

1. Log into the UCS Security account management site.
  - a. On-courtnet: <https://apps.courtnet.org/sspr>
  - b. Off-courtnet: <https://iapps.courts.state.ny.us/sspr>

The screenshot shows the login page for the New York State Unified Court System UCS Security. The header includes the system name and a "Skip To: Content • Navigation" link. The main content area is titled "Login" and contains a form with fields for "Username:" and "Password:", a "Forgot your password?" link, and a green "Log In >" button. To the left of the login form are two vertical menus: "Options" with links for "Home" and "Forgot Password?", and "Help" with links for "System Requirements", "FAQ", and "Contact Us". To the right of the login form, there is a section for "NY Attorneys:" stating that the username may be the Attorney Registration number, and a section titled "UCS Security allows you to:" with a bulleted list of actions: "Change your Password", "Change your Challenge Question", "Change your E-mail Addresses", and "View Account Information".

2. Select the "Two-Step Verification" menu item on the left.

The screenshot shows the "Manage Account" page for the New York State Unified Court System UCS Security. The header is identical to the previous screenshot. The main content area is titled "Manage Account:" and features an "Active Directory Account" section with an information icon and text: "You are accessing the UCS Security application using your AD Account. Changes to your password here will affect your Windows login & email password as well." Below this is a yellow box with a gear icon and three links: "Change my Password", "Change my Challenge Question", and "Change my Email Addresses". At the bottom of the main content area is a section titled "My Applications:". On the left side, there are three vertical menus: "Manage Account" with links for "> My Applications Home", "Password", "Challenge Question", "Link ActiveDirectory", "Two-Step Verification" (highlighted with a red box), "Email Address", "Phone Numbers", and "Authentication"; "Help" with links for "System Requirements", "FAQ", and "Contact Us"; and "Current User" with the name "shicks" and a "Logout" link.

### 3. Click on the "Set Up Two-Step Verification" button

New York State Unified Court System  
UCS Security - Self Service for Your Account

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shicks  
Logout

### Two-Step Verification

Two-step verification improves the security of your UCS account by adding "something you have" (your smartphone) to the "something you know" of your password. Once enabled on your account, you will use the free Microsoft Authenticator® app on your Android® or Apple iOS® device to generate codes that will be used to help you log in to UCS applications such as NYBench or eSignature.

#### Set Up Two-Step Verification

**Your account is not currently configured for two-step verification.**

To enable two-step verification, you will need:

1. This website open on a desktop or laptop computer, and
2. An Android® phone/tablet or Apple iPhone/iPad® to generate verification codes with.

The setup wizard will walk you through the process of setting up your phone or tablet to generate verification codes. Click the button below to get started:

[Set Up Two-Step Verification](#)

\* Although Authy, FreeOTP, Google Authenticator, and other RFC-6238-compliant applications are compatible with UCS' two-step verification process, the NY Unified Court System only provides support when you use the Microsoft Authenticator app.

### 4. Welcome

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### Two-Step Verification Setup

**Welcome.**

This wizard will walk you through setting up two-step verification for your UCS account.

To continue, you will need to have an Android® or Apple iOS® phone or tablet available. The device you choose does not need to be UCS-issued (you can use a personal phone), but you will need to install an application onto it that generates the two-step verification codes.

To begin, please click the Next button below.

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## 5. Apple or Android – Select the appropriate device type



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## Two-Step Verification Setup

### Let's get started.

To begin, you should have this website open on a laptop or desktop computer, and the phone or tablet you want to use to generate verification codes available.

**First, tell us what type of phone or tablet you have.**  
Click or tap one of the options below:



**Android® Phone or Tablet**



**iPhone**  
Apple® iPhone® or iPad®

If you're not sure how to tell, then please look on the back of your phone or tablet (you may need to remove the case). If you see an Apple® logo, click Apple iPhone/iPad. Otherwise, click Android.  
*(If you know what you're doing and don't need help, you can skip ahead.)*

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- If you don't already have the Authenticator app, install it from the app store on your phone. If you already have it, click the "Skip to the next step" link.

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## Two-Step Verification Setup

### Install Microsoft Authenticator App.

To continue, you need to have the Microsoft Authenticator application installed on your iPhone/iPad. The app may be called just "Authenticator" on your device.


The app icon for Microsoft Authenticator looks like this:




**If you already have Microsoft Authenticator installed** on your iPhone/iPad, you can [skip to the next step](#).

**Otherwise:**


- On your iPhone or iPad, open the App Store app.  
Its icon looks like this:



- Download and install the "Microsoft Authenticator" app:



7. If you do not already have existing accounts set up, click “No”. You may already have existing accounts for VPN or Outlook.

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### Two-Step Verification Setup

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#### Open Microsoft Authenticator App.

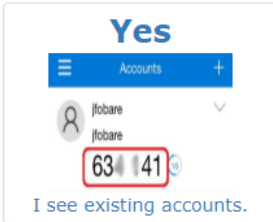
Next, please open the Microsoft Authenticator application on your iPhone/iPad. The app may be called just "Authenticator" on your device.

The app icon for Microsoft Authenticator looks like this:



**Do you already have accounts set up in Microsoft Authenticator?**  
Click or tap an option below:

**Yes**



I see existing accounts.

**No**

Ready to add your first account?

I see a message about adding my first account.

8. For iPhone, click the plus sign in the upper right corner, then Add Account.

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**Two-Step Verification Setup**

**Add your account.**

On your iPhone/iPad, click on the Add Account or plus button to add a new account:

Ready to add your first account?

