

# Multi-Factor Authentication (MFA) for the Judiciary Application Portal (JPortal) Browser Extension Authenticator Quick Reference Card

## QRC Overview



**Multi-Factor Authentication (MFA)** is an authentication method that requires an account holder to provide **two or more verification factors** to successfully gain access to a system.

Registration for **MFA** is a one-time event that **must be completed using a computer that has an authenticator installed**.

After registering your device for **MFA**, you will authenticate your login credentials with a one-time code each time you log into **JPortal**. This code is generated by the **Authenticator** extension.

This quick reference card outlines the steps needed to install the **Authenticator** extension on your **Google Chrome** or **Microsoft Edge** browser and register for **MFA** to access **JPortal**.

There are five steps necessary to register for **MFA** and successfully access **JPortal**.



**These steps must be followed in sequential order.**

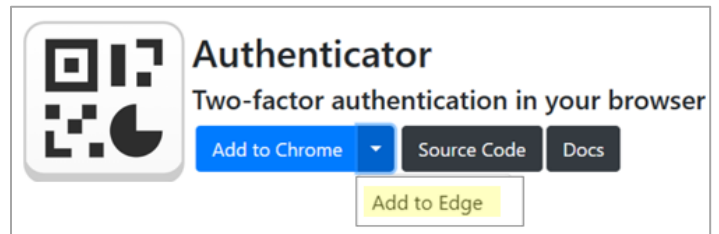
<b>Step 1</b>	Install the <b>Authenticator</b> extension on your <b>Chrome</b> or <b>Edge</b> browser
<b>Step 2</b>	Log into the <b>Judiciary Application Portal</b> on your <b>Chrome</b> or <b>Edge</b> browser
<b>Step 3</b>	Click the <b>Multi-Factor Authentication (MFA)</b> link
<b>Step 4</b>	Use the <b>Authenticator</b> extension on your browser to register for <b>MFA</b>
<b>Step 5</b>	Sign into the <b>JPortal</b> Home Page using the <b>Authenticator</b> extension

For more detailed information on these steps, see each section below.

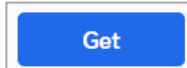
## Step 1: Install the Authenticator Extension on your Chrome or Edge Browser


### Install the Authenticator extension

1. Open a **Chrome** or **Edge** browser window and navigate to <https://authenticator.cc>.
2. When the **Authenticator Extensions** page displays, select the applicable browser type.
  - **Chrome Browser:** Click the **Add to Chrome** button.
  - **Edge Browser:** Click the **Authenticator** drop-down arrow and then select the **Add to Edge** option.
3. When the **Authenticator Extension** window displays, click the applicable button to install the extension to your browser.



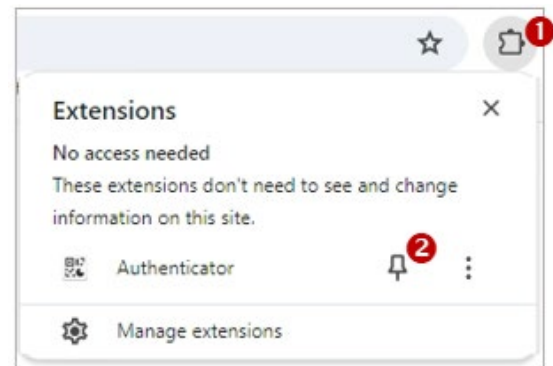
- **Chrome Browser:** Click the **Add to Chrome** button.
- **Edge Browser:** Click the **Get** button.



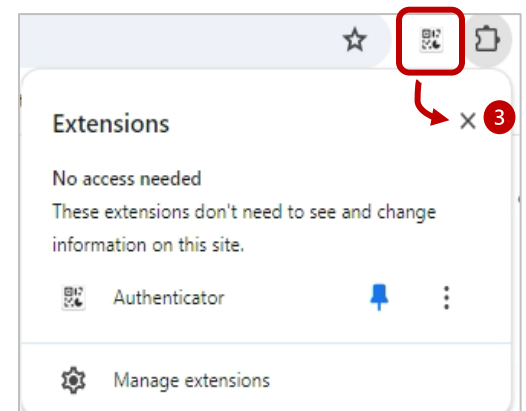
4. Click the **Add extension** button on the **Add "Authenticator?"** pop-up window to install **Authenticator**.  
 Authenticator will be installed. Depending on your browser settings, a pop-up window may briefly display to confirm installation when **Authenticator** has been added to your browser.

