

SDCDA Akamai MFA Enrollment

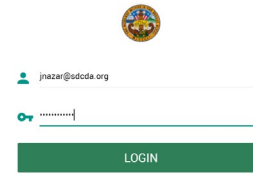
STEP 1: Open the “Akamai Zero Trust Client” from the Start Menu and click on **Authenticate Now** on the top right corner. If the client is “already running”, open the client through the system tray on the bottom-right corner.

OR

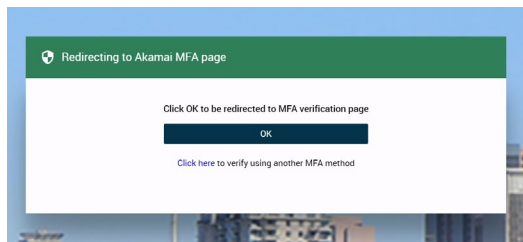
If you do not have the Akamai Zero Trust Client installed, open an internet browser (Edge, Chrome, Firefox) and type the following link to open the following website: <https://cosdremoteda.sandiegocounty.gov>



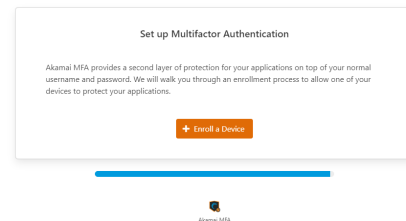
STEP 2: The COSD portal website will open in a new browser window, enter your six-digit short email address (i.e., JSMITH@sdcd.org) and your current SDCDA password.



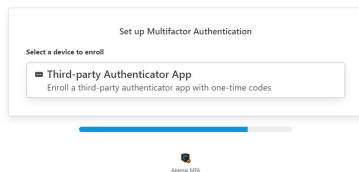
STEP 3: Click **OK** to be taken to the MFA setup page.



STEP 4: Click **“Enroll a Device”** to start registering your phone to Akamai MFA.

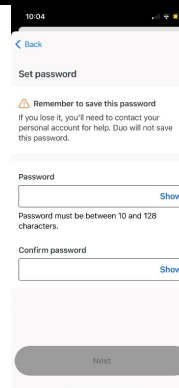


STEP 5: Click on **“Third-party Authenticator App”** generate and display a new QR code on your screen.



STEP 6: If the **“Duo Mobile”** app is already installed skip to **STEP 7**. Download the **Duo Mobile** application from the App Store or Google Play Store onto any smartphone.

Once installed, open the Duo Mobile app from your mobile device and click **[Set up account]** if you are a new user or click **[+ Add]** then click **[Use a QR code]**.

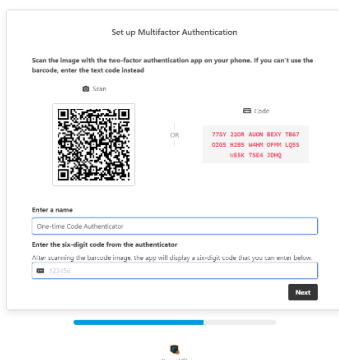


STEP 8: Set any password you would like to use for the Akamai Duo account (a password is required), any random password will work, and it will not need to be used again after it is set up for that mobile device.

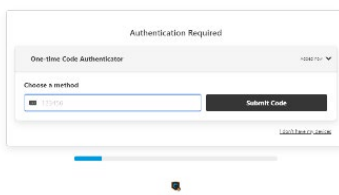
Tap to expand the **Third-Party AkamaiMFA** heading from the Duo app on your registered device to display a six-digit security code.

Enter the six-digit numeric code that appears under the expanded window into the enrollment website when prompted.

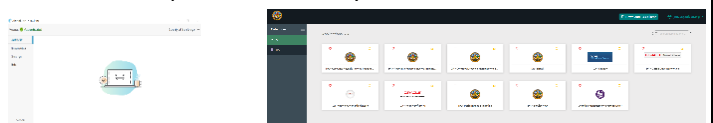
STEP 7: Scan the QR code using the Duo Mobile app. If the app was **already installed**, click on **[Add +]** → **[Use QR code]** on the top right corner of the app to scan the code.



STEP 9: Complete the authentication process by typing in the six-digit code from the Duo app then click on the **Submit Code** tile.



STEP 10: Ensure that the Akamai Zero Trust Client application is authenticated. If it is authenticated, the MFA enrollment should be complete indicated by either screen shown below.



For instructions on how to sign in to the COSD Portal, please refer to the document ‘COSD_Portal_Login_Instructions.pdf’ through the link: https://daportal.sdcd.org/rdweb/help/daportal_help.htm