

# MULTI-FACTOR AUTHENTICATION



Follow the instructions in the job aid to enroll in MFA (Multi-Factor Authentication) using Microsoft Chromium Edge browser or Google Chrome browser. Once enrolled, you can access Direct2Hr or Empower from a mobile app or personal device anytime.

## Who must enroll?

- All Retail Employees who would like to access Direct2HR and Empower through a personal computer or App will need to enroll in MFA • Store Management that has a company issued cell phone.

## What browsers this **NEW MFA** method is supported on?



- Microsoft Chromium Edge Browser (This is going to be our new enterprise default browser in the near future). The plugin required to support the NEW MFA method will be included in the browser package. User can refer to Section-1 or Section-2 or Section-3 based on the scenario that they are working on

**NOTE:** Microsoft Chromium Edge Browser is available only on Windows 10 machines. If you are not on Windows 10 machine, please use google chrome.



- Google Chrome Browser. The plugin required to support NEW MFA method on Google Chrome must be manually installed as an AddOn. Please refer to the instructions in the [APPENDIX](#) section to install the plugin on Google Chrome manually.

**Document contains below 3 sections** (Ctrl +Click on below sections to see the content)

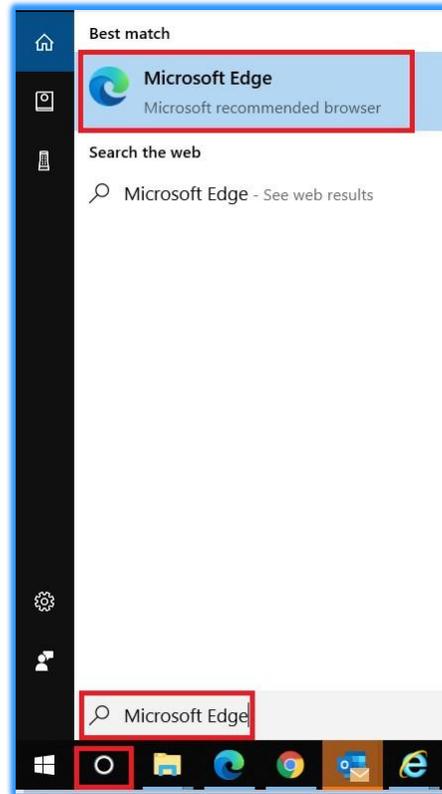
[Section-1: New Registration](#)

[Section-2: Updating the existing profile to add new delivery option](#)

[Section-3: Application Access Flow with the new delivery option](#)

## Section 1: New Multi Factor Authentication (MFA) Registration

**STEP 1:** Using a store or personal computer, Launch the **Microsoft Chromium Edge Browser** by searching for Microsoft Edge through windows search tool as shown in the screen capture.



**STEP 2:** Copy and Paste the below highlighted URL in **Microsoft Edge** browser to access MFA Registration site.

<https://aka.ms/proofup?whr=safeway.com>

**Sign in** using your **Employee ID#** and **Direct2HR password**. Then click **Sign in**.

A screenshot of the Albertsons Companies sign-in page. The page features the Albertsons Companies logo at the top. Below the logo, the text "Sign in with your organizational account" is displayed. There are two input fields: a text field for the Employee ID# and a password field with masked characters (\*\*\*\*\*). Both input fields are highlighted with a red rectangular box. Below the input fields is a blue "Sign in" button, also highlighted with a red rectangular box. At the bottom of the page, there is a section titled "Having login issues? Or Need to reset password?" with a link to "here" and the text "Use self-service option by visiting here and clicking on Forgot your password?". Below this, there is contact information for the Albertsons Companies Technology Support Center: "Contact Albertsons Companies Technology Support Center at 1-877-286-3200 for further assistance."

**STEP 3:** Click **Next** to continue

Albertsons  
Companies

@safeway.com

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

**Next**

For technical help, contact the Albertsons Companies Technology Support Center at 1-877-286-3200

**STEP 4:** Click on **I want to use a different authenticator app.**

A new window in **Step 4** will popup

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

**Next**

[I want to set up a different method](#)

**STEP 5:** Select **Authenticator app** and Click **Confirm**. Click **Next**.

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

#### Authenticator app

Set up your account

In your app, add a new account.

[Back](#)

#### Choose a different method

Which method would you like to use?

Authenticator app

[Cancel](#) **Confirm**

[Back](#) **Next**

[I want to set up a different method](#)

**STEP 6:** Click on **Can't see image?**

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back Next

[I want to set up a different method](#)

**STEP 7:** You will see the **Account name** and **Secret key**. Copy the **Secret key**

**IMPORTANT:** Save this Secret Key in a secured location or email it to yourself. This same Secret Key can be used in multiple PC's without having you to go through the registration process again.

