

MFA for the TDIS Employee Dashboard

Getting Started Guide

Texas.gov Digital Identity Solution

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Texas.gov Digital Identity Solution **MFA Getting Started Guide**

1. Texas.gov Digital Identity Solution

The Texas.gov Digital Identity Solution provides Multi-Factor Authentication (MFA), password synchronization, and Single Sign-On (SSO) access so users can easily and securely access their available services and systems.

Multi-Factor Authentication is a way of verifying a user's identity with multiple pieces of evidence. For the CAPPS IAM implementation of Texas.gov Digital Identity Solution, this means first providing your User ID and password, and then providing a second method of authentication, which could include a One-Time Passcode (OTP) via SMS/text or email.

2. Overview

This guide is intended to assist users with the Multi-Factor Authentication process. It provides an overview of how to enroll an account and how to complete the MFA process in order to gain access to the Texas.gov Digital Identity Solution (TDIS) Employee Dashboard.

3. Enrolling your Texas.gov Digital Identity Solution Account

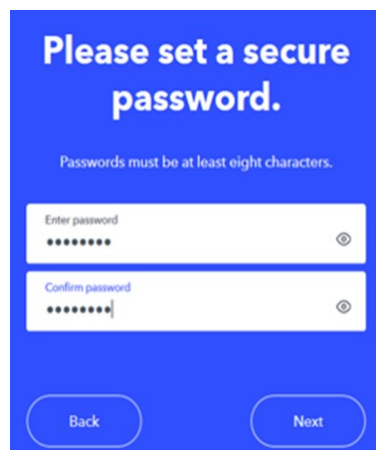
A Texas.gov Digital Identity Solution account has been created for you.

Your user ID is: [your work email address]

1. Access the link sent to your work email from **no-reply@tdis.texas.gov**.

Please note: If you accidentally deleted the email with the link, try to recover the email by searching your email's **Recently Deleted** folder. If you cannot recover the email with the link, please ask your organization's Delegated Admin to send you a new enrollment link via email.
NOTE: This link expires within 72 hours and is only valid for one use.

2. Click this link and set a secure password in order to gain access to your account.



The screenshot shows a blue background with white text. At the top, it says "Please set a secure password." Below that, a smaller line of text states "Passwords must be at least eight characters." There are two white input fields: the first is labeled "Enter password" and the second is labeled "Confirm password". Both fields contain masked characters (dots). At the bottom, there are two white buttons with blue outlines, labeled "Back" and "Next".

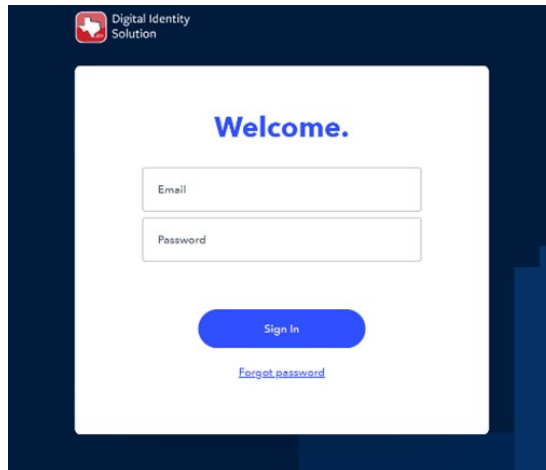
Secure password requirements:

- A minimum of 8 characters.
- At least 1 lower-case character.
- At least 1 upper-case character.
- At least 1 number.
- No whitespace/blanks.
- At least 1 special character from this set:

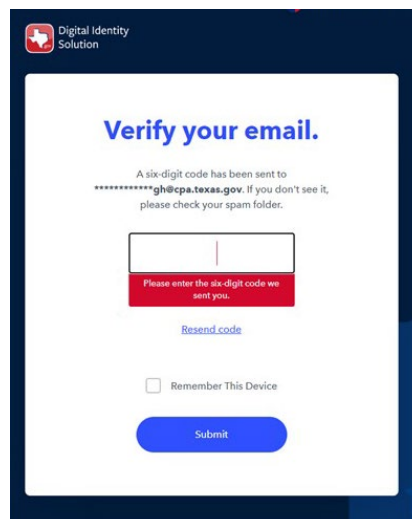
. [@ ! # \$ ^ & + =] (_ -) { }

NOTE: Your password must **NOT** contain your username, email address, first name, last name, or any other easily identifiable personal information.

