



# PPRT Database Community Login Using Authenticator App User Guide

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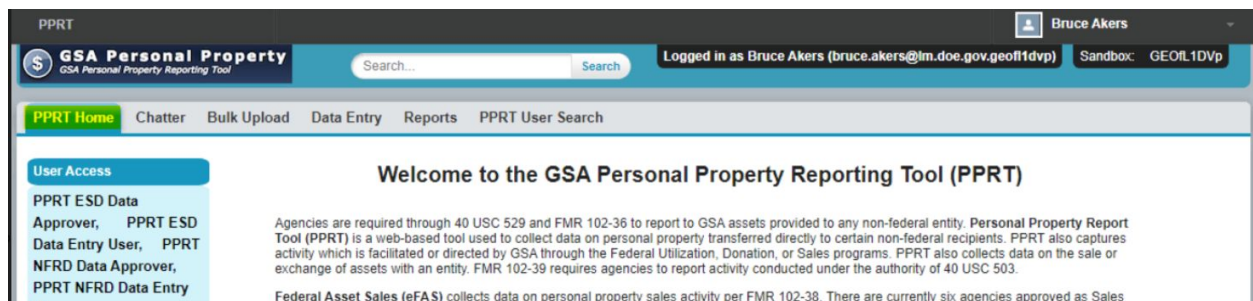
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# Instructions for using the Authenticator App to Log in to PPRT Database

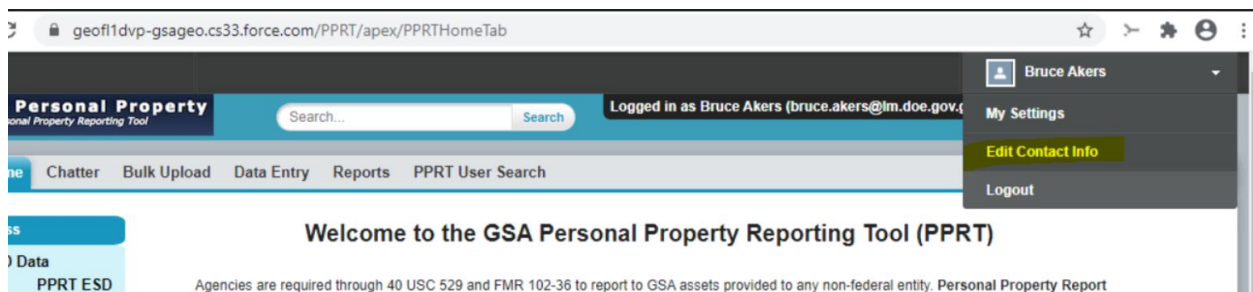
Before you can use the Authenticator app to login to the PPRT Community, you must:

- 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



3. Select Edit Contact Info in dropdown menu

4. Enter your mobile phone number as shown below:

5. Save All

- Download and install the Authenticator ([Microsoft Authenticator](#) or [Google Authenticator](#) recommended) application on your mobile device.

## PPRT - Log in Using Authenticator App

Navigate to the **Login Page**

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

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

How would you like to confirm your identity?

Method ☐ Email me ☒ Authenticator App

Google Authenticator is the most compatible authenticator for GSA Applications


- Apple iPhone / iPad: <https://itunes.apple.com/us/app/google-authenticator/id388497605?mt=8>
- Google Android: <https://play.google.com/store/apps/details?id=com.google.android.apps.authenticator2&hl=en>

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:

Add a Time-based Token

Download the authenticator mobile device, scan the QR code, then enter the token.



Token

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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 time sensitive.

7. Enter the token and click the **Next** button. The **PPRT Home Page** should be displayed.

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

8. Subsequent log-ins will only require verification code on the app to access the PPRT 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.