**Note:** YOU WILL BE ON THE SAME SCREEN FROM Step 7 to Step 12)

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Enter the following into your app:

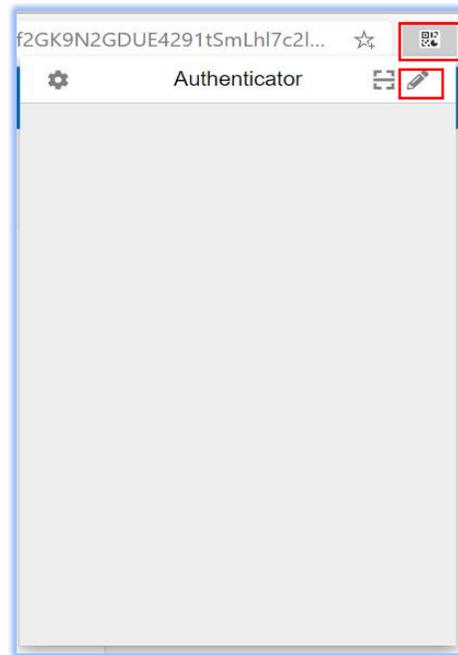
Account name: @safeway.com

Secret key: /qrppb7jh

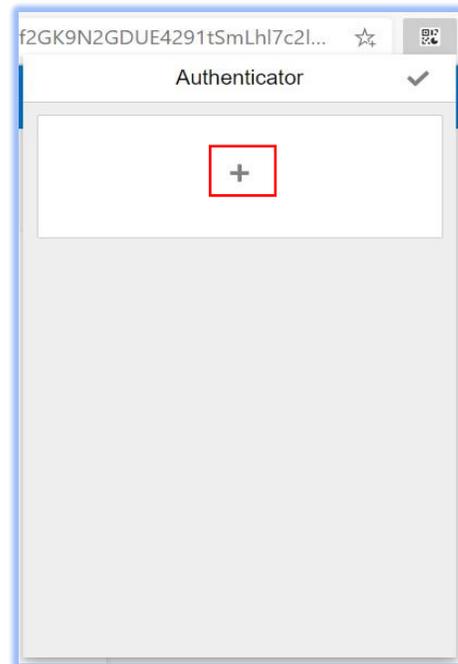
Back Next

[I want to set up a different method](#)

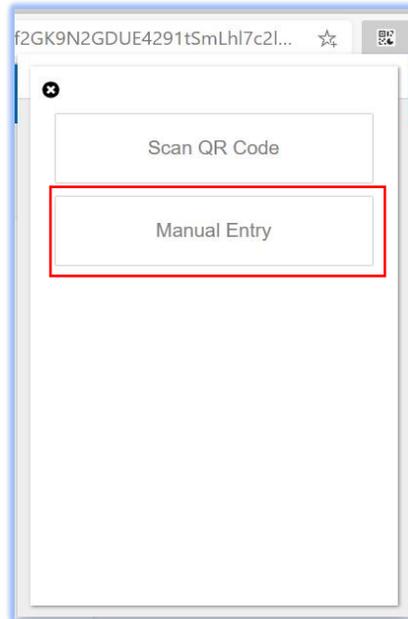
**STEP 8:** Click on the **Authenticator App** on the top right corner (see the tiny image in the screen shot, right next to your browser address bar). **Launch Authenticator** and Click on **Edit** Button



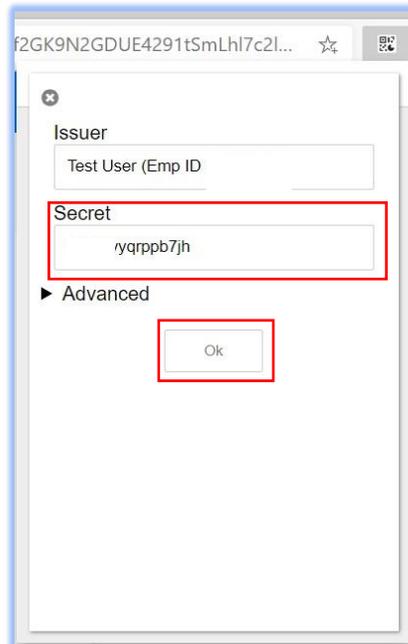
**STEP 9:** Click on **add (+)**



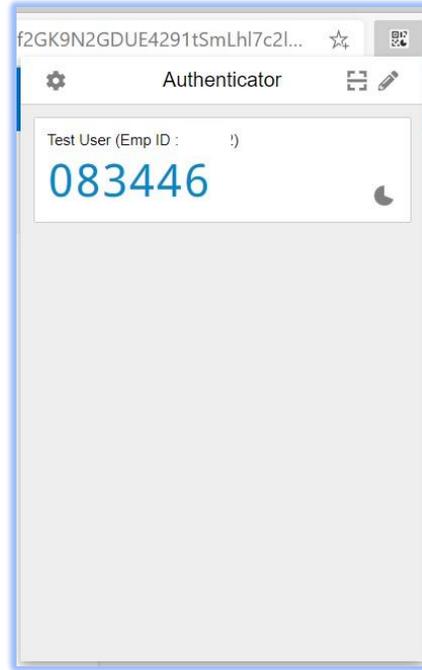
**STEP 10:** Click on **Manual Entry**



**STEP 11:** Enter the **Issuer Name** as your **Employee ID** or **Name** or **LDAP ID** (Any kind of Identifier)  
**Paste** the **Secret key** and Click **Ok**.



