

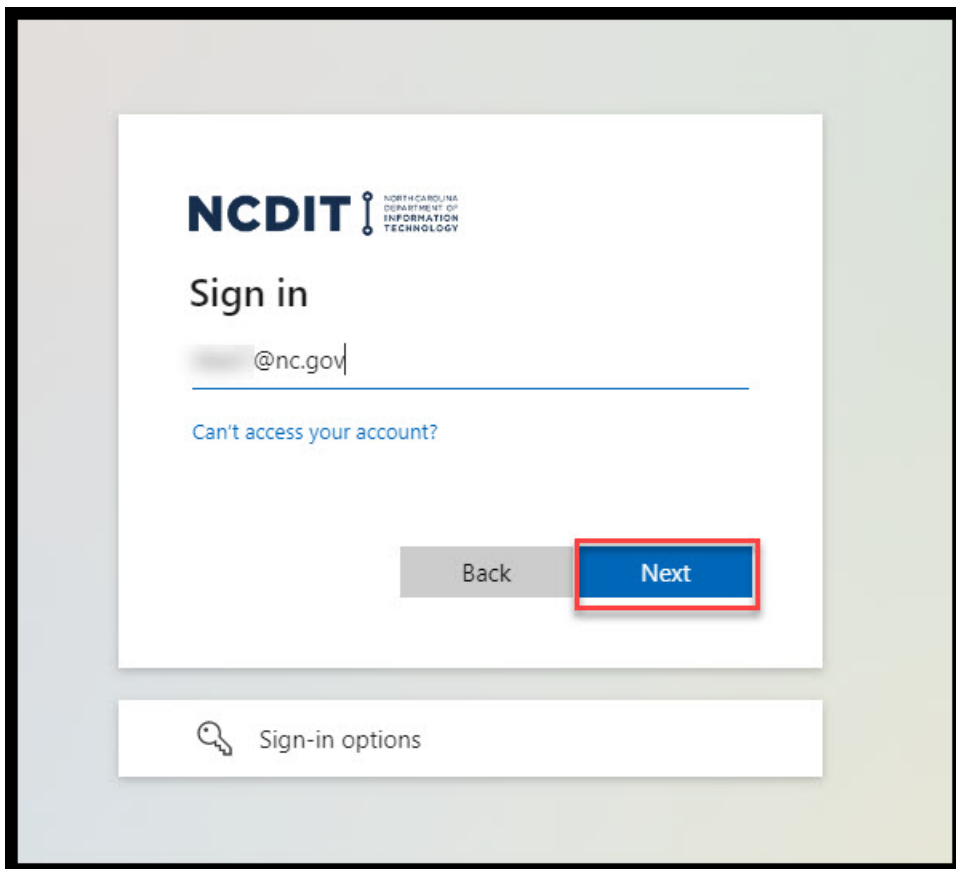
## UPDATE INFORMATION:

The URL that is used to access the CJLEADS application will NOT change, however your previous bookmark/favorite will NOT work since the URL will point to the upgraded environment. After the maintenance has completed, go to the [CJLEADS Website](#) to log in to the application. **You will log in with your email address and corresponding password (NCID password and if that does not work use Outlook) as shown below.**

This informative instruction guide will help you understand the new authentication software: [Multifactor Authentication User Guide](#).

