



## JPS Identity Automation Portal – Logging in to the JPS Portal for First Time

Slide 1 -



# Logging in to the JPS Portal for the First Time

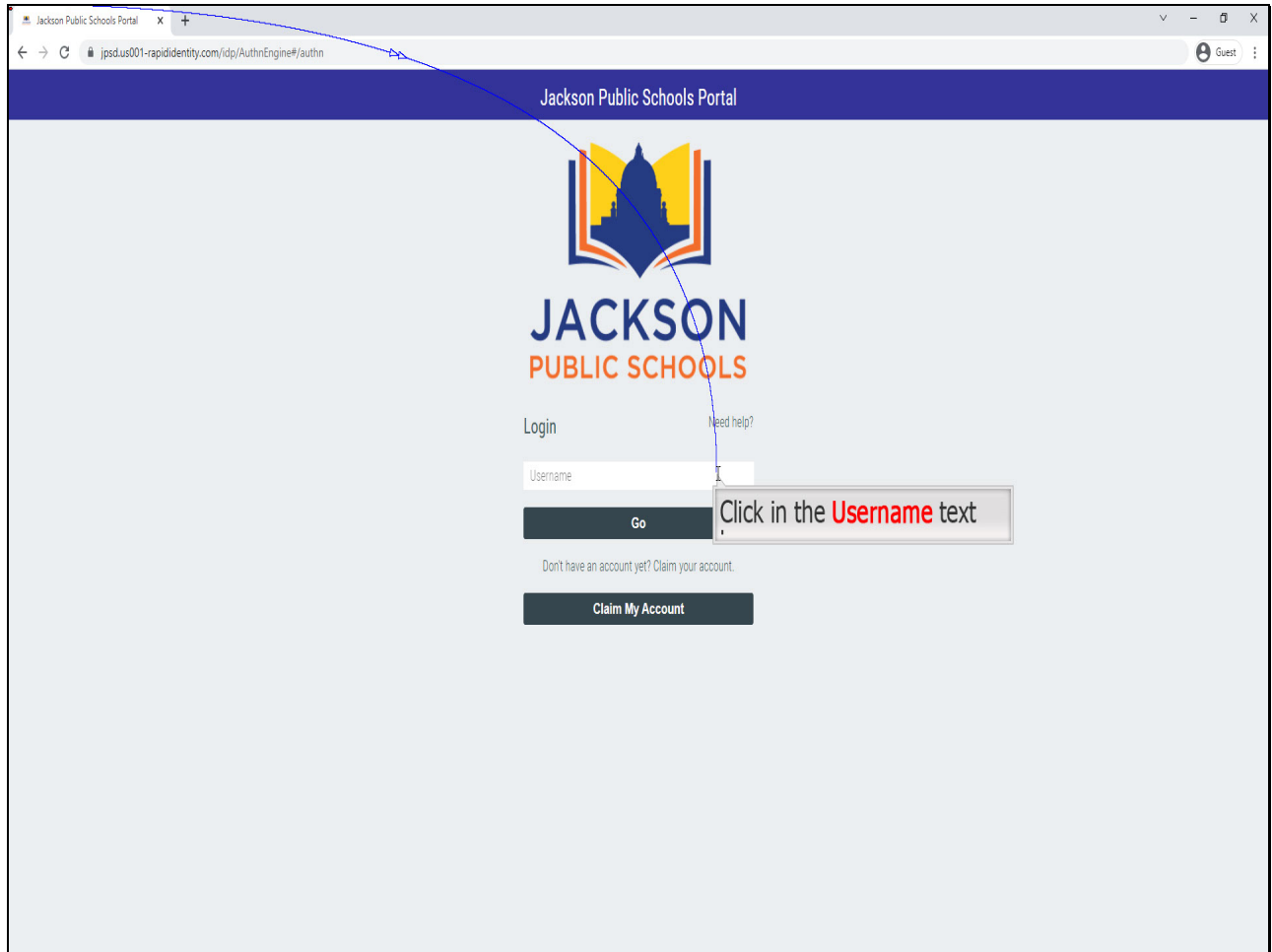
Jackson Public Schools | Information Technology Services