**STEP 12: Copy** the Token (just click on the code, it will copy automatically)



**STEP 13: Click Next**

**Keep your account secure**

Your organization requires you to set up the following methods of proving who you are.

### Authenticator app

**Scan the QR code**

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

Enter the following into your app:

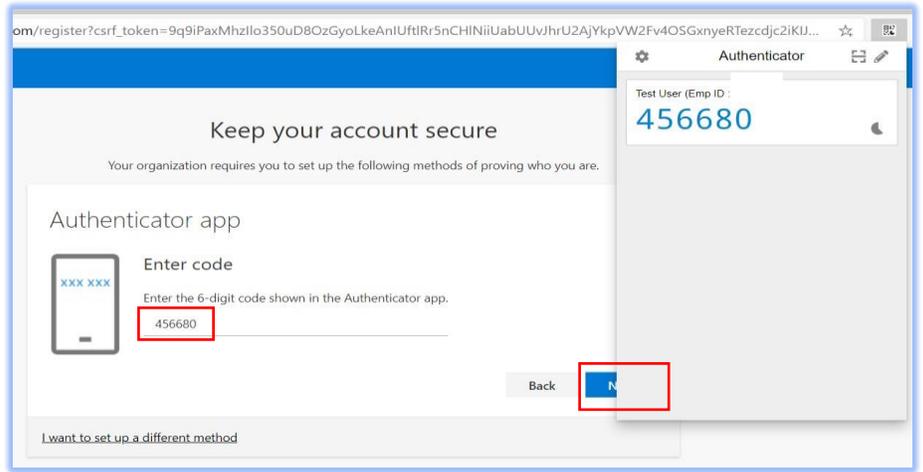
**Account name:** [input] @safeway.com

**Secret key:** /yqrppb7jh

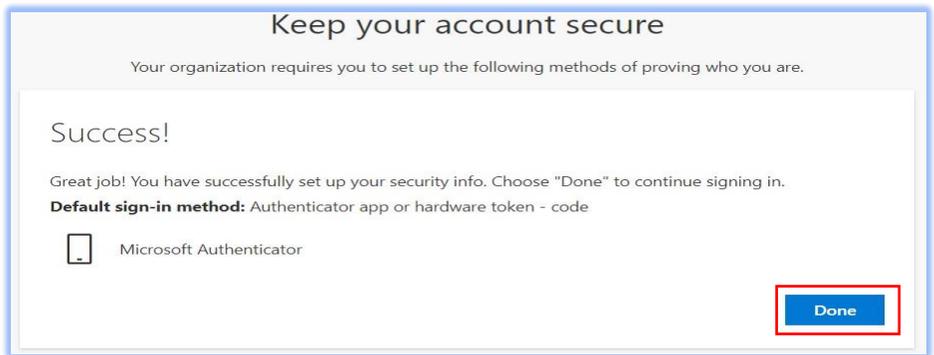
[Back](#) [Next](#)

[I want to set up a different method](#)

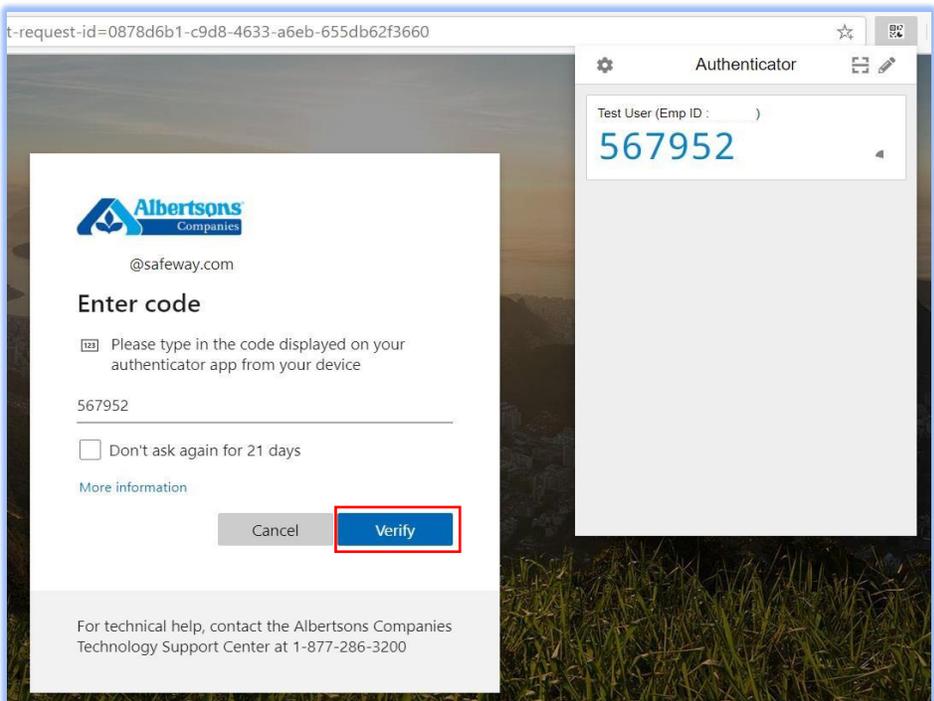
**STEP 14: Ctrl+V or Right Click and Paste the Token and Click Next**



