# DOI Guest MFA Guidelines

The United States Department of the Interior (DOI) and the National Park Service (NPS) require Multi-Factor Authentication (MFA) for guests invited to participate and utilize DOI resources, such as NPS's Microsoft Teams site used to submit proposals in response to Prospectuses. Before gaining access to the Microsoft Teams site created to submit a proposal, guests need to use an authentication app to complete the secondary authentication.
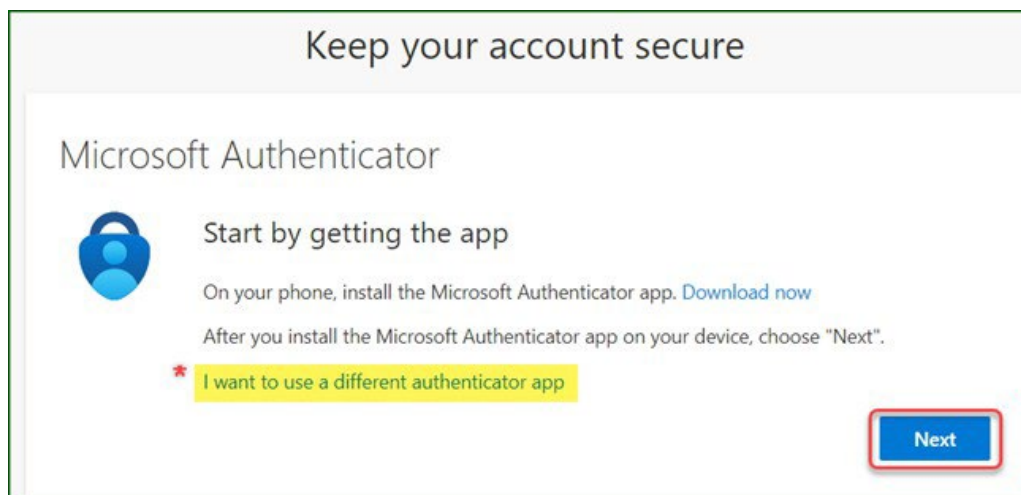
The steps outlined below walk the guest through using the Microsoft Authenticator app on an iPhone. If other apps or mobile platforms are used, the guest will need to adjust accordingly based upon this information.

1. On a mobile device, install the Microsoft Authenticator app.

2. On a computer, open the welcome email message from the NPS Microsoft Teams site and follow the instructions to open and log into the Teams site. The guest will receive the following screen indicating more information is needed, click <Next>:
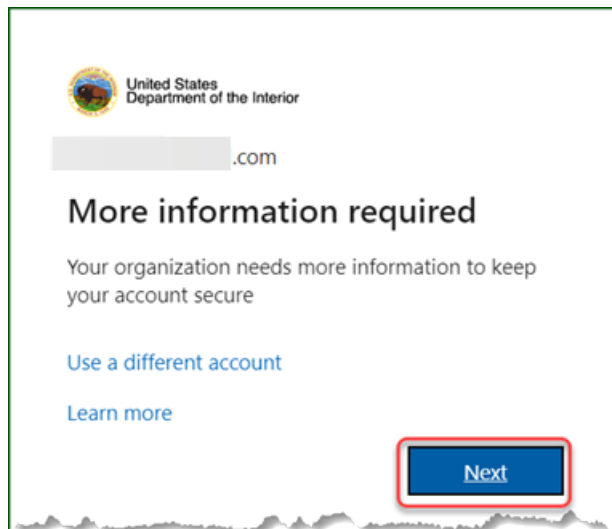
    Depending on the chosen mobile platform, guests may be required to authenticate via a one-time password or a preestablished two-factor authentication method. Once that authentication is completed, proceed to the next step.

3. Begin Microsoft Authenticator setup. Click <Next>. (* not covered in this how-to, but this is where guests could setup other authenticator tools)