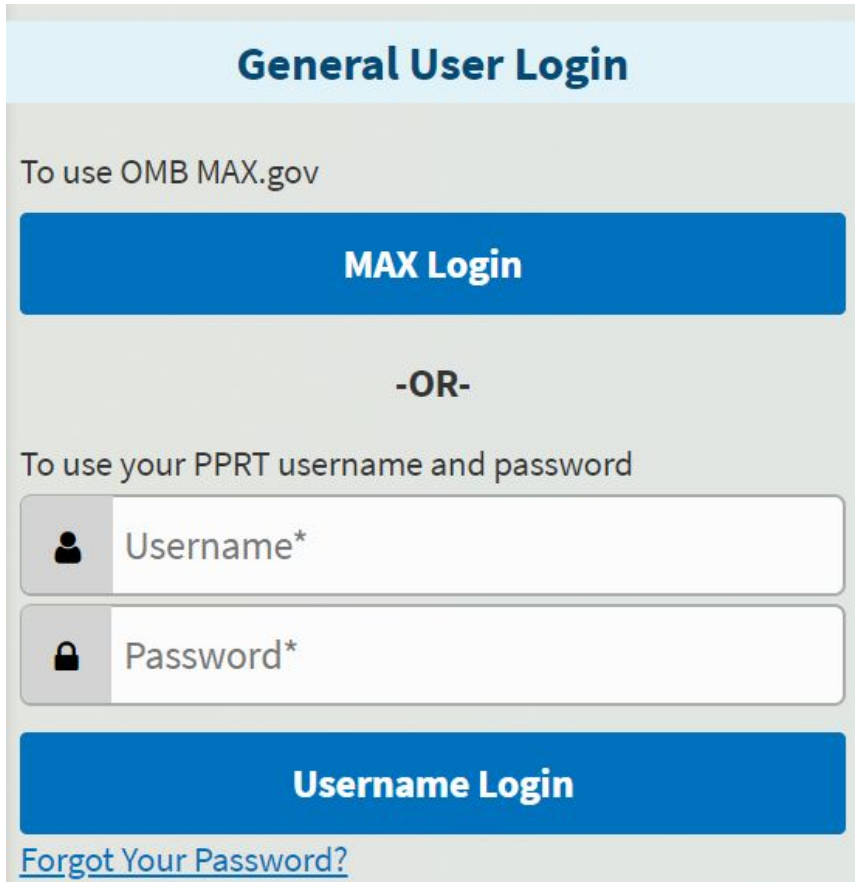
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PPRT **home page** will be displayed as shown below

