SERDP & ESTCP Management System (SEMS)

Account Setup and Multi-Factor Authentication (MFA) Setup Guide

(UPDATED WINTER 2021)

Contents

Overview

Multi-Factor Authentication (MFA)

Multi-Factor Authentication (MFA) has now been enabled for The SERDRP and ESTCP Management System (SEMS). MFA is an authentication method that requires more than one verification method for users when signing into the system.

Standard accounts (not linked to CAC card):
When you log into your SEMS account, you will be required to enter your email address and password, as well as a verification code. To receive the code, a one-time setup of the MFA verification method is required. This guide explains how to create an account and setup the MFA verification method.

Homepage

SEMS

SERDP and ESTCP Management System (SEMS)

Helping manage a large and diverse research portfolio

| SIGN IN | CREATE ACCOUNT | CREATE DOD CAC ACCOUNT |

1

2

3

SIGN IN
If you already have an account.

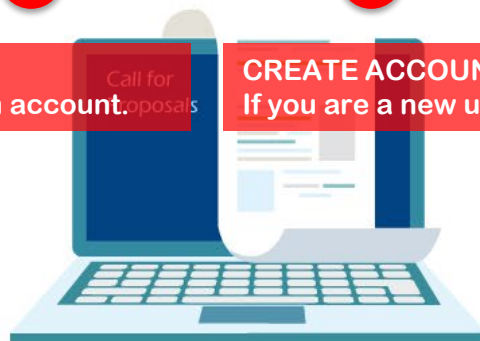**CREATE ACCOUNT**
If you are a new user.

CREATE DOD CAC ACCOUNT
If you are a new user and wish to link your CAC to your SEMS account

Open Solicitations

Call for Proposals

s on solicitations please visit the Funding Opportunities page of our website.

Explore Program Areas

Achieving sustainable solutions in all five areas

Existing User

The SERDP and ESTCP Management System (SEMS) has upgraded its login process to improve usability. Following this upgrade, you will need to reactivate your account and reset your password. You should have received an email with subject of 'Account Update' with instructions.

If you did not receive this email, or need login assistance, please contact sems@serdp-estcp.org

New User

You must create an account in order to access The SERDP and ESTCP Management System (SEMS). There are two ways to set up an account.

Standard Login: use the 'Create Account' option from the homepage. This uses an email address and password, as well as an MFA verification method, in order to allow access.

DoD CAC Login: use the 'Create DOD CAC Account' option from the homepage. This will link your CAC card to the account you create. CAC login is not required. DoD users may use the standard login.

Note: CAC Accounts do not require an MFA verification method. However, if you choose to login with your registered email address and password, you will be prompted to set up an MFA verification method.

Create Account

🔒

Create an Account

Fill out the register form below

SALUTATION

FIRST NAME *

LAST NAME *

PHONE *

(999)999-9999

ORGANIZATION

EMAIL

PASSWORD

CONFIRM PASSWORD

15 character minimum with at least 1 uppercase, lowercase, number, and special character.

CREATE ACCOUNT

Already have an Account?

2

Account confirmation
An email will be sent to the registered email address. Click the link provided in the email to confirm your account.

Once logged in, you will be prompted to set up MFA for your account

1

Create Account
Fill out the register form and select 'Create Account'

Create DoD CAC Account

Create an Account

Fill out the register form below

CAC

C=US, O=U.S. Government, OU=DoD, OU=PKI, OU=CONTRACTOR, CN=█████████ ←——— **1**

SALUTATION   **FIRST NAME ***   **LAST NAME ***

PHONE *   **ORGANIZATION**

(999)999-9999

EMAIL

PASSWORD   **CONFIRM PASSWORD**

15 character minimum with at least 1 uppercase, lowercase, number, and special character.

CREATE ACCOUNT

Already have an Account?

1 — Confirm your CAC card certificate is displayed

3

Account confirmation
An email will be sent to the registered email address. Click the link provided in the email to confirm your account.

Sign In

EMAIL

PASSWORD

SIGN IN

OR

Sign in with PIV / CAC card ←——— **4**

Create An Account

Create A PIV / CAC Account

Need help signing in?

4 — Sign in
Select 'Sign-in with PIV/CAC card' when signing into the site

2 — Create Account
Fill out the register form and select 'Create Account'

Setup MFA Verification Method

Once you have setup an account, you will be prompted to setup the MFA verification method upon first login. You can select one of the available methods in the table below. How you receive the verification code will depend on the verification method you select.

