

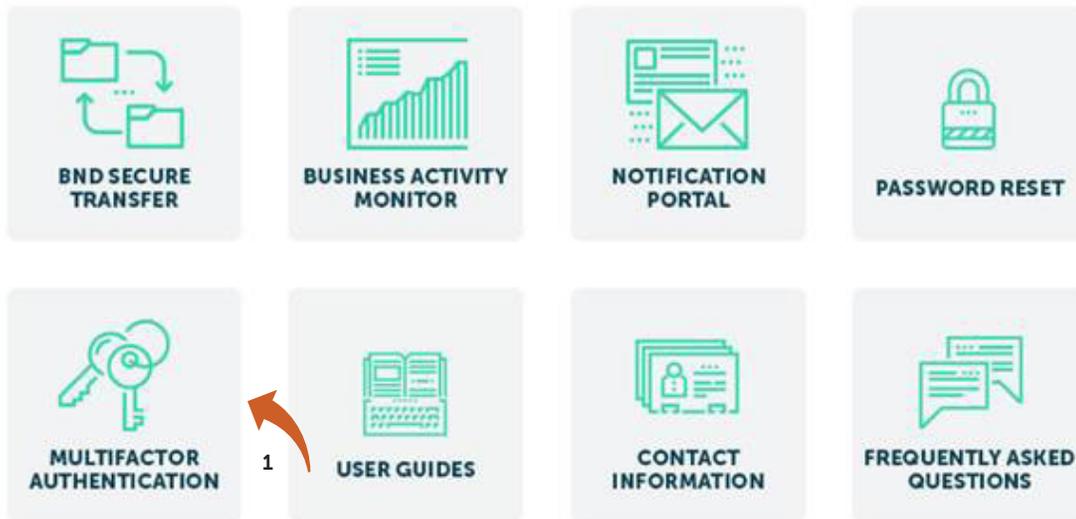
Multifactor Authentication & Password Reset Guide

Multifactor Authentication

Topic	Page
Multifactor Authentication	5
Password	9
Password reset after lockout	10
Change existing password	14

Multifactor Authentication

1. Click on **Multifactor Authentication**.



2. Enter **Username** and **Password**.
3. Click **OK**.

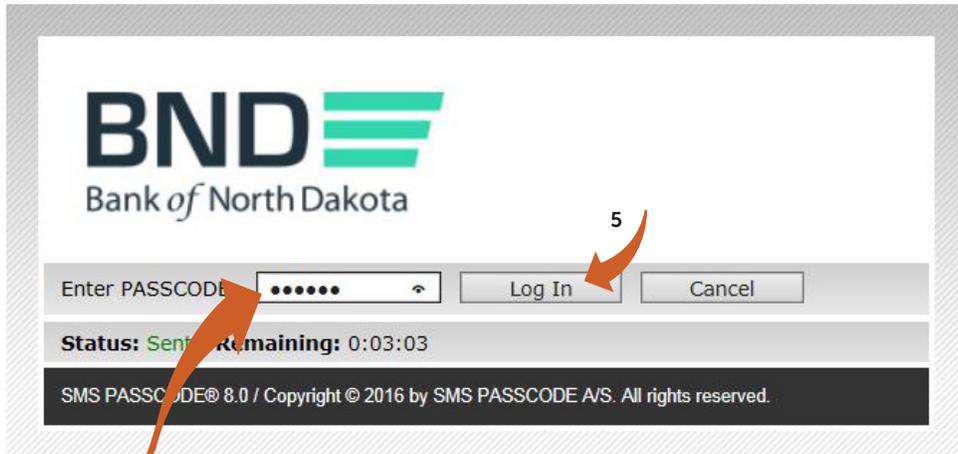
An email, phone or text notification will be sent to you with a temporary passcode.



4. Enter the **Passcode** sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

You have three minutes to enter the one-time passcode before it expires.

5. Click **Log In**.



6. Verify the **primary phone number**.

You have the option to add a **secondary (mobile) phone number**.

7. Enter **Personal Passcode**, which is used in case you lock your account due to multiple incorrect password entry attempts. Please keep in a secure place. It is case sensitive, must NOT contain any spaces or special characters, and must have a minimum length of six characters.
8. If you would like to change the method for receiving the one-time passcode which is required each time you log in to the BND Secure Transfer System portal, uncheck the **Controlled by administrator and choose method**.
9. Click **Save**.

The account will be automatically deleted after 180 days of inactivity.

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Self-service Website

Test Example

Usernames The usernames assigned to your account.

Primary phone number The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.

Secondary phone number The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in fallover scenarios.

Email The email address assigned to you. You may receive one-time passcode messages or notifications on this email address.