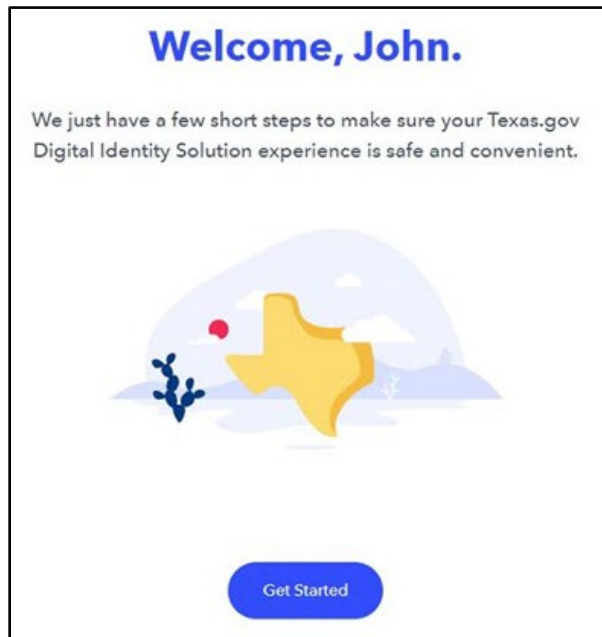
3. Enter your new credentials (work email and TDIS password).



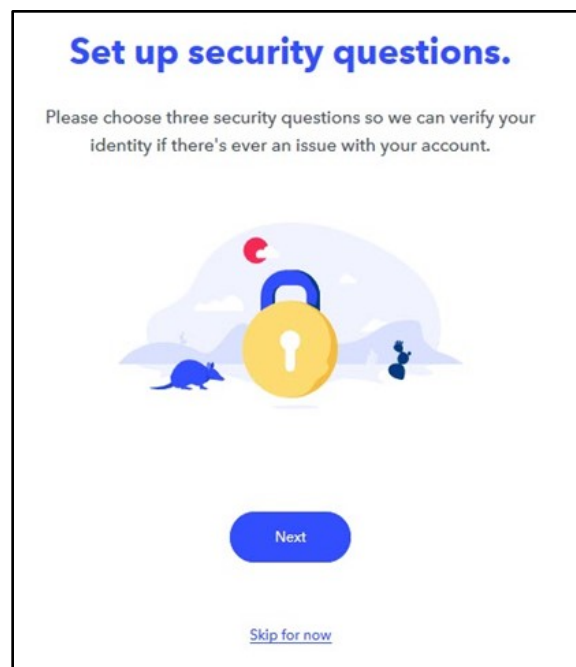
4. Complete the MFA process by entering the verification code you receive in your work email.



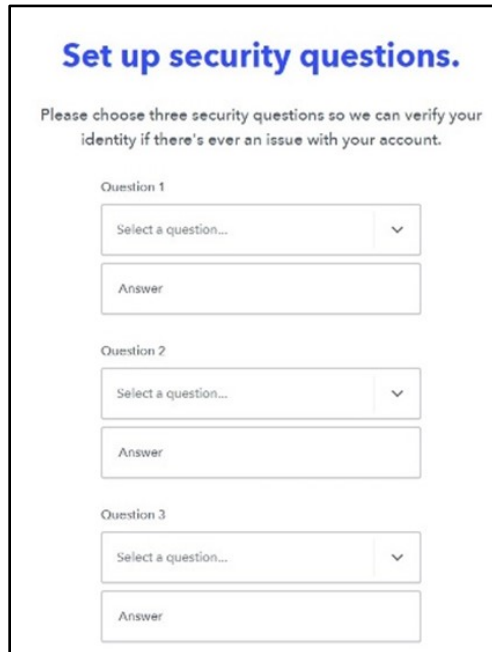
5. Click **Get Started** on the Welcome page.



