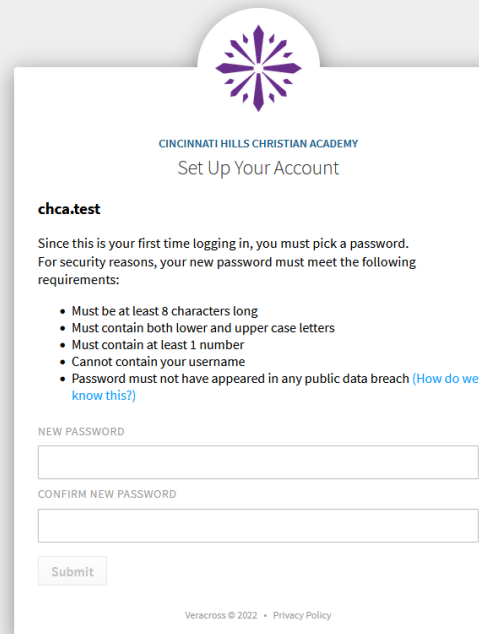


## How-To: How to set up Veracross multi-factor authentication

Welcome to CHCA's Veracross—our primary Student Information System (SIS). If you are required to establish multi-factor authentication, you Below are instructions on how to access your portal for the first time.

1. From the initial "Set Up Your Account" page you will pick your password. Please choose a password that meets all the criteria in the bulleted list and then click "Submit".



**CINCINNATI HILLS CHRISTIAN ACADEMY**  
Set Up Your Account

**chca.test**

Since this is your first time logging in, you must pick a password. For security reasons, your new password must meet the following requirements:

- Must be at least 8 characters long
- Must contain both lower and upper case letters
- Must contain at least 1 number
- Cannot contain your username
- Password must not have appeared in any public data breach ([How do we know this?](#))

NEW PASSWORD

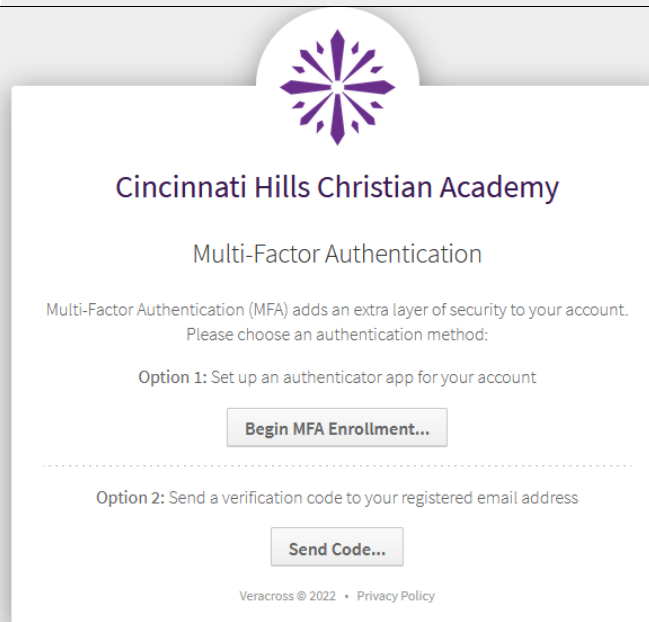
CONFIRM NEW PASSWORD

Submit

Veracross © 2022 • Privacy Policy

2. You are now at the "Multi-Factor Authentication" page where you will elect which authentication method you prefer to use when logging into Veracross Portals.

You can choose to set up using a mobile device app (option 1) **OR** through your registered email (option 2). Instructions for both methods are included below starting with option 2 (email authentication).



**Cincinnati Hills Christian Academy**

Multi-Factor Authentication

Multi-Factor Authentication (MFA) adds an extra layer of security to your account. Please choose an authentication method:

Option 1: Set up an authenticator app for your account

[Begin MFA Enrollment...](#)


