

## Set up your Microsoft Multi-factor Authentication

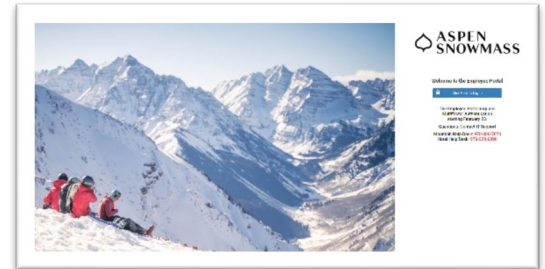
Thank you for going through this process to ensure your data is as safe as possible. This enrollment process should only take a couple minutes. If you run into problems, please contact the IT Help Desk.

- Mountain Help Desk: [itsupport@aspensnowmass.com](mailto:itsupport@aspensnowmass.com), 970-300-7070
- Hotel Help Desk: [hotelit@aspensnowmass.com](mailto:hotelit@aspensnowmass.com), 970-920-6396

**We recommend reading the instructions BEFORE you start the process.**

**STEP 1:** Click the link to either the [Employee Portal](#) (after 2/23) or the [Empyrean benefits portal](#) (after 3/17) or [Kronos](#) (after 3/20) and choose "Sign in."

*PLEASE NOTE: If you would like to use the Mobile App, you should log in from a computer. You will need to scan a QR code from a computer or other screen to your mobile device. Go to Step 4 for details before logging in above.*

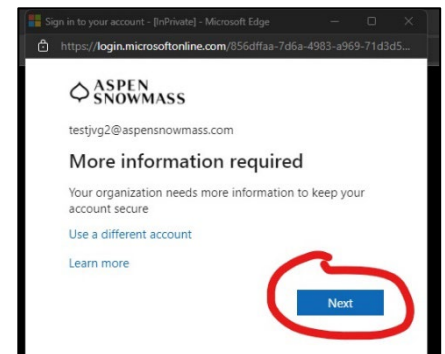


**New employees or employees who have not logged into** the portal since November will be prompted during the MFA process to change their password. It must be 12 characters. This new password will be good for Kronos as well (it may take 30 minutes to work on Kronos).

**STEP 2:** Sign in as you normally would with the user name and then the password that you use for the employee portal.

- Employees with an aspensnowmass.com email should use their regular email address and Kronos password to sign in.
- Employees with a hotel address like @thelittlenell.com should instead use @aspensnowmass.com.
- Employees without an aspensnowmass.com email should use their employeeid@aspensnowmass.com and password.

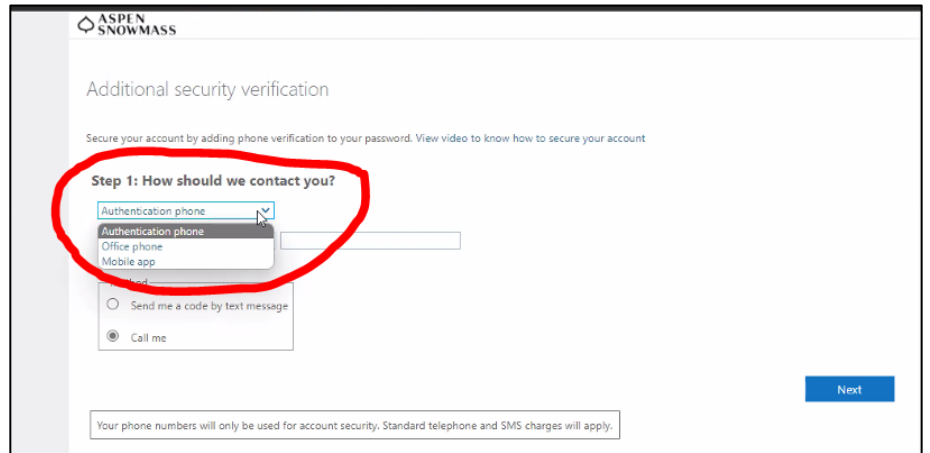
**STEP 3:** After you enter your password and choose **Sign in**, you'll be prompted for more information. Click **Next**.



#### STEP 4: Choose how to authenticate.

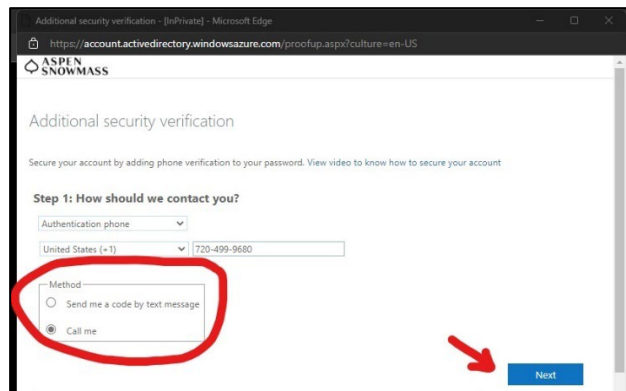
Please read through before beginning this process. There are three options:

- A. **Authenticate Phone** means that when you need to authenticate, your cell phone will be used for a text or call. Provide your cell phone number here. [Go to Next Step below](#)
- B. **Authenticate Office Phone** means that when you need to authenticate, your office phone will be called. Provide your office number here. *(Do not use this option if you log in at any other places than your office)* [Go to Next Step below](#)
- C. **Authenticate Mobile App** means you will download an app onto your cell phone. You will need to start the log in process on your computer but have your phone handy. This is a one-time process to enroll your phone. To authenticate in the future, only this app on your phone will be used. [Go to Next Step below](#)

