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Jaggaer Migration to IDM & MFA
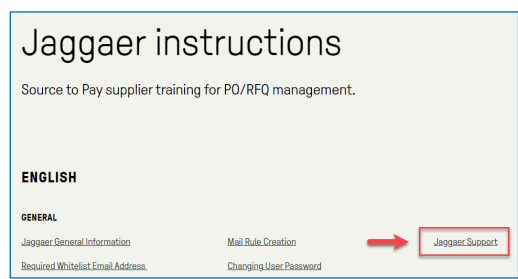
Jaggaer Migration to IDM & MFA
Job aid will demonstrate how to setup Identity Management (IDM) using your email address and Multi-Factor Authentication (MFA) for Jaggaer for a more secure environment.

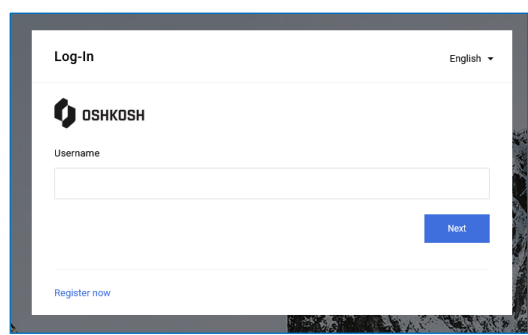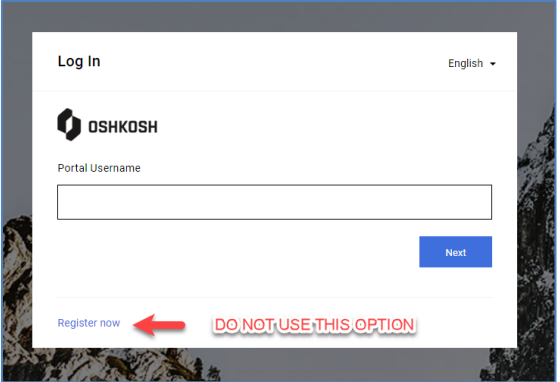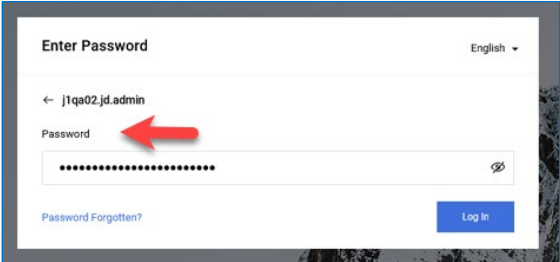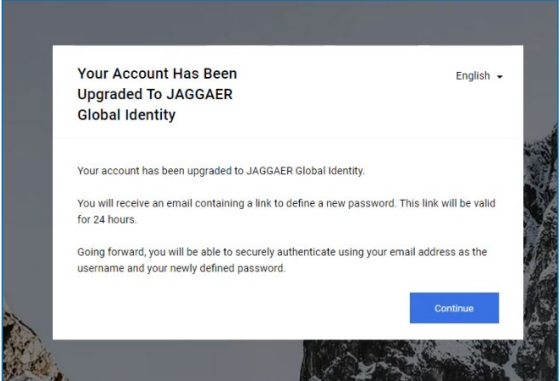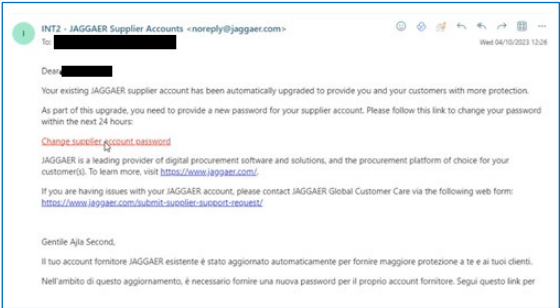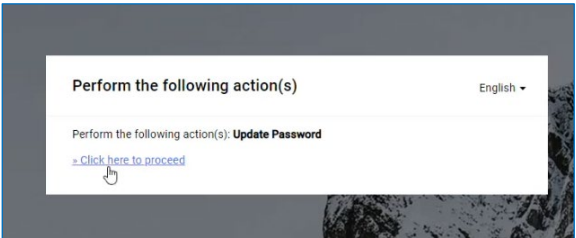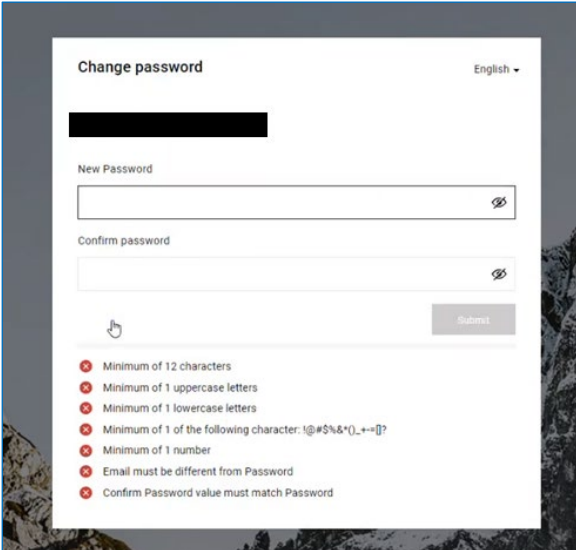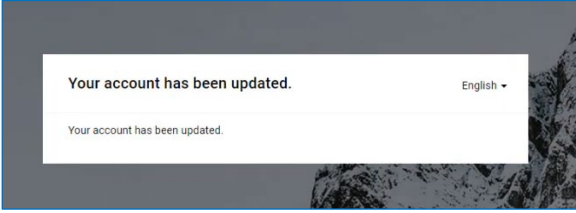| Jaggaer Migration to IDM & MFA	
Suppliers will use the below to setup their IDM & MFA	

