

# Multi-Factor Authentication (MFA) for the Attorney Information System (AIS) Browser Extension 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 that has an authenticator installed**.

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

This quick reference card outlines the steps needed to install the **Authenticator** extension on your **Google Chrome** or **Microsoft Edge** browser and register for **MFA** to access the **AIS Attorney Portal**.

There are five steps necessary to register for **MFA** and successfully access the **AIS Attorney Portal**.



**These steps must be followed in sequential order.**

<b>Step 1</b>	Install the <b>Authenticator</b> extension on your <b>Chrome</b> or <b>Edge</b> browser
<b>Step 2</b>	Log into the <b>AIS Attorney Portal</b> on your <b>Chrome</b> or <b>Edge</b> browser
<b>Step 3</b>	Click the <b>Multi-Factor Authentication (MFA)</b> link
<b>Step 4</b>	Use the <b>Authenticator</b> extension on your browser to register for <b>MFA</b>
<b>Step 5</b>	Sign into the <b>AIS Attorney Portal</b> using the <b>Authenticator</b> extension

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

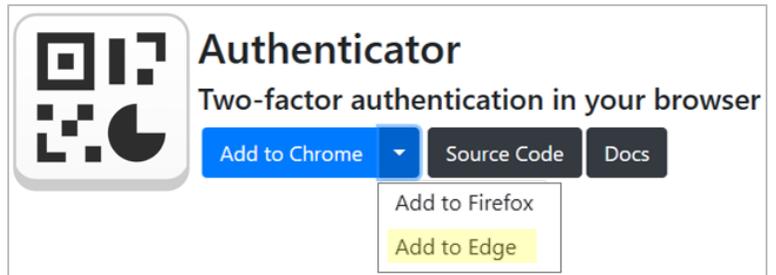
## Step 1: Install the Authenticator Extension on your Chrome or Edge Browser

### Install the Authenticator extension

1. Open a **Chrome** or **Edge** browser window and navigate to <https://authenticator.cc>.

2. When the **Authenticator Extensions** page displays, select the applicable browser type.

- **Chrome Browser:** Click the **Add to Chrome** button.
- **Edge Browser:** Click the **Authenticator** drop-down arrow and then select the **Add to Edge** option.



3. When the **Authenticator Extension** window displays, click the applicable button to install the extension to your browser.

2. **Chrome Browser:** Click the **Add to Chrome** button.



• **Edge Browser:** Click the **Get** button.



4. Click the **Add extension** button on the **Add "Authenticator?"** pop-up window to install **Authenticator**.

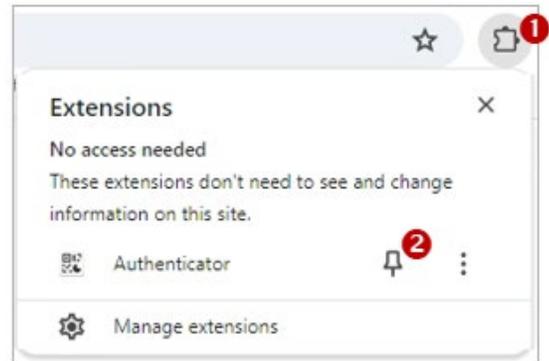


Authenticator will be installed. Depending on your browser settings, a pop-up window may briefly display to confirm installation when **Authenticator** has been added to your browser.

### Pin the Authenticator extension to your Chrome or Edge browser

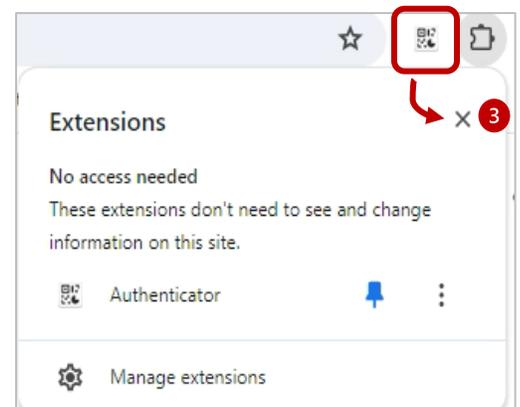
1. Click the **Extensions** icon in the top right corner of your **Chrome** or **Edge** toolbar to display the **Extensions** shortcut menu.

