AON

Radford Network®

Multi-Factor Authentication (MFA) Quick Start Guide

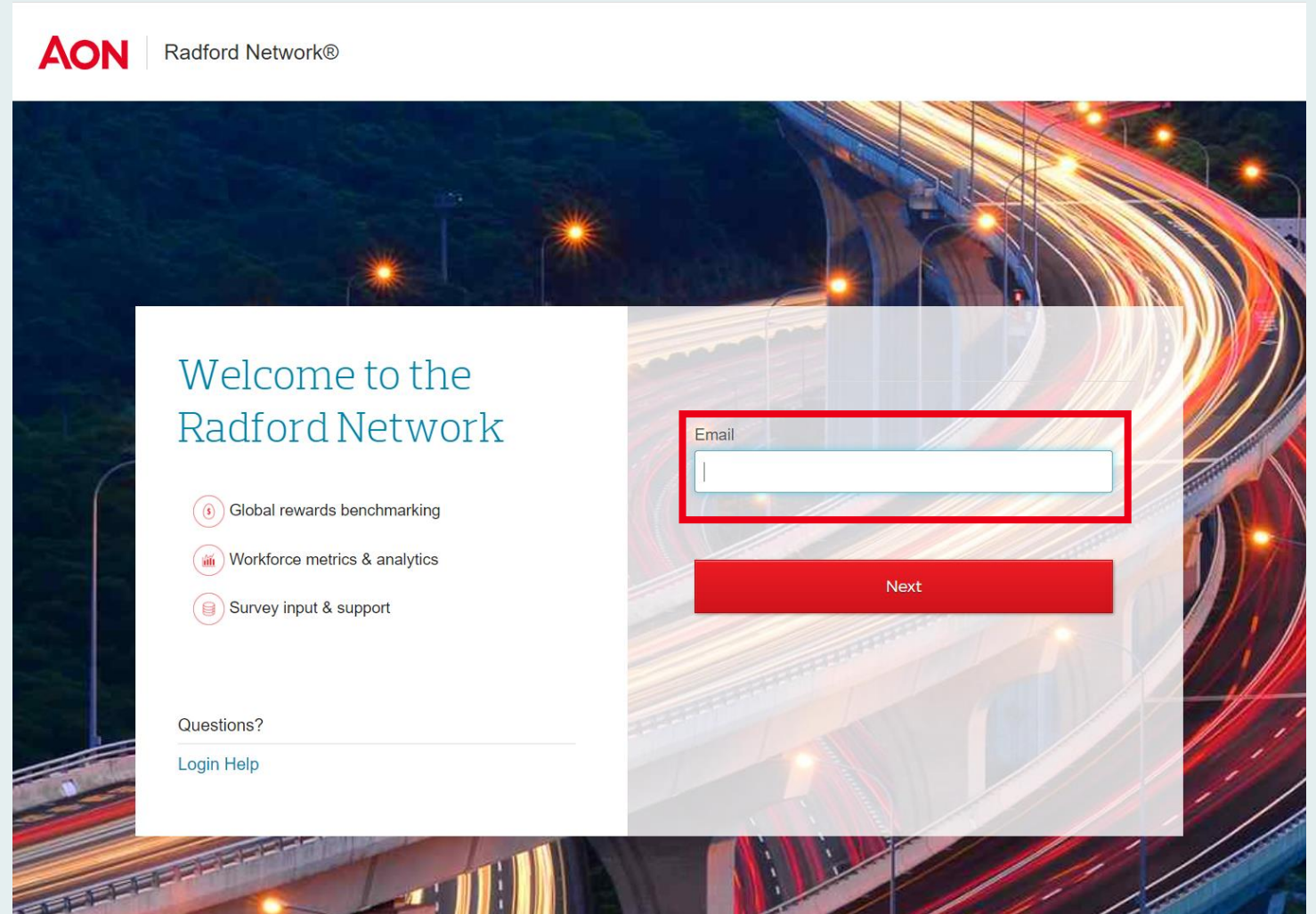# Getting Started

To get started, first navigate to the Radford Network:
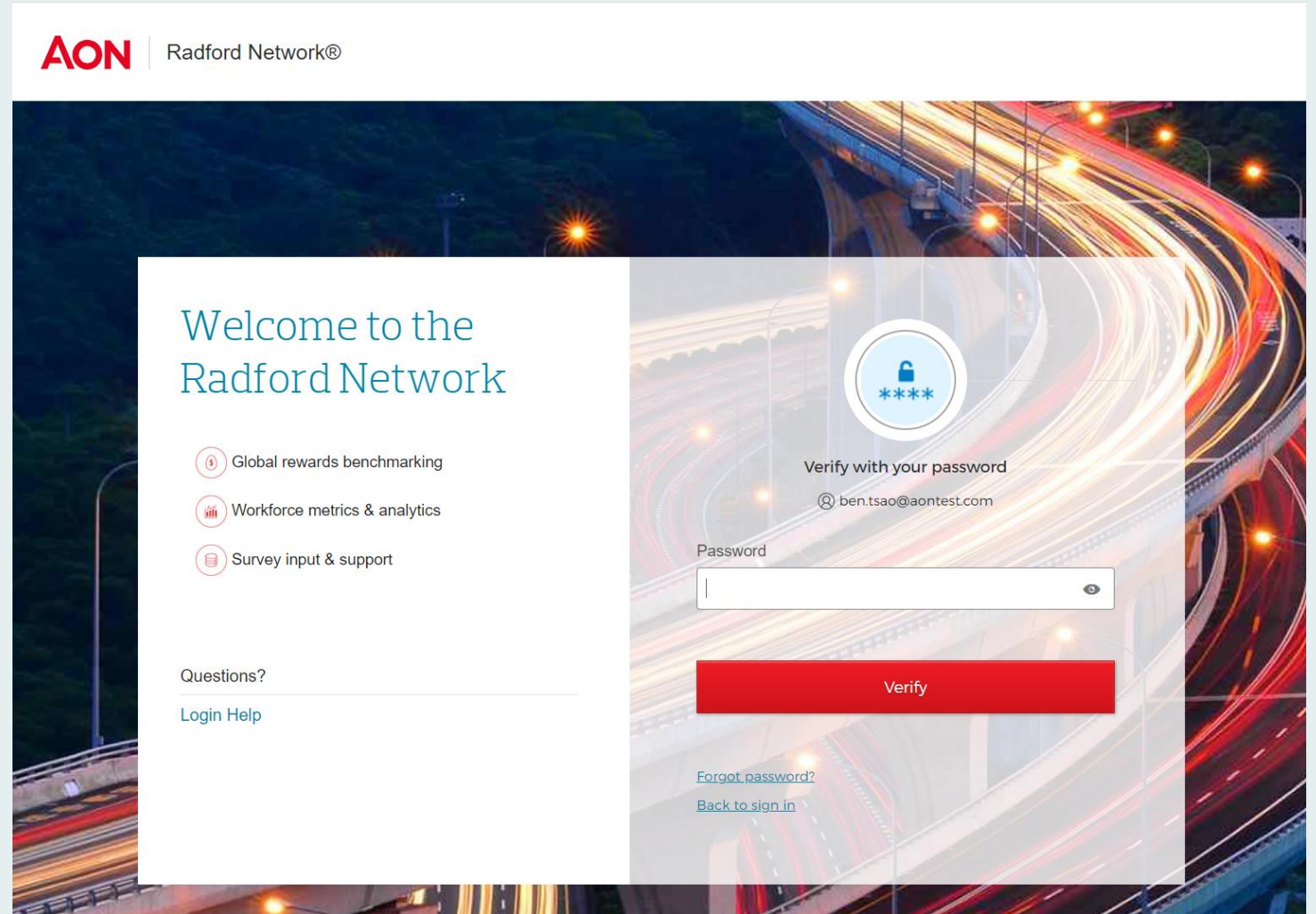
https://radfordnetwork.aon.com

Enter your Radford Network login email address

Enter Your Password

On the next screen, enter the password you normally use to log into the Radford Network.