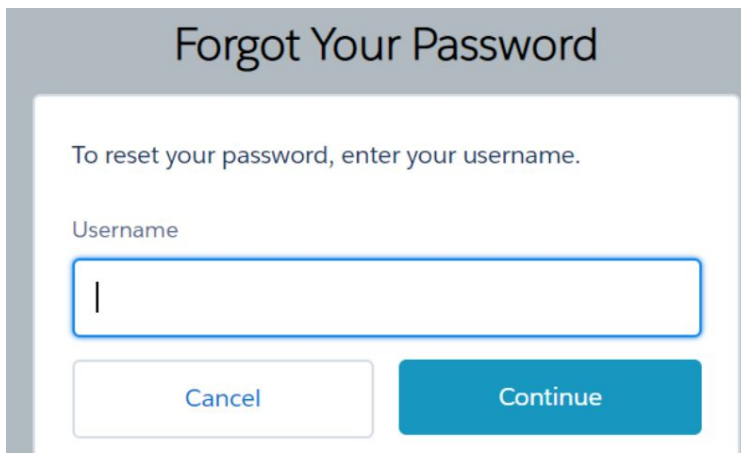


# Instructions for Using the Authenticator App to Reset Your Password in the PPRT Database

1. Click on Forgot Your Password

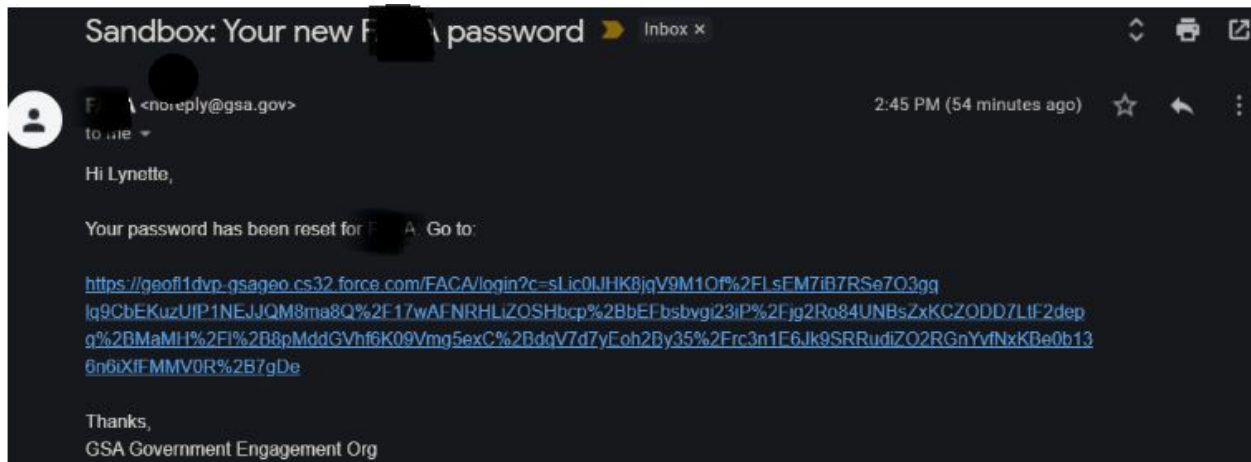


The screenshot shows the 'General User Login' interface. At the top, the title 'General User Login' is centered in a blue header. Below this, the text 'To use OMB MAX.gov' is displayed. A large blue button labeled 'MAX Login' is centered. Below the button is the text '-OR-'. Underneath, the text 'To use your PPRT username and password' is shown. There are two input fields: the first is labeled 'Username\*' with a person icon, and the second is labeled 'Password\*' with a lock icon. Below these fields is a large blue button labeled 'Username Login'. At the bottom, there is a blue link that says 'Forgot Your Password?'.

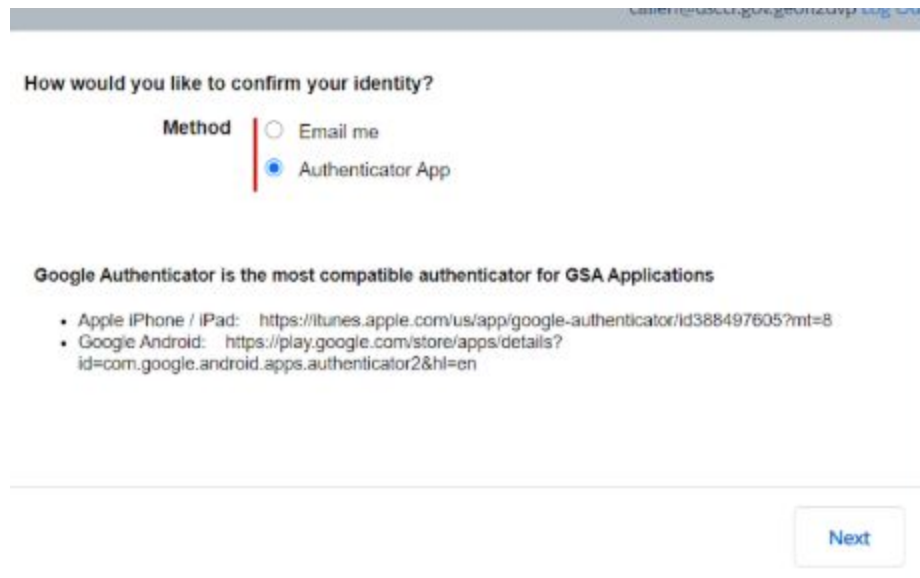


The screenshot shows the 'Forgot Your Password' interface. The title 'Forgot Your Password' is centered at the top. Below the title, the text 'To reset your password, enter your username.' is displayed. Underneath, the text 'Username' is shown above a text input field. Below the input field are two buttons: a 'Cancel' button and a 'Continue' button.