2. Click the **Pin** icon next to the **Authenticator** extension in the shortcut menu to add the extension to your toolbar.



The **Pin** icon will turn from gray to blue and the **Authenticator** icon will display on your toolbar.

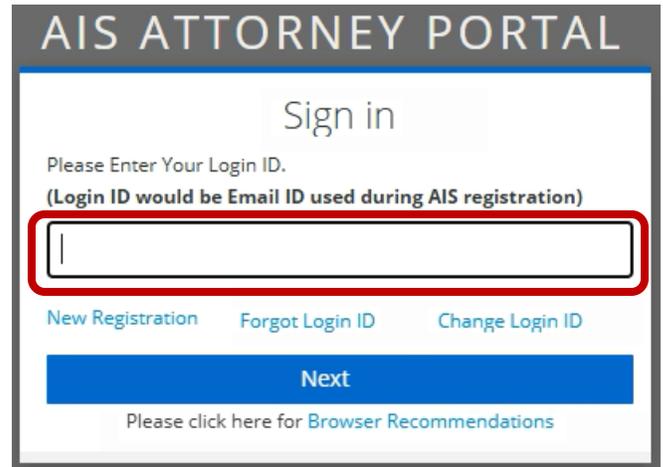
3. When the **Authenticator** icon displays next to the **Extensions** icon, click the **X** to close out of the **Extensions** shortcut menu.



## Step 2: Log into the AIS Attorney Portal

If you have not downloaded and pinned the Authenticator extension, return to Step 1.

1. Open a **Chrome** or **Edge** browser window and navigate to the **AIS Attorney Portal**, <https://jportal.mdcourts.gov/aisattorneyportal>.
2. Click in the **Login ID** field and enter the email address used during **AIS Attorney Portal** registration.
3. Click the **blue Next** button.
4. Click in the **Password** field and enter your password.
5. Click the **blue Next** button.