Select Multi-Factor Authentication Options

You will then see the following security set-up options:

- **Okta Verify** app - Receive a push notification or a code within the application

- **Phone** - Receive a code via SMS text message or a voice call

- **Security Question** – Choose a security question to answer

Please select at least two options by clicking the red "Set up" button for the options you prefer to use.

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Authentication Option 1
Okta Verify App

- To use Okta Verify, you must have the Okta Verify app on your mobile device.

- If you do not have the Okta Verify app, you will need to install it on your device.

- Once installed, you will need to add your Aon account.

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Authentication Option 1
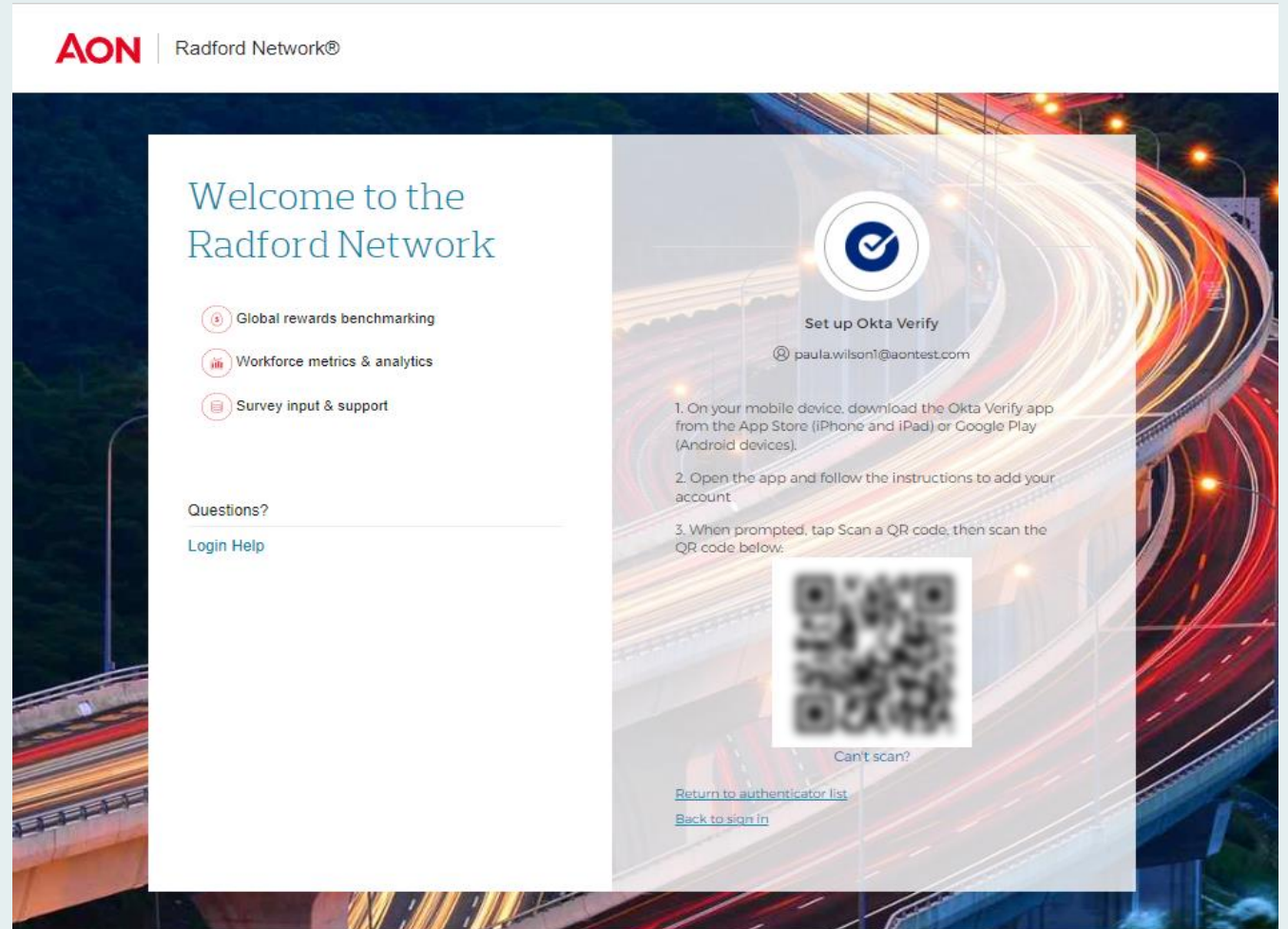## Okta Verify App

