



# FACA Database Community Login Using Authenticator App User Guide

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## Instructions for using the Authenticator App to Log in to FACA Database

Before you can use the Authenticator app to login to the FACA Community, you must:

- Ensure that your mobile number is registered in the system by following the steps below in screenshots:
  - 1. Navigate to the home page
  - 2. Click on your name in upper right corner



		_		_	Logged in as Karen Abraham-Burrell (karen.abraham-burrell@fda.hhs.gov.	My Settings
FACA		Search		Search		Edit Contact Info
FACA Home	Agencies/Committees View	Reports	Bulk Upload	_		Logout UEdit Contact Info

4. Enter your mobile phone number as shown below:

* Email karen.abraham-burrell@fo	Employees v i	Work Phone	Employees 🔻
Mobile Phone	Employees 👻 i	Fax	Employees 👻
Street Address			Employees 👻
City	Employees 👻 👔	State/Province	Employees 🔻
Zip/Postal Code	Employees 🔻 👔	Country	Employees 👻
	Save All	Cancel	

- 5. Save All
- Download and install the Authenticator (<u>Microsoft Authenticator</u> or <u>Google</u> <u>Authenticator</u> recommended) application on your mobile device.

### FACA Database - Login Using Authenticator App

#### Navigate to the FACA Login Page

- 1. Enter your User Name and Password.
- 2. Click the Username Login button.

FACADatabase.gov	Agencies/Committees Gov't-wide Reports Datasets Search Help Contact Us
Home / Login	
	<ul> <li>To receive a user account, please contact your Committee Management Officer</li> <li>By accessing the system, you agree to adhere to the FACA Database Rules of Behavior</li> </ul> General User Login
	To use OMB MAX.gov
	MAX Login
	-OR-
	To use your FACA username and password
	allen@usccr.gov.geofl2dvp
	Username Login
	Forgot Your Password?
	GSA User Login

The **Confirm your Identity** screen displays as seen below:

ow would you like to c	onfirm your identity?
Method	O Email me
	Email me     Authenticator App
Google Authenticator is	the most compatible authenticator for GSA Applications
Apple iPhone / iPad:	the most compatible authenticator for GSA Applications https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=8 ps://play.google.com/store/apps/details?

Next

- 3. On the **Confirm your Identity** screen above, click the **Authenticator App** option.
- 4. Once this is selected click the **Next** button on the lower right corner of the square.
- 5. The Add a Time-Based token screen will display as seen below:

Download the authenticator mobile device, scan th	he QR code, then enter the token.
T-las I	_
Token 510928	

- 6. On the Add a Time-Based token screen, use the Authenticator app on your mobile device to scan the QR code. This will link (register) your User ID with the Authenticator app. A new token is generated by the Authenticator app each time and is <u>time sensitive</u>.
- Enter the token and and click the Next button. The FACA Home Page should be displayed.
   Note: the QR code needs to be <u>registered only during the first use</u>.
- 8. Subsequent log-ins will only require verification code on the app to access the FACA Database.

#### Enter Time-Based Token

Enter the token from the authenticator app on your mobile device

#### Having trouble?

If you can't access your authenticator app, contact your administrator to reset your key.

9.	FACA Database <b>home page</b> will be displayed as shown below:

FACA	S	earch	Search	gged in as		
				Switch to Lightning E	xperience FA	CA
Iome FACA Home	Agencies/Committees View	Gov't-wide Reports	Reports Score300	User/Group Assignments	Messages +	-
Iser Access						
MS Administrator						
ontact Us						
lp.faca@gsa.gov						
ente/Milestopes ere are no upcoming						
ents to display.						

Next

### Instructions for Using the Authenticator App to Reset Your Password in the FACA Database

1. Click on Forgot Your Password

General User Login
To use OMB MAX.gov
MAX Login
-OR-
To use your FACA username and password
■ Username*
Password*
Username Login
Forgot Your Password?

assword	
ur username.	
Continue	
	Continue

2. Once the password has been reset for a user, the system will auto-generate a password reset link and email the user. Click the password reset email link in the email as displayed below:

	Sandbox: Your new FACA password D Inbox 🛪	\$	÷	⊵
8	FACA <noreply@gsa.gov> 2:45 PM (54 minutes ago) to me ★ Hi Lynette,</noreply@gsa.gov>	☆	+	
	Your password has been reset for FACA. Go to:			
	https://geofi1dvp-gsageo_cs32_force_com/FACA/login?c=sLic0lJHK8jqV9M10f%2FLsEM7iB7RSe7O3gq lq9CbEKuzUfP1NEJJQM8ma8Q%2F17wAFNRHLiZOSHbcp%2BbEFbsbvgi23iP%2Fjg2Ro84UNBsZxKCZODD7LtF2dep q%2BMaMH%2Fl%2B8pMddGVhf6K09Vmg5exC%2BdqV7d7yEoh2By35%2Frc3n1E6Jk9SRRudiZO2RGnYvfNxKBe0b13 6n6iXfFMMV0R%2B7gDe			
	Thanks, GSA Government Engagement Org			

3. On the **Confirm your Identity** screen, click the **Authenticator App** option.

ow would you like to co			
Method	nfirm your identity? C Email me authenticator App		
Apple iPhone / iPad:     Google Android: http://doi.org/10.1011/001100000000000000000000000000	ne most compatible authenticator for GSA. https://itunes.apple.com/us/app/google-auth hs://play.google.com/store/apps/details? d.apps.authenticator2&hl=en		
		Next	

4. Click the **Next** button. The **Add a Time-Based token** screen is displayed as seen below:

	FACA	
		karen.akins@ed.gov.geofl2dvp Log Out
Add a Time-based Token		
Download the authenticator mobile device, scan the QR code, then enter the token.		
Token 680832		
		Previous Next

5. On the Add a Time-Based token screen (This is the image displayed above), use the Authenticator app on your mobile device to scan the QR code. This will link (register) your User ID with the Authenticator app. A new token is generated by the Authenticator app each time and is <u>time sensitive</u>. Enter the token and and click the Next button. The Change Your Password screen is displayed.

#### Note: the QR code needs to be registered only during the first use.

6. This will lead to the **Change Your Password** screen, type in the **New Password** and **Confirm New Password** fields, and click the **Change Password** button.



#### 7. FACA home page will be displayed as shown below

