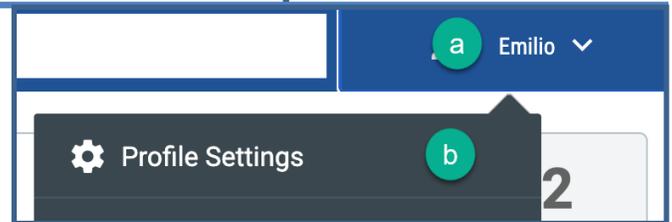# Multi-Factor Authentication Setup—OTP
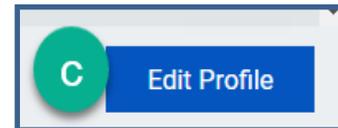
Option: Timed One-Time Password

1) **Update myRCC Profile**

    a. In the upper Right, Click your name

    b. Click **Profile Settings** at the top of the drop down

   c. Click **Edit Profile** at the bottom of the dialog

2) Find the MFA Options just below your Contact Information
Select the Timed, One-Time Password **(TOTP)** Option
Click **Save** at the bottom

3) Log out of myRCC

Optional for Personal Computer Only

4) In a new Window, in the Address bar type "**authenticator.cc**"
and press **Enter**.

5) Click **Add to Chrome** button
This also works for **Firefox** and **Edge**—if it does not automatically
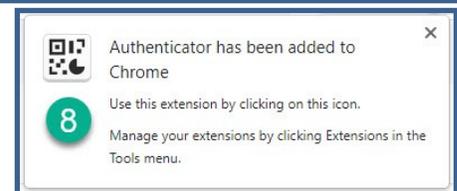choose your correct browser, use the drop down to do so.
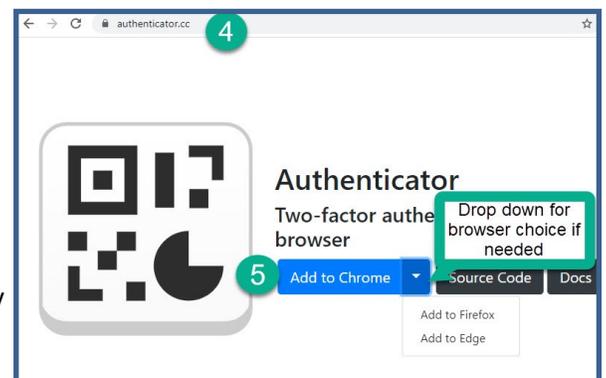
6) Click **Add to Chrome** (or other browser) in the upper right of window

7) If Prompted click
Add Extension at
the top
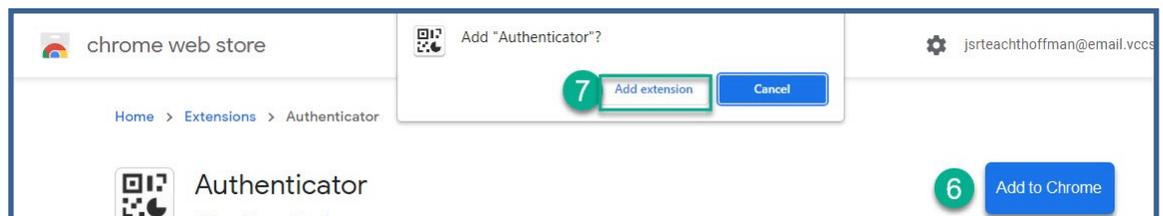
8) You should receive a success message—you will see a Red Warning as
well, this is normal and may be ignored if this is your first time in-
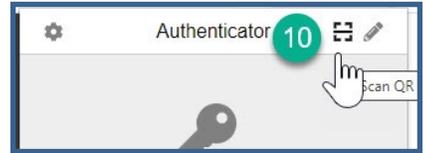stalling this extension.

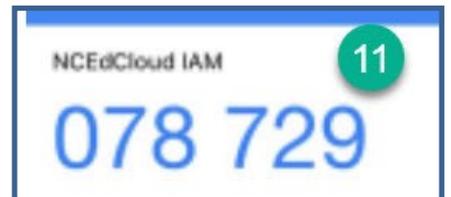**Open a New Browser Window**— Log into **MyRCC**.

9) You should be presented with a QR Code. In your Authenticator window, click the Scan QR Code icon.

10) In the upper right of your browser, click on the **puzzle-piece** icon to manage extensions. Click on **Authenticator**. You will be prompted to set up your account. Click the **Scan QR Code** Icon.

11) You will receive onscreen prompts. Click your mouse and hold it at a corner of the QR Code. Then Drag your mouse across the QR, you will see a frame. When you have framed the whole QR Code, release your mouse button.
It should process for a moment then give you a success message and return a numeric code. Type this into the CODE box on below the QR code on myRCC and you should be logged in.

Note: you can tell your browser to remember you on that machine for 30 days. You will not be prompted again until day 31, when you will need to type in a new Numeric code.
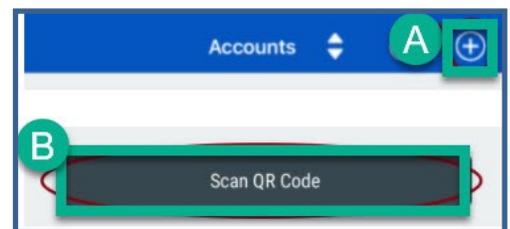
Option for Mobile Device

4) Once you have completed the myRCC Profile set up in steps 1-3, Install the Rapid Identity App on your mobile Device

5) **On your computer** — Log into **MyRCC—stay on the screen with the QR Code displayed**

6) Launch the Rapid Identity App on your mobile device
A) Tap the (+) in the upper right to add your Account
B) Tap Scan QR Code

7) Center the camera "box" over the QR barcode and Ping Me will automatically create a new item in your list of systems with the name "myVCCS"

8) You should have a box similar to the one on the right. Type the numeric code into your browser on the Code box to go into myRCC.

Edited 11/12/2021   ~thoffman