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:



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




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



**Add a Time-based Token**

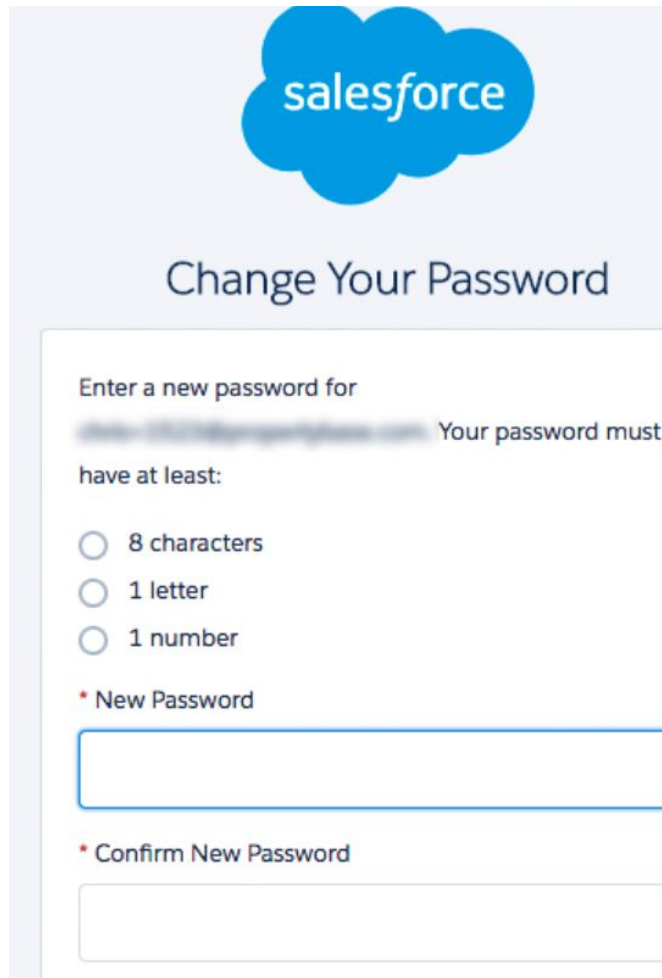
Download the authenticator mobile device, scan the QR code, then enter the token.



Token

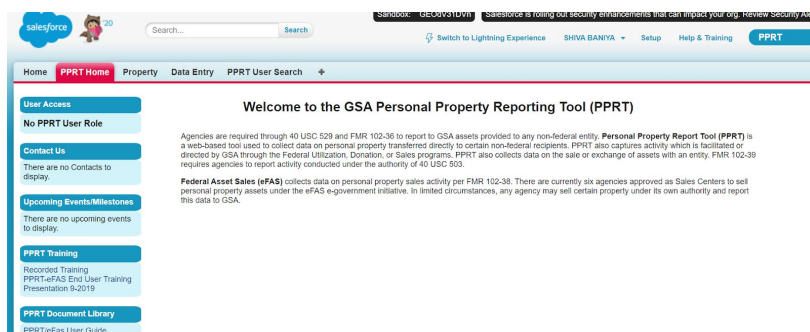
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5. On the **Add a Time-Based token** screen ( This is the image displayed above), use the **Authenticator** app on your mobile device to scan the **QR code**. This will link (register) your User ID with the **Authenticator** app. A new token is generated by the **Authenticator** app each time and is time sensitive. 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.



The image shows the Salesforce 'Change Your Password' interface. At the top is the Salesforce logo. Below it is the heading 'Change Your Password'. The form prompts the user to 'Enter a new password for' a masked email address. It lists requirements: 'Your password must have at least:' followed by three radio button options: '8 characters', '1 letter', and '1 number'. Below these are two input fields labeled '\* New Password' and '\* Confirm New Password'.

PPRT **home** page will be displayed as shown below



The screenshot shows the 'PPRT Home' page in a Salesforce environment. The top navigation bar includes the Salesforce logo, a search bar, and links for 'Switch to Lightning Experience', 'SHIVA BANITYA', 'Setup', 'Help & Training', and 'PPRT'. The main navigation bar has links for 'Home', 'PPRT Home' (active), 'Property', 'Data Entry', and 'PPRT User Search'. The left sidebar contains sections: 'User Access' (No PPRT User Role), 'Contact Us' (There are no Contacts to display), 'Upcoming Events/Milestones' (There are no upcoming events to display), 'PPRT Training' (Recorded Training: PPRT to eFAS End User Training Presentation h2019), and 'PPRT Document Library' (PPRT to eFas User Guide). The main content area is titled 'Welcome to the GSA Personal Property Reporting Tool (PPRT)' and contains text about reporting requirements under 40 USC 529 and FMR 102-36, and information about the Federal Asset Sales (eFAS) initiative.