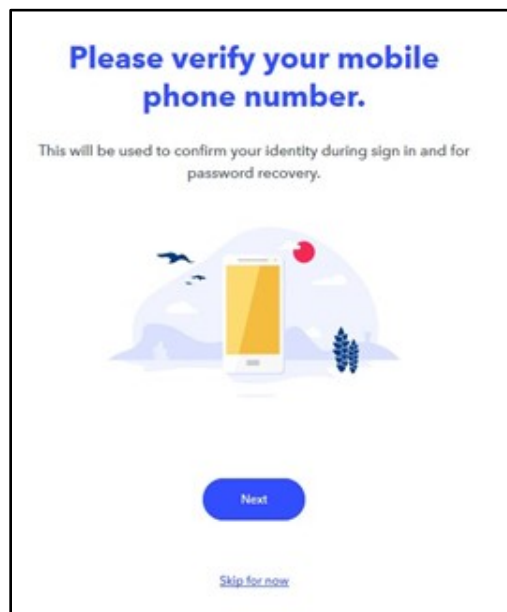
6. Set security questions. Click **Next** to proceed with setting up security questions. Please note, by clicking **Skip for now**, you can set up security questions at a later by time by visiting your **Account Settings** page in the TDIS Employee Dashboard.



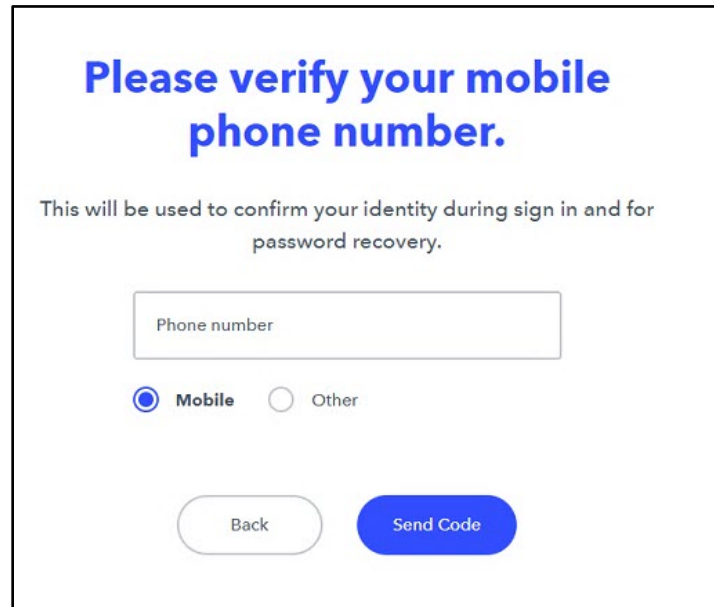
7. Select three security questions to complete.



8. Next, you will register and verify a mobile phone number via a One-Time Passcode. Click **Next** to proceed with registering a phone number. Please note, registering a phone number is optional. SMS/text will be an MFA option if a mobile phone number is registered to your profile. By clicking **Skip for now**, you can register a phone number later by visiting your **Account Settings** page on the TDIS Employee Dashboard.



9. Enter your phone number and click **Send code**.



Please verify your mobile phone number.

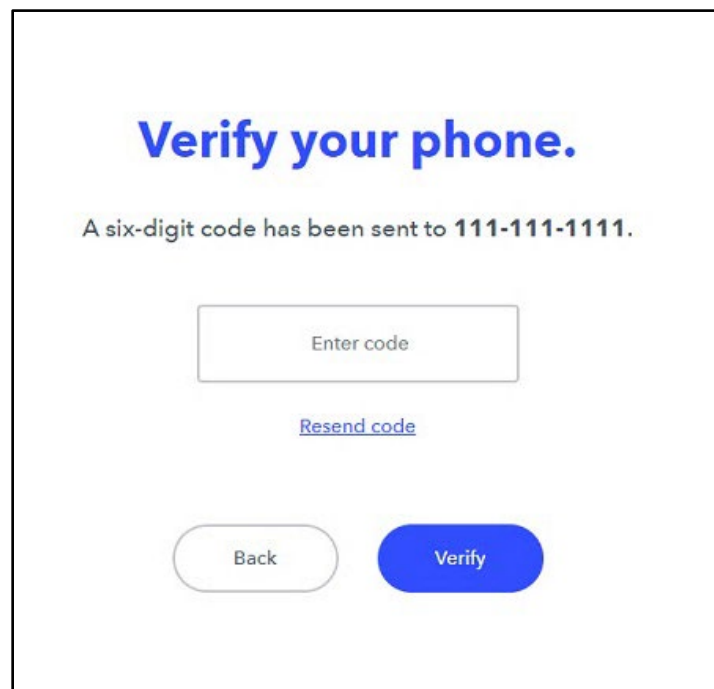
This will be used to confirm your identity during sign in and for password recovery.

