

May 25, 2020

Configuring GovWin Two-Factor Authentication

Guide to how to configure 2FA for your Login and make your GovWin access more secure

Summary:

- The new GovWin authentication gives you more choice in how you access GovWin IQ:
 - a. You may continue to log in to the system the regular way you always have – i.e. by providing your GovWin username (your email address) and password.
 - b. Or, you may choose to require a second form of authentication (2FA) for your GovWin login
 - i. This makes your access even more secure.
 - ii. To log in, you will need to provide – in addition to username and password – a 2FA passcode, delivered by email or generated on an authentication device.
 - c. Or, you may choose to enable single sign-on and your GovWin users will sign in just to their corporate network, and seamlessly gain access to GovWin IQ without needing a GovWin password.

This help guide provides instruction on how to configure the 2FA option for your GovWin login. GovWin SSO configuration is covered in a different help guide.

What is Two-Factor Authentication or 2FA?

Two-factor authentication (2FA) is a second layer of security to protect an account.

2FA is used to make sure that users trying to gain access to an online account are who they say they are. First, a user will enter their username and a password. Then, instead of immediately gaining access, they will be required to also provide another piece of information:

- Such as a one-time password (OTP) delivered by email.
- Or, a passcode generated or received by an authenticator (e.g. a smartphone) that only the user possesses.

Pre-requisites for Configuring GovWin 2FA

The GovWin Two-factor authentication is available for all users to self-configure, from the GovWin IQ My Settings page. These considerations apply:

- GovWin 2FA is an 'opt-in' feature available for individual users.
- Two methods for passcode delivery are supported; decide which is appropriate for you:
 - Email
 - Emailed passcodes expire after 10 minutes.
 - Passcodes generated on your smartphone authenticator app
 - **You should only select this option if you have an appropriate device.**
 - **If you don't have such an app, then you will not be able to re-login; since you won't be able to supply a 2FA passcode.**
 - **You will need to contact your GovWin CSM, who will need to reset your 2FA configuration setting, internally from the back end.**
 - All of these smartphone authenticator apps are supported – you must have a smartphone with one of these apps installed, prior to choosing this configuration option:
 - Duo Mobile
 - Google Authenticator
 - Authy
 - Microsoft Authenticator
 - Aegis Authenticator
 - If you select this option, then the next time you login, you will be prompted to register your device with GovWin.
 - Once your device is registered, then you are set to use the passcodes it generates, as the 2FA passcodes for GovWin.
- 'Remember Me' is compatible with 2FA; you may have both enabled
 - As long as 'Remember Me' is checked, re-login to GovWin is not required, so 2FA authentication will not be activated.

Configuring 2FA – Select Your Passcode Delivery Method

If you wish to make your GovWin access more secure, then set 2FA for your login. There are 2 ways of receiving the 2FA 6-digit passcodes, that are required as part of your login credentials, each time you login.

When logged in to GovWin IQ, navigate to your My Settings page (<https://iq.govwin.com/neo/mySettings/index>), and choose the passcode delivery method appropriate for you:

Navigate to the 'My Two-Factor Authentication (2FA) Settings' section on the My Settings page:

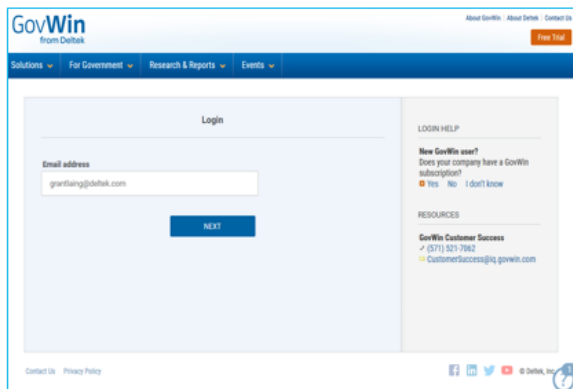
- Choose either:
 - 'Use email delivered passcodes'
- or
 - 'Use passcodes generated by your smartphone authenticator app'
 - Do not select this option, unless you are completely certain that you have such a smartphone app available.
- Click 'Save Changes'.

You are now enabled for 2FA, and will be required to supply a 2FA passcode the next time you login.

2FA Login – Using an Authenticator App

Now that you are enabled for 2FA with passcodes generated by your smartphone authenticator app, you may go ahead and login.

1.

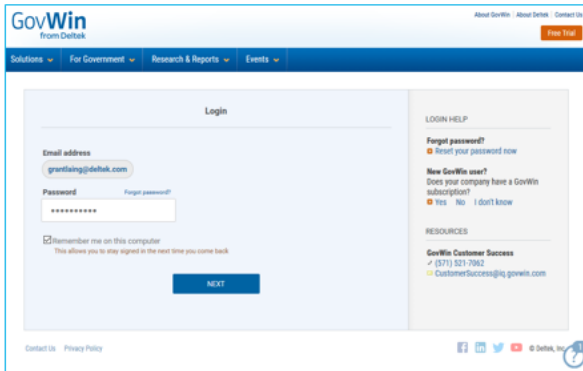


Starting on the GovWin Login page (step 1):

- Start the login process as you normally would, supplying your email address.

- Click 'Next'.

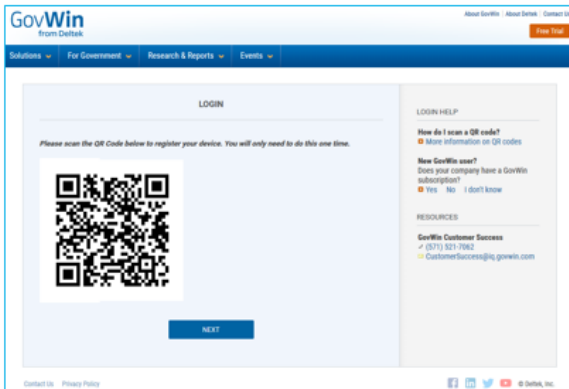
2.