Personal Passcode Set to: A secret Personal Passcode of own choice. If allowed to, this passcode can be used in case of emergency for logging in or for resetting your Windows password.

Dispatch Policy Controlled by administrator
 1 - Default Email
 2 - Phone Voice Message
 3 - Mobile Text Message
 Default Dispatch Policy The Dispatch Policy that will be used for transmitting one-time passcode messages or notifications to you.

Reset

10. Verify you receive this message: Changes have been saved.

11. Close the screen.

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Self-service Website

Mickey Mouse

Changes have been saved. ×

10 Usernames  ndgov\mickey123 The usernames assigned to your account.

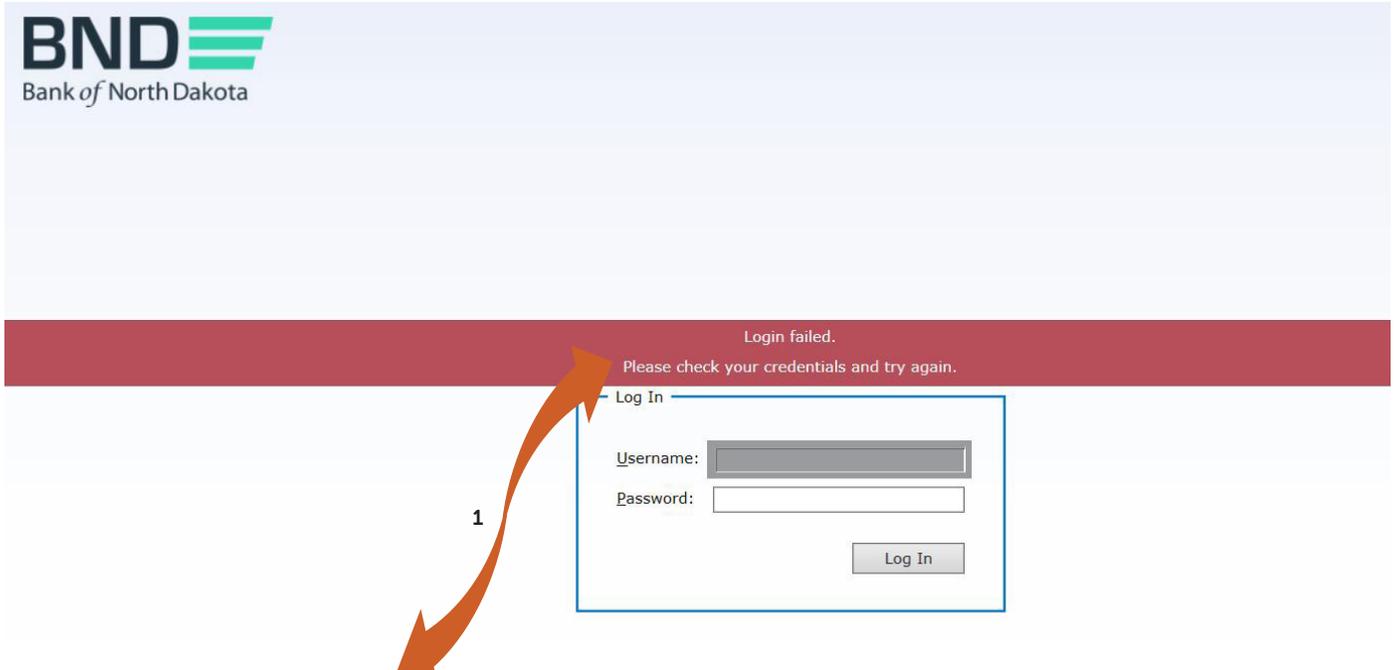
Primary phone number  701-328-5600 The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.

Secondary phone number  701-555-5555 The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in failover scenarios.

Password

Password reset after lockout

1. After three attempts, the account will be locked and you will receive the following email.



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Login failed.
Please check your credentials and try again.

Log In

Username:

Password:

Log In

1

Subject: ALERT!! Your BND Test Secure Transfer account has been locked out!

Account Sample,

Your BND Secure Transfer user account has been locked out.
You will need your Personal Passcode to reset your password which can be done here: <https://mfapasswordreset.bndtestsecuretransfer.nd.gov>

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.
Operations: (701) 328-5623 or (701) 328-5698
All Others: 800-472-2166

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2. Click **Password Reset**.