Phone number

☒ **Mobile** ☐ Other

Back Send Code

10. Next, enter the OTP code. Please note: One-Time Passcodes expire within 5 minutes. If the code expires before you enter it, click **Resend code** to receive another OTP. Click **Verify** to proceed.



Verify your phone.

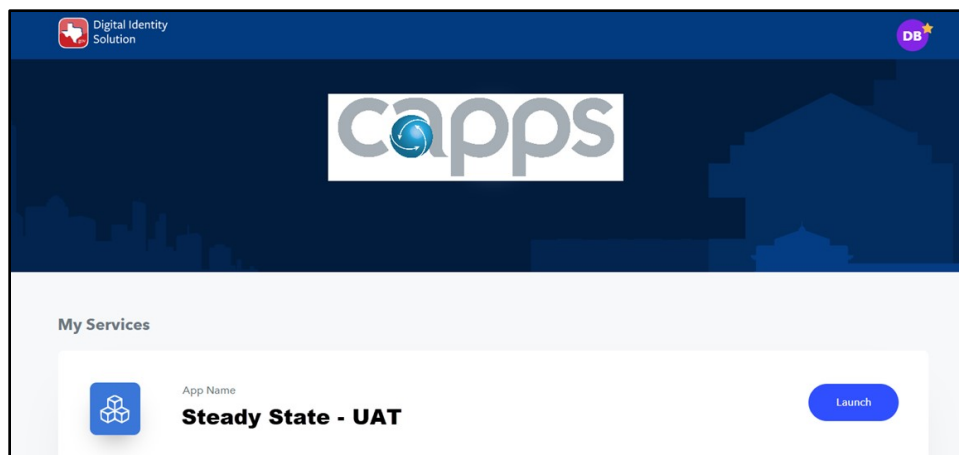
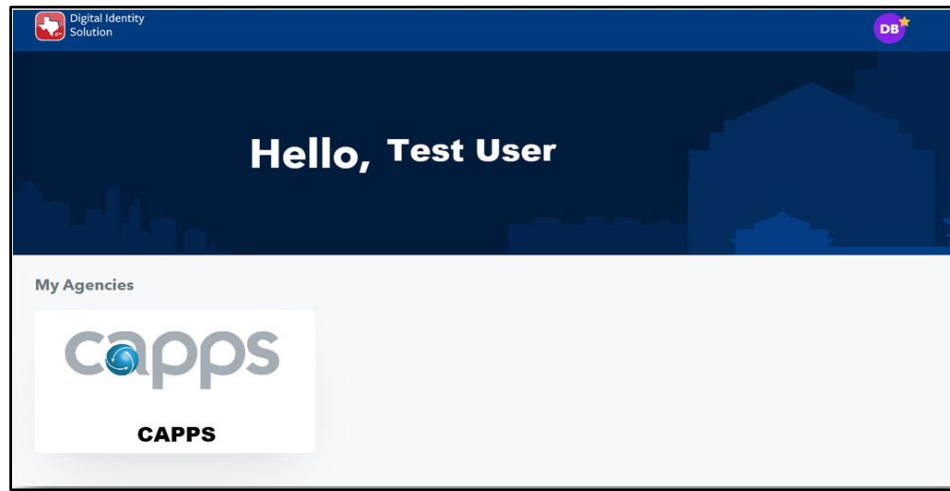
A six-digit code has been sent to 111-111-1111.

