

## DMS QuickGuide

### Two-Factor Authenitcation

Updated: 8/24/2022

#### Description

Two-Factor Authentication is now required when first signing into DMS, where users will be required to enter a Security Code sent to their DMS email.

Here's how it works:

#### Step 1

Log in to DMS with your username and password:

<https://dms.fcoe.org/>



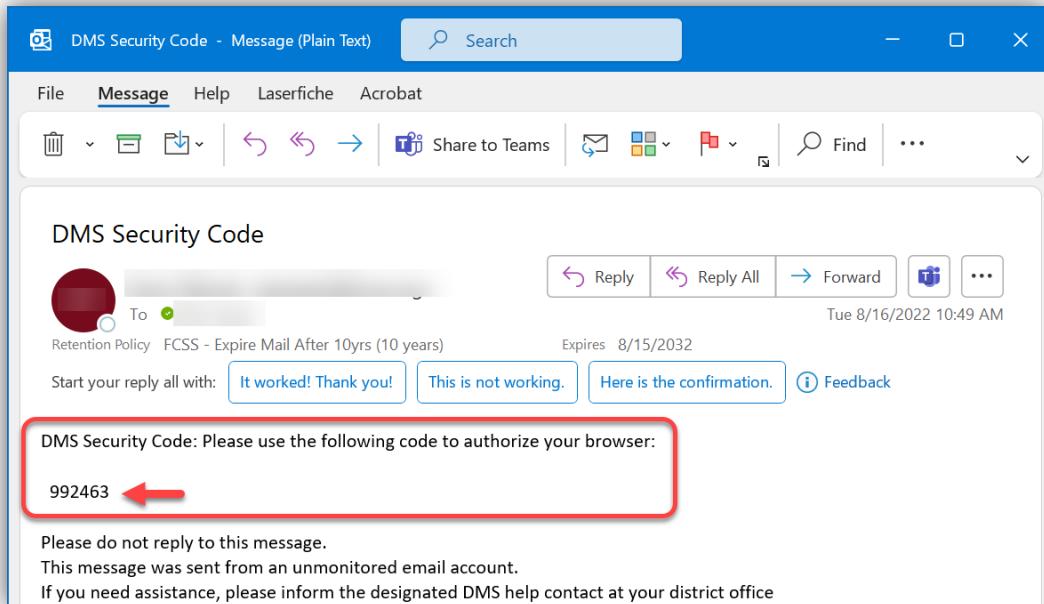
#### Step 2

Next, for the **Security Check** window, select **E-mail Me A Code**.



### Step 3

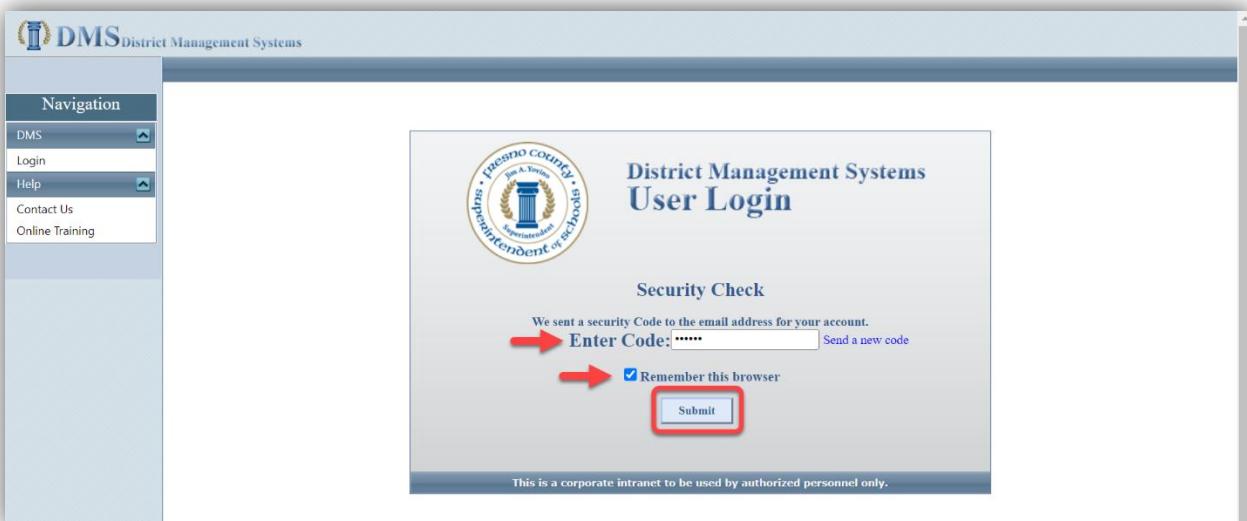
Check your DMS email, usually your work email, for an email containing the **Security Code**.



### Step 4

Go back to your web browser's **Security Check** window, enter the code from the email and select **Submit**. It should now launch DMS.

- **TIP: Check Remember this browser.**

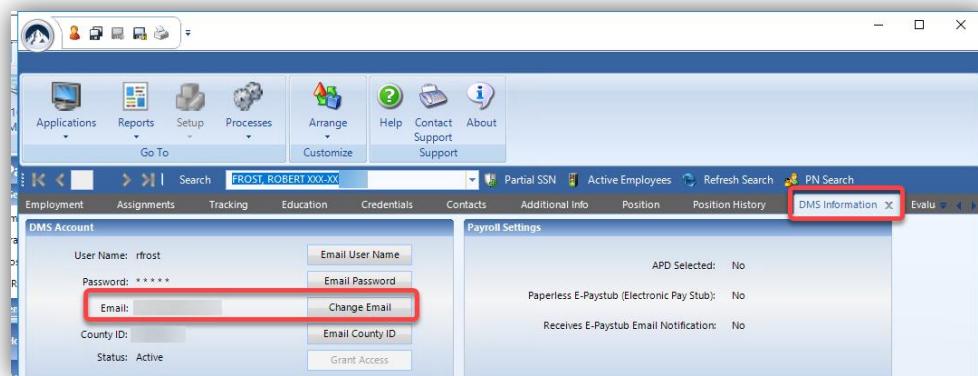


## FAQ and Getting Help

### 1. If you did not receive the email:

- Check your Junk/Spam folders.
- Try the [Send a new code](#) link if needed.
- **Check with your district's DMS Site Administrator** that your *correct email* is in Everest's DMS section.
  - **For DMS help, please contact your DMS District Site Administrator first:** [DMS District Contact List](#)

➤ **For District Everest Admins - How to check an employee's DMS email:** You can verify the DMS email in **Everest Desktop RemoteApp** in the **HR/Payroll** module > **Applications** > **Personnel** folder > **Everest Employee Update** application > look up employee > **DMS Information** tab:



### 2. How often will I have to do this Two-Factor Authentication?

- Users will only be prompted to enter a security code if signing in from a new device, new web browser or if the user recently cleared their web browser's cache.

3. If after checking with your district's DMS Site Administrator that your email is correct or you are experiencing other technical issues, contact Everest/DMS Support at [support@fcoe.org](mailto:support@fcoe.org).