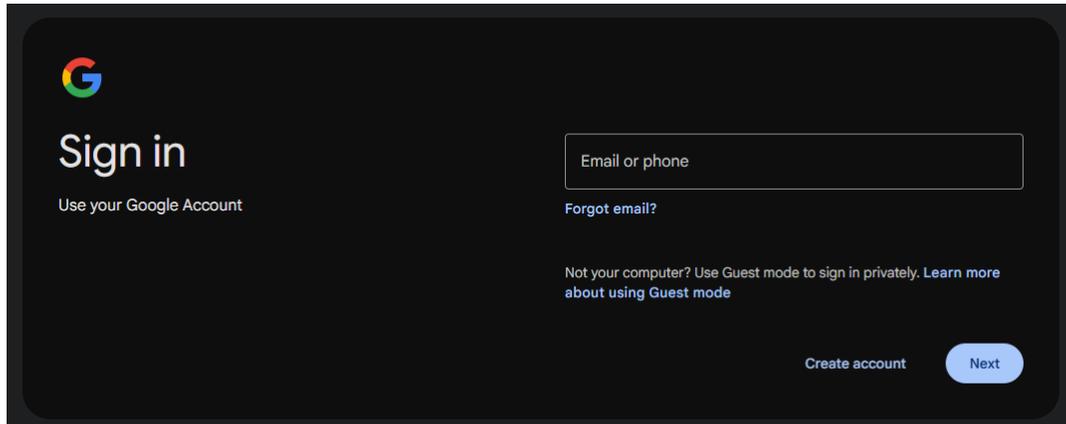


# ProgressBook Platform Migration Steps – Part 1

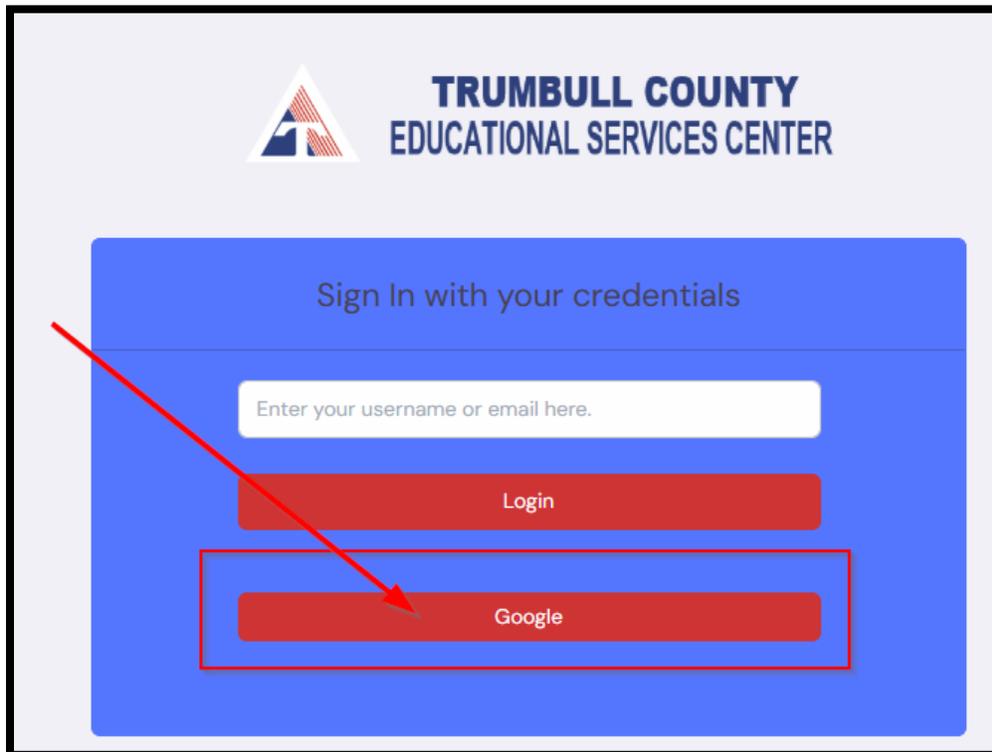
## Create a miniOrange MFA account and access the Dashboard

1. Click on the following web link or paste the web link into your Chrome web browser.

<https://nmn-tesc.xecurify.com/moas/login?id=355915&sourceId=Google>



If you are directed to the following screen, please click on **Google** and login with your Trumbullesc.org account.



