Multi-Factor Authentication (MFA) for the Attorney Information System (AIS) 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 and a mobile phone that has Microsoft Authenticator installed.**

After registering your device for **MFA**, you will authenticate your login credentials with a one-time code each time you log into the **Attorney Information System** (**AIS) Attorney Portal**. This code is generated by **Microsoft Authenticator**.

This quick reference card outlines the steps needed to download **Microsoft Authenticator** on your mobile phone and register your device for **MFA** to access **AIS**.

There are **four steps** necessary to register your mobile phone for **MFA** and successfully access the **AIS** website.

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

Step 1	Log into your **AIS** account on the **AIS Attorney Portal**.
Step 2	Click the **Multi-Factor Authentication (MFA)** link in the upper right corner of the window.
Step 3	Follow the instructions on the **Mobile Authenticator Setup** screen.
Step 4	Click the **Back to AIS Home Page** link in the upper right corner of the window.

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

Step 1: Log into your **AIS** account on the **AIS Attorney Portal**

1. Open an internet browser window and navigate to the **AIS Attorney Portal**.
    https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml.

2. Click in the **Login ID** field and enter the email address used during **AIS** registration.

3. Click the **blue** **Next** button.

4. Click in the **Password** field and enter your password.

5. Click the **blue** **Next** button.

Step 2: Click the Multi-Factor Authentification (MFA) link

1. Click the **Multi-Factor Authentication (MFA)** link in the upper right corner of the window.

ATTORNEY INFORMATION SYSTEM   Home | Multi-Factor Authentication (MFA) | Logout
AIS Attorney Portal

2. Verify that the **Microsoft Authenticator** setup window displays.

📝 The **Microsoft Authenticator** setup window will list a series of steps necessary to register your mobile phone for **MFA** access to **AIS**.

Step 3: Follow the instructions on the Mobile Authenticator Setup screen

Install the Microsoft Authenticator app on your mobile phone

1. On your mobile phone, navigate to the **App Store** or **Google Play**.

2. Search for the **Microsoft Authenticator** app.

3. Download and install the app on your mobile phone.

Open the application and scan the barcode

1. Open the **Microsoft Authenticator** app on your mobile phone.

2. Click the **Scan a QR code** button that displays at the bottom of the **Microsoft Authenticator** screen.

3. If prompted, click the **Allow** option to authorize **Microsoft Authenticator** access your mobile phone's camera.

4. Use your mobile phone to **scan the QR code** that is displaying on your computer screen.

📝 **Microsoft Authenticator** will provide a dynamic code. A new code will generate every **10-30 seconds**.

Enter the one-time passcode provided by the application

1. In the **One-time Passcode** field, enter the numeric code (**without spaces**) shown in **Microsoft Authenticator**.

2. Click the **blue Save** button. A **green** confirmation message will appear at the top of your computer screen as well as a **table indicating the mobile phone has been successfully configured**.
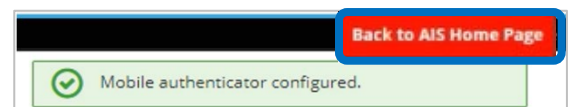
⚠️ If you have not entered the **passcode** in the applicable field *before* the allotted time, please wait for a new code to regenerate and enter the new passcode *before* clicking the **Save** button.
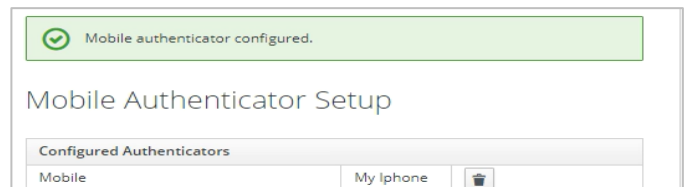
Step 4: Click the Back to AIS Home Page link

1. Click the **red Back to AIS Home Page** link in the upper right corner.

2. Verify the **AIS Attorney Portal** home page displays.

Need Help? Contact Customer Services

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