### Pin the Authenticator extension to your Chrome or Edge browser

1. Click the **Extensions** icon in the top right corner of your **Chrome** or **Edge** toolbar to display the **Extensions** shortcut menu.
2. Click the **Pin** icon next to the **Authenticator** extension in the shortcut menu to add the extension to your toolbar.



- The **Pin** icon will turn from gray to blue and the **Authenticator** icon will display on your toolbar.



3. When the **Authenticator** icon displays next to the **Extensions** icon, click the **X** to close the **Extensions** shortcut menu.

## Step 2: Log into your JPortal Account on the JPortal Home Page

If the Authenticator extension has not been pinned to your browser, return to Step 1.

1. Open a **Chrome** or **Edge** browser window and navigate to the **JPortal Home Page**, <https://jportal.mdcourts.gov>.
2. Click the **Login** link at the top right corner of the window.
3. Click in the **Username** field and enter your **JPortal** username, typically in the format **FirstName.LastName**.
4. Click in the **Password** field and enter your password.
5. Click the **blue Sign In** button.

## Step 3: Click the Multi-Factor Authentication (MFA) Link

1. When the **JPortal Home Page** displays, click the **Multi-Factor Authentication (MFA)** link in the upper right.

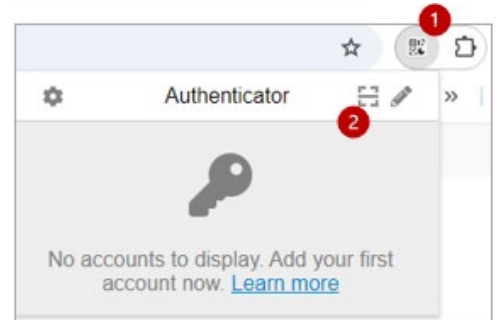
2. Verify that the **Microsoft Authenticator** setup window displays. A **QR Code** will be displayed on the page.


## Step 4: Use the Authenticator Extension to Register for MFA


If the Authenticator extension has not been pinned to your browser, return to Step 1.

### Add your account to the Authenticator

1. Click the **Authenticator** icon to display the shortcut menu.  
A message will show within the **Authenticator** window indicating that there are no accounts to display.
2. Click the **Scan a QR Code** icon that is at the top right of the shortcut menu to add your account.
3. Click and drag the **QR Code** that is displaying on the **Mobile Authenticator Setup** page.



 To ensure the **QR Code** is completely selected, click the top left corner of the **QR Code** and continue dragging down to the bottom right corner of the **QR Code**.


 Depending on your browser settings, a confirmation pop-up window may display confirming that your username has been added.

Click the **OK** button to acknowledge the message and close the pop-up window.

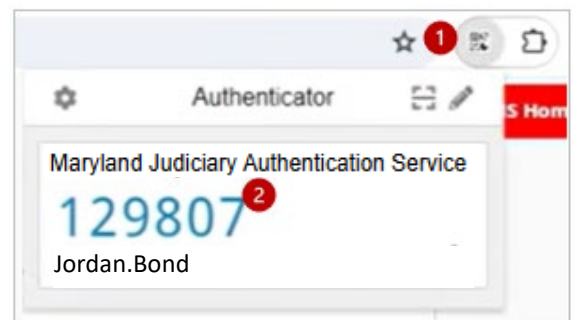


### Grant Authenticator permission to copy and paste information

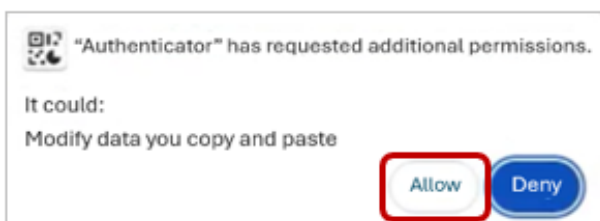
1. Click the **Authenticator** icon on your browser toolbar. A code will display within the **Authenticator** window.
2. Click on the code to select it.

