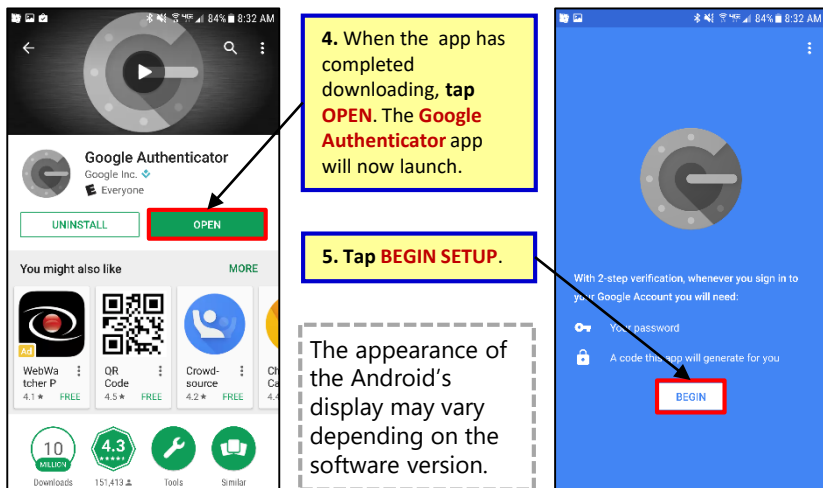
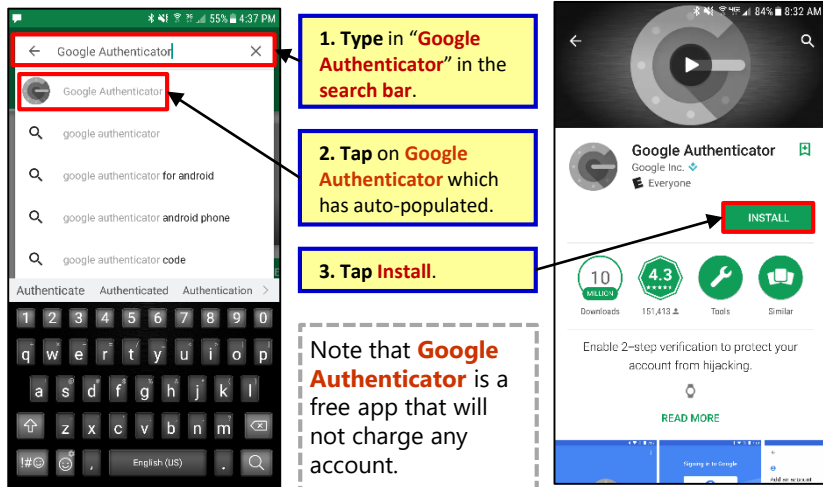


SAMS DOMESTIC: GETTING STARTED

- **Navigate** to the **Play Store** from your Android device

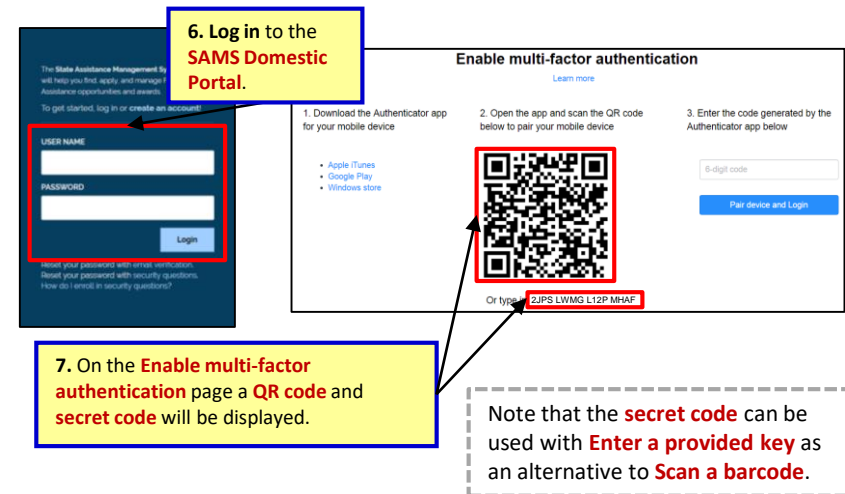
SETTING UP THE GOOGLE AUTHENTICATOR

- Multifactor Authentication (MFA) is an extra layer of security designed to help authenticate a user's identity before entering the **SAMS Domestic Portal**