4. Click <Next>:

5. On this screen, switch to the Authenticator application to pair the account with Authenticator:

6. Launch Authenticator, the screen will resemble this:
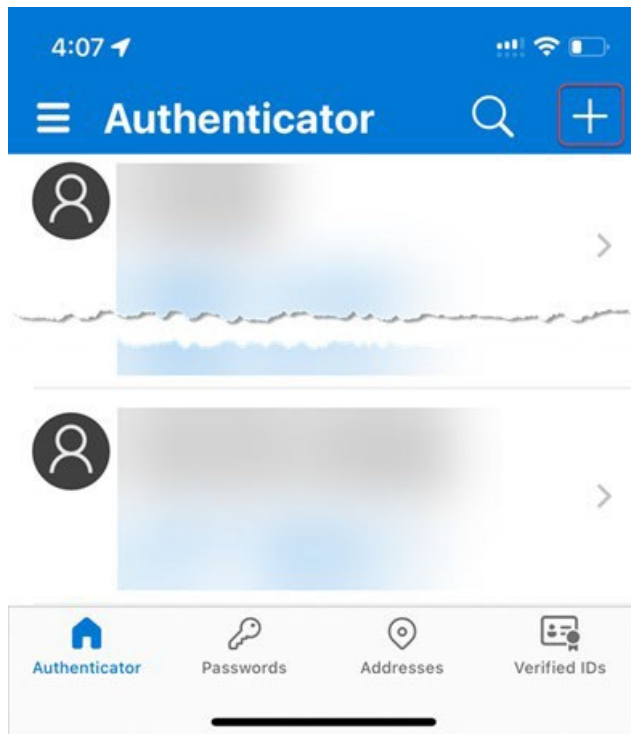
   Click the "+" icon to add an entry.

7. Select the type of account. Use a "Personal account" or "Work or school account" as appropriate:

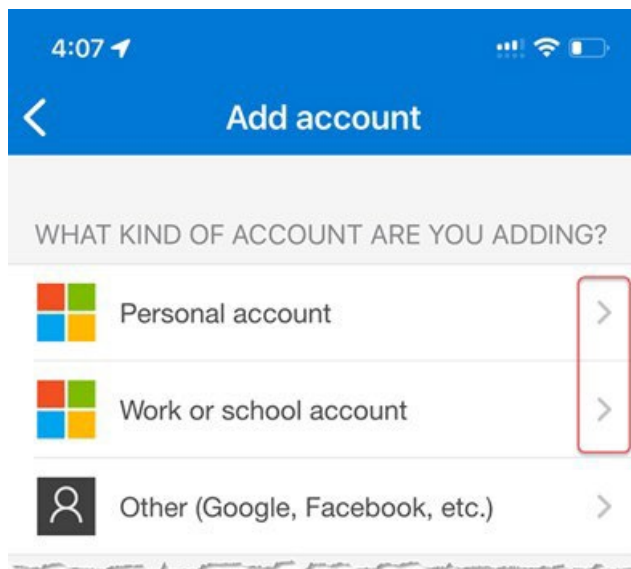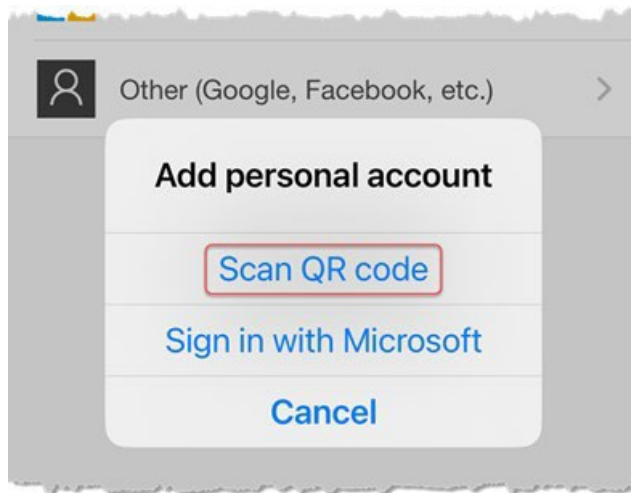8. Select "Scan QR Code":