 If the code displays in **red**, wait until a new code is generated and displays in **blue** before clicking the code to copy it.

Depending on your browser settings, a pop-up message may display from **Authenticator** requesting additional permissions to modify data that you copy and paste.



3. Click the **Allow** button to grant permissions.



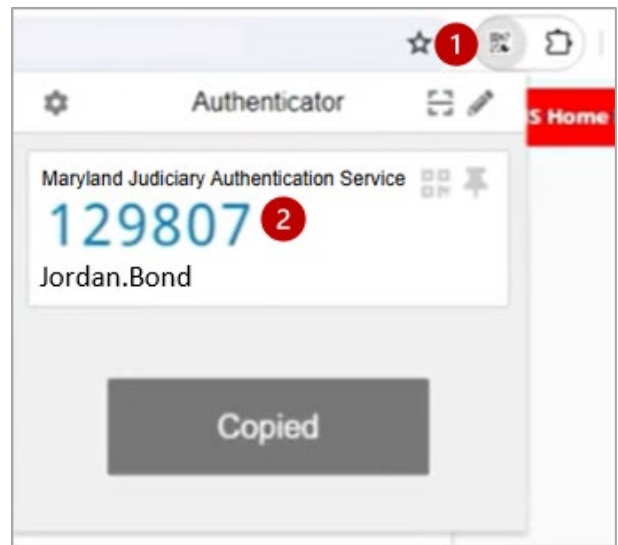
## Copy and paste the Authenticator code to complete MFA set up

1. Click the **Authenticator** icon on the browser toolbar to display the one-time passcode.
2. Click on the **blue** code to copy it. A message will display within the **Authenticator** to indicate the code has been successfully copied.



If the code displays in **red**, wait until a new code is generated and displays in **blue** before clicking the code to copy it.

3. Click in the **One-time Passcode** field and paste the code that was copied from the **Authenticator**.



4. Click the **Save** button. A green confirmation message will appear at the top and bottom of your computer screen.
5. Click the **Back to JPortal Home Page** link in the upper right corner to display the **JPortal Home Page**.

## Step 5: Sign into JPortal after successfully registering for MFA

**This step can only be completed AFTER the Authenticator extension has been successfully installed on your browser and linked to your JPortal account via Steps 1-3.**

1. Open a **Chrome** or **Edge** browser (with the extension installed) and navigate to **JPortal Home**, <https://jportal.mdcourts.gov>.
2. Click the **Login** link at the top right corner of the window.
3. Click in the **Username** field and enter your **JPortal** username, typically in the format **FirstName.LastName**.
4. Click in the **Password** field and enter your password.
5. Click the **blue Sign In** button.

The screenshot shows the JPortal Home page with a red box around the 'Login' link (2) and a red arrow pointing to the login form. The form is titled 'MARYLAND JUDICIARY AUTHENTICATION SERVICE' and 'Sign in to your account'. It has fields for 'Username' (3) and 'Password' (4), a 'Forgot Password' link, and a 'Sign In' button (5). A note states: 'New Maryland Courts employees are not permitted to use the "Forgot Password" option. Maryland Court employees must use SSPR.'



After entering your credentials, you will be prompted to enter a one-time passcode generated from the **Authenticator** extension on your **browser** toolbar.

6. Click the **Authenticator** icon on the toolbar to display the one-time passcode.
7. Click on the **blue code** to copy it. A message will display within the **Authenticator** to indicate the code has been successfully copied.



If the code displays in **red**, wait until a new code is generated and displays in **blue** before clicking the code to copy it.

8. Click in the **One-time Passcode** field and paste the code that was copied from the **Authenticator**.

The screenshot shows the login form with the 'One-time code' field (8) and the 'Sign In' button (9). The username 'Jordan.Bond' is entered in the top field.

9. Click the **blue Sign In** button to display the **JPortal** Home Page.

The screenshot shows the Authenticator extension displaying a blue code '129807' (7) for 'Jordan.Bond'. A 'Copied' message is shown at the bottom. The extension is labeled 'Authenticator' and 'Home'.

## Need Help?



Contact your **Security Liaison** or visit the [JPortal page](#) on the [mdcourts.gov](https://mdcourts.gov) website.