# ProgressBook Platform Migration Steps – Part 1

2. Click **Next**. *Do not* enter any information here. Accept the information and click **Next**.

TRUMBULL COUNTY  
EDUCATIONAL SERVICES CENTER

### 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**

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

### 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.

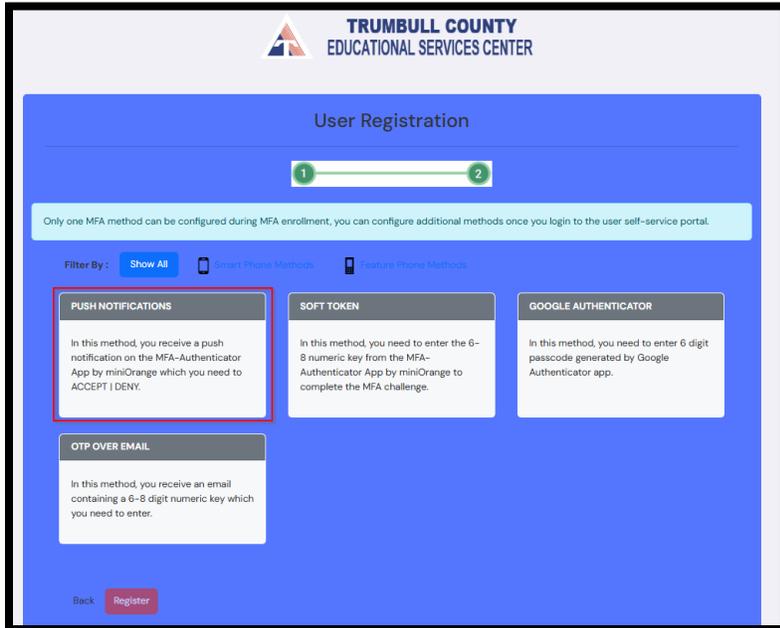
# ProgressBook Platform Migration Steps – Part 1

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.

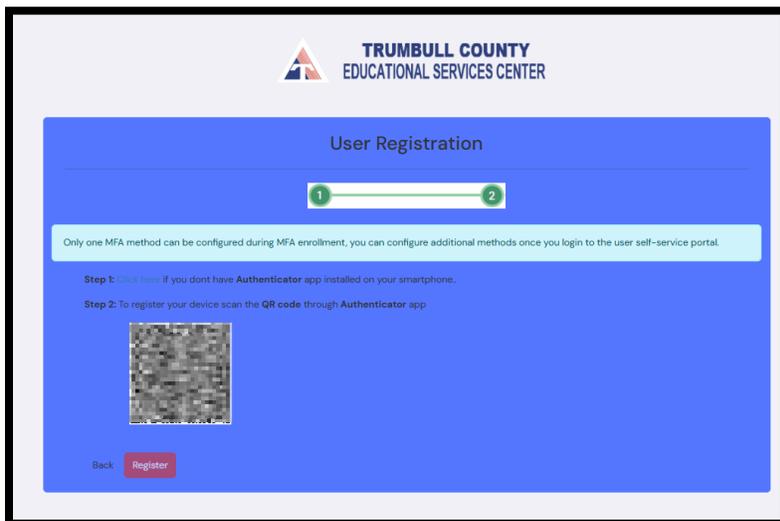
## Steps to use PUSH NOTIFICATIONS or SOFT TOKEN

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.



