SAMS DOMESTIC: GETTING STARTED

- **Launch** the Google Chrome web browser
- **Type** in the URL (**http://winauth.com/download**)

SETTING UP THE AUTHENTICATOR

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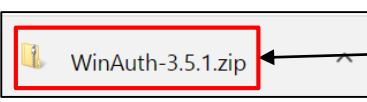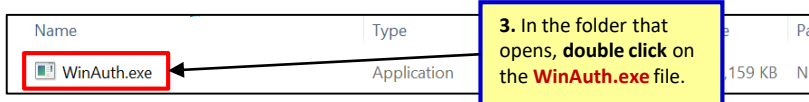
This is the latest stable version of WinA...

WinAuth 3.5.1 (2016-06-07)

MD5: 9393C999D1412C0D28CCCEA0F9CB95C3. WinAuth...

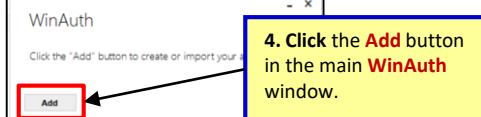(Windows 7 / 8.x / 10 requires Microsoft .NET Framework 4.5)

1. Click on the link for the latest stable version of **WinAuth** to download it.

Users of Windows 7, 8, or 10 may first need to download Microsoft .NET Frame 4.5 before proceeding with downloading **WinAuth**.

WinAuth-3.5.1.zip
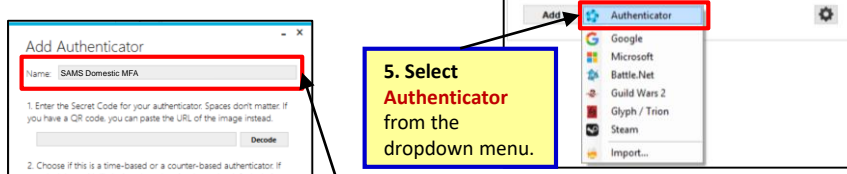
2. Click on the **WinAuth-3.5.1.zip** folder that appears on the downloads bar.

Name	Type		Pas
WinAuth.exe	Application	159 KB	No

3. In the folder that opens, **double click** on the **WinAuth.exe** file.

WinAuth

Click the "Add" button to create or import your a...

Add

4. Click the **Add** button in the main **WinAuth** window.

WinAuth

Click the "Add" button to create or import your authenticator

Add
- Authenticator
- Google
- Microsoft
- Battle.Net
- Guild Wars 2
- Glyph / Trion
- Steam
- Import...
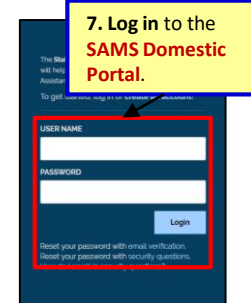
5. Select Authenticator from the dropdown menu.

Add Authenticator

Name: SAMS Domestic MFA

1. Enter the Secret Code for your authenticator. Spaces don't matter. If you have a QR code, you can paste the URL of the image instead.

Decode

2. Choose if this is a time-based or a counter-based authenticator. If you don't know, it's likely time-based, so just leave the default choice.

○ Time-based ○ Counter-based

3. Click the Verify button to check the first code.

Verify Authenticator

4. Verify the following code matches your service.

OK   Cancel

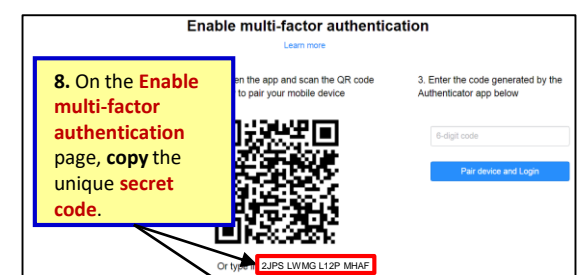**6.** In the **Name** field, type "**SAMS Domestic MFA**".

Do NOT close the **WinAuth** window at this time.