To add your Aon account to the Okta Verify app:

Option 1

- Scan the QR code using your mobile device camera.

Option 2

- Scan the QR code from the Okta Verify app on your mobile device. See more details on the following page.
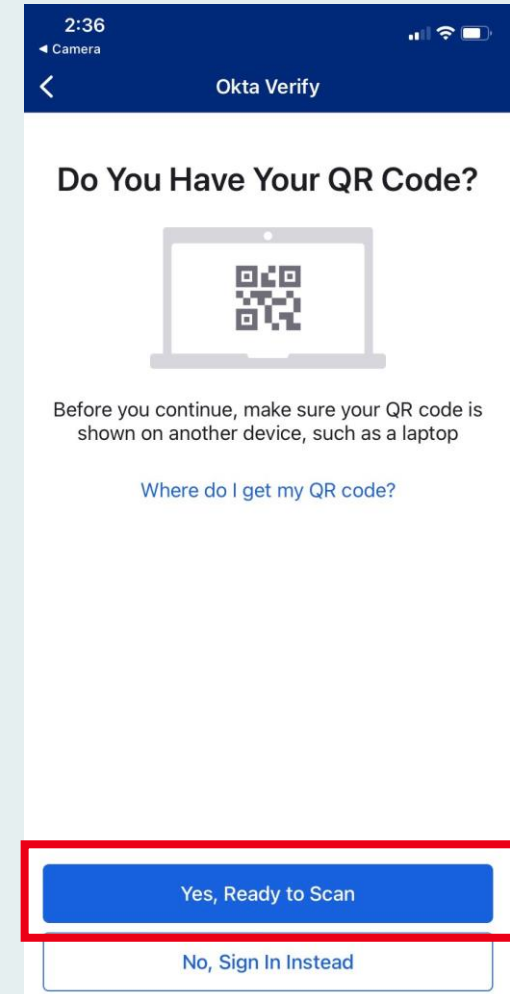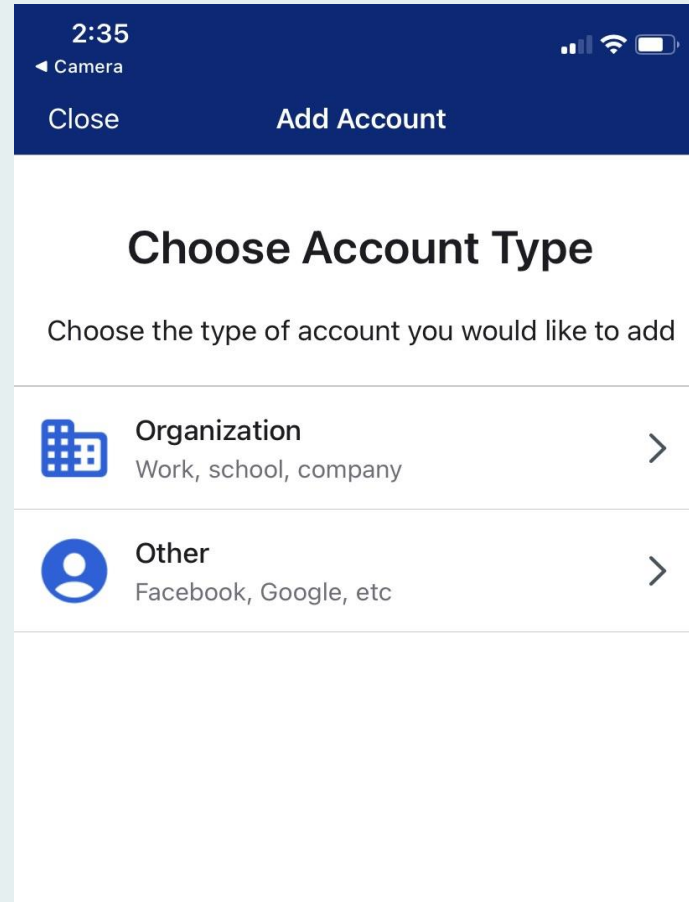
# Authentication Option 1
Okta Verify App

Option 2

- Click "+" in right hand corner to add an Account.

