TVA IT Mobility Setting up Multi-Factor Authentication -Maximo Supplier Portal

To access TVA applications, it will be required that you utilize Multi-Factor Authentication leveraging Microsoft's third-party Authenticator application loaded on a mobile device. The Microsoft Authenticator app increases security through two-factor authentication.

SETTING UP MICROSOFT AUTHENTICATOR

1. Install the Microsoft Authenticator app on your smartphone or tablet from the Apple App Store or the Google Play Store.



2. On a computer or secondary device with a web browser (not your mobile phone), select a web browser and open an "incognito" window. Instructions for Chrome, Edge, and Internet Explorer are below.



TVA IT Mobility Setting up Multi-Factor Authentication -Maximo Supplier Portal

	✓		م	🖬 🕆 📩 💽
Internet Explorer: Choose the Gear icon			Print File Zoom (115%)	> > >
Select Safety	Delete browsing history	Ctrl+Shift+Del	Safety	>
Select InPrivate Browsing	InPrivate Browsing Turn on Tracking Protection Turn on Do Not Track requests ActiveX Filtering Webpage privacy report Check this website Turn off Windows Defender SmartScreen Report unsafe website	Ctrl+Shift+P	Open with Microsoft Edge Add site to Apps View downloads Manage add-ons F12 Developer Tools Go to pinned sites Compatibility View settings Internet options About Internet Exolorer	Ctrl+Shift+E Ctrl+J

- **3.** Navigate to the Existing TVA Supplier page and click the Login link located at: <u>https://tva.com/information/supplier-connections/existing-tva-supplier</u>.
- 4. You will be prompted to enter an "Email, phone, or Skype". However, you must enter the email address you currently use to login to the Maximo Supplier Portal (If you have used the Maximo Supplier Portal in the past, it will be the ID used previously with @tva.com appended to the end of the ID). Enter your password and click "Sign on".



TERREESEE VALLEY AUTHORITY ← testipc@tva.com Enter password	
Password	
Forgot my password	
	Sign in

- Next, you will be prompted to select a method of security verification. Under "How should we contact you?", verify that the selection is Mobile app.
- Under "How do you want to use the mobile app?", verify that the selection is Receive notifications for verification. Next, click "Set up".



TVA IT Mobility Setting up Multi-Factor Authentication -Maximo Supplier Portal

7. A window will appear with instructions and a QR code. Leave this open and return to the smartphone.



- 8. Open the Microsoft Authenticator app on your smartphone. Tap "Allow" if prompted to allow notifications.
- 9. Tap "Skip" on the introduction screen if it appears.





10. Tap "**OK**" on the data privacy prompt. This can be turned off later in settings.

iPhon	e/iPad
-------	--------

We gather usage information about the app to help us regularly update it. You can turn this collection off in Settings.
OK

Android

Data Privacy	
We gather usage in the app to help us r it. You can turn this in Settings.	formation about regularly update collection off
	ок



11. Tap the **+** symbol for iPhone or **i** for Android (upper right corner of application on each) and proceed to add an account.



12. Select "Work or School Account"



13. If prompted to allow Authenticator access your camera, tap **"Allow"** or **"OK"**.



14. Point the camera at the QR Code displayed on the website from step 9.



15. Wait for the app to display a six-digit code for Tennessee Valley Authority.

iPhone/iPad		Android			
well AT&T	LTE 2:17 PM	50% 💷 🔿	18888 NT***	9% 8 .8.1	7 AM
=	Accounts	+	Accounts	С	
Ø	Tennessee Valley Authority	\sim	Tennessee Valley Authority	r -	~
	966 644 💿		894 690 🕥		

16. Once your code appears click on **"Next"** below the QR code.



- 17. The website will display "Checking activation status" while it registers your device.
- **18.** After the website is finished, it will display **"Mobile app has been configured for notifications and verification codes"**. Click on **"Next"**.

Additional se	ecurity verificati	on			
Secure your account by add	ing phone verification to your pass	vord. View video to know I	how to secure your accour	nt	
Step 1: How should	l we contact you?				
Mobile app	(*)				
How do you want to us Receive notification	e the mobile app?				
Use verification con	ie .				
Use verification cost To use these verification n	se nethods, you must set up the Micro	soft Authenticator app.			
Set up Mo	bile app has been configured for no	tifications and verification	codes.		
					Next



20. A notification from Microsoft Authenticator will appear on your smartphone to approve sign-in. Select **"Approve".**



21. The website will display "Verification successful". Click "Done".

Microsoft	
Additional security verification	
Secure your account by adding phone verification to your password. View video to know how to secure your account	
Step 2: Let's make sure that we can reach you on your Mobile App device Verification successful. Taking you to the next step	
	Done

You've successfully completed the setup process. You can now close the website and sign into the Maximo Supplier Portal using MFA.

If you cannot download Authenticator, or for other technical support, please contact Supplier Connections at suppconn@tva.gov or call the IT Help Desk at 423-751-HELP (4357) or 1-800-882-7697.