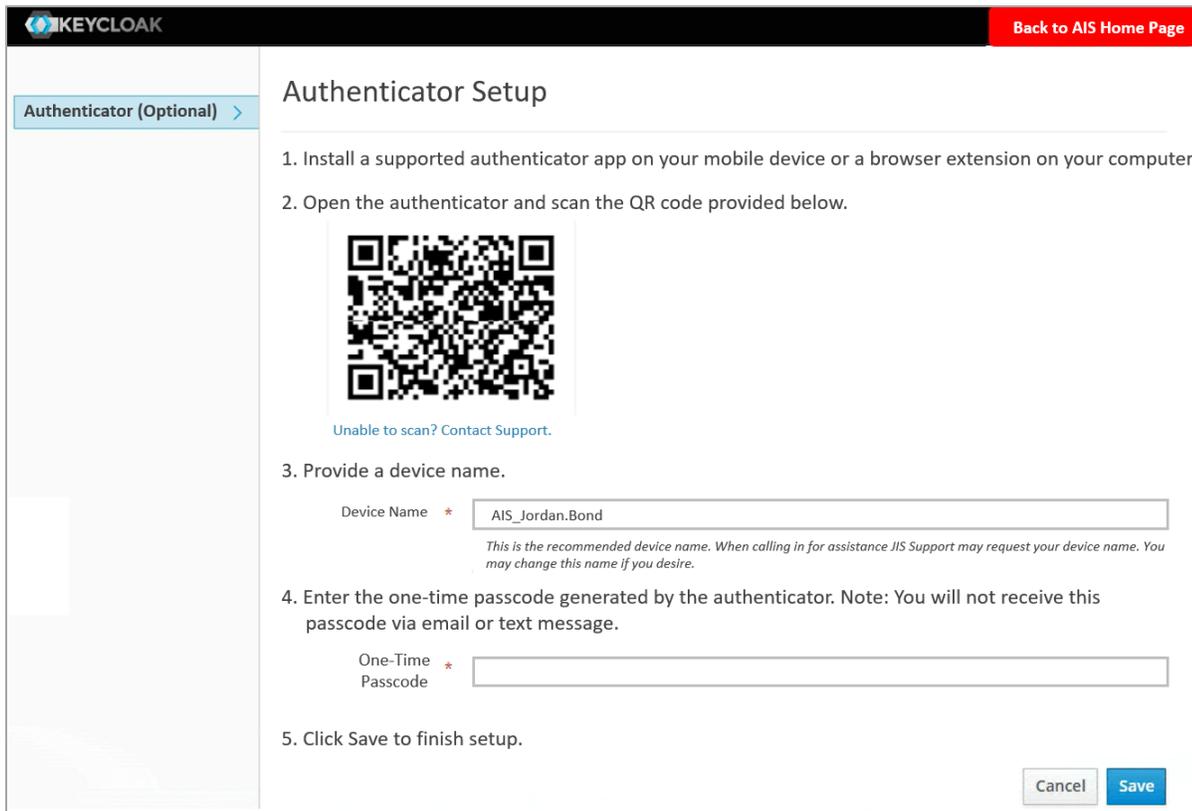


## Step 3: Click the Multi-Factor Authentication (MFA) Link

1. When the **AIS Home Page** displays, click the **Multi-Factor Authentication (MFA)** link in the upper right of the window.



3. Verify that the **Microsoft Authenticator** setup window displays. A **QR Code** will be displayed on the page.

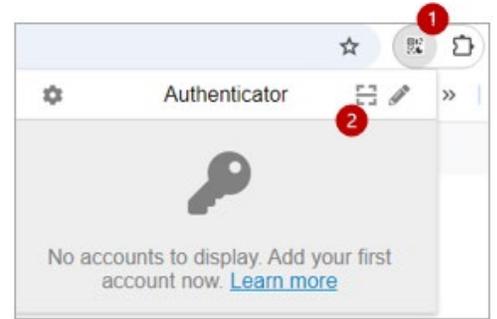


## Step 4: Use the Authenticator Extension to Register for MFA

If you have not downloaded and pinned the Authenticator extension, return to Step 1.

### Add your account to the Authenticator

1. Click on the **Authenticator** icon to display the shortcut menu. A message will show within the **Authenticator** window indicating that there are no accounts to display.
2. Click the **Scan a QR Code** icon that is at the top right of the shortcut menu to add your account.
3. Click and drag the **QR Code** that is displaying on the **Mobile Authenticator Setup** page.



 To ensure the **QR Code** is completely selected, click at the top left corner of the **QR Code** and continue dragging down to the bottom right corner of the **QR Code**.

 Depending on your browser settings, a confirmation pop-up window may display confirming that your username has been added.

Click the **OK** button to acknowledge the message and close the pop-up window.



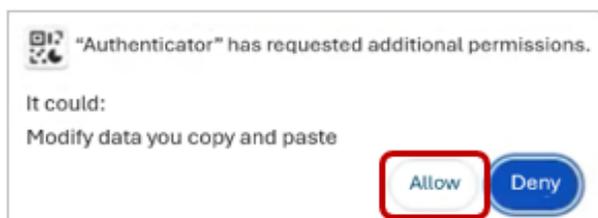
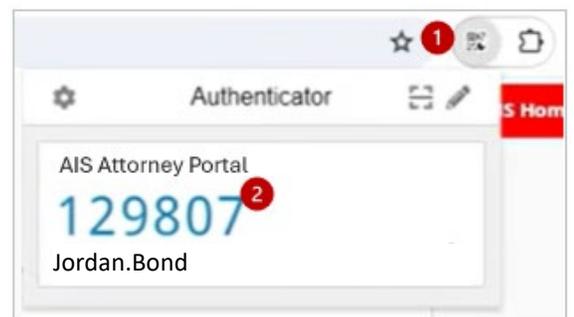
### Grant Authenticator permission to copy and paste information

1. Click the **Authenticator** icon on your browser toolbar. A code will display within the **Authenticator** window.
2. Click on the code to select it.

 If the code displays in **red**, wait until a new code is generated and displays in **blue** before clicking the code to copy it.