Step 2:

- Enter your GovWin password.
- Click 'Next'.

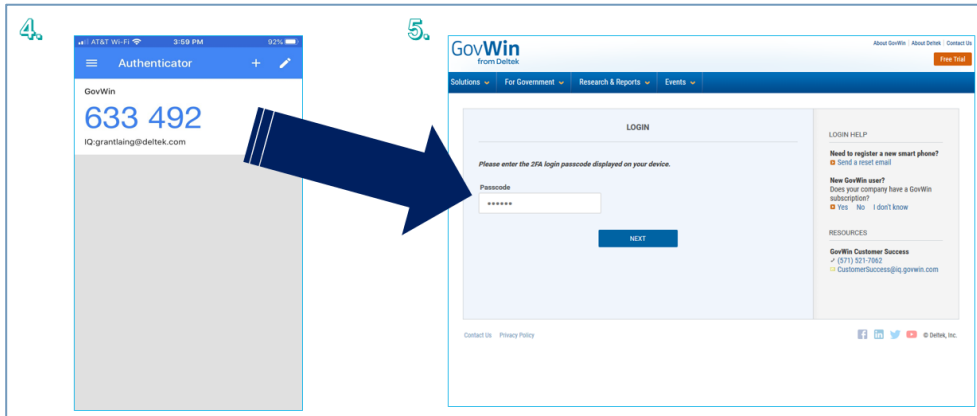
3. (One-Time Registration)



Step 3 – a one-time step to register your device to your GovWin account:

- You will only need to perform this step, the first time you login using 2FA
- On your smartphone, open your authenticator app (one from the list above):
 - Create a new account
 - For example, on Duo Mobile or Google Authenticator, you do this by tapping the '+' button.
 - Choose the option to scan a barcode, and scan the QR code displayed on the login page.
 - Your device is now registered to your GovWin account.

- Click 'Next'.



Steps 4 and 5:

- On your smartphone authenticator app:
 - View the 6 digit passcode generated for your GovWin account.
- And enter it on the GovWin login page.
- Click 'Next' and you will be logged into your GovWin IQ account.

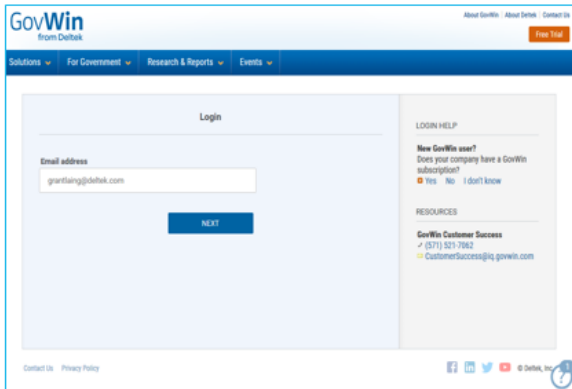
If you ever change smartphones or otherwise need to register a new smartphone to your GovWin account:

- On step 5:
 - Click on 'send a reset email'.
 - You will receive an email with instructions to repeat step 3 to register your new device.

2FA Login – Using email delivered passcodes

Now that you are enabled for 2FA with passcodes delivered by email, you may go ahead and login.

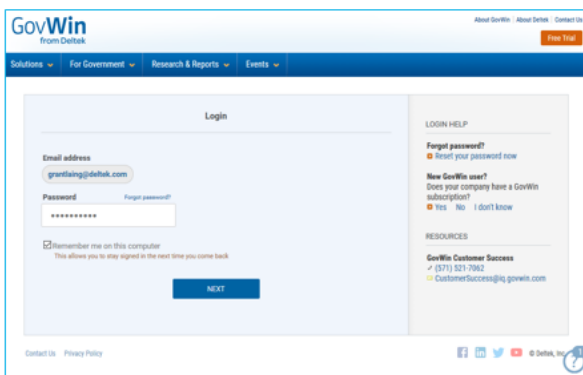
1.



Starting on the GovWin Login page (step 1):

- Start the login process as you normally would, supplying your email address.
- Click 'Next'.

2.



Step 2:

- Enter your GovWin password.
- Click 'Next'.

3.

To: grantlaing@deltek.com
Subject: GovWin IQ Two-factor Authentication
Importance: High

We have generated a one-time login passcode to verify your identity as an authorized user of the GovWin system.

Your passcode is 887340

Within 10 minutes of receiving this email, please enter the passcode on the GovWin login page. If the passcode has timed out, then request a new one.

If you encounter any difficulties, or did not request a passcode, please contact GovWin Support: (571) 521-7062 or via email at: CustomerSuccess@iq.govwin.com

For more information on using your passcode, see GovWin Multi-Factor Authentication help at http://images.more.deltek.com/Web/DeltekInc/{009a8701-b1df-4e0a-93c2-54b4f7aa6be4}_GovWin_MFA_Help_03082020.pdf

4.

GovWin
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LOGIN

Please enter the 2FA login passcode displayed on your device.

Passcode

NEXT

LOGIN HELP

Need to register a new smart phone?
Send a reset email

New GovWin user?
Does your company have a GovWin subscription?
Yes No I don't know

RESOURCES

GovWin Customer Success
(571) 521-7062
CustomerSuccess@iq.govwin.com

Contact Us Privacy Policy

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Steps 3 and 4:

- View the 2FA passcode email you receive from GovWin:
- And enter the 6 digit passcode from the email on the GovWin login page.