Enter code

[Resend code](#)

Back Verify

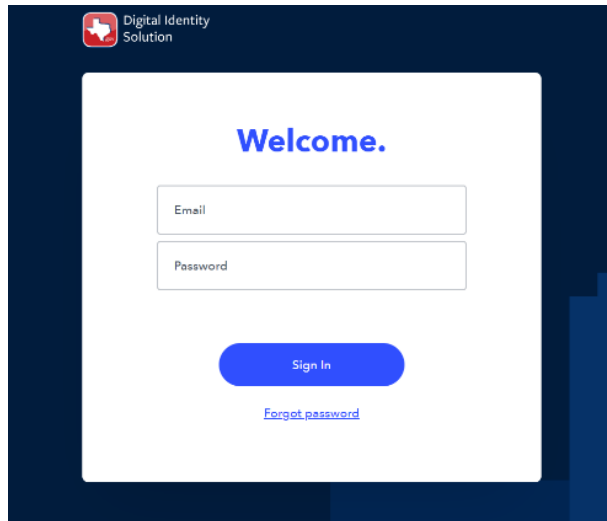
11. The account enrollment process is now complete. Welcome to the **Employee Dashboard!**



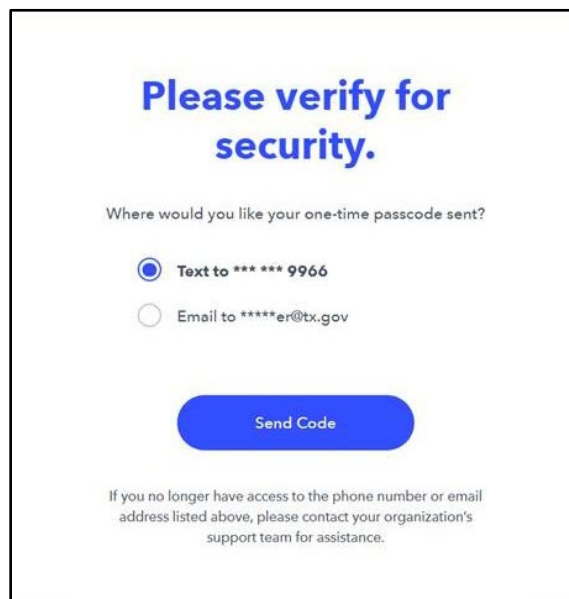
4. MFA for the Texas.gov Digital Identity Solution Employee Dashboard

Once you have an account, you may access the TDIS Employee Dashboard through the TDIS employee portal. Use the Employee Dashboard to access the CAPPs application(s).

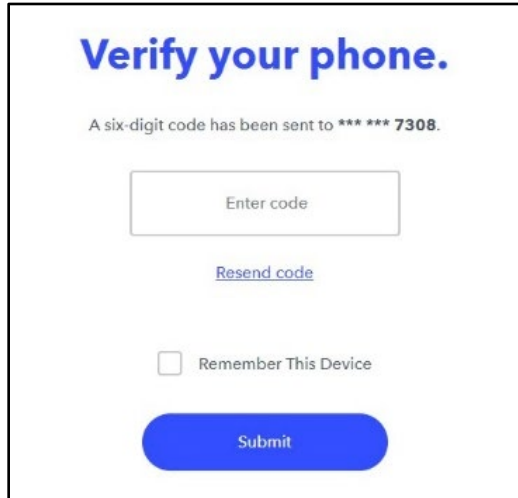
1. Begin by visiting <https://myaccess.texas.gov/portal/sign-in?welcome=tdis>. Next, enter your work email and TDIS password. Click **Sign In**. If you forgot your password, click **Forgot Password** to set a new password.

The screenshot shows the 'Welcome.' sign-in page for the Digital Identity Solution. It features a dark blue header with the 'Digital Identity Solution' logo. The main content area is white and contains a 'Welcome.' heading, two input fields for 'Email' and 'Password', a blue 'Sign In' button, and a blue link for 'Forgot password'.

2. You will then be prompted to verify your identity by providing a numeric, One-Time Passcode via your preferred MFA method. Please note, options will vary depending on which MFA methods you've registered. If you no longer have access to the phone number or email address listed above, please contact your organization's Delegated Admin for assistance. Once you've made your MFA selection, click **Send Code**.