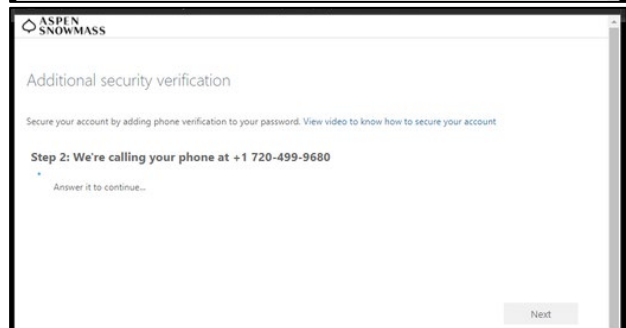
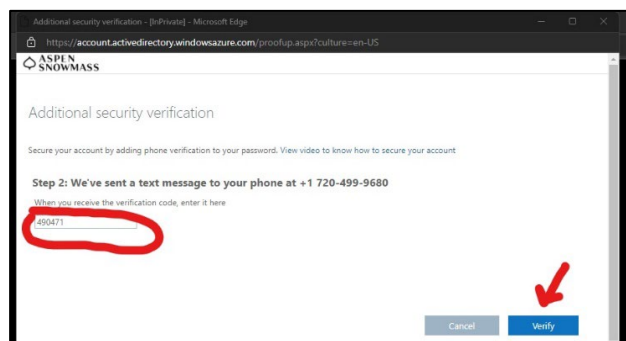


#### FOR OPTION A: Authenticate Cell Phone

After you choose Authenticate Phone, you will need to choose your method of authentication delivery. The options are to receive an authentication code by text or receive a phone call to your mobile phone. You can [preview a how-to video here](#). See below.



- If you choose “**Send me a code by text Message,**” click next. On Step 2, a code will be texted to your cell phone. Enter the code into the box on your computer screen. Click verify. Click Finished or Done. Your enrollment is complete!
- If you chose “**Call me**” to receive an authentication phone call on your cell phone, click next. On Step 2, you will receive a phone call. Answer the call and follow the directions. Press # to complete. Click Done. Your enrollment is complete!

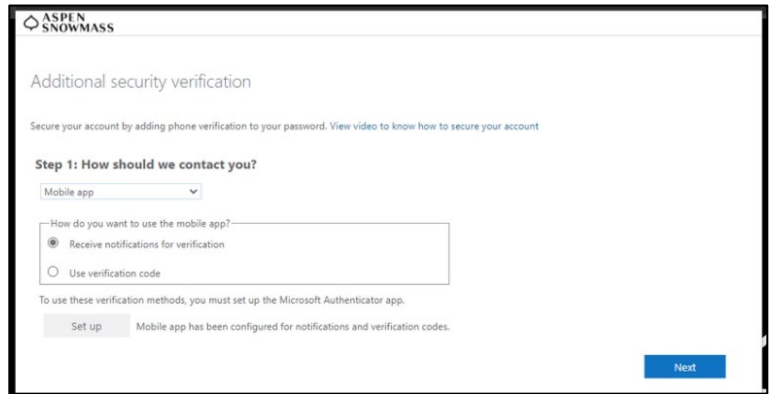




**Go back to your computer screen.**

Your mobile app is now configured for receiving notification verifications. Click next. Click Done.

Your enrollment is complete!

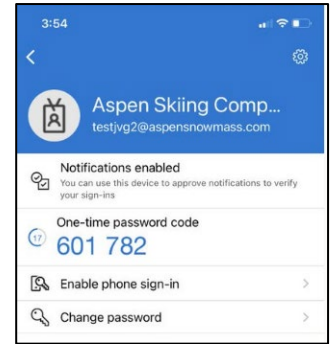
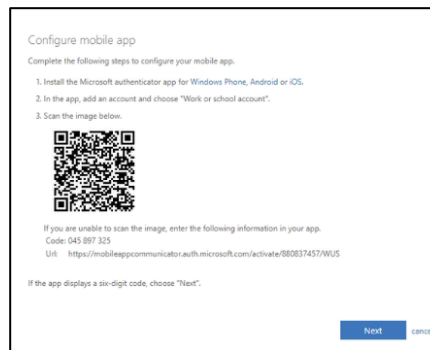


**SETTING UP “USE VERIFICATION CODE”:**

A QR code will appear on your computer screen. Scan it into your phone either with the app or with your phone camera.

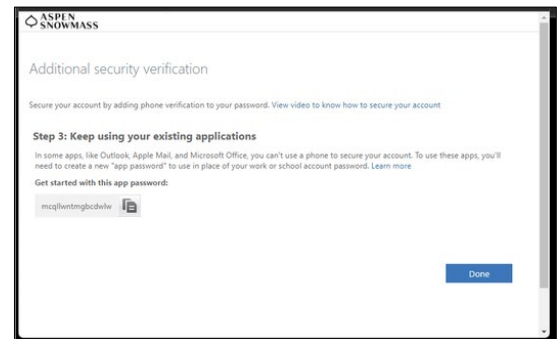
A verification code will appear in your mobile app. Go back to your computer and enter this code. Click verify. Click done

Your enrollment is complete!



**STEP 3:** Congratulations! When you see this screen on your computer, you’ve reached the end. Click done.

*NOTE: you may be prompted for an “app password.” This will not be required.*



Generally, you will only need multi-factor authentication the first time you sign into a device or after you've changed your password. You will not be asked for multi-factor authentication on a daily basis. To change your authentication delivery information or modify your Microsoft Multi-factor settings, please visit [aka.ms/MFASetup](https://aka.ms/MFASetup).

To view the MFA Fact Sheet, [click here](#).

If you need assistance with Microsoft Multi-Factor Authentication, please contact IT Support. Our hours are: 8am-5pm

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