



Step by Step MFA Set-Up - Windows

Instructions for FortiClient

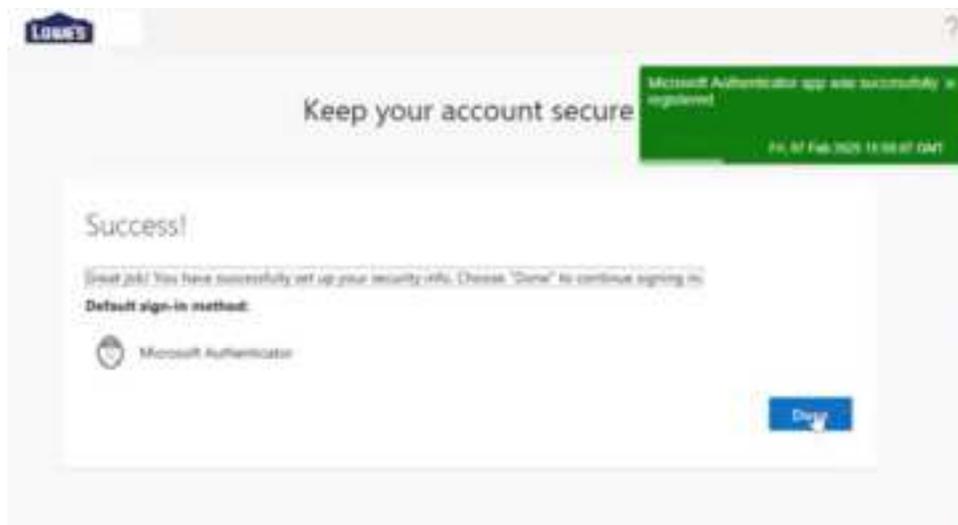
Purpose

This document outlines how to set up a **two-step verification**, also known as **Multi-Factor Authentication (MFA)**, to ensure Lowe's associates are able to sign into Lowe's VPN. This is required for all associates.

Instructions

IMPORTANT: BEFORE YOU BEGIN:

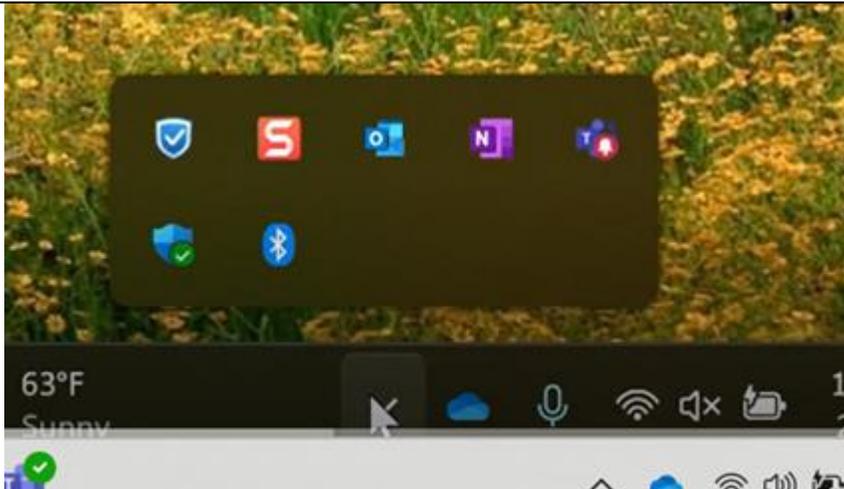
- To set up MFA, you will need to use both your Lowe's computer and your cellular phone.
- All steps must be followed to complete the process. Registration will be finished once you receive the "Success!" pop-up notification as shown below:



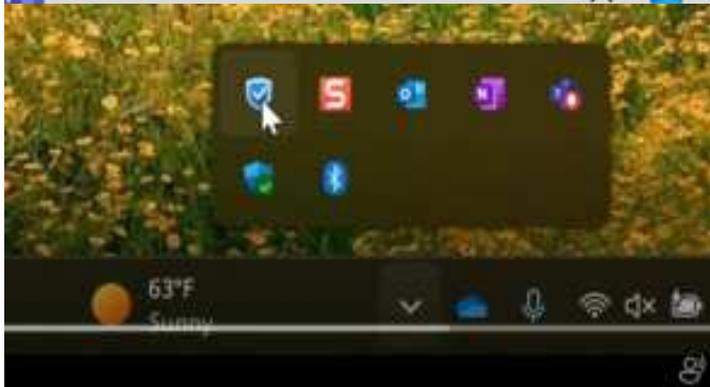
WHAT YOU WILL SEE

ACTION NEEDED

1



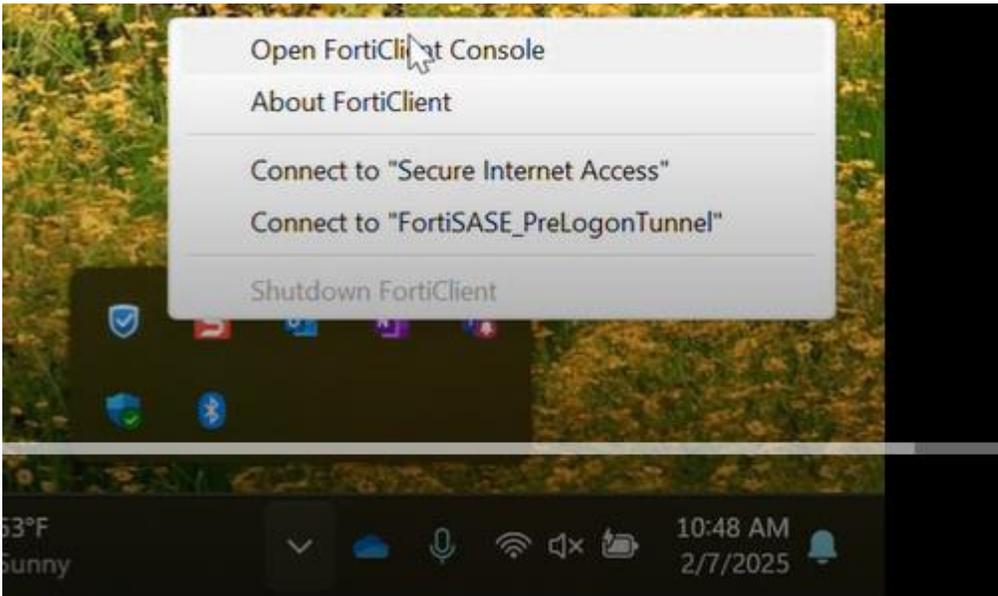
2



After clicking the arrow on the bottom right of your computer screen to display hidden icons, locate and click the "Blue" shield.

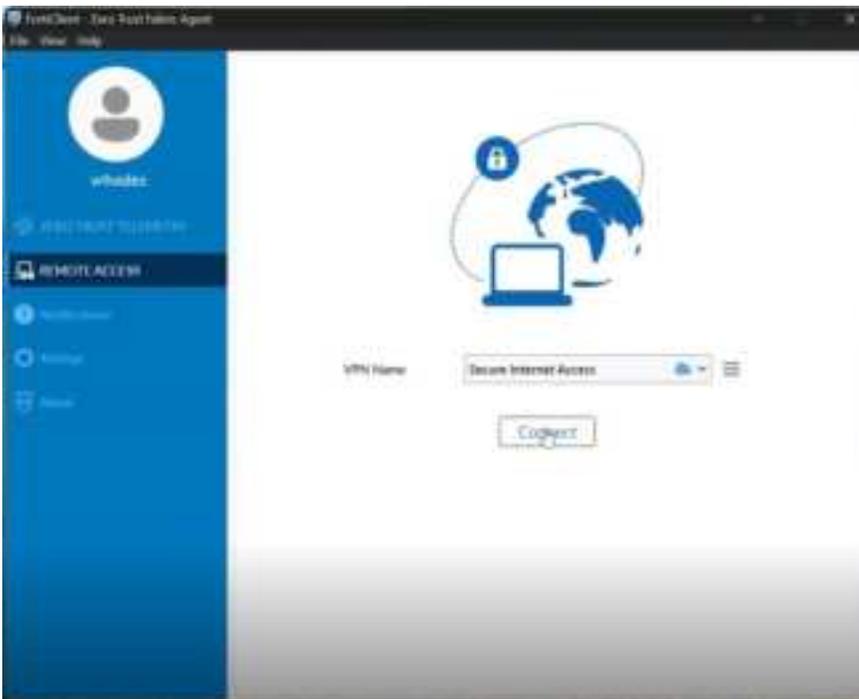
The "Blue" shield is the icon for the FortiClient console. Click the shield.