9. When camera turns on for the phone, hold it near the screen such that the QR Code fits within the isolated window:
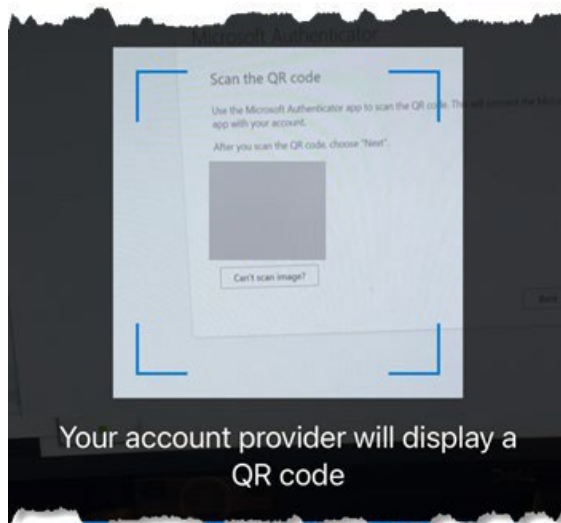
10. Authenticator will then prompt guest to enter the value on the computer screen in the Authenticator prompt. Once entered, hit "Yes":
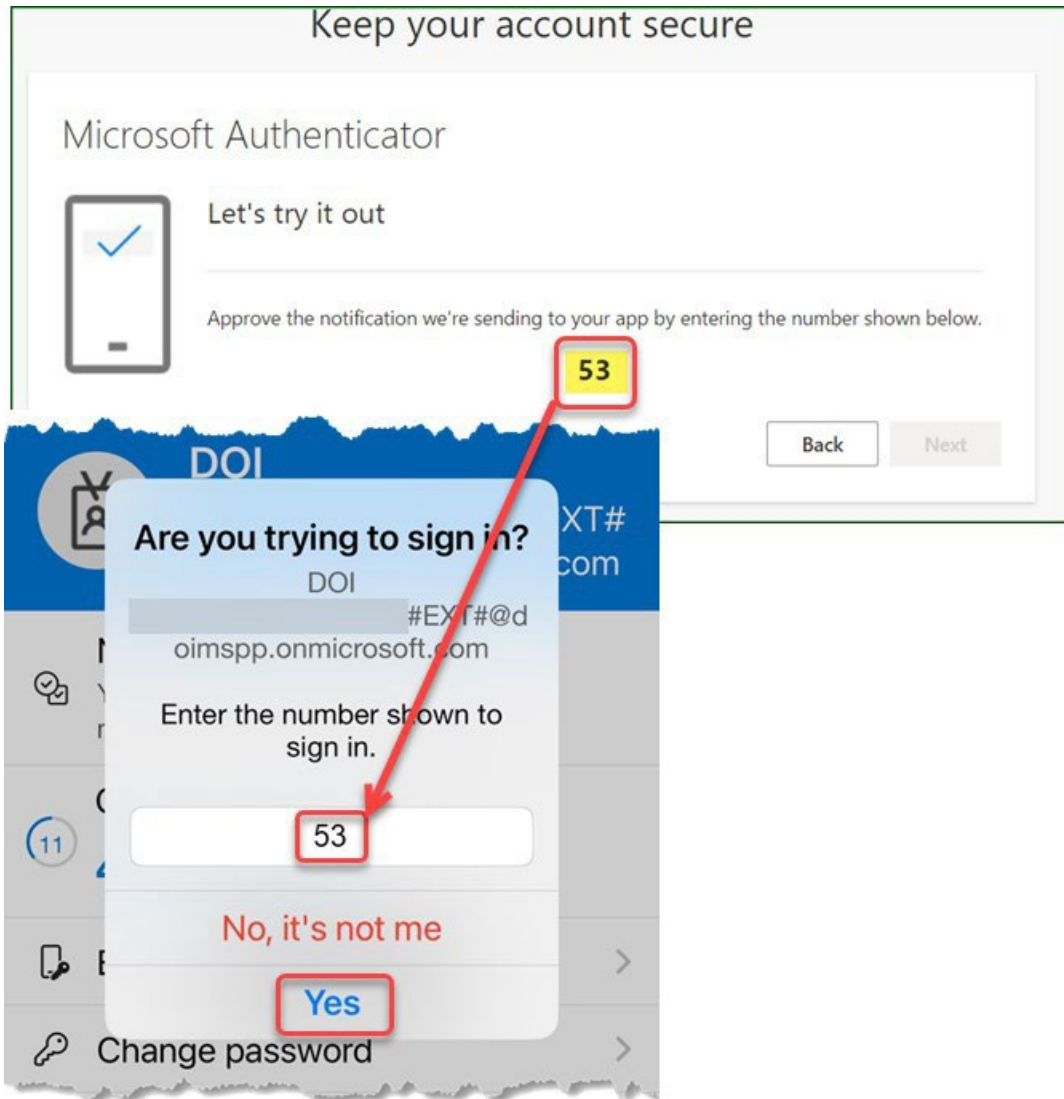
11. Confirmation screen will appear. Click <Next>:
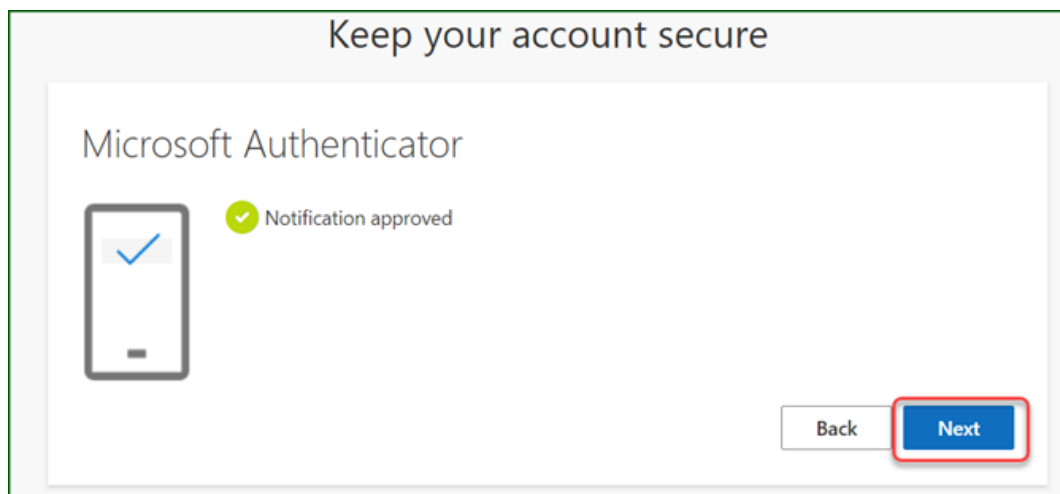
12. Guest should receive "Success!" message. Click <Done>:
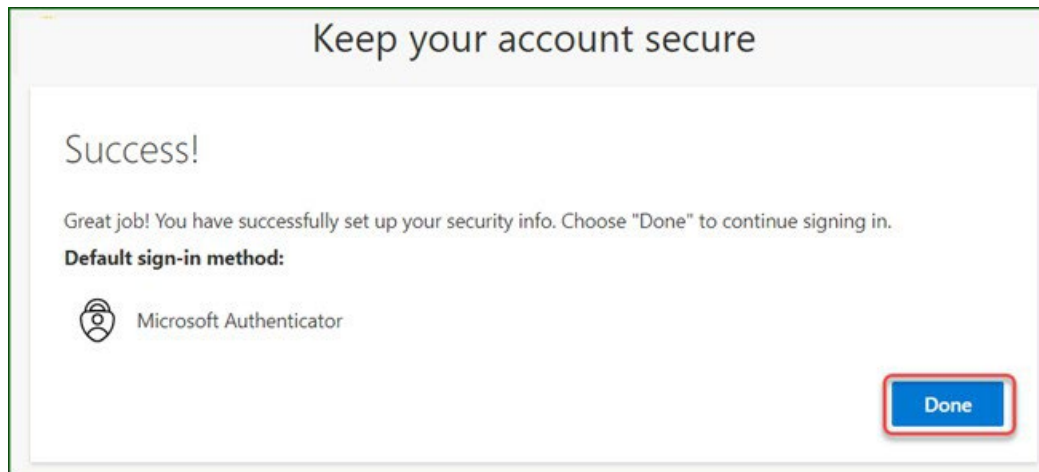
13. [Bonus] If the guest has not previously accepted the "DOI terms of use", then the sponsored guest will need to read and accept the terms. Click on the "Guest Access" text to expand the passage, read, and then click <Accept>:

United States
Department of the Interior

DOI terms of use

In order to access DOI resource(s), you must read the terms of use.

[1]

📄 **Guest Access**

Please click Ac...

Decline

United States
Department of the Interior

DOI terms of use

In order to access DOI resource(s), you must read the terms of use.

📄 Guest Access

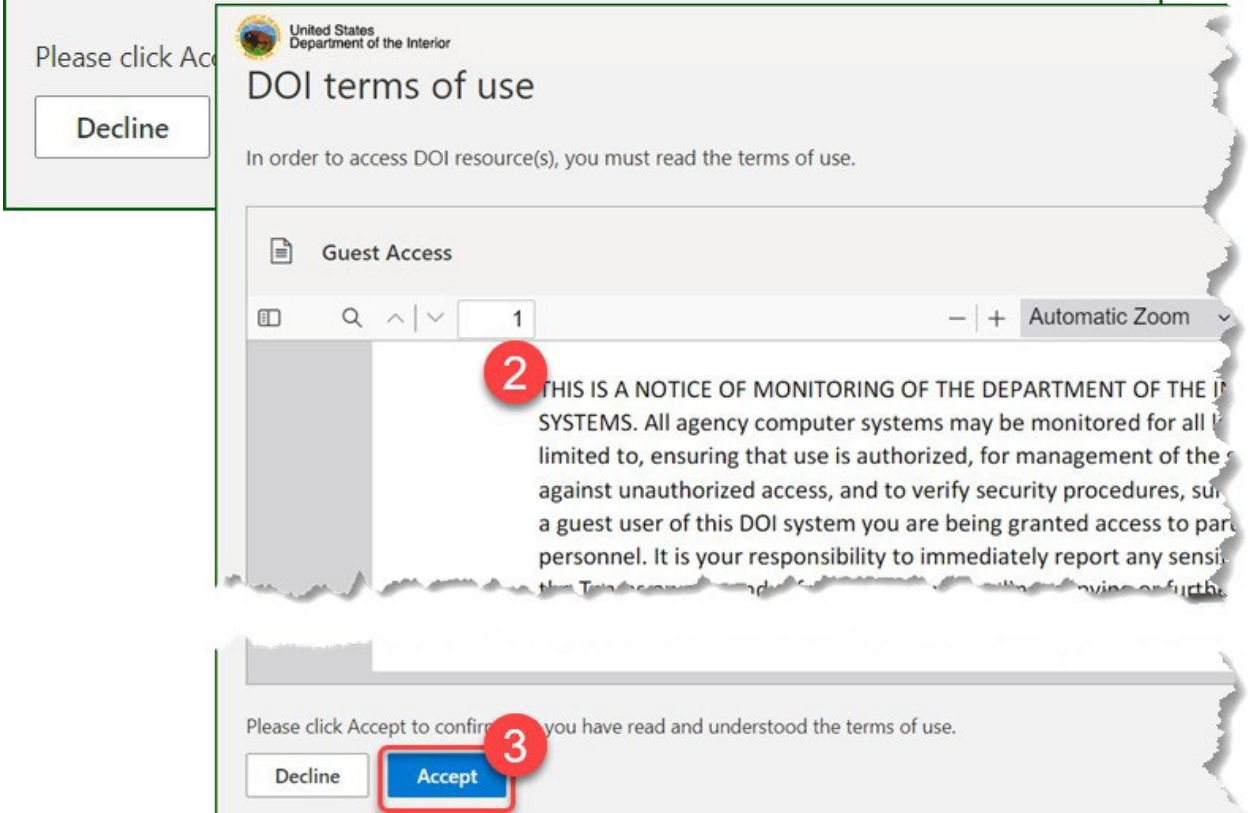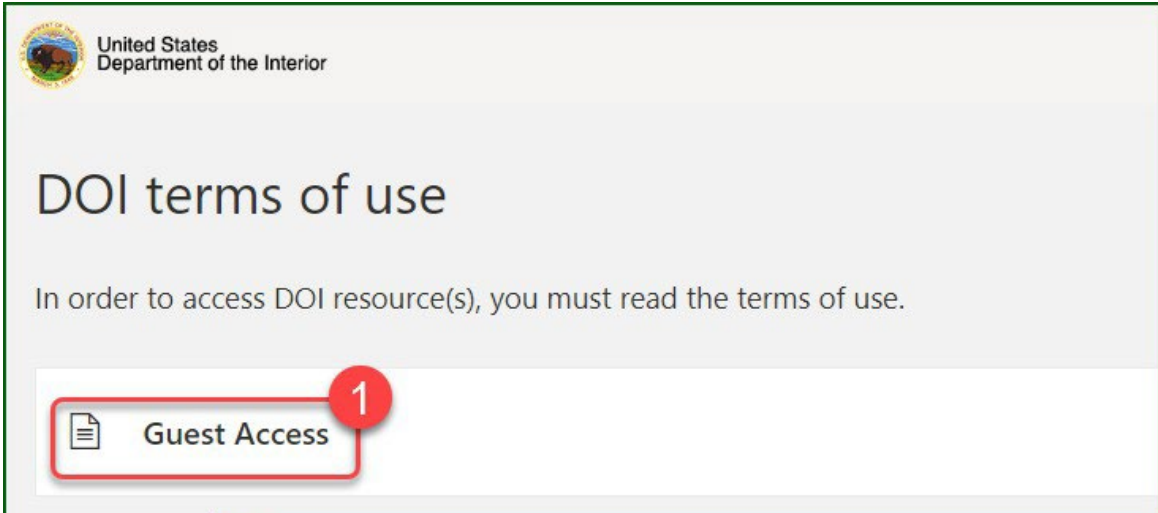▥   🔍 ∧ | ∨   1   − | +   Automatic Zoom ∨

[2] THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE I
SYSTEMS. All agency computer systems may be monitored for all
limited to, ensuring that use is authorized, for management of the
against unauthorized access, and to verify security procedures, su
a guest user of this DOI system you are being granted access to par
personnel. It is your responsibility to immediately report any sensi

Please click Accept to confir [3] you have read and understood the terms of use.

Decline   **Accept**

The user may receive a dialog box similar to the following confirming the process is completed, click <Next> to close the box and begin using the permitted tool.

You're joining Teams as a **guest**

Welcome! As a guest, you can work and chat with others and navigate across topics, files, and more through channels.