ENABLING MULTI-FACTOR AUTHENTICATION

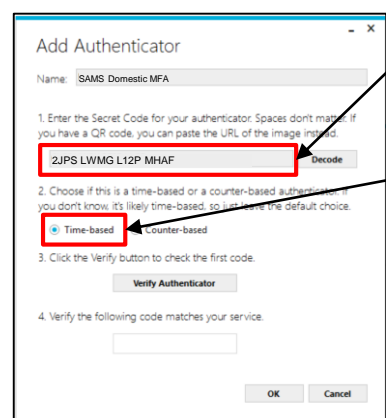- **Open** a new Google Chrome window
- **Type** in the URL (**https://mygrants.service-now.com/**)

USER NAME

PASSWORD

Login

Reset your password with email verification.
Reset your password with security questions.

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

Enable multi-factor authentication

Learn more

en the app and scan the QR code to pair your mobile device

3. Enter the code generated by the Authenticator app below

6-digit code

Pair device and Login

8. On the **Enable multi-factor authentication** page, **copy** the unique **secret code**.

Or type 2JPS LWMG L12P MHAF

2JPS LWMG L12P MHAF

- **Return** to the **WinAuth** window

Add Authenticator

Name: SAMS Domestic MFA

1. Enter the Secret Code for your authenticator. Spaces don't matter. If you have a QR code, you can paste the URL of the image instead.

2JPS LWMG L12P MHAF   Decode

2. Choose if this is a time-based or a counter-based authenticator. If you don't know, it's likely time-based, so just leave the default choice.

● Time-based   ○ Counter-based

3. Click the Verify button to check the first code.

Verify Authenticator

4. Verify the following code matches your service.

OK   Cancel

9. Paste the **secret code** copied from the **SAMS Domestic Enable multi-factor authentication** page into the **secret code** field.

10. Ensure that **Time-based** is selected.

Verify Authenticator

owing code matches your se...

122 505

11. Click Verify Authenticator. A one-time, six-digit **authentication code** will generate.

Each **authentication code** is valid only for 30 seconds. A new code will be generated automatically. The **green timer** bar shows the remaining time.

Enable multi-factor authentication

Learn more

2. Open the app and scan the QR code below to pair your mobile device

3. Enter the code generated by the Authenticator app below
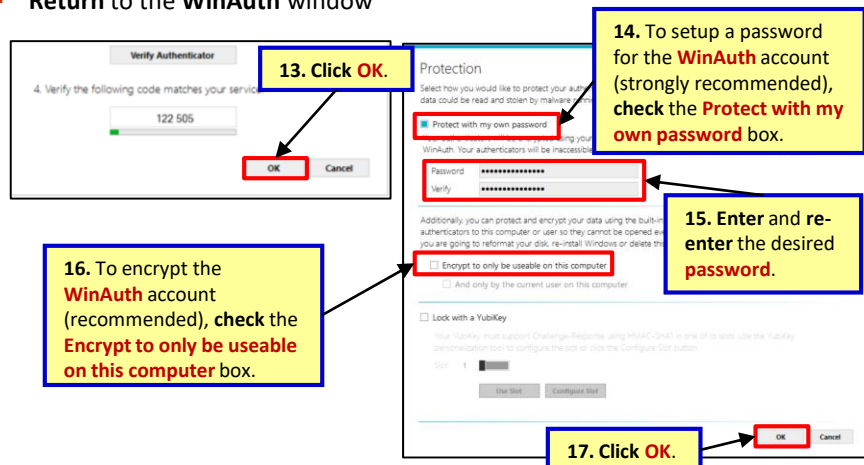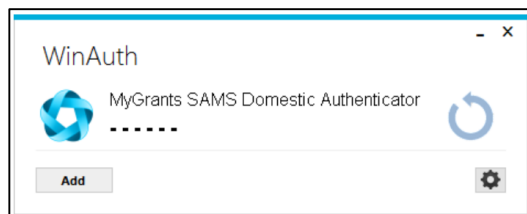
122505

Pair device and Login

12. Within 30 seconds, **return** to the **SAMS Domestic Enable multi-factor authentication** page. **Type** the **authentication code**, without spaces, into the **authentication code** field and **click Pair device and Login**.