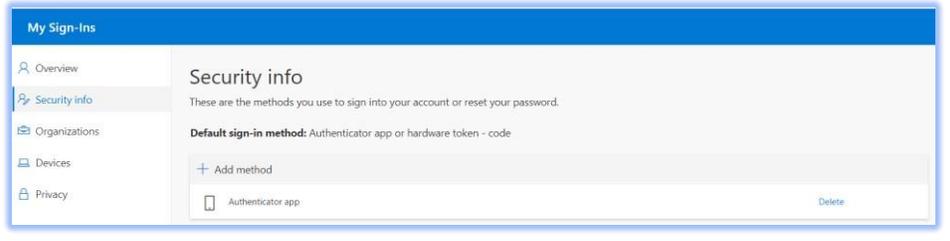
**STEP 15: Click Done**



**STEP 16: It will bring you back to the verification Popup. Click Verify after you copy the Token**

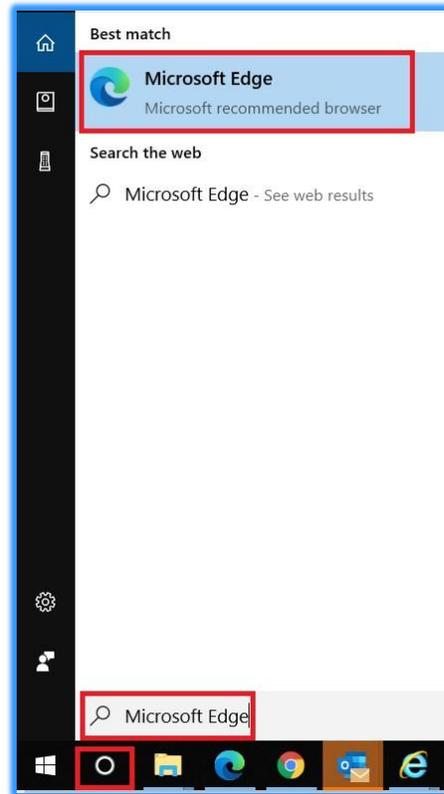


**STEP 17:** You will be redirected to the Profile page. You will see the authenticator app you just added. (You will see the page on the next screen)



## Section 2: Updating the existing profile to add new delivery option

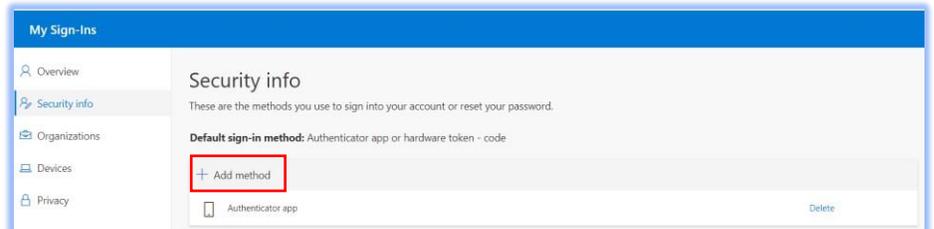
**STEP 1:** Using a store or personal computer, Launch the **Microsoft Chromium Edge Browser** by searching for Microsoft Edge through windows search tool as shown in the screen capture.



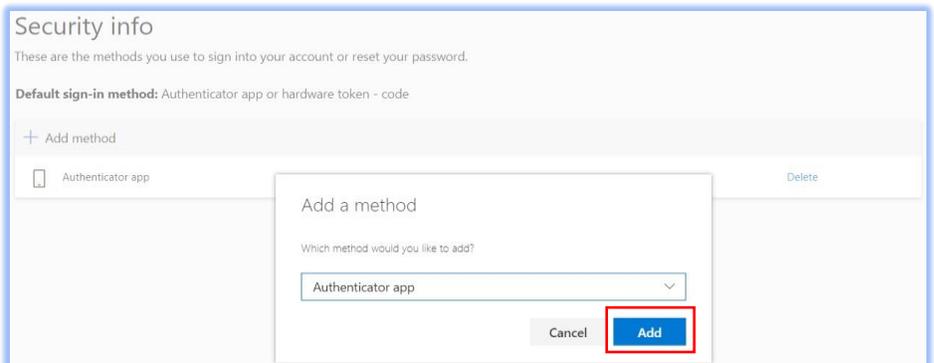
**STEP 2:** Copy and Paste the below highlighted URL in **Microsoft Edge** browser to access MFA Registration site.

<https://aka.ms/proofup?whr=safeway.com>

To add different MFA authentication method: Click on **Add Method**



**STEP 3:** New **Add a method** window will popup. Click **Add**



**STEP 4:** Click on **I want to use a different authenticator app**

A new window in **Step 4** will popup

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Authenticator app or hardware token - code

+ Add method

Authenticator app

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

**I want to use a different authenticator app**

Cancel Next

**STEP 5:** Select **Authenticator app** and Click **Confirm**. Click **Next**.

Keep your account

Your organization requires you to set up the following authentication methods.

Authenticator app

Set up your account

In your app, add a new account.

Choose a different method

Which method would you like to use?