3



Select and click the option **"Open FortiClient Console"**

4



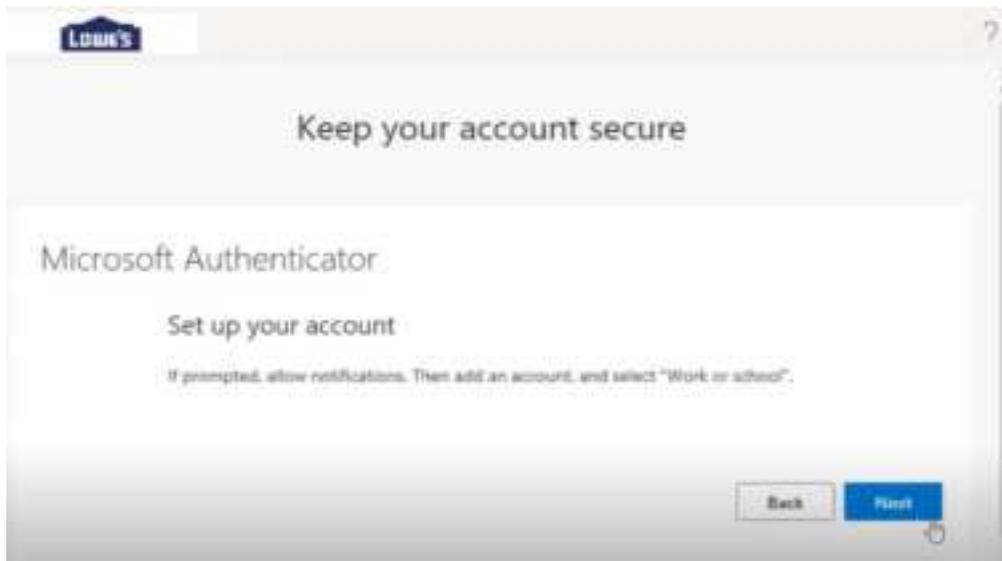
Then select "Connect" on your computer.

Then, click "Next" on your computer.

5

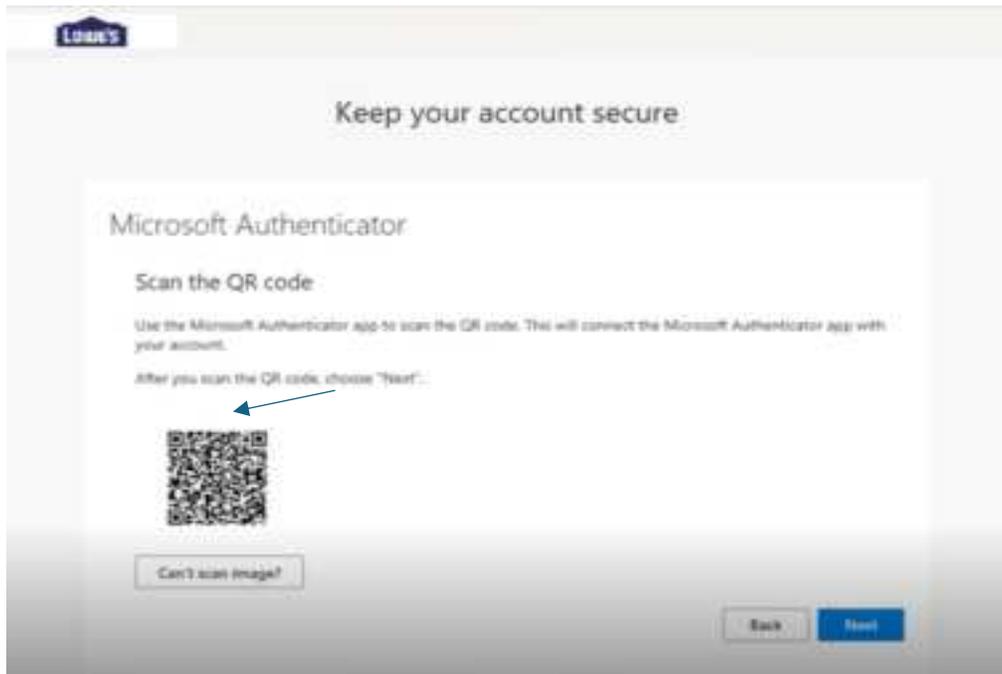


6



Expand the Microsoft Authenticator Screen, then click "Next", again.