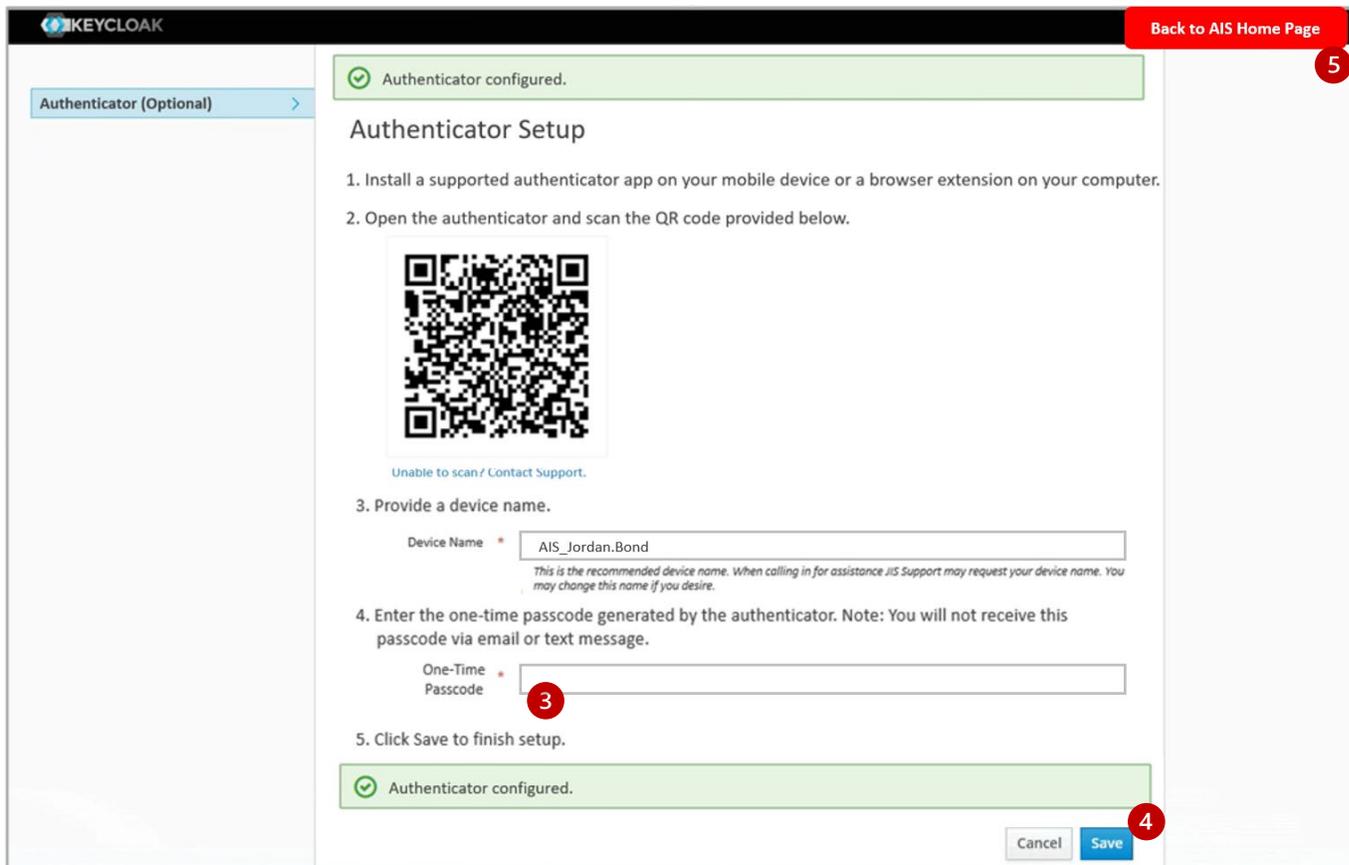
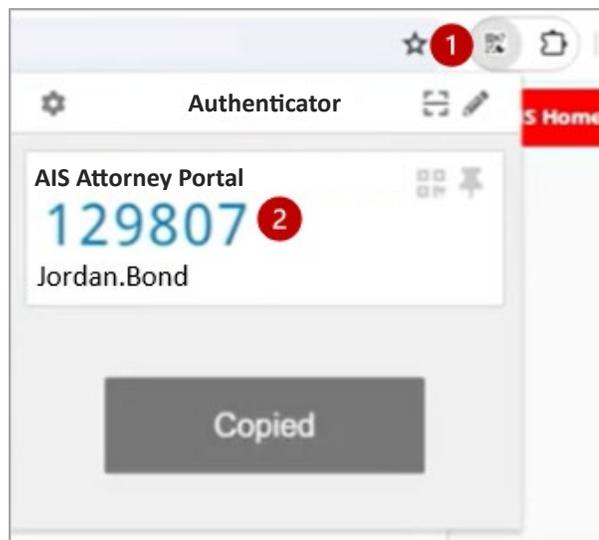
Depending on your browser settings, a pop-up message may display from **Authenticator** requesting additional permissions to modify data that you copy and paste.