Authenticator app

Cancel **Confirm**

Back **Next**

[I want to set up a different method](#)

**STEP 6:** Click on **Can't see image?**

Security info

These are the methods you use to sign into your account or reset your password.

Default sign-in method: Authenticator app or hardware token - code

+ Add method

Authenticator app

Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".

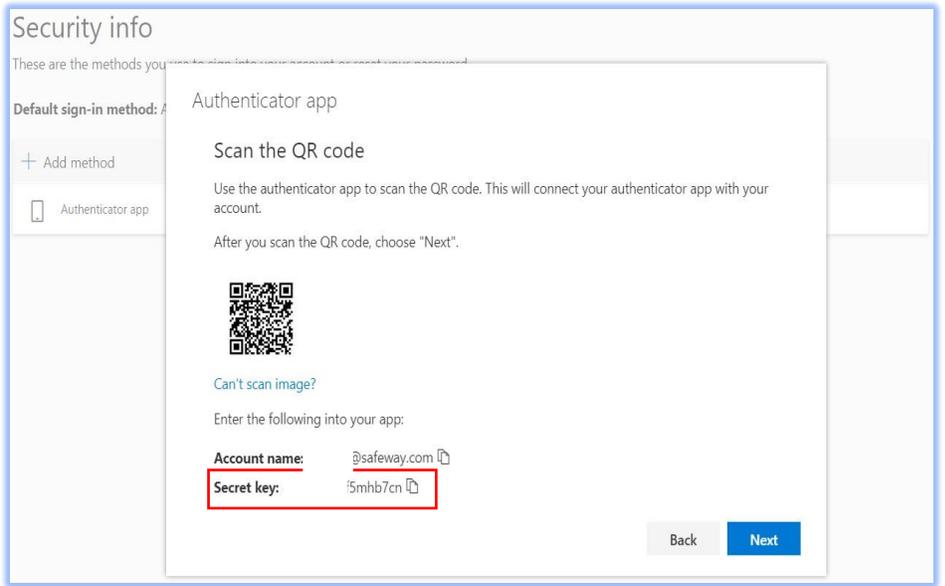
**Can't scan image?**

Back Next

**STEP 7:** You will see the **Account name** and **Secret key**. Copy the **Secret key**

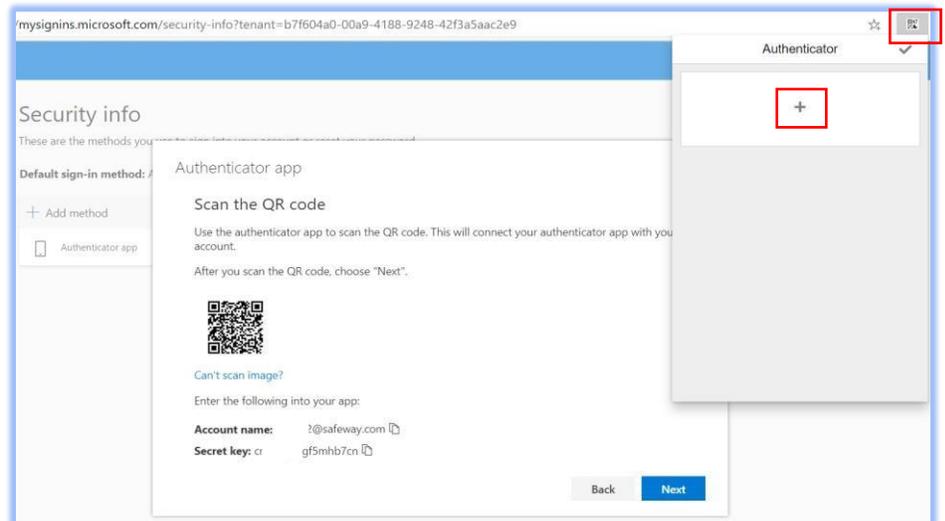
**IMPORTANT:** Save this Secret Key in a secured location or email it to yourself. This same Secret Key can be used in multiple PC's without having you to go through the registration process again.

**Note:** YOU WILL BE ON THE SAME SCREEN FROM **Step 7** to **Step 12**)

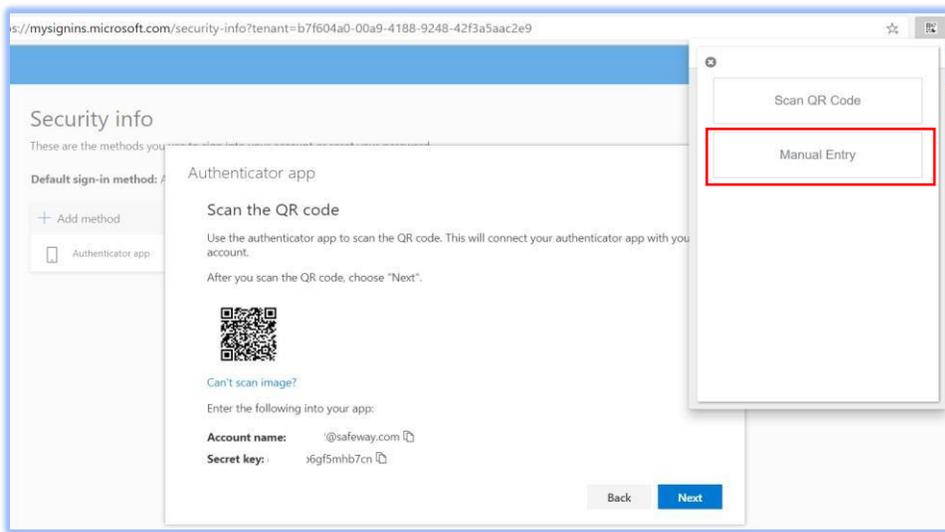


**STEP 8:** Click on the **Authenticator App** on the top right corner (see the tiny image in the screen shot, right next to your browser address bar). **Launch Authenticator** and Click on **Edit Button**.