7

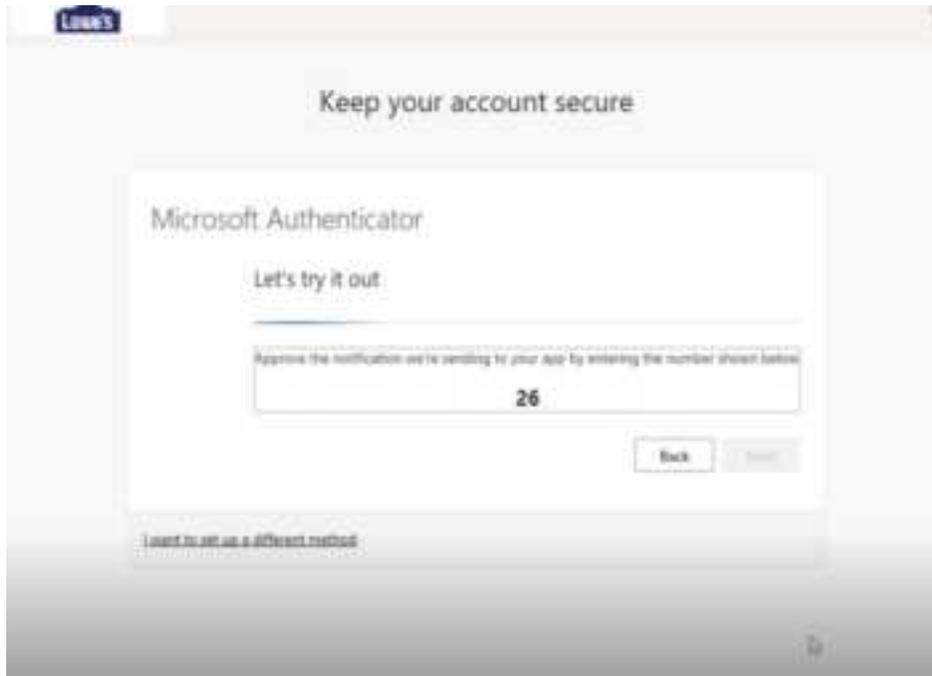


To set up your Microsoft Authenticator account, click **“NEXT”**.

You will need to scan the QR code through the Microsoft Authenticator app.

Using the Microsoft Authenticator app from your cellular phone, scan the QR code on your computer screen. Make sure you can see the entire QR code. **Scroll down to capture the full QR code.**

8



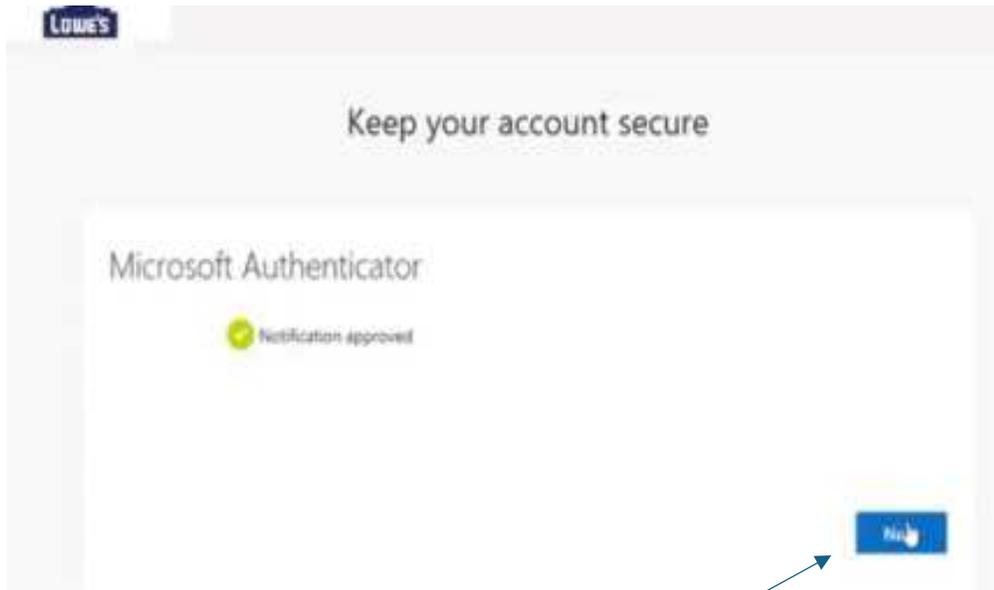
A two-digit number will appear on your computer screen. At the same time, a pop-up will appear on your cellular phone.

