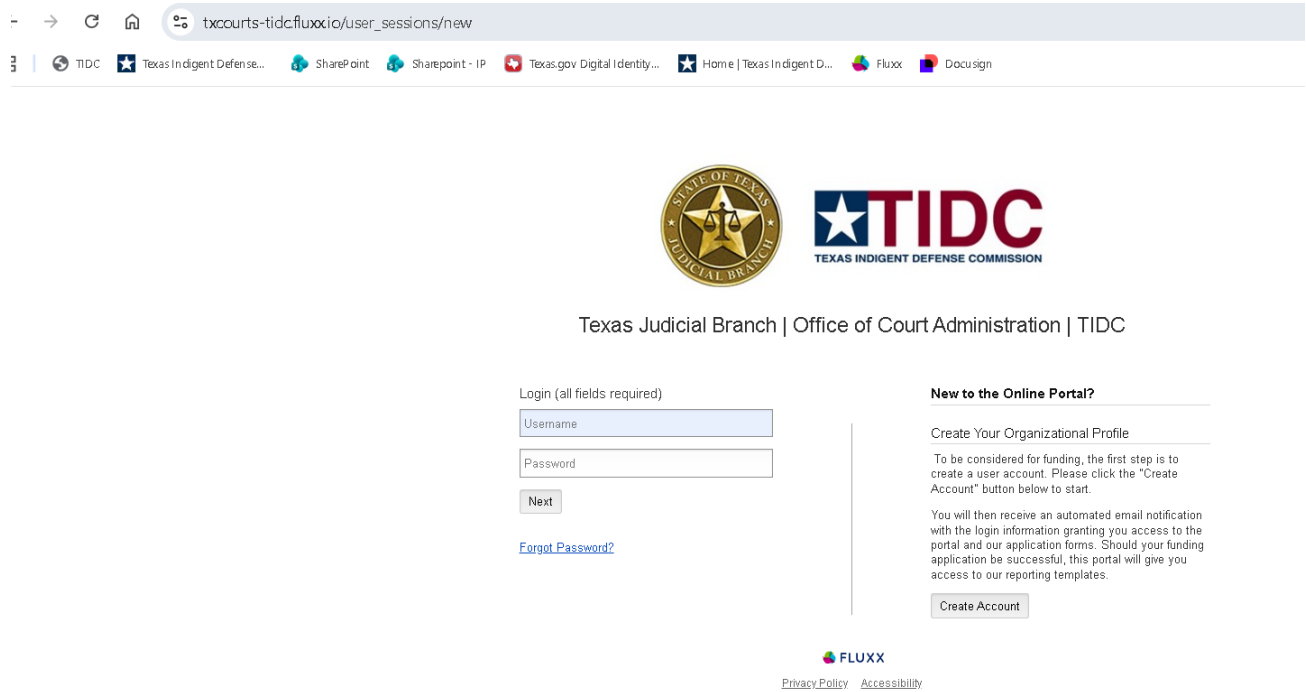


## SETTING UP AUTHENTICATOR SMARTPHONE APP AS MFA METHOD

To set up Multi-factor Authentication (MFA) using a smartphone (e.g., iPhone, Android) application, you will need to download a free authenticator app like Google Authenticator or Microsoft Authenticator, etc. to your phone.

A. Log into The TIDC Grantee Portal with your username and password.



The screenshot shows a web browser window with the URL `txcourts-tidc.fluxx.io/user_sessions/new`. The browser's address bar and tabs are visible at the top. The page content includes the State of Texas Judicial Branch seal and the TIDC logo (Texas Indigent Defense Commission). Below the logos, the text reads "Texas Judicial Branch | Office of Court Administration | TIDC".

The login section is titled "Login (all fields required)" and contains two input fields: "Username" and "Password". Below these fields is a "Next" button and a link for "Forgot Password?".

To the right of the login section is a section titled "New to the Online Portal?". It contains the heading "Create Your Organizational Profile" and the following text: "To be considered for funding, the first step is to create a user account. Please click the 'Create Account' button below to start. You will then receive an automated email notification with the login information granting you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates." Below this text is a "Create Account" button.

At the bottom of the page, the FLUXX logo is displayed, along with links for "Privacy Policy" and "Accessibility".

B. Download and complete the set-up process for the authenticator app.

## Configure Multi-Factor Authentication

The Office of Court Administration requires that you use Multi-Factor Authentication to access your account.

**Smartphone App**

Smartphone App MFA requires that you download an authenticator application to your smartphone.

[iOS / Android](#)

Once you have installed the application, click below to generate a QR Code to scan.

**Scan QR Code**

C. Select Smartphone App as your MFA Method and click “Scan QR Code.”



Lost your phone or need help? Contact your administrator.

D. On your smartphone, open the application you will use for authentication, and follow the instructions for adding a new account (e.g., clicking “Add a code” to add a new account). This example uses Google Authenticator, but the process should be similar for Microsoft Authenticator, Authy, or other authenticator apps. Select “Scan a QR Code” when prompted and use your phone’s camera to scan the QR code on your computer screen. Click “Next” on the computer screen after scanning.

E. In your smartphone app, you should see a new account for Texas Judicial Branch | Office of Court Administration | TIDC and a MFA token attached. If not you may need to create a new account in your authenticator. Enter the token on the MFA screen and Click “Log In.”

NOTE: The 6-digit token changes in the app every 30 seconds. If the token times out while you are entering it on the screen, you will not be able to log in. You will have to enter the new token instead.