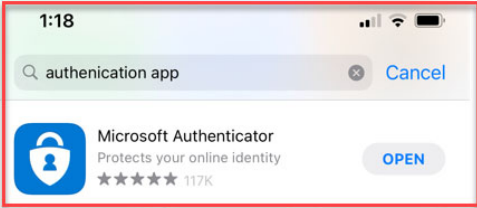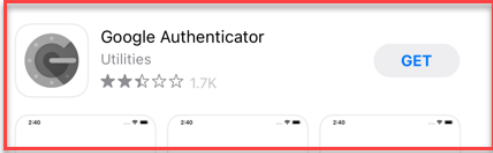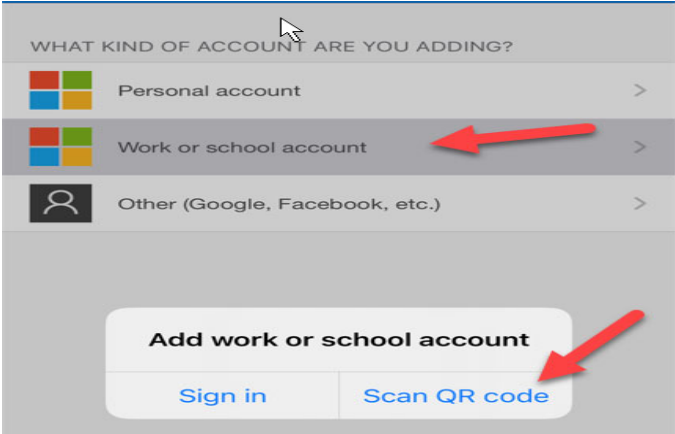# Tip Sheet 💡

unitedregional

As an organization, we have a compliance requirement for our remote users to access the United Regional environment using 2 Factor Authentication (2FA). This tip sheet will help you set up for SonicWall 2FA to meet this requirement.

United Regional SonicWall 2FA for Portal access

Download App & Close Websites **Complete this step on your iPhone/Android**	1. On your Smartphone (**Apple or Android**) download the Microsoft or Google Authenticator app. **OR** 2. Close all applications and web sites on your PC.
Log in to United Regional Portal site **Complete this step on your laptop**	1. Click on the following link to access the United Regional Portal site: https://urportal.unitedregional.org 2. You will be prompted to **Register for One Time Password**.
Logging into Authenticator (Phone) **Complete this step on your iPhone/Android**	1. Open the Authenticator app on your smartphone, click the plus sign (+) in the top right, click on Work or School account and then **Scan QR Code (**Example shown is for an iPhone**).** 2. With your smartphone **scan the QR Code** that is presented on your computer for logging in. (**Scanning the QR Code is a onetime action**)

[Type here]

Logging into Authenticator (Computer) **Complete this step on your laptop**	**Register for One Time Password** App-based one-time password (OTP) has been enabled on this server. You need to complete a one-time registration process. To provision your app, open the app and either scan the QR code shown or manually enter the secret key shown below. Once your app is provisioned, it will generate OTPs that you can enter to complete your registration. After successful registration, you can also find a set of one-time use backup codes in your Workplace Details area. In the event of OTP generation issues, you may use those. Secret key: KQRWNQZWBYADNOX3VRUQ *example* Enter the 6 digit code generated by the One Time Password app: [ ] OK Cancel 1. **Accept the terms on your screen (as you would during your normal login to the portal) and log in using your regular username/password.** 2. On your smartphone, you will see a 6-digit number. Enter that number (without spaces) in the field at the bottom of the computer screen. 3. **You are now connected!**
Things to Remember	• Each time you login to United Regional, you will be prompted for a 6-digit code. Open the Authenticator app on your smartphone and you will see a new code. The code changes every 30 seconds. • Be sure and log out from the portal when finished and **restart** your computer at least once a week. • If you get a new smartphone, enter a ticket assigned to the Remote Access Group and follow the instructions above for the new smartphone.

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