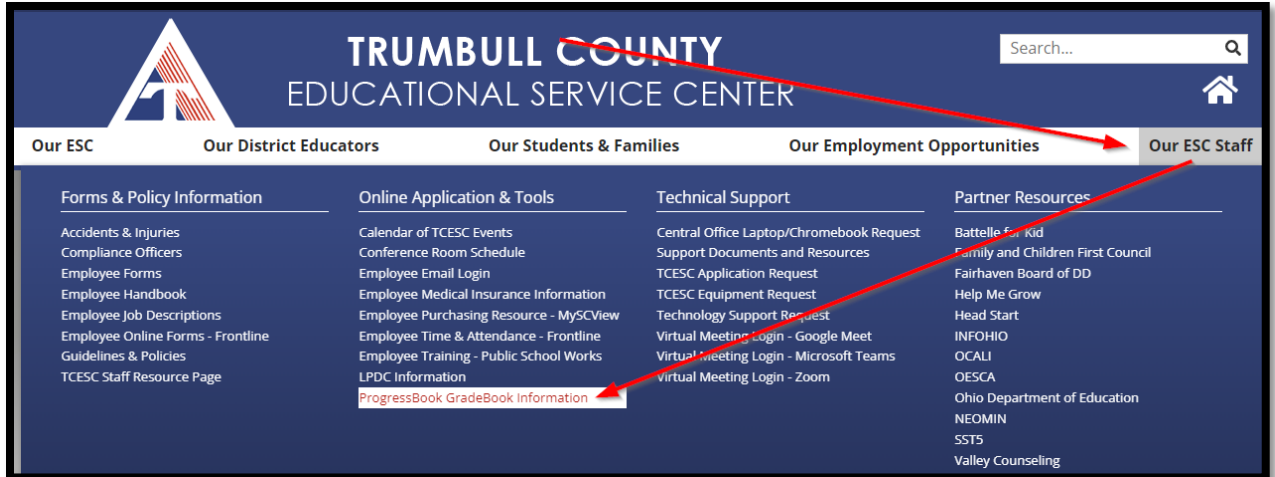
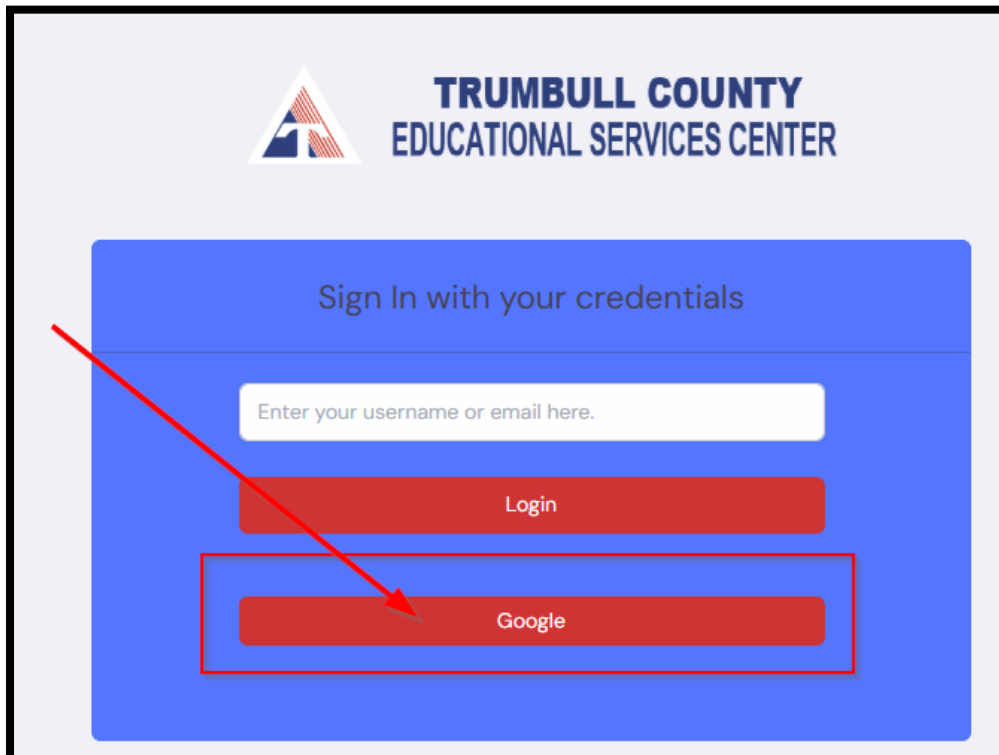


ProgressBook-GradeBook User Access – Part 1 of 2

1. Navigate to the TCESC website: **www.TrumbullESC.org**.
2. Click on the ProgressBook-GradeBook login link found under our website's menu bar **www.TrumbullESC.org >>> Our ESC Employees**.



3. Please click on **Google**. Do not enter any information.



ProgressBook-GradeBook User Access – Part 1 of 2

4. Select your type of MFA (Multi-Factor Authentication).

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User Registration

A new security system has been activated for you. In order to use this new security system, you need to register by following the steps below.