**You will not be able to login until you claim your account!**

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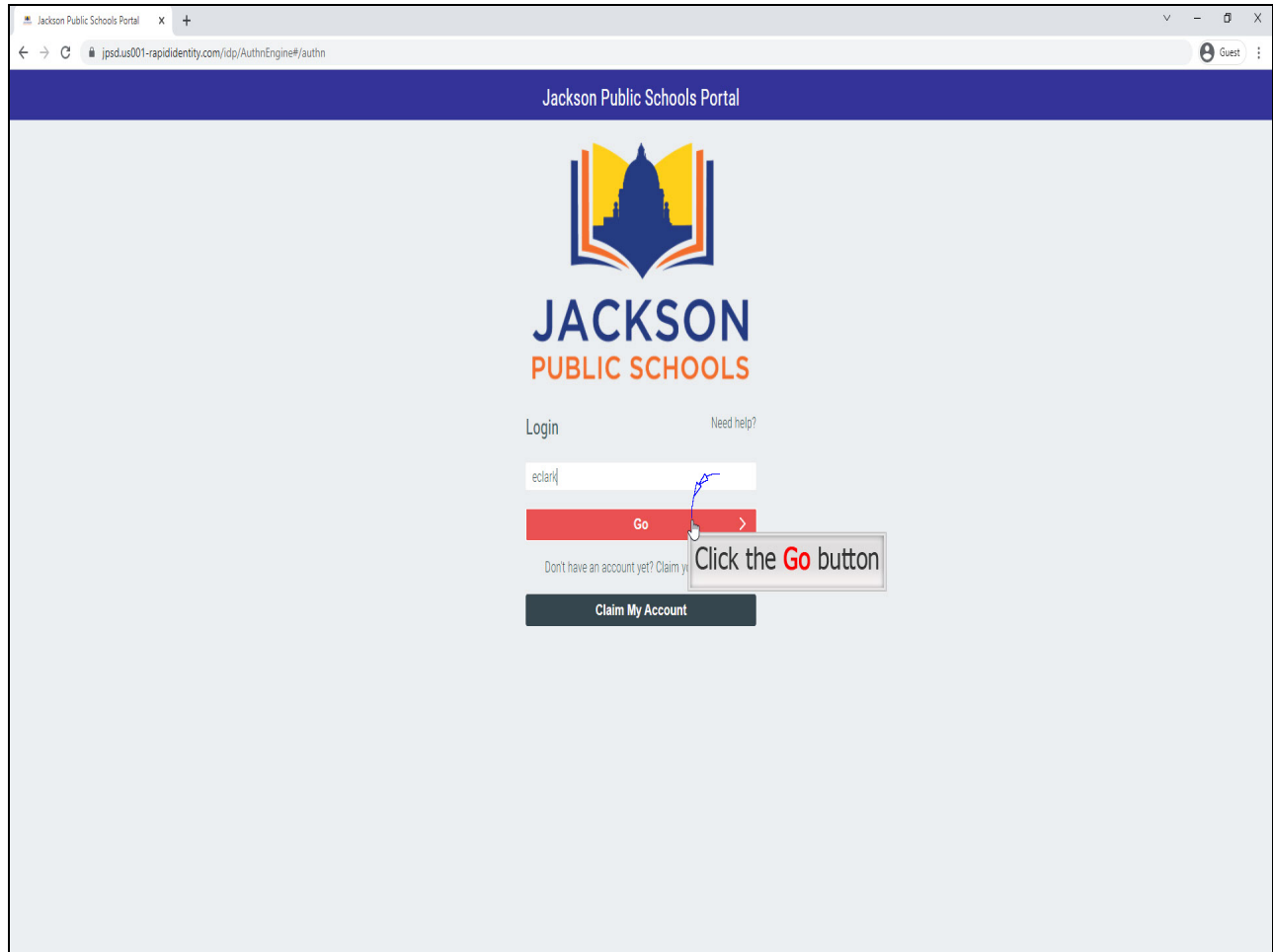
### Slide 2 - Slide 2