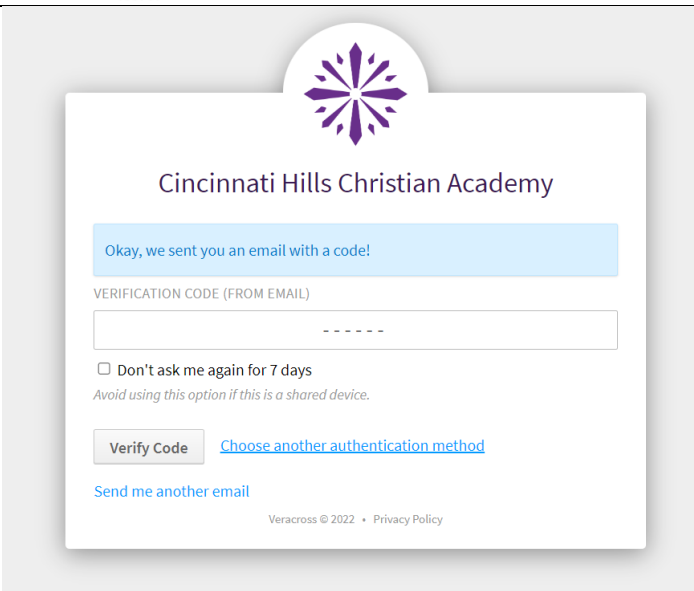
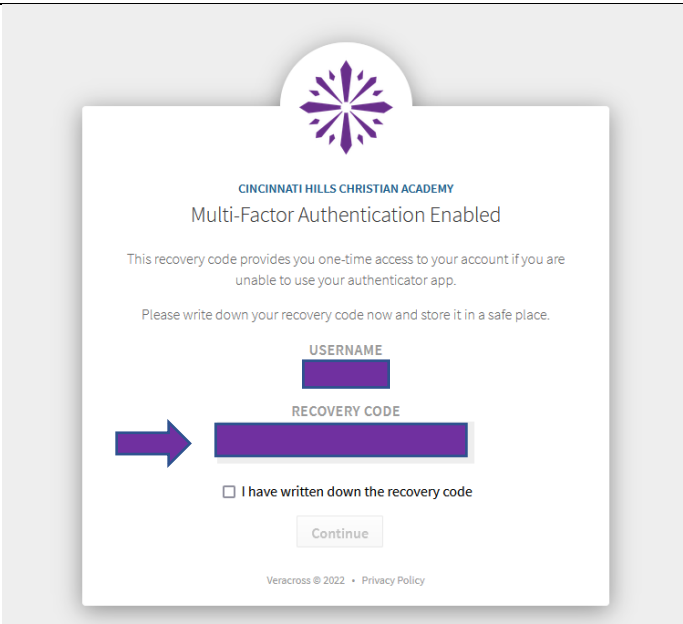
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Option 2: Send a verification code to your registered email address

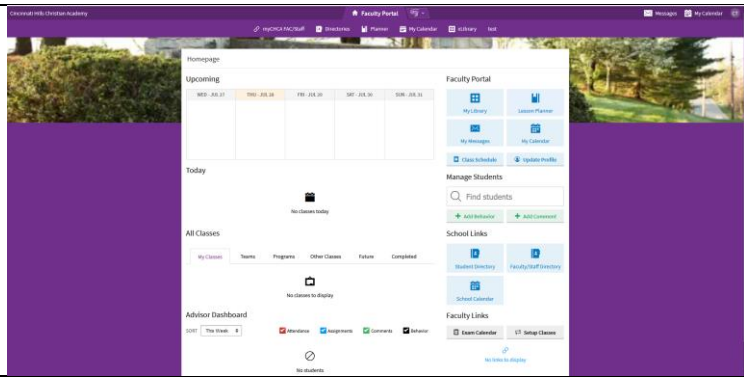
[Send Code...](#)

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## Multi-Factor Authentication using Email: Sending a verification code to your registered email address:

<p>1. Click: "Send Code...".</p>	<p>Option 2: Send a verification code to your registered email address</p> <p><a href="#">Send Code...</a></p>
<p>2. Return to your email to obtain the verification code. Copy the 6-digit code.</p>	 <p>CHCA</p> <p>Hi CHCA,</p> <p>Your Cincinnati Hills Christian Academy Verification Code is:</p> <p><b>466737</b></p>
<p>3. Paste the verification code into the dashed lines.</p> <p>Please check the box that says "Don't ask me again for 7 days" if you do not wish to complete the MFA process each time you login to Veracross.</p> <p><i>Note: Each time you login from a new location with a different network, you will have to complete the MFA process.</i></p> <p>Click "Verify Code".</p>	 <p>Cincinnati Hills Christian Academy</p> <p>Okay, we sent you an email with a code!</p> <p>VERIFICATION CODE (FROM EMAIL)</p> <p>-----</p> <p><input type="checkbox"/> Don't ask me again for 7 days</p> <p><small>Avoid using this option if this is a shared device.</small></p> <p><a href="#">Verify Code</a> <a href="#">Choose another authentication method</a></p> <p><a href="#">Send me another email</a></p> <p><small>Veracross © 2022 • Privacy Policy</small></p>
<p>4. Now you are on the "Multi-Factor Authentication Enabled" page. It is important to write down your unique Recovery Code in case you ever get locked out of your account. Please store this code in a safe and accessible place.</p> <p>Once complete, check the box that says, "I have written down the recovery code" and click "Continue".</p>	 <p>CINCINNATI HILLS CHRISTIAN ACADEMY</p> <p>Multi-Factor Authentication Enabled</p> <p>This recovery code provides you one-time access to your account if you are unable to use your authenticator app.</p> <p>Please write down your recovery code now and store it in a safe place.</p> <p>USERNAME</p> <p>RECOVERY CODE</p> <p><input type="checkbox"/> I have written down the recovery code</p> <p><a href="#">Continue</a></p> <p><small>Veracross © 2022 • Privacy Policy</small></p>