ENABLING MULTI-FACTOR AUTHENTICATION

- **Return** to the **WinAuth** window

13. Click OK.

14. To setup a password for the **WinAuth** account (strongly recommended), **check** the **Protect with my own password** box.

15. Enter and **re-enter** the desired **password**.

16. To encrypt the **WinAuth** account (recommended), **check** the **Encrypt to only be useable on this computer** box.

17. Click OK.
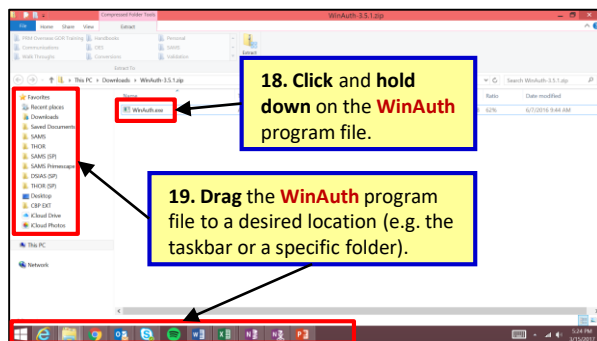
- **WinAuth** should now be set up to generate authentication codes for **SAMS Domestic** log in

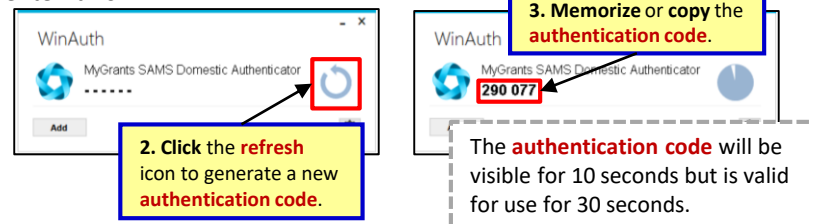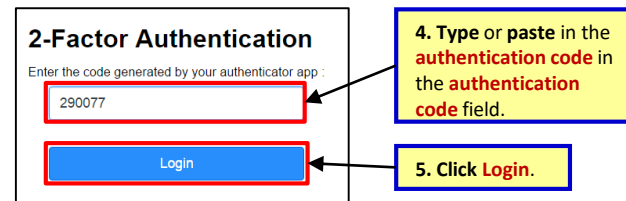- Move the **WinAuth** program file to an easily accessible location

18. Click and **hold down** on the **WinAuth** program file.

19. Drag the **WinAuth** program file to a desired location (e.g. the taskbar or a specific folder).

USING WINAUTH FOR MFA LOG IN

- MFA is required every time a user logs into the **SAMS Domestic Portal**

- **Launch** Google Chrome

- **Type** in the URL (**https://mygrants.service-now.com/**)

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

SAMS Domestic will now display a **2-Factor Authentication** page**.**
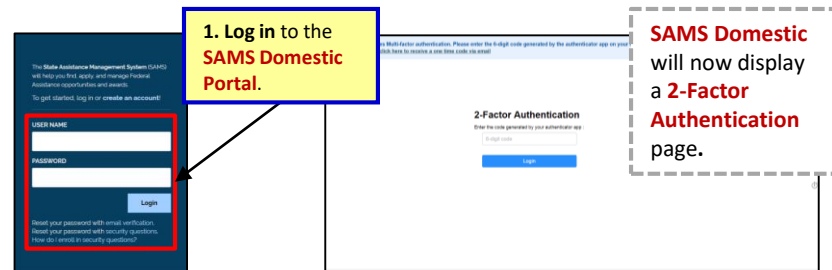
- **Open WinAuth**

- If a **WinAuth password** was created during *Completing Authentication Setup*, enter it now

3. Memorize or **copy** the **authentication code**.

2. Click the **refresh** icon to generate a new **authentication code**.

The **authentication code** will be visible for 10 seconds but is valid for use for 30 seconds.

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

2-Factor Authentication

Enter the code generated by your authenticator app :

290077

4. Type or **paste** in the **authentication code** in the **authentication code** field.

Login

5. Click Login.