Enter this two-digit number into the sign-in screen of your cellular phone.

Note, the 26 in this picture is for illustrative purposes only. You will receive a two-digit number specifically for your use.

Then, tap “Yes” on your cellular phone, which will highlight in blue once the two-digit number is entered.

9

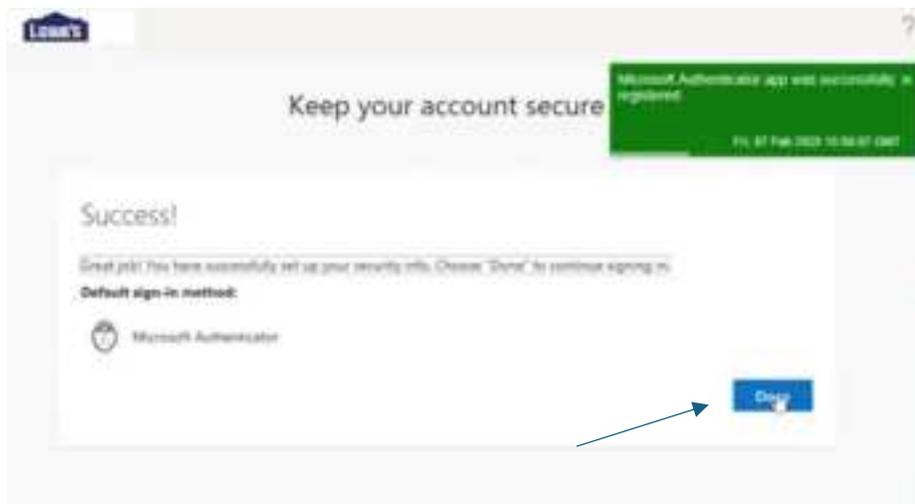


The notification should display "approved".

You are nearly finished!

Click "**Next**"

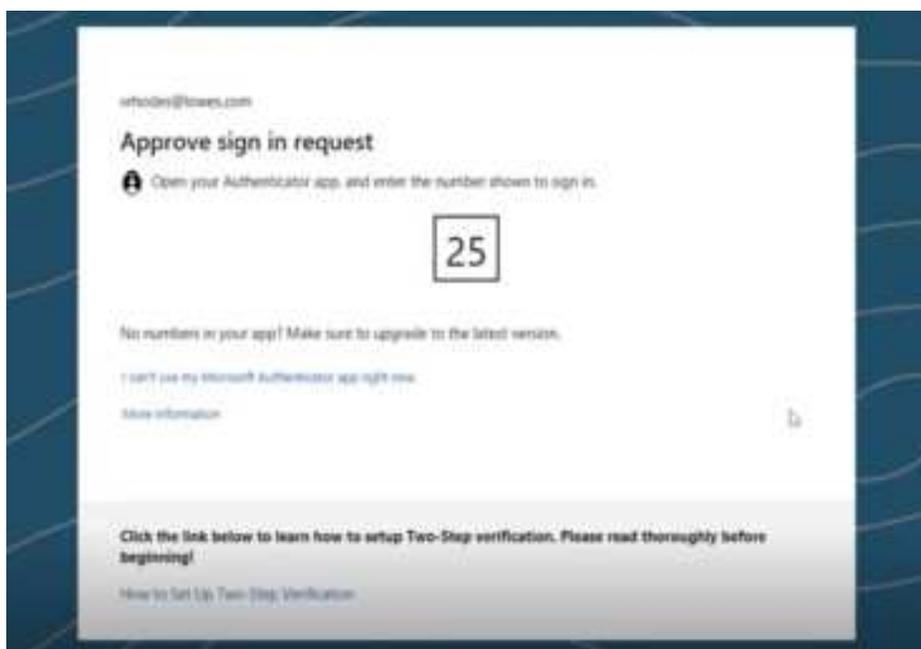
10



You will get a pop-up notification that the Microsoft Authenticator app was successfully registered.