3. Enter **Username**.

A screenshot of the "Password Reset 8.0" website. At the top is the BND Bank of North Dakota logo. Below it, the title "Password Reset 8.0" is displayed in blue. The text "Welcome to the Password Reset Website. This website will guide you through the process of resetting your password." is shown. A "Username" label is positioned above a white input field with a person icon on the left. An orange arrow with the number "3" points to the input field. A blue "Next" button is located to the right of the input field. At the bottom, there is a blue progress bar and a copyright notice: "Copyright © 2016 by SMS PASSCODE A/S. All rights reserved."

4. Enter **Personal Passcode** (this was created in the initial setup and is case sensitive).
5. Click **Next**.

An email, phone or text notification will be sent to you with a temporary passcode.

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Password Reset 8.0

Please authenticate using your personal passcode.

Username

Personal passcode

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6. Enter the **Passcode** sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

You have three minutes to enter the passcode before it expires.

7. Click **Next**.

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Password Reset 8.0

Please authenticate using the one-time passcode sent to you.

Username

Passcode

Status: Sent
Remaining: 00:03:10

Cancel Next

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Subject: BND Test Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One-Time Passcode:

If you are having issues or believe you received this email by mistake, please contact BND Operations at either (701) 328-5623 or (701) 328-5698.

Best regards
Bank of North Dakota
Multi-factor Authentication (MFA)

9. Create and confirm new **Password**.
 - Minimum length of 10 characters
 - May not contain the user first name, last name or User Login ID
 - Must incorporate three of the four following complexity requirements:
 - At least one numeric character
 - At least one character in lowercase
 - At least one character in uppercase
 - At least one special character

10. Click **Next**.

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Password Reset 8.0

You have been granted access. Please choose a new password now.

Username

New password

Confirm password

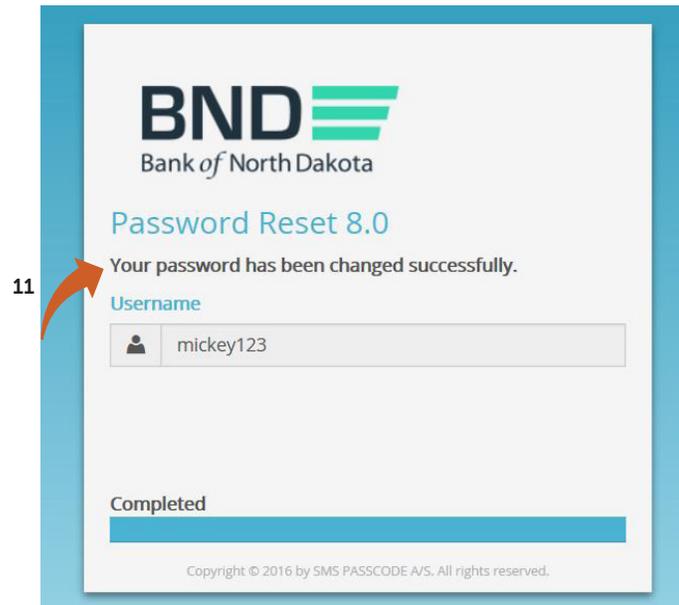
9

Cancel Next 10

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11. You have successfully changed the password.

12. Close the screen.



Change existing password

1. Click on **Password Reset**.



2. Enter **Username**.

A screenshot of the "Password Reset 8.0" website. The page has a white background with a blue border. At the top is the BND logo and "Bank of North Dakota". Below that is the title "Password Reset 8.0" and a welcome message: "Welcome to the Password Reset Website. This website will guide you through the process of resetting your password." There is a "Username" label above a text input field. An orange arrow labeled "2" points to the input field. To the right of the input field is a blue "Next" button. At the bottom, there is a copyright notice: "Copyright © 2016 by SMS PASSCODE A/S. All rights reserved."

3. Enter Existing Password.
4. Click Next.

An email, phone or text notification will be sent to you with a temporary passcode.

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Password Reset 8.0

Please authenticate using your existing password.

Username
mickey123

Existing password
.....

[I have forgotten my password.](#)

Cancel Next

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3

4

5. Enter the **Passcode** sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

You have three minutes to enter the passcode before it expires.

6. Click **Next**.

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Password Reset 8.0

Please authenticate using the one-time passcode sent to you.

Username

Passcode

Status: Sent
Remaining: 00:03:06

Cancel Next

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Subject: BND Test Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

One-Time Passcode:

If you are having issues or believe you received this email by mistake, please contact BND Operations at either (701) 328-5623 or (701) 328-5698.

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 - At least one numeric character
 - At least one character in lowercase
 - At least one character in uppercase
 - At least one special character

8. Click **Next**.

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Password Reset 8.0

You have been granted access. Please choose a new password now.

Username

New password

Confirm password

7

8

11. You have successfully changed the password.

12. Close the screen.