1 2

User Details

*Username: tcesc.progressbook@trumbullesc.org Phone: +1

*Email: tcesc.progressbook@trumbullesc.org Alternate Email:

First Name: TCESC Last Name: PROGRESSBOOK

Next

User Registration

1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

Filter By: **Show All** Smart Phone Methods Feature Phone Methods

PUSH NOTIFICATIONS

In this method, you receive a push notification on the MFA-Authenticator App by miniOrange which you need to ACCEPT | DENY.

SOFT TOKEN

In this method, you need to enter the 6-8 numeric key from the MFA-Authenticator App by miniOrange to complete the MFA challenge.

GOOGLE AUTHENTICATOR

In this method, you need to enter 6 digit passcode generated by Google Authenticator app.

OTP OVER EMAIL

In this method, you receive an email containing a 6-8 digit numeric key which you need to enter.

Types of MFA to use with miniOrange

- Push Notification
 - Will require install the miniOrange App on your smart phone.
- Soft Token
 - Will require install the miniOrange App on your smart phone. This option provides a code regardless if the phone has cell service or a Wi-fi connection.
- Google Authenticator (other Authenticator apps are acceptable)
 - Can be used with the same Google Authenticator app currently used for your trumbullesc.org email account.
- OTP Over Email
 - Will receive a code sent to your trumbullesc.org email account.

The following pages will walk through the steps for each MFA type. After reviewing the options, please select the option that is best for you.

ProgressBook-GradeBook User Access – Part 1 of 2

Steps to use PUSH NOTIFICATIONS or SOFT TOKEN

To use Push Notifications with the miniOrange App, download the app from Google-Android or iOS iTunes Store via the instructions presented on the screen.

1. Click on the **PUSH NOTIFICATIONS** button.

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User Registration

1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

Filter By: **Show All** Smart Phone Methods Feature Phone Methods

PUSH NOTIFICATIONS
In this method, you receive a push notification on the MFA-Authenticator App by miniOrange which you need to ACCEPT | DENY.

SOFT TOKEN
In this method, you need to enter the 6-8 numeric key from the MFA-Authenticator App by miniOrange to complete the MFA challenge.

GOOGLE AUTHENTICATOR
In this method, you need to enter 6 digit passcode generated by Google Authenticator app.

OTP OVER EMAIL
In this method, you receive an email containing a 6-8 digit numeric key which you need to enter.

Back Register

2. Follow the steps to install the miniOrange app and configure for MFA.

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User Registration

1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

Step 1: [Click here](#) if you dont have Authenticator app installed on your smartphone.

Step 2: To register your device scan the QR code through Authenticator app

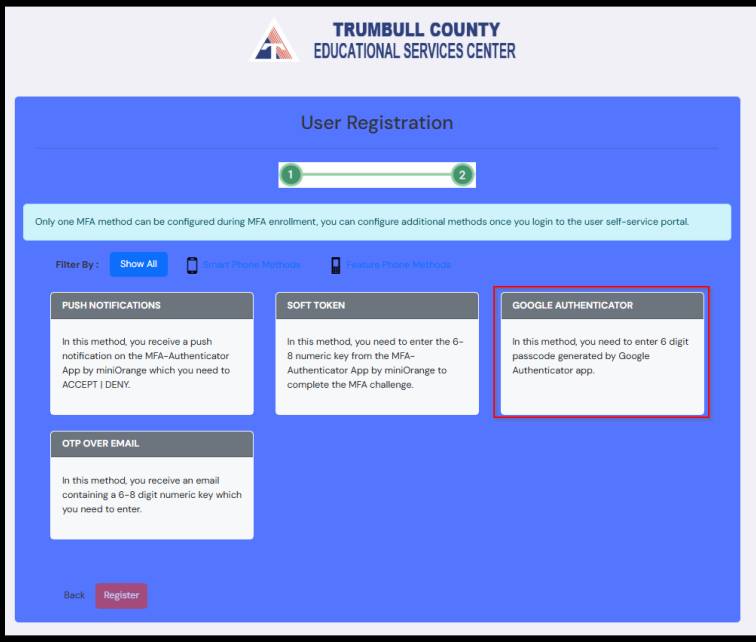
Back Register

ProgressBook-GradeBook User Access – Part 1 of 2

Steps to use GOOGLE AUTHENTICATOR APP

If you are already using the Google Authenticator App, follow the steps below. If not, download the app from Google-Android or iOS iTunes Store via the instructions presented on the screen.

1. Click on the **GOOGLE AUTHENTICATOR** button.



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User Registration

1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

Filter By: **Show All** Smart Phone Methods Feature Phone Methods

PUSH NOTIFICATIONS

In this method, you receive a push notification on the MFA-Authenticator App by miniOrange which you need to ACCEPT | DENY.

SOFT TOKEN

In this method, you need to enter the 6-8 numeric key from the MFA-Authenticator App by miniOrange to complete the MFA challenge.

