this is to maintain current Anti-Virus and security patches. For more information on protecting your personal information online, refer to the Citizens Guide to Online Protection.

Step 7: Once logged in, the user will be able to access the DHRM Web Applications as usual:

Welcome to the Agency Web Portal

As an authorized user you can use this agency portal to easily explore the data warehouse. In the drop menu above you are presented with a list of applications or data mining tools that you are authorized to use. These applications are windows into the warehouse and allow you to explore, analyze, and extract information. The agency data and applications you are authorized to view have been customized for your needs.

To get started:

- Position your mouse over the drop list above and single click your left mouse button. You will be presented with a list of applications to choose from. You may see one or more choices depending on your authorization level.
- Position your mouse over the application you want to use to explore the data warehouse and single click your left mouse button. The process then continues when agency data you have authority to view and use of your choice happens:
 1. If you have authority to view data for only one agency then the application you selected is presented and you may begin using that tool - you are done!
 2. Or, if you have authority to view data for multiple agencies then you are presented with the opportunity to choose the agency data within the warehouse that you wish to investigate.
- If you are able to explore data for more than one agency then you must select the agency you wish to examine. Position your mouse over the agency drop list and single click your left mouse button. Then position your mouse over the agency of your choice and single click your left mouse button. The application you originally selected is presented and you may begin using the tool - you are done!