

Multi-Factor Authentication (MFA) for the Judiciary Application Portal (JPortal) Mobile Authenticator Quick Reference Card

QRC Overview



Multi-Factor Authentication (MFA) is an authentication method that requires an account holder to provide **two or more verification factors** to successfully gain access to a system.

Registration for **MFA** is a one-time event that **must be completed using a computer and a mobile phone that has Microsoft Authenticator installed**.

After registering your device for **MFA**, you will authenticate your login credentials with a one-time code each time you log into **JPortal**. This code is generated by **Microsoft Authenticator**.

This quick reference card outlines the steps needed to download **Microsoft Authenticator** on your mobile phone and register your device for **MFA** to access **JPortal**.

There are **four steps** necessary to register your mobile phone for **MFA** and successfully access **JPortal**.



These steps must be followed in sequential order.

Step 1	Log into your JPortal account on the JPortal Home Page .
Step 2	Click the Multi-Factor Authentication (MFA) link in the upper right corner of the window.
Step 3	Follow the instructions on the Mobile Authenticator Setup screen.
Step 4	Click the Back to JPortal Home Page link in the upper right corner of the window.

For more detailed information on these steps, see each section below.

Step 1: Log into your JPortal account on the JPortal Home Page

1. Open an internet browser window and navigate to the [JPortal Home Page](https://jportal.mdcourts.gov), <https://jportal.mdcourts.gov>.
2. Click the **Login** button at the top right corner of the **JPortal Home Page**.
3. Click in the **Username** field and enter your **JPortal Username**, typically in the format **FirstName.LastName**.
4. Click in the **Password** field and enter your password.
5. Click the **blue Sign In** button.

The screenshot shows the JPortal Home Page with a navigation bar at the top. The bar includes the Maryland Judiciary logo, the text 'JPortal to Court Records', and links for 'Login' and 'About Home'. Below the navigation bar is a yellow banner with the text 'JPortal Home'. A red arrow points from the 'Login' button in the navigation bar to the login form below. The login form is titled 'MARYLAND JUDICIARY AUTHENTICATION SERVICE' and 'Sign in to your account'. It contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgot Password'. At the bottom of the form is a blue button that says 'Sign In'.

Step 2: Click the Multi-Factor Authentication (MFA) link

1. Click the **Multi-Factor Authentication (MFA)** link in the upper right corner of the window.



2. Verify that the **Microsoft Authenticator** setup window displays.



The **Microsoft Authenticator** setup window will list a series of steps necessary to register your mobile phone for **MFA** access to **JPortal**.

Step 3: Follow the instructions on the Mobile Authenticator Setup screen

Install the Microsoft Authenticator app on your mobile phone

1. On your mobile phone, navigate to the **App Store** or **Google Play**.
2. Search for the **Microsoft Authenticator** app.
3. Download and install the app on your mobile phone.



Open the application and scan the barcode

1. Open the **Microsoft Authenticator** app on your mobile phone.
2. Click the **Scan a QR code** button that displays at the bottom of the **Microsoft Authenticator** screen.
3. If prompted, click the **Allow** option to authorize **Microsoft Authenticator** access your mobile phone's camera.
4. Use your mobile phone to scan the **QR code** that is displaying on your computer screen.



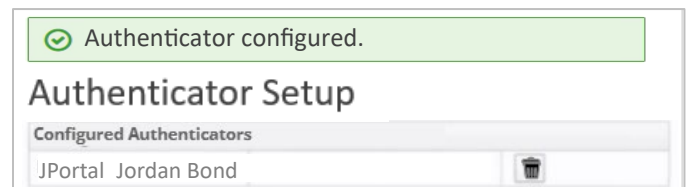
Microsoft Authenticator will provide a dynamic code. A new code will generate every **10-30 seconds**.

Enter the one-time passcode provided by the application

1. In the **One-time Passcode** field, enter the numeric code (**without spaces**) shown in **Microsoft Authenticator**.
2. Click the **blue Save** button. A **green** confirmation message will appear at the top of your computer screen as well as a **table indicating the authenticator has been successfully configured**.

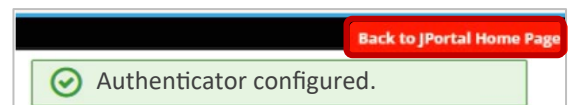


If you have not entered the **passcode** in the applicable fields *before* the allotted time, please wait for a new code to regenerate and enter the new passcode *before* clicking the **Save** button.



Step 4: Click the Back to JPortal Home Page link

1. Click the **Back to JPortal Home Page** link in the upper right corner.
2. Verify the **JPortal Home Page** displays.



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