GOOGLE AUTHENTICATOR

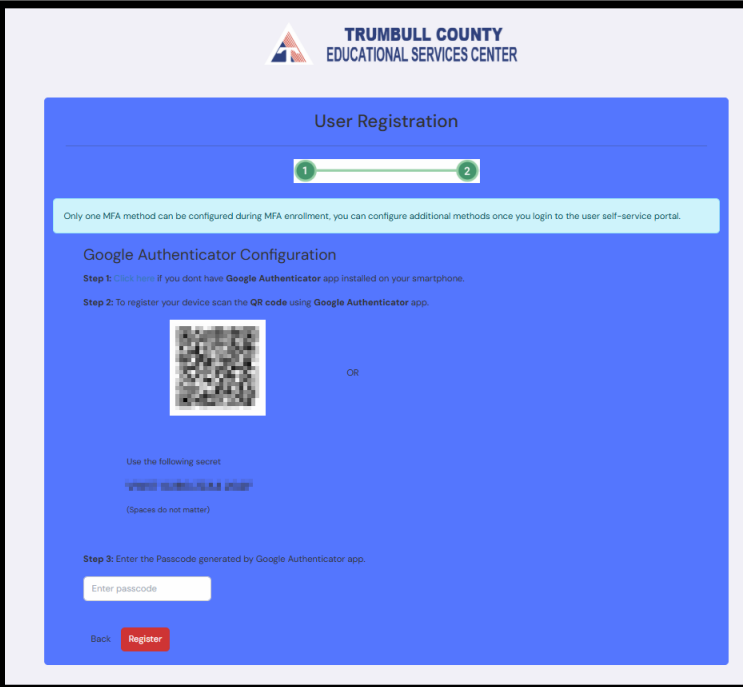
In this method, you need to enter 6 digit passcode generated by Google Authenticator app.

OTP OVER EMAIL

In this method, you receive an email containing a 6-8 digit numeric key which you need to enter.

Back Register

2. Follow the steps to install the Google Authenticator app and configure for MFA.



TRUMBULL COUNTY
EDUCATIONAL SERVICES CENTER

User Registration


1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

Google Authenticator Configuration

Step 1: [Click here](#) if you don't have Google Authenticator app installed on your smartphone.

Step 2: To register your device scan the QR code using Google Authenticator app.



OR

Use the following secret
8989 89898989 8989
(Spaces do not matter)

Step 3: Enter the Passcode generated by Google Authenticator app.

Enter passcode

Back Register

ProgressBook-GradeBook User Access – Part 1 of 2

Steps to use OTP (ONE-TIME PASSCODE) OVER EMAIL

If you are already using the Google Authenticator App, follow the steps below. If not, download the app from Google-Android or iOS iTunes Store via the instructions presented on the screen.

1. Click on the **OTP OVER EMAIL** button.

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User Registration

1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

Filter By: **Show All** Smart Phone Methods Feature Phone Methods

PUSH NOTIFICATIONS

In this method, you receive a push notification on the MFA-Authenticator App by miniOrange which you need to ACCEPT | DENY.

SOFT TOKEN

In this method, you need to enter the 6-8 numeric key from the MFA-Authenticator App by miniOrange to complete the MFA challenge.

GOOGLE AUTHENTICATOR

In this method, you need to enter 6 digit passcode generated by Google Authenticator app.

OTP OVER EMAIL

In this method, you receive an email containing a 6-8 digit numeric key which you need to enter.

Back Register

2. Follow the steps to send codes to your **Trumbullesc.org** email and configure for MFA.

TRUMBULL COUNTY
EDUCATIONAL SERVICES CENTER

User Registration

1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

OTP OVER EMAIL CONFIGURATION

Authentication Type:

Email Address:

Send OTP

Back Register

ProgressBook-GradeBook User Access – Part 1 of 2

Please select the option that is best for you.

TRUMBULL COUNTY
EDUCATIONAL SERVICES CENTER

User Registration

1 2

Only one MFA method can be configured during MFA enrollment, you can configure additional methods once you login to the user self-service portal.

Filter By: **Show All** Smart Phone Methods Feature Phone Methods

PUSH NOTIFICATIONS

In this method, you receive a push notification on the MFA-Authenticator App by miniOrange which you need to ACCEPT | DENY.

SOFT TOKEN

In this method, you need to enter the 6-8 numeric key from the MFA-Authenticator App by miniOrange to complete the MFA challenge.

GOOGLE AUTHENTICATOR

In this method, you need to enter 6 digit passcode generated by Google Authenticator app.

OTP OVER EMAIL

In this method, you receive an email containing a 6-8 digit numeric key which you need to enter.

Back Register

Follow the necessary steps to complete the MFA setup.

Once completed, you will arrive at the miniOrange Dashboard

CONGRATULATIONS! PART 1 – DONE!

PART 1 has been completed.

PART 2 – Accepting the Frontline Invitation and Activating your GradeBook Account

- Access your trumbullesc.org email account.
- Click on the **Frontline Invitation** in your Trumbullesc.org email.
- Follow the instructions in the help document at the following web link:
[http://www.trumbull.k12.oh.us/Employee_Resources/HOW-TO-DOCS-SUPPORT/ProgressBook TCESC Instructions Part2.pdf](http://www.trumbull.k12.oh.us/Employee_Resources/HOW-TO-DOCS-SUPPORT/ProgressBook_TCESC_Instructions_Part2.pdf)