Click in the **Username** text box

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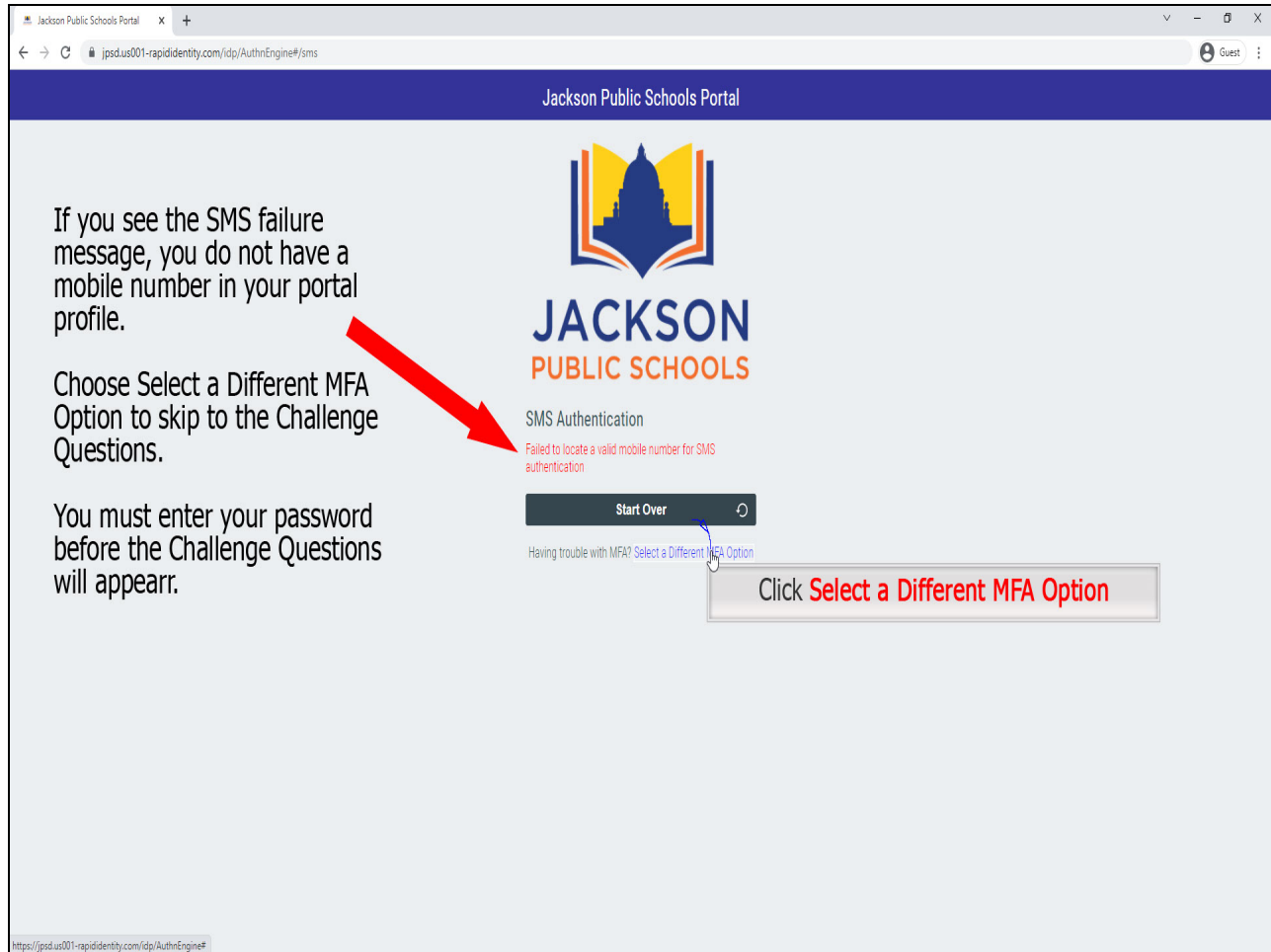
### Slide 3