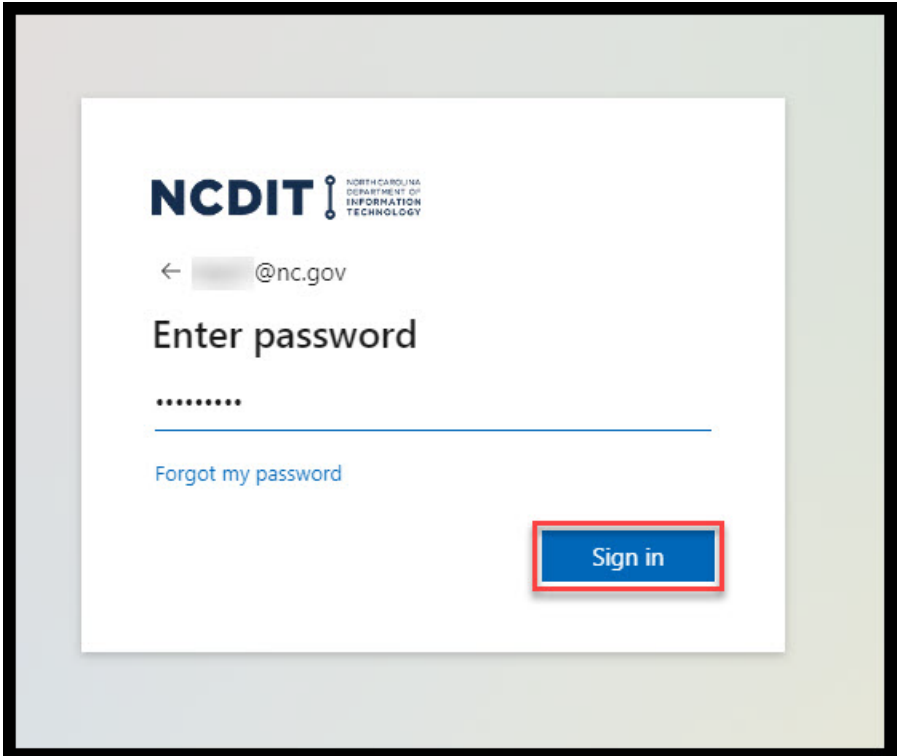
The steps below will show you what to expect:

1. Use the link from the CJLEADS web [page](#). The screen will now look like this, and you will enter your email address and click on “Next.”

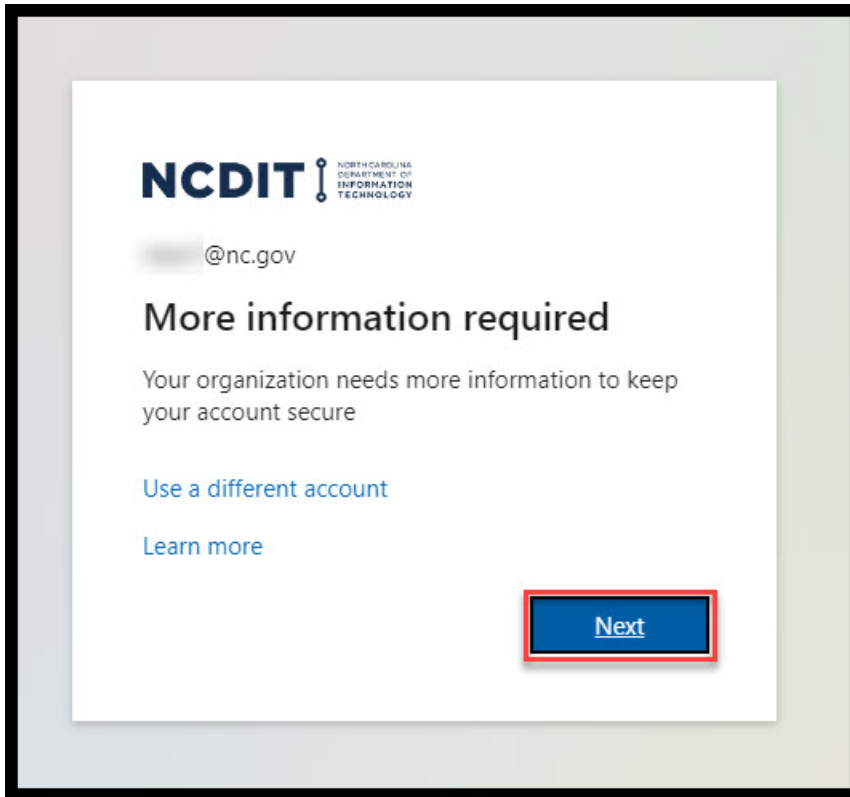


The screenshot shows a web page for NCDIT (North Carolina Department of Information Technology) with a "Sign in" form. The form includes a logo at the top left, the text "Sign in", an email input field with "@nc.gov" entered, a blue link "Can't access your account?", and two buttons: "Back" and "Next". The "Next" button is highlighted with a red border. Below the form is a "Sign-in options" section with a key icon.