Lastly, click "Done".

11



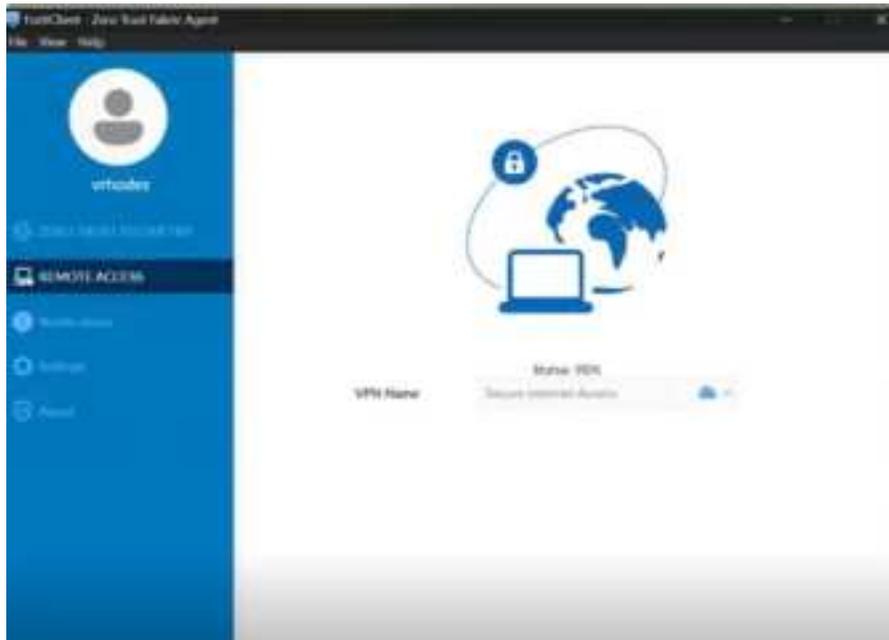
Open the app and enter the number shown to sign in.

From this point forward, you will occasionally be prompted for MFA.

An "Approve sign-in?" pop up will appear on your cellular phone. Tap the notification and repeat the steps as shown in Step 10.

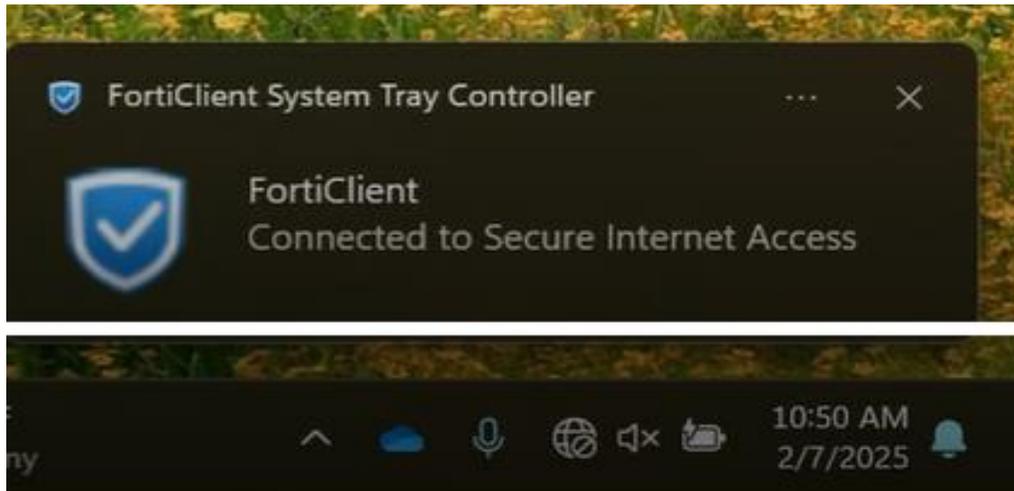
**Note, the 25 in this picture is for illustrative purposes only. You will receive a two-digit number specifically for your use.*

12



Your status should eventually upload to 100%

13



Now you're connected to Secure Internet Access in Forti-Client!