Click the **Go** button

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### Slide 4



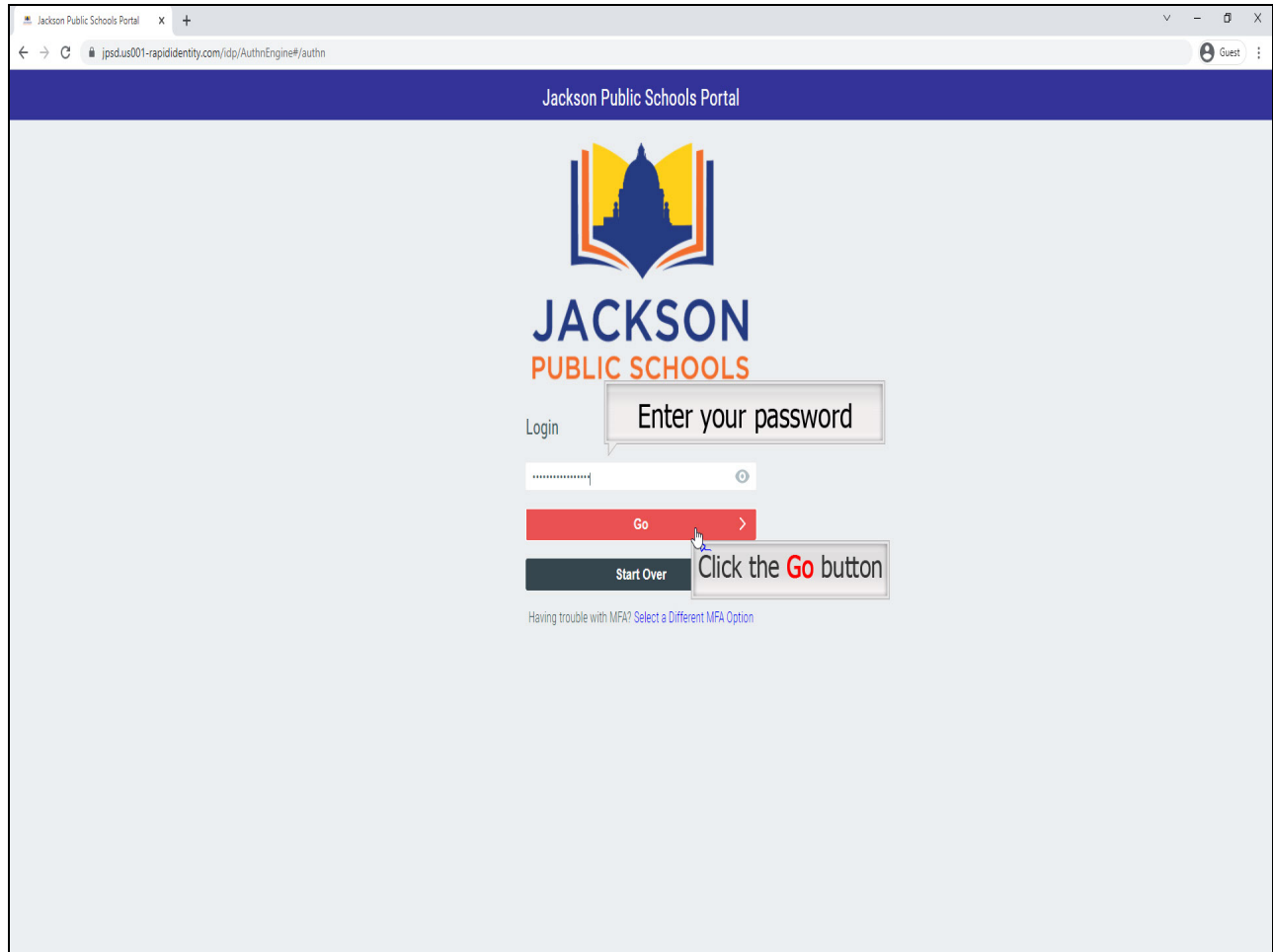
Click **Select a Different MFA Option**

If you see the SMS failure message, you do not have a mobile number in your portal profile.

Choose Select a Different MFA Option to skip to the Challenge Questions. You must enter your password before the Challenge Questions will appear.