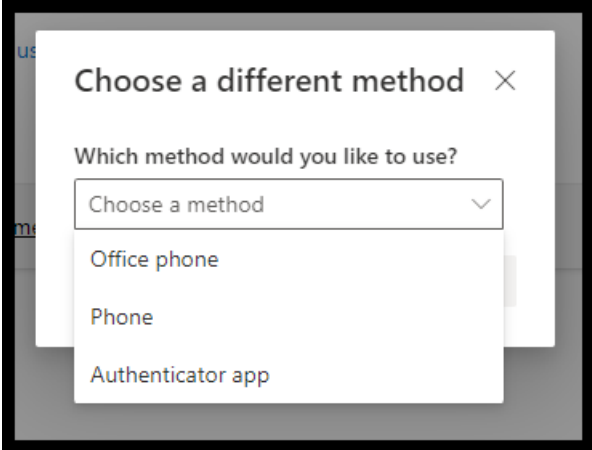
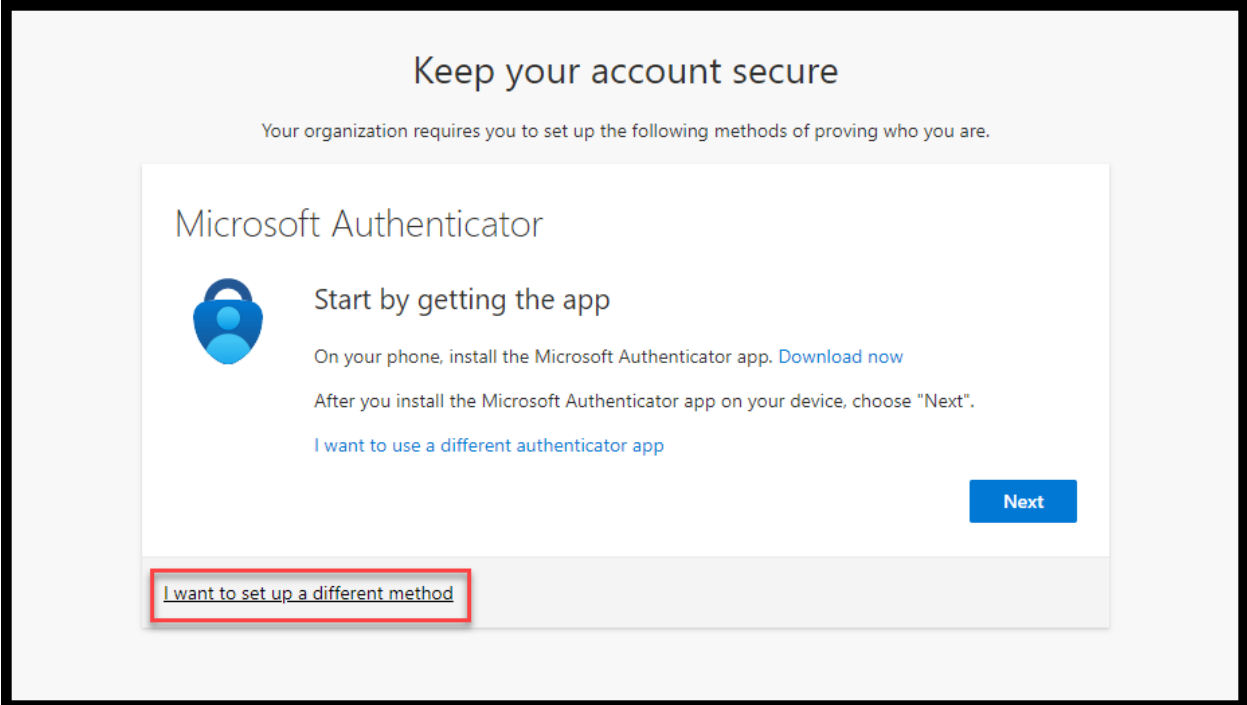
2. On the next screen, enter your password and then click “Sign in.”



3. The system will prompt for the multifactor authentication to be set up (If the setup has already been completed, you will just authenticate and log in). Click "Next" to continue.



4. If you wish to use the Microsoft Authenticator App as your authentication method, click “Next” and follow the instructions on the screen to complete the process. If you do not wish to use the default method, click on the “I want to set up a different method” option. You will then choose the preferred method and follow the instructions on the screen to complete the process.



- 5. After completing all the steps to set up multifactor authentication, you will get a "Success" message. Click "Done" and you will be signed into CJLEADS. **Set up will only need to be done one time.**

## Keep your account secure

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

### Success!

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

**Default sign-in method:**



Microsoft Authenticator

Done

Any future log-in attempts to CJLEADS will utilize this upgraded MFA authentication. This helps us all to ensure that our sensitive data is secure. The log-in process is quite simple and will not take any extra time.