Verification Method	Verification Code/Notification
Okta Verify	Use a push notification sent to the Okta Verify mobile app
Google Authenticator	Single use code from the Google Authenticator mobile app
SMS Authentication	Single use code sent to your phone via text message

- You may change the verification method after setup
- You may setup more than one verification method. This is a good idea if you have concerns about one method not working, or you change phone number or mobile device.

Login to SEMS Account

Standard Login

CAC Login

Sign In

EMAIL

Enter Email Address → **1**

PASSWORD

Enter Password → **2**

SIGN IN → **3**

SIGN IN

OR

Sign in with PIV / CAC card ← **1** Select 'Sign-in with PIV/CAC card'

This option does not require an MFA verification method.

Create An Account

Create A PIV / CAC Account

Forgot Password? Select this link to reset password → Need help signing in?

Select Verification Method

One time setup of MFA verification method is required.

- You may change the verification method after setup
- You may setup more than one verification method. This is a good idea if you have concerns about one method not working, or you change phone number or mobile device.

okta

Set up multifactor authentication

Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account

Okta Verify

Use a push notification sent to the mobile app.

Setup Okta Verify ➊ → Setup

Google Authenticator

Enter single-use code from the mobile app.

Setup Google Authentocator ➋ → Setup

SMS Authentication

Enter a single-use code sent to your mobile phone.

Setup SMS Authentication ➌ → Setup

Okta Verify

okta

Setup Okta Verify

Launch Okta Verify application on your mobile device and select Add an account.

SAMPLE

Can't scan?

Back to factor list

1 Scan barcode to register the SEMS site

okta

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

Okta Verify ✓

Verification of enrolled factor → **1** →

Additional optional factors

Google Authenticator
Enter single-use code from the mobile app.

[Setup]

Select 'Setup' for another MFA factor if desired → **2** →

SMS Authentication
Enter a single-use code sent to your mobile phone.

[Setup]

Select 'Finish' to complete the MFA setup process and login to the SEMS site → **3** →

[Finish]

Google Authenticator

okta

Setup Google Authenticator

Select your device type

( ) iPhone

( ) Android

Download Google Authenticator from the App Store onto your mobile device.

Select device type — **1** →

Next

Select 'Next' — **2** →

Back to factor list

okta

Setup Google Authenticator

Launch Google Authenticator, tap the "+" icon, then select "Scan barcode".

SAMPLE

Can't scan?

1 → Scan barcode to register the SEMS site

Next

2 → Select 'Next'

Back to factor list

okta

Setup Google Authenticator

Enter code displayed from the application

Enter Code

[   ]

⚠ This field cannot be left blank

Verify

Back to factor list

Enter code generated by Google Authenticator — ❶ →

Select 'Verify' — ❷ →

okta

Set up multifactor authentication

You can configure any additional optional
factor or click finish

Enrolled factors

Verification of enrolled factor ① → Google Authenticator ✓

Additional optional factors

Okta Verify
Use a push notification sent to the
mobile app.

[Setup]

Select 'Setup' for another MFA factor if desired ② →

SMS Authentication
Enter a single-use code sent to your
mobile phone.

[Setup]

**Select 'Finish' to complete the MFA setup process
and login to the SEMS site** ③ → [Finish]

SMS Authentication

okta

SMS

Receive a code via SMS to authenticate

Select country. This sets the country code for phone number field below → 1 → United States ▾

Phone number

Enter phone number → 2 → | +1 | | **Send code** | ← 3 ← **Select 'Send Code'**

Back to factor list

okta

Receive a code via SMS to authenticate

United States ▼

Phone number

+1 | ████████ | Sent

Enter Code

[   ] ← **1**   Enter code that was sent to your phone

Verify ← **2**   Select 'Verify'

Back to factor list

okta

![user avatar]

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

Verification of enrolled factor → **1** → **SMS** SMS Authentication ✓

Additional optional factors

Okta Verify
Use a push notification sent to the mobile app.