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### Slide 5



Click the **Go** button

Enter your password

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### Slide 6

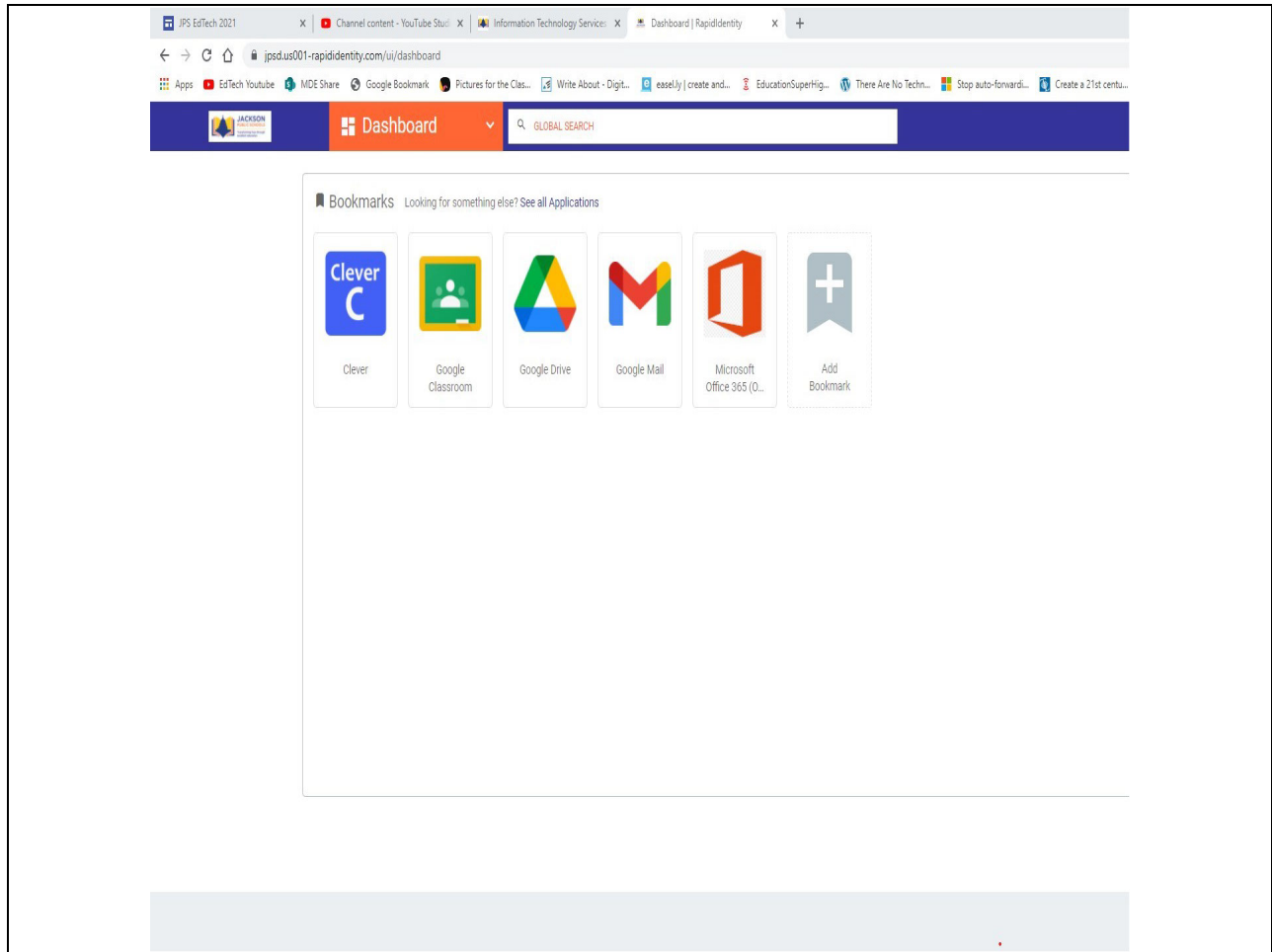
The screenshot shows a web browser window with the title "Jackson Public Schools Portal". The address bar shows the URL "https://ipsd.us001-rapididentity.com/dp/AuthnEngine#/challenge-question". The page features the Jackson Public Schools logo, which consists of a stylized building icon above the text "JACKSON PUBLIC SCHOOLS". Below the logo, the text "Answer Your Challenge Questions" is displayed. There are two challenge questions: "Where did you meet your significant other?" and "Who is your favorite character?". Each question has a corresponding text input field. A red button with a white "Go" label and a right arrow is positioned below the second question. A blue arrow points from a callout box "Click the Go label" to the "Go" button. Another callout box "Click in the text boxes and enter your answers to the challenge questions" points to the input fields. At the bottom, there is a "Start" button and a link "Having trouble with MFA? Select a Different MFA Option".

Click the **Go** label

Click in the text boxes and enter your answers to the challenge questions

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## Slide 7



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### Slide 8 - Slide 8



Now you can add other MFA options to your account.

Click on your name and add SMS text, print a QR code, or add an authenticator app.

Challenge Questions will be moved to the last option January 18, 2022.