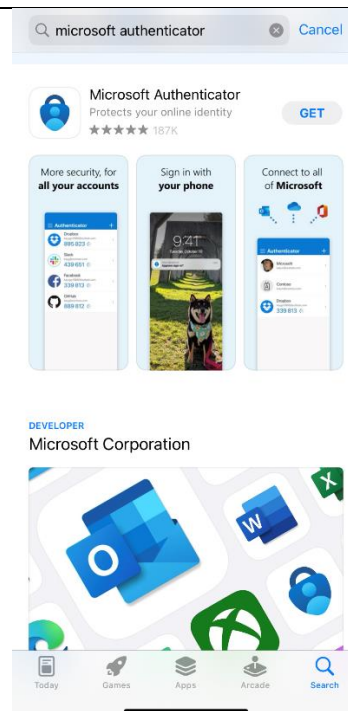
5. Welcome to the Veracross Portal Page!  
You have arrived and are ready to use the portal!



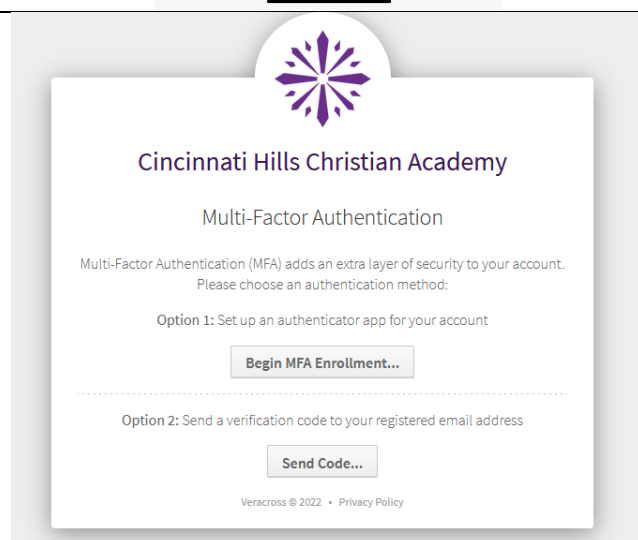
## **Multi-Factor Authentication using a mobile app: Set up an authenticator app for your account:**

To use Option 1, you will need to have an authenticator app on your mobile device. Microsoft Authenticator is recommended and supported at CHCA, but you are welcome to choose another app (Duo, 2FA, etc.).

Please download the app to your mobile device before completing the next steps.



1. Click “Begin MFA Enrollment” ...




2. On the Microsoft Authenticator app, select "Scan a QR code".




### Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

 Add work or school account

 Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

[Restore from backup](#)

3. Use your authenticator app to scan the QR code on the screen. This will utilize the camera on your mobile device.

Once you have captured the QR code, the authenticator app will give you a six-digit code.

A screenshot of a mobile app interface for "CINCINNATI HILLS CHRISTIAN ACADEMY Multi-Factor Authentication Enrollment". The screen has a white background with a purple logo at the top. It contains the following text: "In order to continue, you will need a separate authenticator app to generate TOTP (Time-based One Time Password) verification codes." Below this is a "USERNAME" field with a purple input box. Then, "Step 1: Use your authenticator app to scan the QR code (or, fill in the Secret Key below if necessary)". This is followed by a large QR code and a secret key "bk4kfospirgdnhow5". Below the QR code is "Step 2: Enter the six-digit code that is shown in your authenticator app" and a purple input box. At the bottom is a "Verify Code" button and a footer "Veracross © 2022 • Privacy Policy". A purple arrow points to the QR code.

4. Here is what the authenticator code looks like on the Microsoft Authenticator app. Copy the six-digit code.

Note: There is a 30-second timer on this code before it will reset to a different one.



# Authenticator



Veracross  
admissions@chca-oh.org



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5. Paste the six-digit code on the “Multi-Factor Authentication Enrollment” page.

Click “Verify Code”.

1. Now you are on the “Multi-Factor Authentication Enabled” page. It is important to write down your unique Recovery Code in case you ever get locked out of your account. Please store this code in a safe and accessible place.

Once complete, check the box that says, “I have written down the recovery code” and click “Continue”.

2. Welcome to the Veracross Portal Page! You have arrived and are ready to use the portal!