• STOP & Review: If any issues please contact Jaggaer Support using their call-in number and or online ticket system using the job aid link below.
• Link to Jaggaer training:
   o Jaggaer Training on OSN
• Link to Jaggaer support:
   o Jaggaer Support Phone and Online submission
	Jaggaer instructions
	Source to Pay supplier training for PO/RFQ management.
	
	ENGLISH
	GENERAL
	Jaggaer General Information Mail Rule Creation → Jaggaer Support
	Required Whitelist Email Address Changing User Password

• CURRENT STATE log in Page • Suppliers currently use this option to log in to Jaggaer with a username and password they created.	Username [_____] Password [_____] [Login] © 1999-2023 JAGGAER When you use our Solution, we process your personal information as described in our Service Privacy Policy I forgot my password
• FUTURE STATE log in Page • Supplier users will log in with their email & new password, followed by a multi-factor authentication	Log-In English ▾ OSHKOSH Username [_____] [Next] Register now

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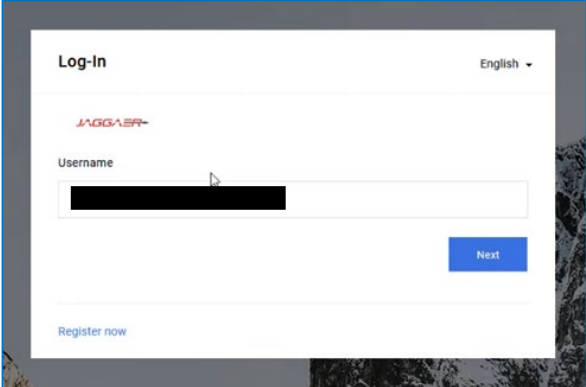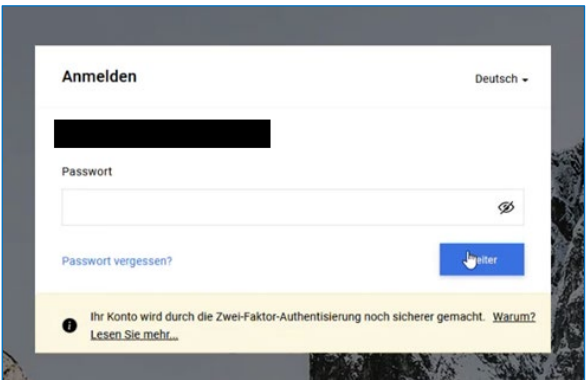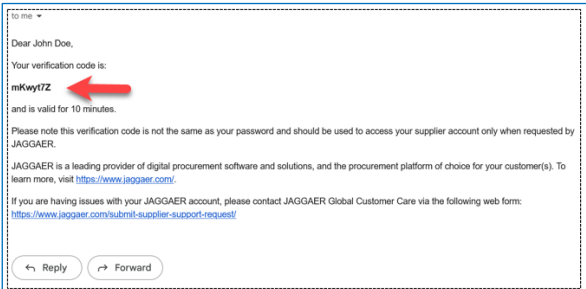| • **Instructions start below this line for IDM & MFA.**	**Follow instructions/screenshots below.**

1. Navigate to Jaggaer
    a. Jaggaer Login
2. When you log in you will be prompted to perform the following:
    a. Enter your existing username.
    b. Select "Next".
3. STOP: Do not use "Register now" Option – this will create a new user account.
 	
NOTE: If you have more than one account, you will repeat this step with that account username and Jaggaer will recognize you have a Global Identity already set up with your email address. For future logins you will just use your email address as user name and you will be able to select which account you would like to go into.
	Log In screen showing OSHKOSH logo, Portal Username field, Next button, and "Register now" link marked "DO NOT USE THIS OPTION".