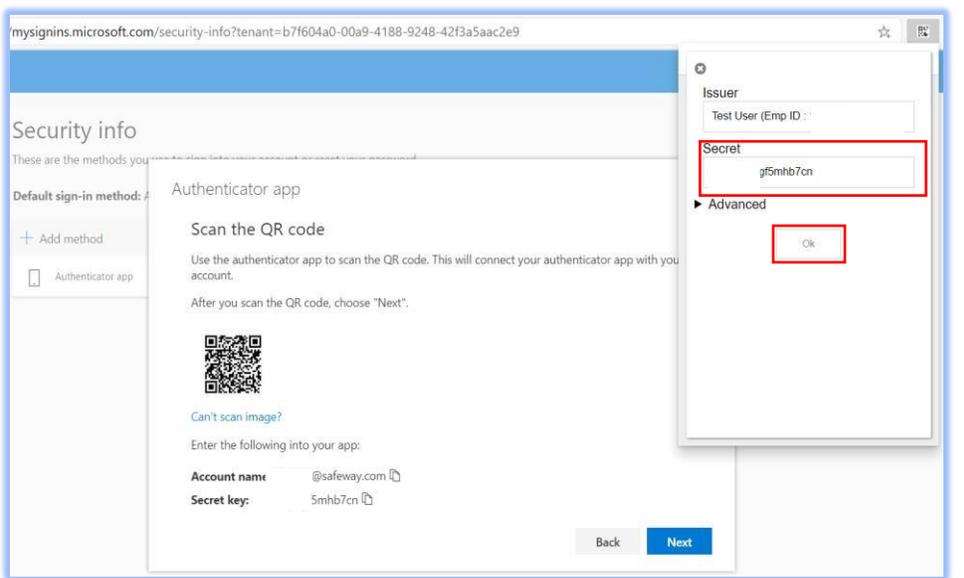
Click on **add (+)**



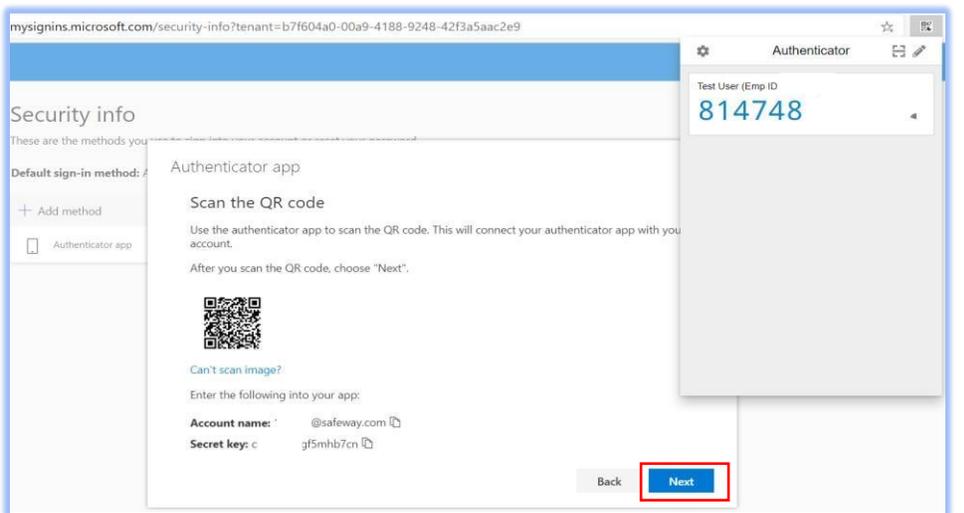
**STEP 9:** Click on **Manual Entry**



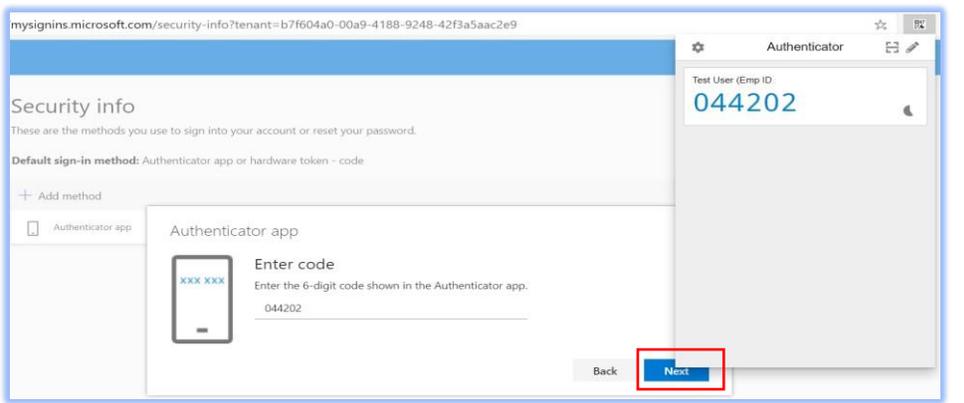
**STEP 10:** Enter the **Issuer Name** as your **Employee ID or Name or LDAP ID** (Any kind of Identifier)  
**Paste the Secret key** and Click **Ok**.