The screenshot shows the 'Please verify for security.' page. It has a white background with a blue heading. Below the heading is the question 'Where would you like your one-time passcode sent?'. There are two radio button options: 'Text to *** ** 9966' (which is selected) and 'Email to *****@tx.gov'. A blue 'Send Code' button is positioned below the options. At the bottom, there is a small disclaimer: 'If you no longer have access to the phone number or email address listed above, please contact your organization's support team for assistance.'

3. Verify your identity with OTP. Enter the code and then click **Submit** to proceed. Please note, this passcode expires in five minutes. If the passcode expires before it is entered, you may request a new OTP to be sent by clicking **Resend code**.



Verify your phone.

A six-digit code has been sent to *** ** 7308.

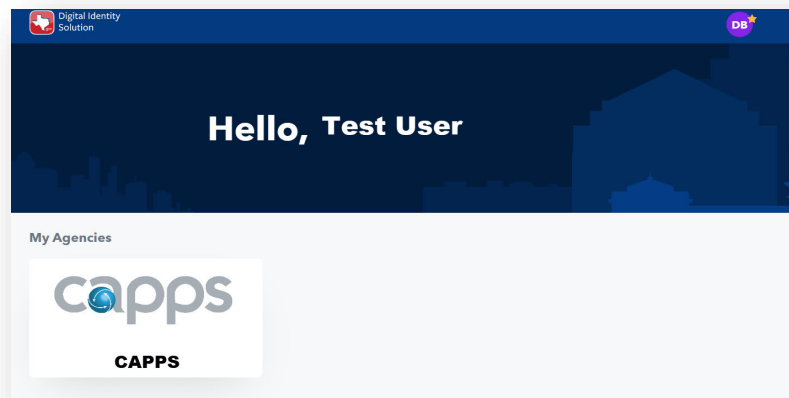
Enter code

[Resend code](#)

☐ Remember This Device

Submit

4. After you verify your identity with this passcode, you will gain access to your TDIS dashboard. The MFA process is now complete. Welcome to your TDIS Employee Dashboard!



5. Support

If you experience a technical issue, please contact your organization's Delegated Admin.

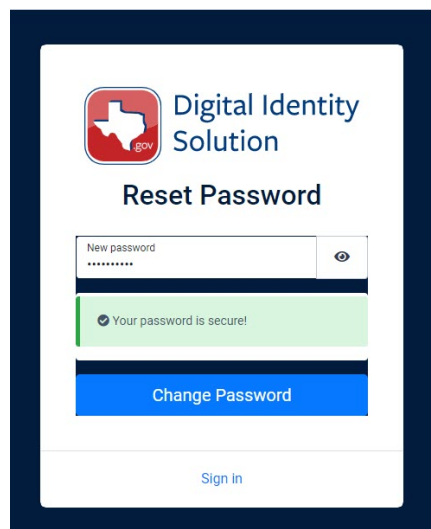
6. Appendix

6.1 MFA Considerations

- One-Time Passcodes are sent by the Texas.gov Digital Identity Solution (**no-reply@tdis.texas.gov**).
- One-Time Passcodes are numeric.
- One-Time Passcodes expire in five minutes.
- After three incorrect MFA passcode attempts, the user is locked out of their Texas.gov Digital Identity Solution account.
- One-Time Passcodes can be sent a maximum of three times per MFA attempt.

6.2 Important Information

- A user's password will be the same password used through the Single Sign-On process for CAPPs application(s).
- The password expiration timeframe is **60 days**. Users will receive notifications via email from **no-reply@tdis.texas.gov** to reset their passwords one week and one day before password expiration and will also be notified when their password has expired.
- The account enrollment link expires within 72 hours and is only valid for one use.
- When you enter a password, you will see a green success message if your password meets the required criteria. Ensure that you click **Change Password** to proceed with the password change.



6.3 Link to TDIS Employee Dashboard

Link: <https://myaccess.texas.gov/portal/sign-in?welcome=tdis>

ⁱ The UserID will be the work email address for all active employees. For terminated users, it will be their personal email address as listed in the CAPPs system.