4. Enter your **existing** password. 5. Select "Log In"	*Enter Password screen showing j1qa02.jd.admin, Password field, Password Forgotten? link, and Log In button.*
6. A confirmation screen will be shown, displaying more instructions. 7. Click "Continue".	*Screen: "Your Account Has Been Upgraded To JAGGAER Global Identity." Your account has been upgraded to JAGGAER Global Identity. You will receive an email containing a link to define a new password. This link will be valid for 24 hours. Going forward, you will be able to securely authenticate using your email address as the username and your newly defined password. Continue button.*

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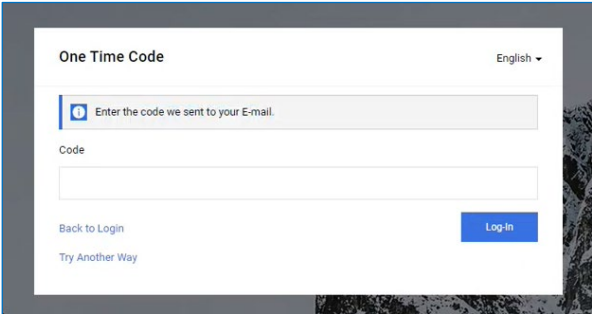|	
8. Go to your e-mail inbox and search for an email message from JAGGAER with the subject line "Reset your supplier account password". 9. In the e-mail, click on the link labeled "Change supplier account password".	
10. The following screen is displayed. Click on "Click here to proceed".	

11. You will be required to change your password on displayed screen. Please enter a password that meets the requirements on the screen:
  a. Minimum of 12 characters
  b. Minimum of 1 uppercase letter
  c. Minimum of 1 lowercase letter
  d. Minimum of 1 special character.
  e. Minimum of 1 number
  f. Email must be different from password.
12. Select "Submit" when done.	

13. You will see a confirmation message that the upgrade was successful.	

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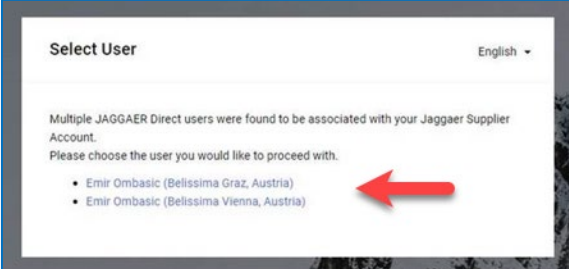
Jaggaer Migration to IDM & MFA

14. Go back to the login screen and enter your email address (not your old username!). 15. Click "Next"	
16. Enter your **new** password and click Next.	
17. The new authentication uses a 2-step verification process. You will be prompted to select the preferred method. You can use either Email or an authenticator mobile application.	
18. If you selected "Email" on the previous step, Jaggaer will send a "one-time password" to your email address for MFA.	

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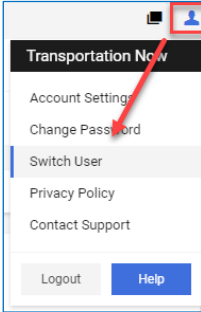|	
19. Enter the Code sent to your email from Jaggaer 20. Select Log-In.	**One Time Code** — English ▾ ℹ️ Enter the code we sent to your E-mail. Code Back to Login Try Another Way **Log-In**

21. If, instead, at step 16, you selected Google Auth, you will be prompted to install an authenticator app on your mobile phone. You can choose between:
    a. Microsoft Authenticator
    b. FreeOTP
    c. Google Authenticator.
22. Once installed, use the app to scan the QR code on the screen.
23. Type the code you see in your authenticator app on the screen, under "One-time code".
24. Click Submit.
	Mobile Authenticator Setup — English ▾
	
	1. Install one of the following applications on your mobile:
	    • Microsoft Authenticator
	    • FreeOTP
	    • Google Authenticator
	2. Open the application and scan the barcode:
	
	[QR code]
	
	Unable to scan?
	
	3. Enter the one-time code provided by the application and click Submit to finish the setup.
	    Provide a Device Name to help you manage your OTP devices.
	
	One-time code
	*
	
	Device Name
	
	Submit

25. NOTE: If you manage multiple accounts, you will log in only one time, and will be prompted for the account you want to access. You can also switch between accounts after being logged in by selecting the profile icon from the upper right and clicking on switch user.	**Select User** — English ▾
	
	Multiple JAGGAER Direct users were found to be associated with your Jaggaer Supplier Account.
	Please choose the user you would like to proceed with.
	
	    • Emir Ombasic (Belissima Graz, Austria) ←
	    • Emir Ombasic (Belissima Vienna, Austria)

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26. End Job Aid	