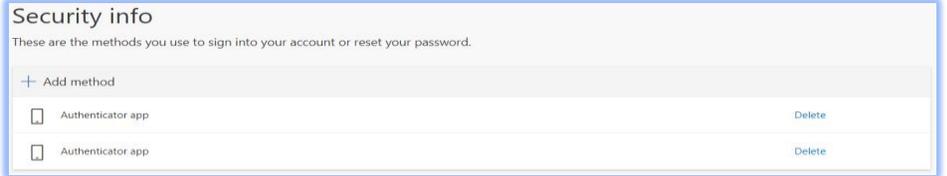
**STEP 11:** **Copy** the Token (just click on the code, it will copy automatically) and click **Next**



**STEP 12:** **Ctrl+V** or **Right Click** and **Paste** the Token and Click **Next**



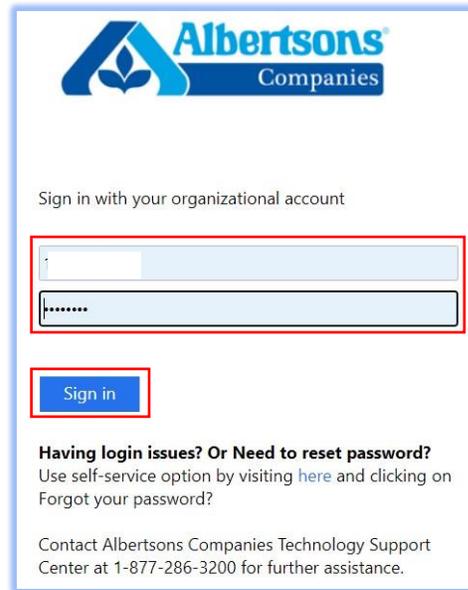
**STEP 13:** You will be redirected to the Profile page. You will see the New **Authenticator app** you just added. (You will see the page on the next screen)



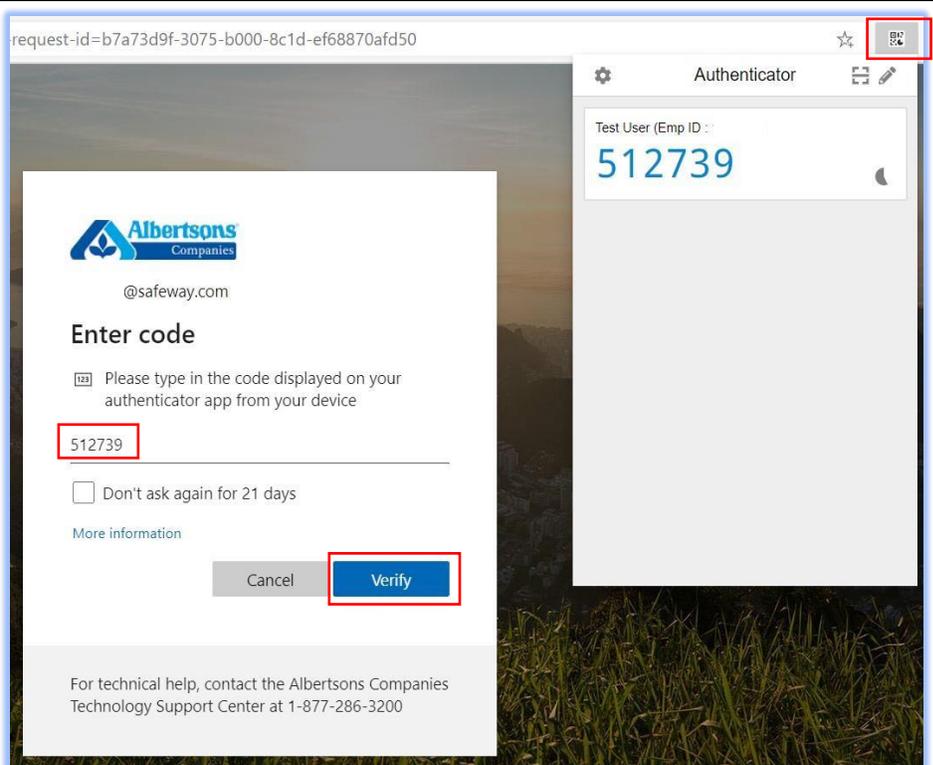
### Section 3: Application Access Flow with the new delivery option

**STEP 1:** Login to any application you are trying to access.

**Sign in** using your **Employee ID#** and **Direct2HR password**. Then click **Sign in**.



**STEP 2:** Click on **Authenticator** button on top right corner to get the **Token**. **Copy** the token and **paste** on the sign in Window and Click **Verify**.