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

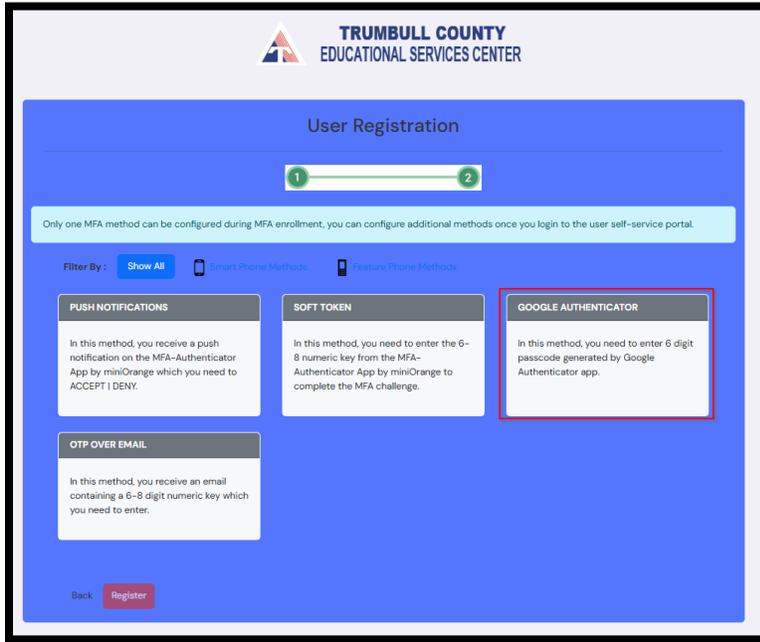


# ProgressBook Platform Migration Steps – Part 1

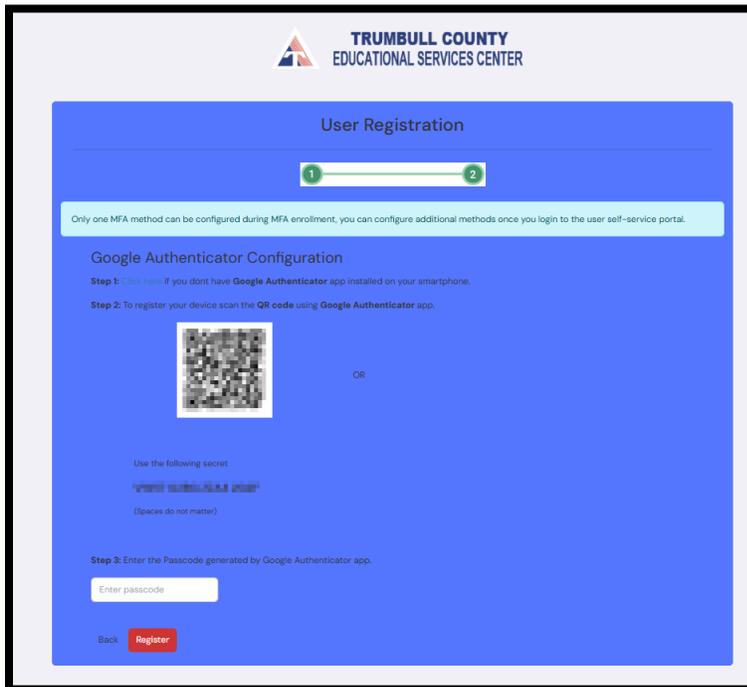
## Steps to use GOOGLE AUTHENTICATOR APP

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.



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

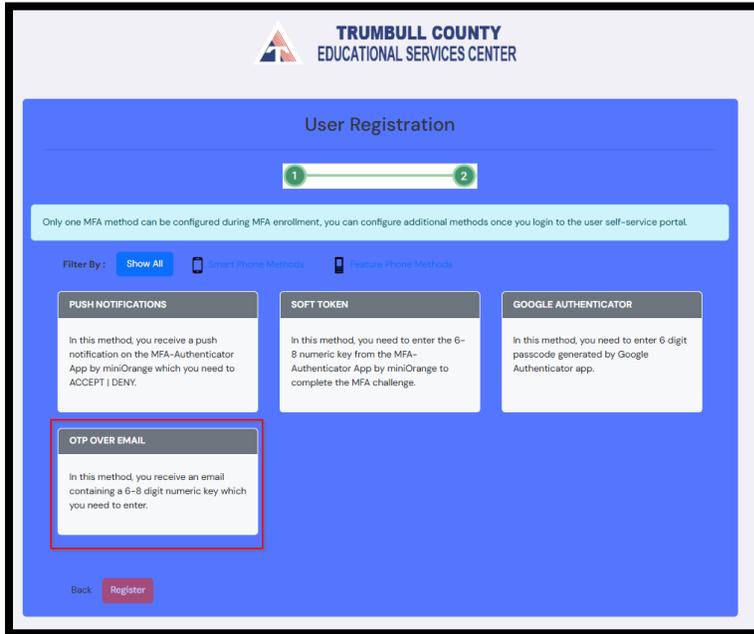


# ProgressBook Platform Migration Steps – Part 1

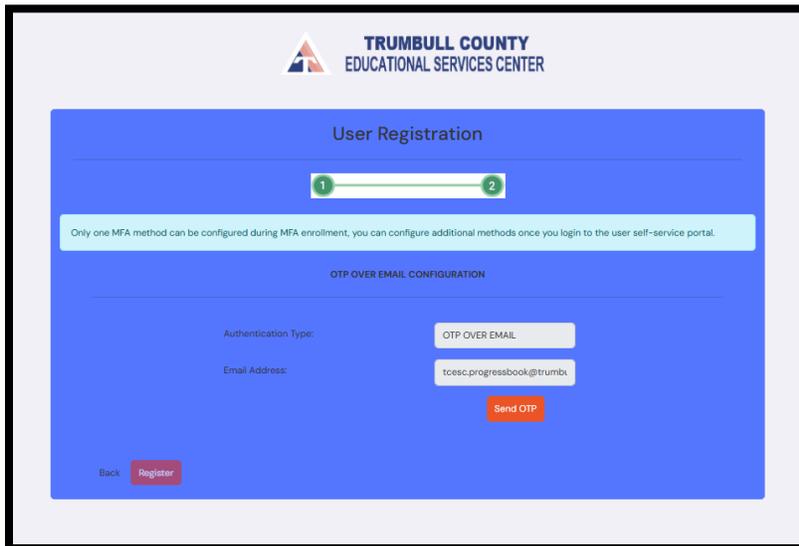
## Steps to use OTP (ONE-TIME PASSCODE) OVER EMAIL

