



HOW TO SET UP TWO-FACTOR AUTHENTICATION IN CONCUR

Step 1: Log into <u>SAP Concur</u> using the credentials sent to you by the event coordinator.

Step 2: After entering your credentials, it will ask you to change your password.

Step 3: After changing your password, try to log in again. It will ask you for two-factor authentication. Click on "unable to enter authentication code," then "Send."

Two-factor Authentication	testy@ndaa.org
app on your mobile device or browser.	We will send you an email with a link to reset the two-factor authentication associated with your account
Authentication Code	addrendedion associated with your account.
	After clicking the link, follow the instructions to set up two-fac- tor authentication.
Sign In	
Inable to enter authentication code	Send
Need help signing in	

Step 4: You will then be sent an email from <u>noreply@concur.com</u>. If you do not see it, please check your Spam. Important: Please copy and paste the link in the email into a *separate* browser or incognito tab.

Two-Factor Authentication Reset Request		
Hello Testy Tester, To reset the two-factor authentication associated with Login ID testy@ndaa.org, please click on the following button: Reset Two-Factor Authentication		
If the button is not working correctly or is not being displayed, please copy and paste the link below into your b https://us2.concursolutions.com/nui/signin/pwd?lang=en&reset=mfa&handle=IGC56RW7eOosbjq9tTk2kQsg6r	rowser. nOwJ0Mw2G3y01%2F0dA%3D%3D&loken=dd-36d9hk22y8a2xrcp3azukdc3ufgt2g	
If you are experiencing difficulty with this link and require assistance, please contact your program administrate Kind Regards, Customer Support Concur Technologies, Inc.	or at your company.	
Please do not reply to this message. This email was sent from a notification-only email address that cannot accept incoming email. You are viewing this transactional email based on a recent booking or account-related update.		
Step 5: You will be asked to enter your password again.	testy@ndaa.org Set Up Two-factor Authentication	
Step 6: After entering your password, you should see a screen with a QR code.	You must set up two-factor authentication to continue sign-in. Use your authenticator app (such as Microsoft Authenticator or Google Authenticator) to scan the QR code below.	
	Can't scan the QR code?	
	Authentication Code	
	Sign In	

Need help signing in

National District Attorneys Association 1400 Crystal Drive, Suite 330 Arlington, VA 22202





Step 7: Please download a two-factor authentication app onto your phone or computer, or install a browser extension. Below are some (by no means exhaustive) options¹.

Phone (iPhone)

- <u>Google Authenticator</u>
- Authenticator App
- <u>Microsoft Authenticator</u>

Phone (Android)

- <u>Google Authenticator</u>
- <u>Microsoft Authenticator</u>
 <u>2FA Authenticator</u>

Browser Extension (Chrome)

- <u>Authenticator</u>
- <u>2FAS</u>

Browser Extension (Edge)

<u>Authenticator: 2FA Client</u>

Step 8: Open the two-factor authenticator application. Scan the QR Code from earlier using the app (or browser extension).

Step 9: After scanning the QR code, your app should show you a set of numbers. Enter these numbers into the "Authentication Code" section on your computer.

Important: If the numbers don't work the first time, please wait until the current code expires and enter the new code.



Step 9: Congratulations, you should

now be logged in! You will need to enter a code *every time you log into Concur,* so please do not delete the app or browser extension.

Note:

SAP Concur that is requiring two-factor authentication, not NDAA. We apologize for any inconvenience. We appreciate your patience with NDAA staff.

¹ Included applications are for convenience only, and do not represent sponsorship or approval by NDAA.