**STEP 3:** You will see the Application page



## Appendix

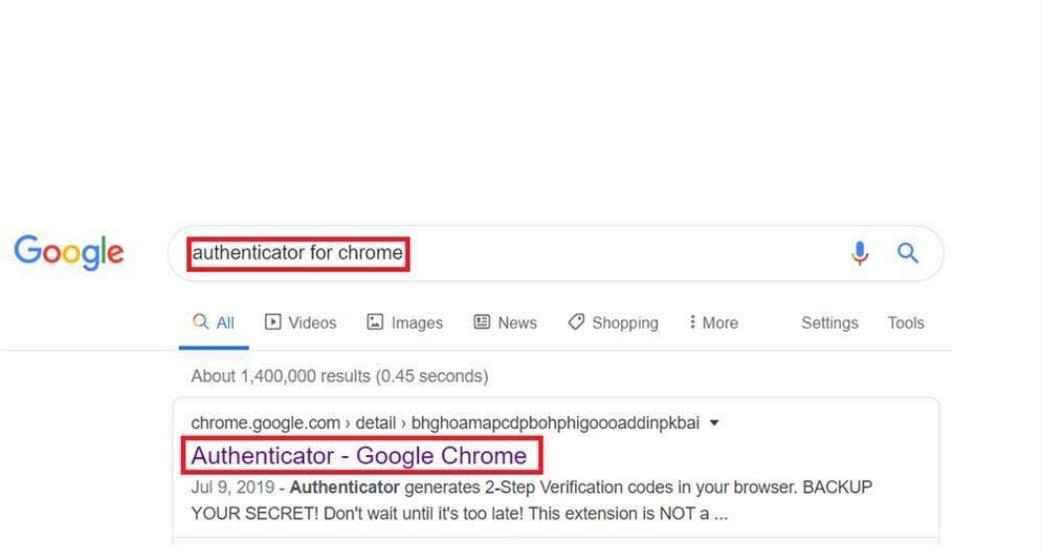
### Instructions for installing MFA plugin on Google Chrome

Step Details	Screen Capture
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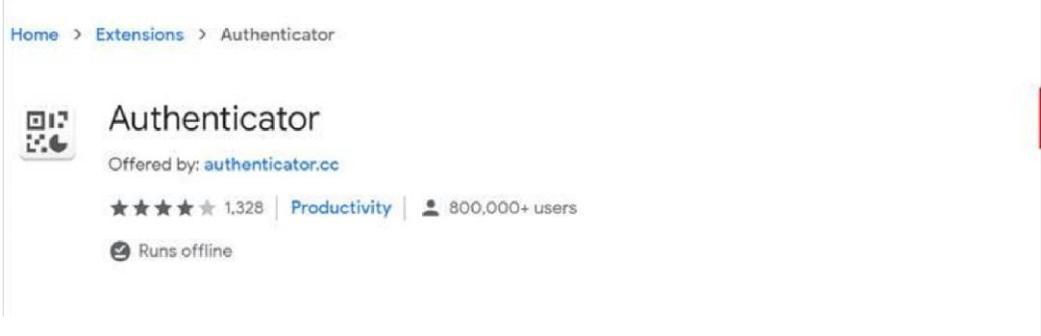
Launch Chrome Browser from your available programs



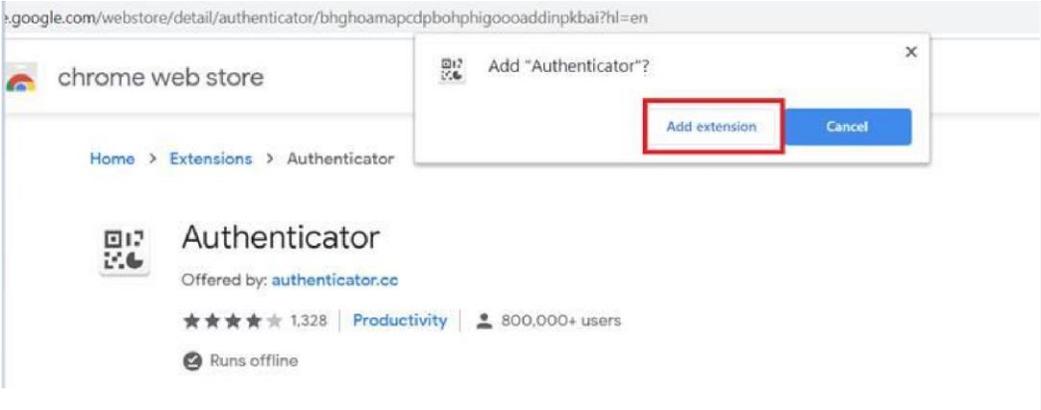
Launch google and search for "authenticator" or for "chrome" and select the "Authenticator" or "Google Chrome" which is the first link in search results



Click on "Add to Chrome" button to add the chrome Authenticator app



Click on "Add Extension" on the "Add Authenticator?" pop-up



This will open a new tab on chrome browser showing the Authenticator App next to the Address Bar