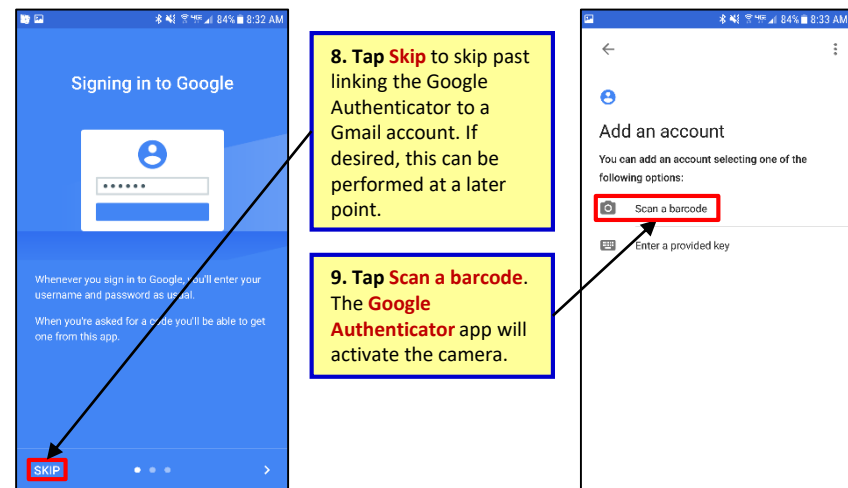


ENABLING MULTI-FACTOR AUTHENTICATION

- **Launch** the Google Chrome web browser
- **Type** in the URL (<https://mygrants.service-now.com/>)



- **Return** to the **Google Authenticator** app



ENABLING MULTI-FACTOR AUTHENTICATION (cont.)

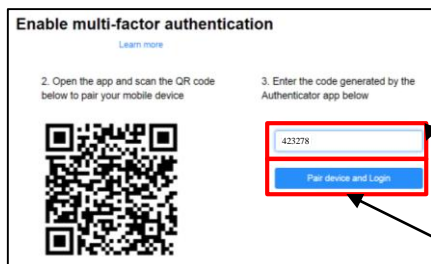
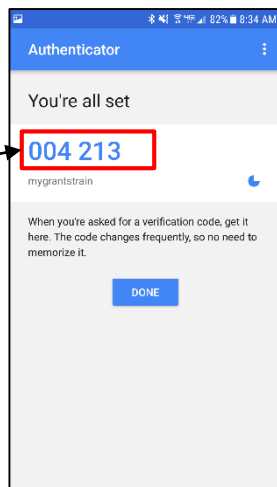


10. Hold the Android's camera in front of the **Enable multi-factor authentication page** that is displayed on the computer.

11. Use the red box projected on the Android screen to **center the QR code** and scan it.

12. When the **Google Authenticator** app recognizes the QR code displayed on the computer screen, it will automatically generate an **authentication code**.

Each **authentication code** is valid only for 30 seconds. A new code will be generated automatically.

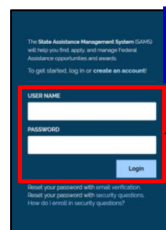


13. Within 30 seconds, **return to the SAMS Domestic Enable multi-factor authentication page** on the computer. **Type the authentication code**, without spaces, into the **authentication code field**.

14. Click **Pair device and Login**.

USING THE GOOGLE AUTHENTICATOR APP FOR MFA LOG IN

- MFA is required every time a user logs into the **SAMS Domestic Portal**
- Launch** the Google Chrome web browser
- Type** in the URL (<https://mygrants.service-now.com/>)



1. Log in to the **SAMS Domestic Portal**.



MFA does not require internet or cell tower connectivity to function

The **SAMS Domestic Portal** will now display a **2-Factor Authentication** page.

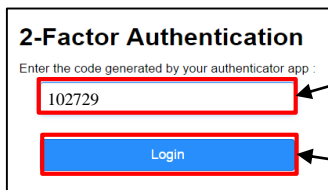
- Open** the **Google Authenticator** app



2. The **Google Authenticator** app will automatically generate an **authentication code**.

Each **authentication code** is valid only for 30 seconds. A new code will be generated automatically. A **blue circle** indicates the time remaining.

- Return** to the **SAMS Domestic 2-Factor Authentication** page



3. Type the **authentication code** in the **authentication code field**.

4. Click **Login**.

GETTING HELP

- Contact the ILMS Support Desk at 1-888-313-ILMS (4567) or via **Self Service Portal** at <https://afsism.service-now.com/ilms/home>
- Access additional training resources on the **SAMS Domestic Portal Support** page at <http://mygrants.service-now.com>