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.



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



# ProgressBook Platform Migration Steps – Part 1

Please select the option that is best for you.

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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**

Follow the necessary steps to complete the MFA setup.

Once completed, you will arrive at the miniOrange Dashboard

## ***CONGRATULATIONS! PART 1 – DONE!***

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Dashboard Setup 2FA

### SIGN-IN TO YOUR FAVOURITE CLOUD APPS

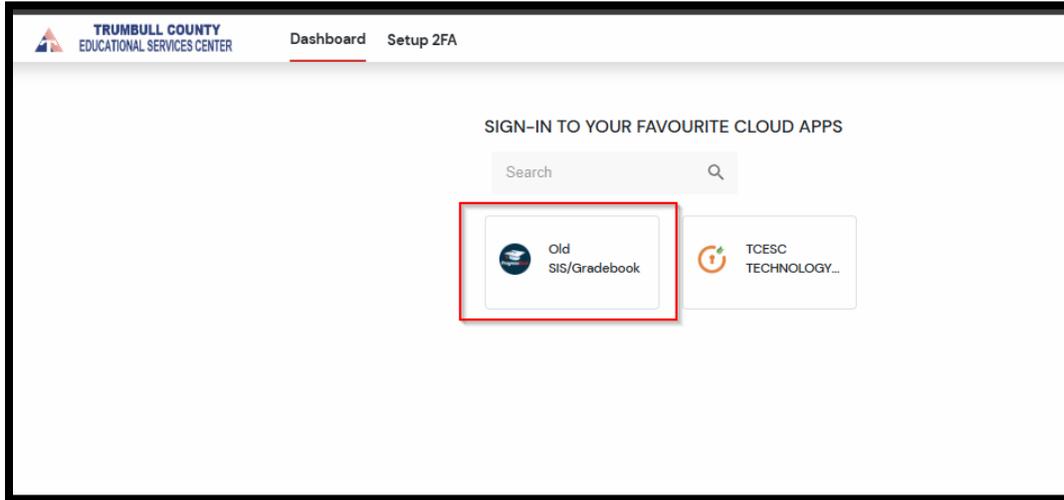
Search

Old SIS/Gradebook

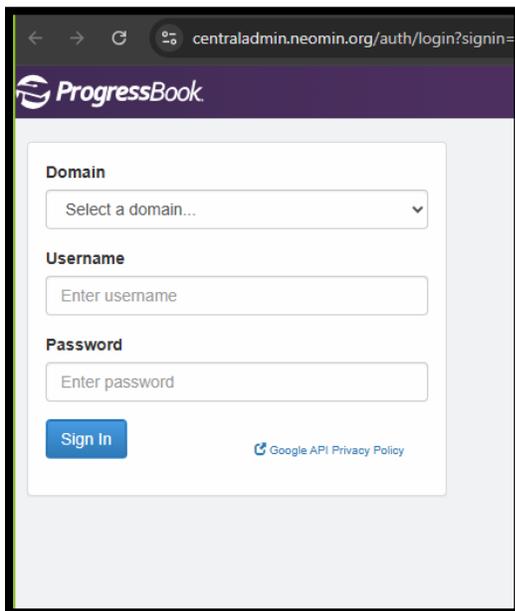
TCESC TECHNOLOGY...

# ProgressBook Platform Migration Steps – Part 1

Part 1 has been completed. The next page is the beginning of **PART 2** – Click on **Old SIS/GradeBook** button.



After clicking on the **SIS/GradeBook** button, you should now have your ProgressBook login screen available. If not and you are taken into ProgressBook, please logout.



To continue the steps of **Part 2** *on our migration day*, please follow the steps in PDF at the following web link. <http://www.trumbull.k12.oh.us/Employee Resources/HOW-TO-DOCS-SUPPORT/ProgressBook TCESC Migration Instructions Part2.pdf>