



FACA Database Community Login Using Authenticator App User Guide

Table of Contents

Table of Contents	1
Instructions for using the Authenticator App to Log in to FACA Database	2
Instructions for Using the Authenticator App to Reset Your Password in the FACA Database	6

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



-		(in the second		Logged in as Karen Abraham-Burrell (karen.abraham-burrell@fda.hhs.gov.;	My Settings	
FACA	<u></u>	Search	Search		Edit Contact Info	
FACA Home	Agencies/Committees View	Reports	Bulk Upload		Logout V	Edit Contact Info

4. Enter your mobile phone number as shown below:

* Email karen abraham-burrell@fd	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	
	 To receive a user account, please contact your Committee Management Officer By accessing the system, you agree to adhere to the FACA Database Rules of Behavior General User Login
	To use OMB MAX.gov
	MAX Login
	-OR-
	To use your FACA username and password
	acallen@usccr.gov.geofl2dvp
	Username Login
	Forgot Your Password?
	GSA User Login

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

low would you like to c	onfirm your identity?
Method	O Email me
	 Authenticator App
Google Authenticator is • Apple iPhone / iPad: • Google Android: ht	the most compatible authenticator for GSA Applications https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=6 tps://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	the QR code, then enter the token.	
面然然起		
Token 510928		
	Devidence	New

- 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 home page will be displayed as shown below:

FACA				Log	gged in as			
IACA	(S	earch	Sear	ch	Switch to Lightning E	xperience	FACA	
Home FACA Home	Agencies/Committees View	Gov't-wide Reports	Reports	Score300	User/Group Assignments	Messages	+ •	-
User Access CMS Administrator								
Contact Us help.faca@gsa.gov								
Upcoming Events/Mestones There are no upcoming events 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.

low would you like to ca Method	Final me Authenticator App
Google Authenticator is t Apple iPhone / iPad: Google Android: htt id=com.google.andro	ne most compatible authenticator for GSA Applications https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=8 os://play.google.com/store/apps/details? d.apps.authenticator2&hl=en

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

