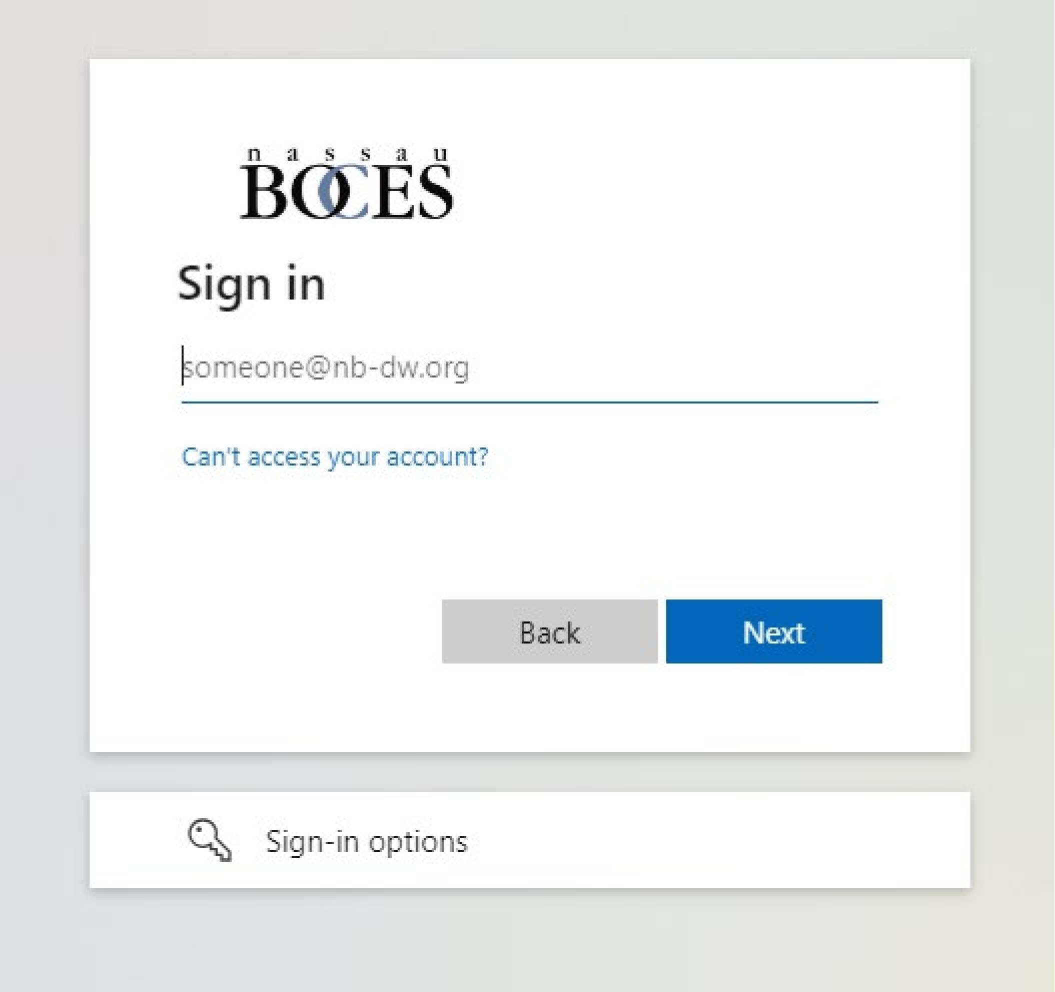
IDW Users’ Login Instructions

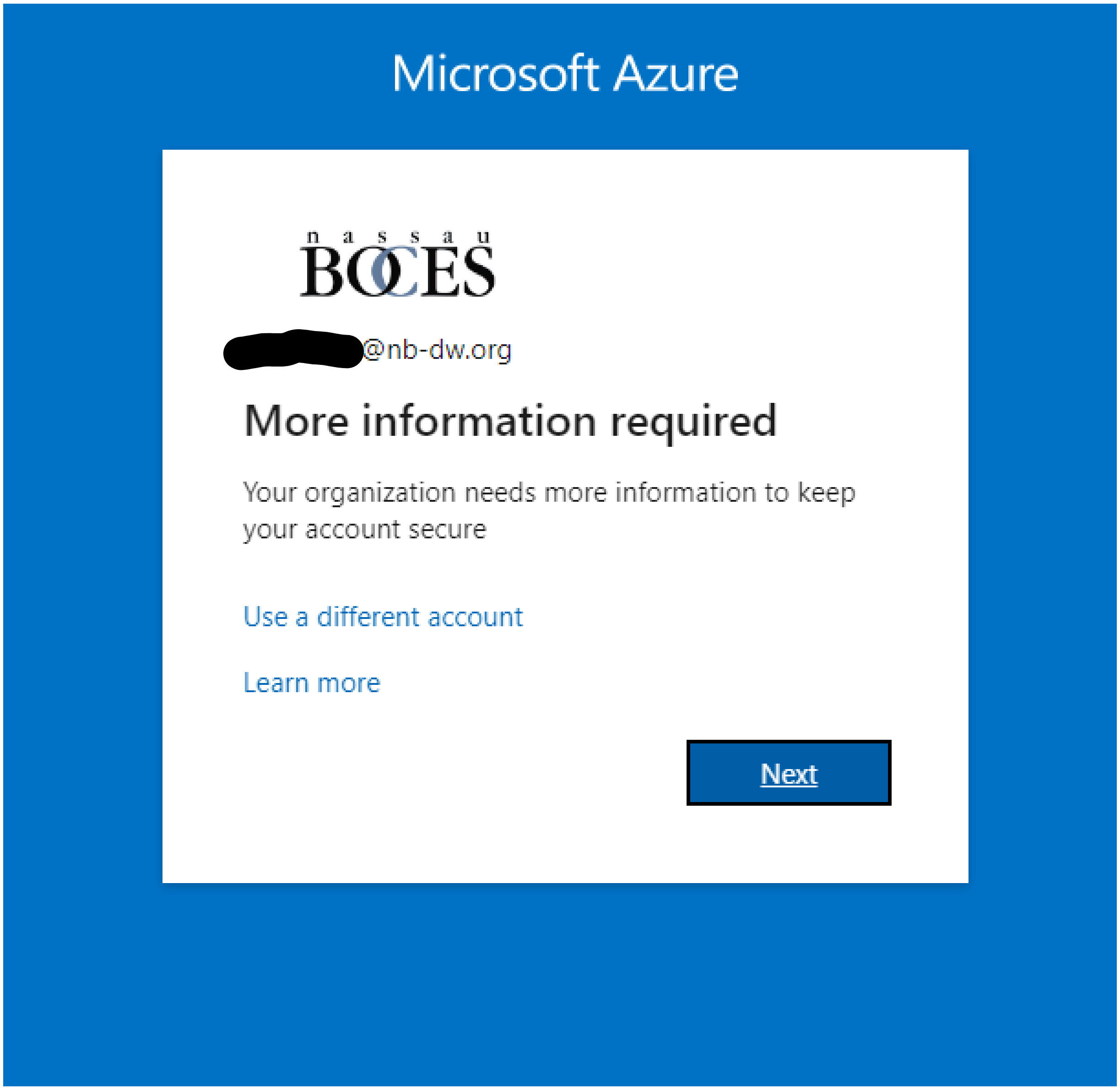
NOTICE: This publication now includes the expected behavior for configuring multifactor authentication at the Microsoft login prompt. Multifactor authentication will be implemented in early April 2024 for the general population of IDW users.

The sequence of prompts for configuring multifactor authentication varies based on the account creation steps and the status of the account. The following is the typical behavior. Actual behavior may vary.

Note: The options to receive phone calls will be eliminated. It is imperative that you implement an authenticator application when registering your device the first time. Instructions are available below.



New accounts created with Hello ID will prompt a password change at the first login. Upon completion of the password change, it will display “More information required” with a next button.