3. Click the **Allow** button to grant permissions.



## Copy and paste the Authenticator code to complete MFA set up

1. Click the **Authenticator** icon on the browser toolbar to display the one-time passcode.
2. Click on the **blue** code to copy it. A message will display within the **Authenticator** to indicate the code has been successfully copied.  
 If the code displays in **red**, wait until a new code is generated and displays in **blue** before clicking the code to copy it.
3. Click in the **One-time Passcode** field and paste the code that was copied from the **Authenticator**.



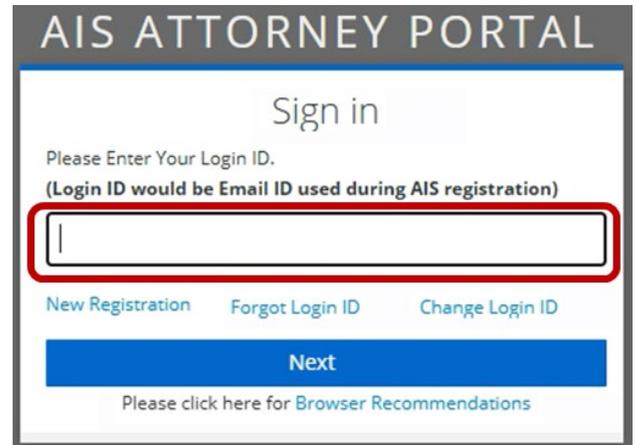
4. Click the **blue Save** button. A green confirmation message will appear at the top and bottom of your computer screen.
5. Click the **Back to AIS Home Page** link in the upper right corner to display the **AIS Attorney Portal**.

## Step 5: Sign into AIS after successfully registering for MFA

**This step can only be completed AFTER the Authenticator extension has been successfully installed on your browser and linked to your AIS account via Steps 1-3.**

### To log into AIS:

1. Open a **Chrome** or **Edge** browser window and navigate to the **AIS Attorney Portal**, <https://jportal.mdcourts.gov/aisattorneyportal>.
2. Click in the **Login ID** field and enter the email address used during **AIS Attorney Portal** registration.
3. Click the **blue Next** button.
4. Click in the **Password** field and enter your password.
5. Click the **blue Next** button.



After entering your credentials, you will be prompted to enter a one-time passcode generated from the **Authenticator** extension on your **browser** toolbar.

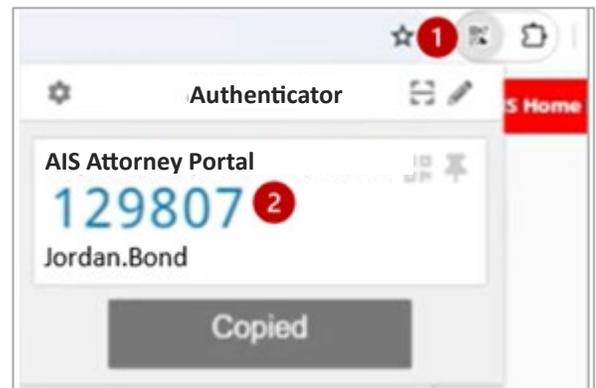
### To authenticate your credentials:

1. Click the **Authenticator** icon on the toolbar to display the one-time passcode.
2. Click on the **blue code** to copy it. A message will display within the **Authenticator** to indicate the code has been successfully copied.



If the code displays in **red**, wait until a new code is generated and displays in **blue** before clicking the code to copy it.

6. Click In the **One-time Passcode** field and paste the code that was copied from the **Authenticator**.
3. Click the **blue Sign In** button to display the **AIS Home Page**.



## Need Help? Contact Customer Services

 [mdcourts@service-now.com](mailto:mdcourts@service-now.com)

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