[Setup]

Select 'Setup' for another MFA factor if desired → **2** →

Google Authenticator
Enter single-use code from the mobile app.
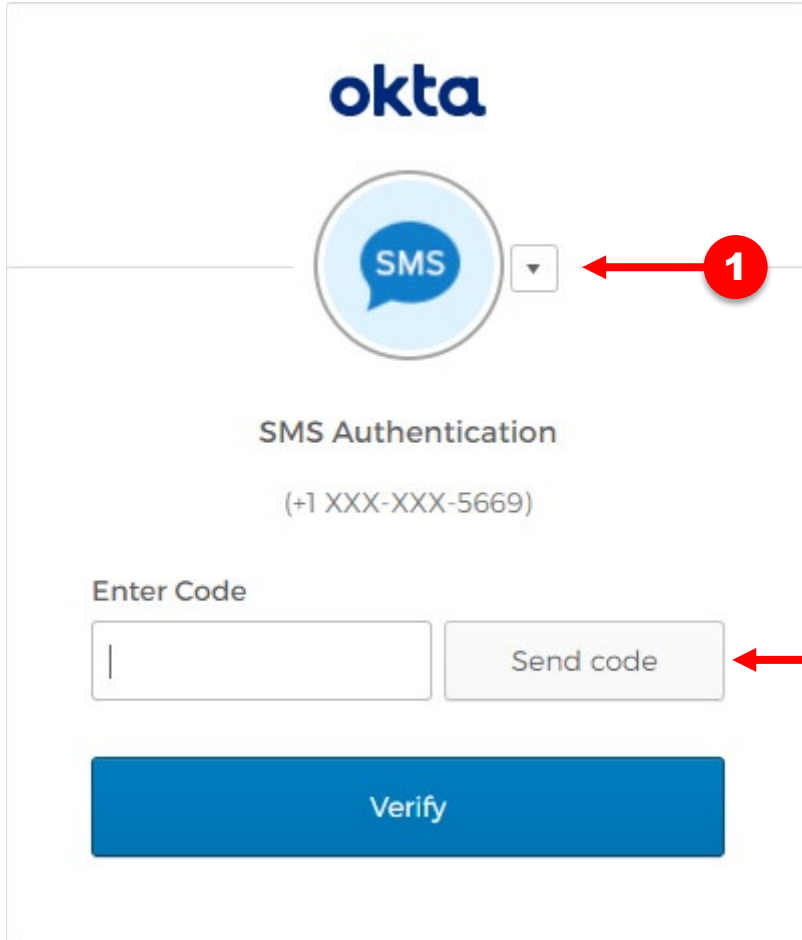
[Setup]

Select 'Finish' to complete the MFA setup process and login to the SEMS site → **3** →

[Finish]

After MFA Setup

The next time you log into SEMS, after you enter your email address and password, you will be prompted to enter the code received by the verification method that you have setup for your account. If you have multiple MFA factors setup, one will be presented as the default. You can choose which MFA factor to use (see below).

okta

SMS

SMS Authentication

(+1 XXX-XXX-5669)

1 — If multiple MFA factors are setup; one will be presented as the default. You can choose which factor to use from the drop-down list.

Enter Code

Send code

NOTE: For SMS Authentication, a code is not automatically sent. You must click the 'Send Code' button to send a code to your mobile device.

Verify

Managing MFA Verification Method

ALAN HURT
alan.hurt@noblis.com

① Session Expires at

SETTINGS   SIGN OUT

ACCOUNT SETTINGS

✏ Personal Info

🔒 Change Password

📱 Manage MFA

📖 Manage CAC

Proposal Management View your proposals

PROPOSALS   EVENTS

Manage Proposals

You have no proposals.

1 **Manage MFA**
Select this to manage your MFA
verification method(s)

Click a solicitation to view its statements of need or topic areas.
Use the drop-down to display only those opportunities applicable to your Organization Type.

All Organization Types ▾

There are no active SERDP solicitations.

There are no active ESTCP solicitations.

ALAN HURT
alan.hurt@noblis.com

ⓘ Session Expires at

SETTINGS   SIGN OUT

Manage Proposals

Need Guidance?
View user guides & help topics.

Account Settings   ✕

Manage MFA

Okta Verify: Enrolled

Authenticator App: Unenrolled

SMS Authentication: Enrolled

RESET ALL FACTORS

Reset All MFA factors?   ✕

Factor Type: **All Factors**

Once reset, you will be prompted to enroll in MFA on your next sign in.

CANCEL   **RESET**

← **1**

Reset All Factors
Select to reset all MFA factors that have been enrolled for your account. You will be prompted to confirm this action.

2

Reset
Select to confirm that all MFA factors for your account will be reset