Microsoft Azure

nassau BOCES

[redacted]@nb-dw.org

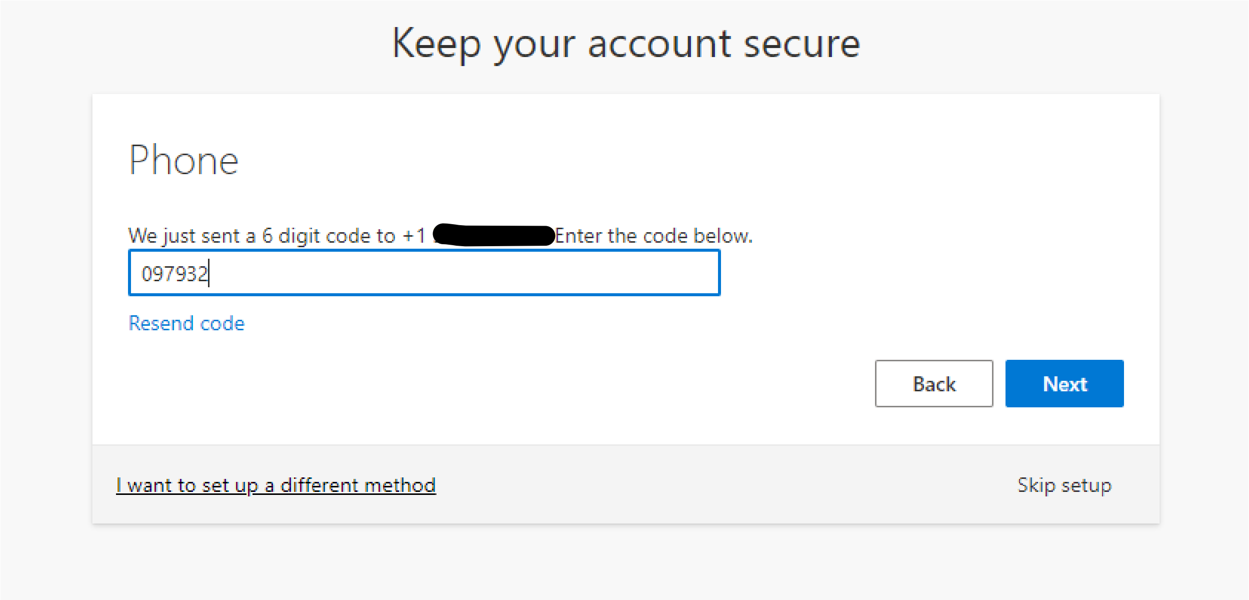
More information required

Your organization needs more information to keep your account secure

Responding to the prompt, the next screen will ask for a phone number along with a choice of options to receive a verification code.

THE OPTIONS WILL BE REMOVED IN THE NEAR FUTURE AND REPLACED WITH THE REQUIREMENT TO USE AN AUTHENTICATOR APPLICATION. INSTRUCTIONS FOR ITS DOWNLOAD WILL BE DISPLAYED ON THE SCREEN.

The following screen will ask to enter a code sent to your phone. It's recommended to use a cell number to ensure the user always has access to the phone. If a desk phone is used the only viable option is “call me.” Upon success the system will confirm your phone is registered.