Add account

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9. On your phone, choose the "Work or School Account" option.

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**Two-Step Verification Setup**

**Add your account.**

On your iPhone/iPad, on the next menu, select "**Work or school account**":

**Accounts**

WHAT KIND OF ACCOUNT ARE YOU ADDING?

- Personal account >
- Work or school account >**
- Other (Google, Facebook, etc.) >

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10. On your phone, allow the Authenticator app to access your phone's camera.

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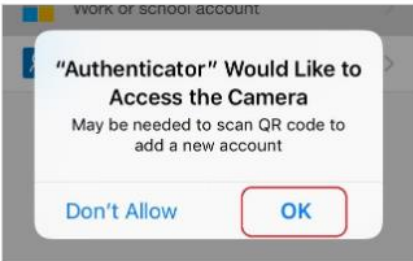
**Current User**

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### Two-Step Verification Setup

**Add your account.**

On your iPhone/iPad, if prompted, you must allow Microsoft Authenticator to access your camera in order to read the QR code in the next step:



11. The Authenticator app will now access your phone's camera. Point your phone at the QR code that is displayed on the webpage, not the QR code in this document.



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### Two-Step Verification Setup

**Add your account.**

Hold your iPhone/iPad so the QR-Code below, which contains your two-step secret key, appears in the middle of the viewfinder:



**Please do not make copies of your two-step verification secret**, or add it to more than one device. If other people know this code, it will be possible for them to access your account even if they don't have access to your phone. If desired, you can add a back-up verification device after completing this wizard.

 **You are not finished yet!**  
After scanning the QR Code, click the next button below, and SSPR will validate that your two-step authentication account is set up correctly. Verification codes generated by this iPhone/iPad will not be accepted until you successfully complete this verification process.

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12. Enter the six-digit code for the “NY Court Apps” entry on your phone with no spaces into the textbox at the bottom of the page on your computer. Pay particular attention to the countdown indicator immediately to the right of the red box in the screenshot below (you will not see the red box on the web page). Each code is only valid for 30 seconds, so if you are running out of time, just wait for the existing code to expire to give yourself the full 30 seconds for the next code.



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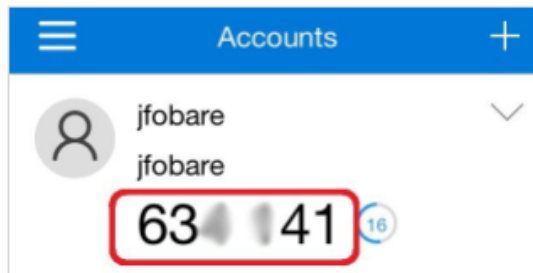
#### Current User

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## Two-Step Verification Setup

### Verify account setup.

To confirm that everything has been set up correctly, please enter the current verification code displayed on your iPhone/iPad. For example, the verification code would be the six-digit number circled in red in the example screenshot below:



Please enter the current verification code displayed on Primary iPhone, in the Microsoft Authenticator app, for the Dev NY Courts Apps account, for user shicks, then click Next. (This needs to be the code from your own iPhone/iPad, not from the example shown above.)

**Current verification code for Dev NY Courts Apps, for user shicks:**



**You are not finished yet!**

Verification codes generated on this device will not be accepted until you successfully complete this verification step.

13. If the code you entered was correct, you will see a success page. If it was not correct, you will see an error on the previous page to try again.

The screenshot shows the 'New York State Unified Court System' website. The page title is 'UCS Security - Self Service for Your Account'. The main content area is titled 'Two-Step Verification Setup' and displays a 'Success!' message with a green checkmark icon. The message states: 'Primary iPhone is now set up to provide two-step verification codes. When signing in to UCS applications that require two-step verification (e.g. NYBench or eSignature), you will enter the six-digit code for the QA NY Courts Apps account for userdeberhar, just as you did in the previous step. The verification code changes every thirty seconds, so you will need to check your iPhone/iPad for the current code each time you sign in. Click the Finish button to return to the Two-Step Verification settings screen.' A blue 'Finish' button with a right-pointing arrow is located on the right side of the message. The left sidebar contains three sections: 'Manage Account' with links for My Applications Home, Password, Challenge Question, Link ActiveDirectory, Two-Step Verification, Email Address, Phone Numbers, and Authentication; 'Help' with links for System Requirements, FAQ, and Contact Us; and 'Current User' showing the user 'deberhar' and a Logout link. The footer contains a 'Self Service Password Reset' section with a logo and links for Websites (NYS UCS Home, SSPR), Manage Account (Two-Step Verification, Email Address, My Applications), Help (System Requirements, FAQ, Contact Us), and Current User (deberhar, Logout).

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deberhar

Logout

### Two-Step Verification Setup

**Success!**

Primary iPhone is now set up to provide two-step verification codes.

When signing in to UCS applications that require two-step verification (e.g. NYBench or eSignature), you will enter the six-digit code for the QA NY Courts Apps account for userdeberhar, just as you did in the previous step.

The verification code changes every thirty seconds, so you will need to check your iPhone/iPad for the current code each time you sign in.

Click the Finish button to return to the Two-Step Verification settings screen.

**Finish**

**Self Service Password Reset**

**Websites**

- [NYS UCS Home](#)
- [SSPR](#)

**Manage Account**

- [Two-Step Verification](#)
- [Email Address](#)
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**Help**

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**Current User**

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