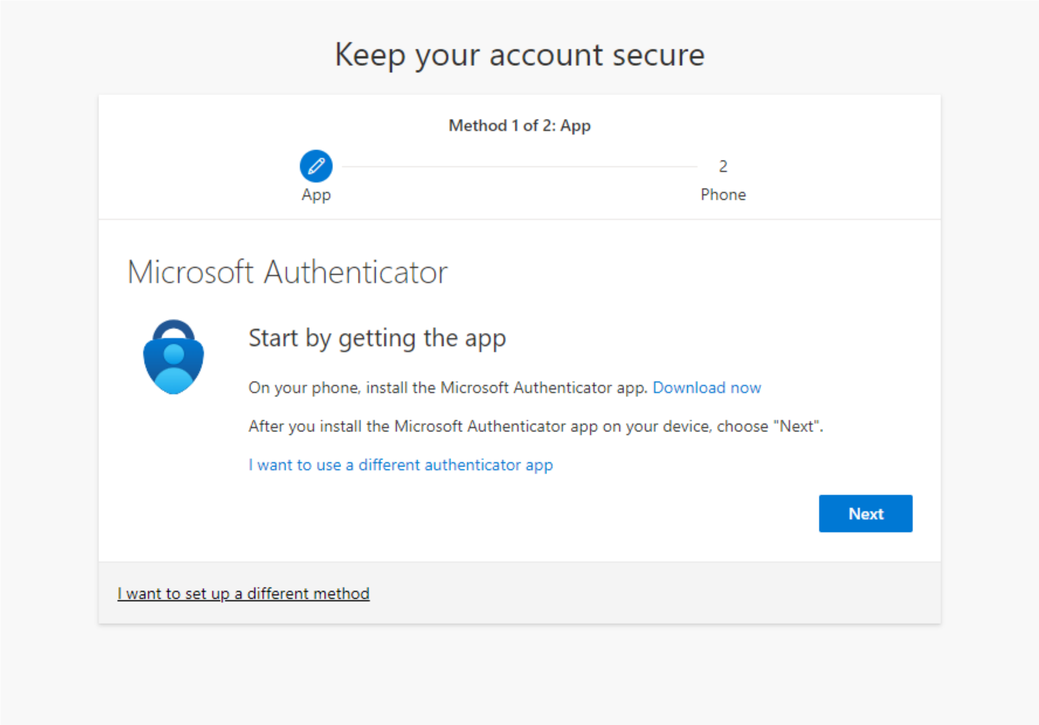
Keep your account secure

Phone

We just sent a 6 digit code to +1 [redacted]Enter the code below.

097932

When prompted to use the Authenticator application you will see the following screen. Follow the instructions on the screen. For expedient login be sure to have notifications enabled.



Keep your account secure

Method 1 of 2: 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

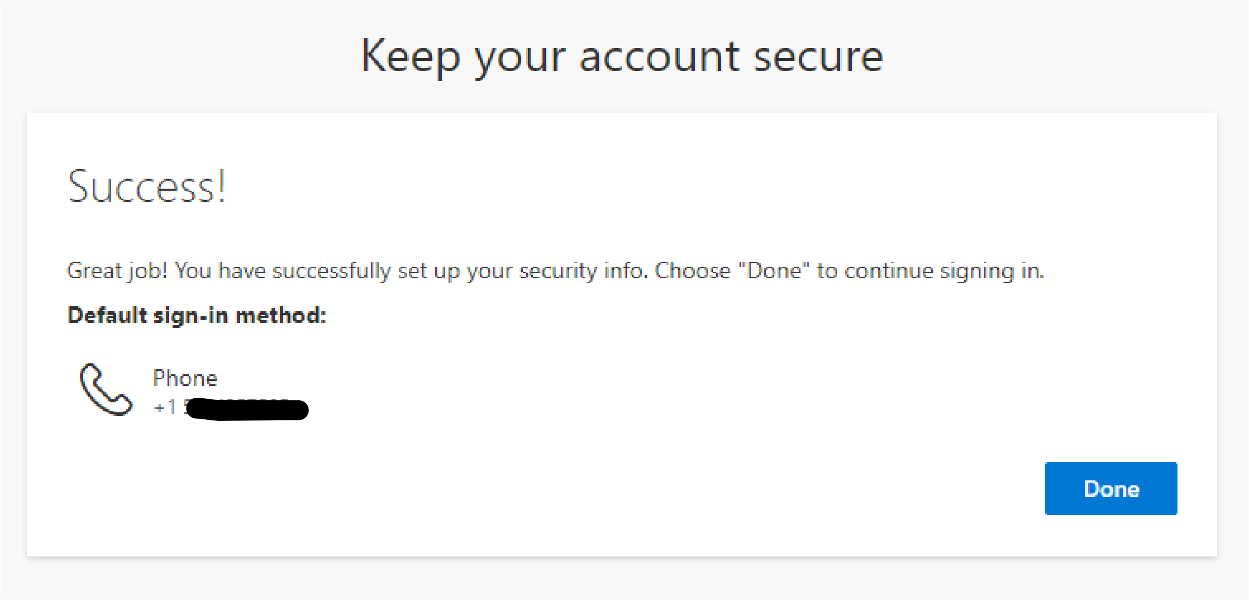
I want to set up a different method

When logging into your account you will have the option to change your password, "reset." The procedure will prompt for the same telephone number used during your initial multifactor setup. Choose the desired call or text option and press next to reset your password. This process will register your device.

There is NO option to receive an email message containing the verification code.

The Microsoft Authenticator application on your phone will be required. You can download it here: https://www.microsoft.com/en-us/security/mobile-authenticator-app

More information here: https://www.nassauboces.org/mfa/guide



Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

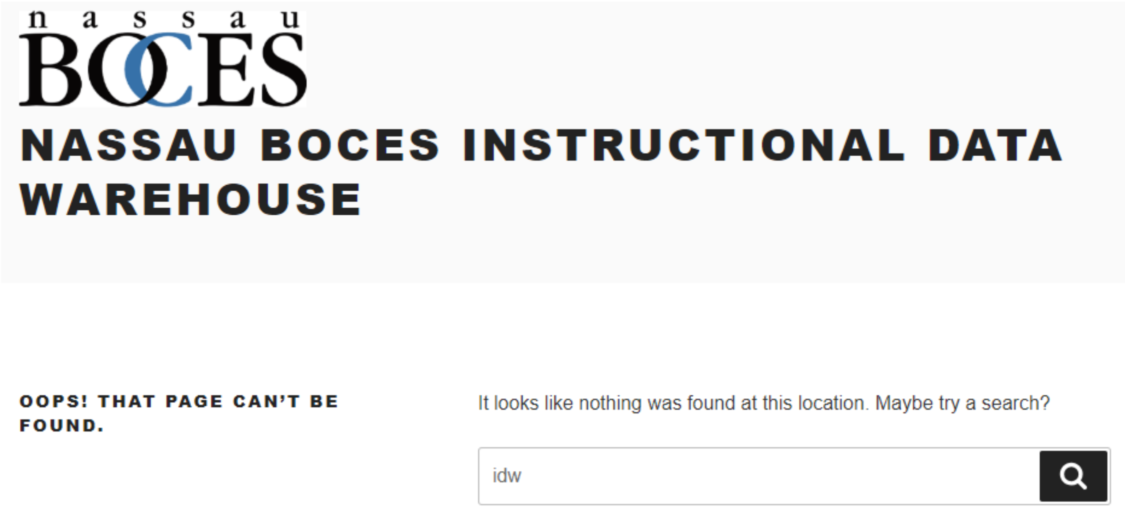
☎ Phone
+1 [redacted]

Login Procedure:

The following information is being provided to assist you in connecting to the Nassau BOCES Instructional Data Warehouse.

Typical problems:

- Previously bookmarked browser URL’s point to “idw.nasboces.org/level1/bi”
    - The “level1/bi” extension no longer exists. The URL must be shortened to “idw.nasboces.org” (https://idw.nasboces.org)
    - When you connect to “idw.nasboces.org/level1/bi” you will get an “oops” error message with a request to search.
    - The easiest solution to this problem is to run the search facility looking for “idw”. This will automatically direct you to the login page.
    - You may then choose to bookmark the new page.



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NASSAU BOCES INSTRUCTIONAL DATA WAREHOUSE

OOPS! THAT PAGE CAN'T BE FOUND.

It looks like nothing was found at this location. Maybe try a search?

idw

- Once at the login page, your account format has changed:
  - The **new account IDs require that "@nb-dw.org" be concatenated** to the base username.
  - **Example: Joe Smith and Jean Smith become "jsmith@nb-dw.org" and "jsmith1@nb-dw.org" respectively.**
  - The standard format for user accounts was first initial last name except for some more common combinations that required a digit to be added to the ID to make it unique.
  - Passwords associated with the original accounts are unchanged.

- Passwords forgotten or stored in a browser:
  - Authentication is now run by Microsoft which going forward handles the password recovery process. At present there is a situation where a user cannot request a password recovery until they have an officially registered account. That is done by logging in for the first time, which you cannot do because you do not know your password.
  - There are two solutions to this problem.
    - The first is to recover the password from your browser.
    - The second is to contact your district account manager who can reset your password manually.

- Find browser password recovery instructions Here.
  - Chrome

    - Open your Chrome browser.
    - Click on the “Menu” (three-dot) button in the top right corner.
    - Click on “Settings” and select “Autofill and passwords”
    - Click on google password manager.
    - Click on the site for which you want to see the password.
    - Click the little “eye” icon to display the password.

- Edge
    - Open the browser.
    - Open the menu “…” and select settings>Profiles>Passwords.
    - Identify the IDW website.
    - Click on the “eye” icon associated with that site.
    - Enter the local account password for your device to see the clear text.
- Firefox
    - Open the browser.
    - Open the menu “three horizontal lines in the upper right corner.
    - Select settings.
    - Select Privacy & Security
    - Scroll to “Logins and Passwords”
    - Click on “Saved Passwords”
    - Click on the eye icon to display the password.

When you activate your account, it is best to provide a phone number that can accept text messages for multi-factor authentication which will be implemented in March of this year. The only other option available is to accept a voice call on your desk phone, which will be of little value if you are not in the office.

Note: All call or text options will be replaced with the requirement to use an authenticator application.

Be sure to direct your requests for assistance to your district IDW account manager. Thank you for your cooperation and assistance. We hope to make this transition to the more secure authentication system as smooth as possible.