- Select Organization.

- The next screen will ask if you have a QR Code. Click "Yes, Ready to Scan".

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Authentication Option 1
Okta Verify App

- Click "Finish"

- You should then see an "iam-ext.aon.com" panel on your device screen.

- MFA authentication using Okta Verify enrollment is now complete.

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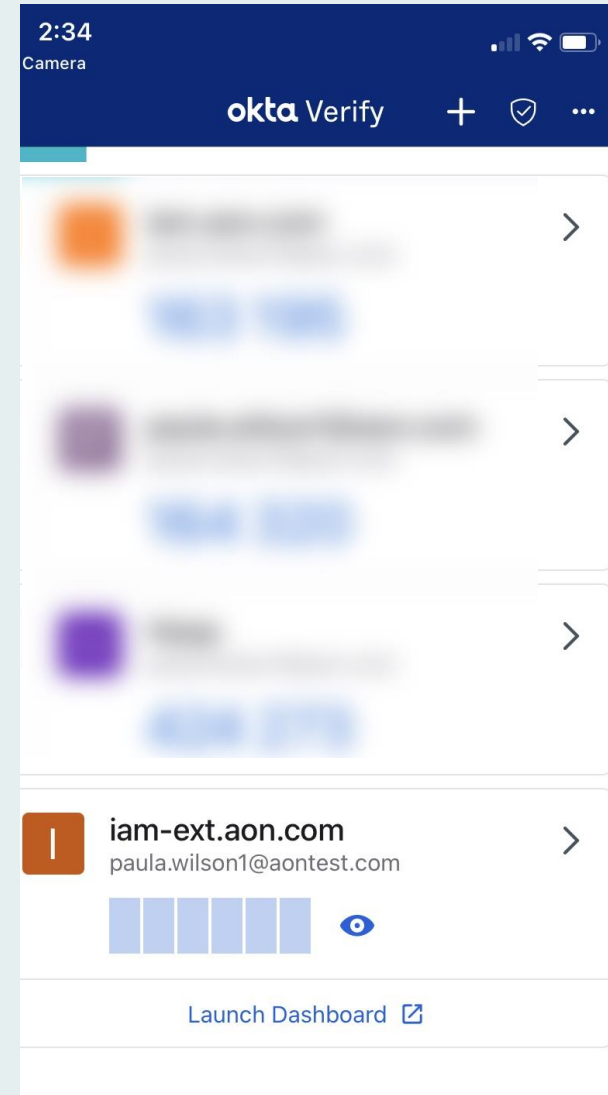
Logging into the Radford Network with Okta Verify

Now you are ready to log into the Radford Network. After entering your email and password, you will select your preferred verification method.

Welcome to the Radford Network

- Global rewards benchmarking
- Workforce metrics & analytics
- Survey input & support

Questions?

Login Help

Verify it's you with a security method

paula.wilson1@aontest.com

Select from the following options

Enter a code
Okta Verify   Select

Get a push notification
Okta Verify   Select

Security Question   Select

Back to sign in

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# Logging into the Radford Network with Okta Verify

Select "Get a push notification" and you will see a screen similar to the one on your right.

Welcome to the Radford Network

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Login Help

Get a push notification

paula.wilson1@aontest.com

Push notification sent

☑ Send push automatically

Verify with something else

Back to sign in

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Logging into the Radford Network with Okta Verify

- On your mobile device, you should then receive a push notification asking if you tried to sign in.

- Click "Yes, it's Me" and the verification will be complete.

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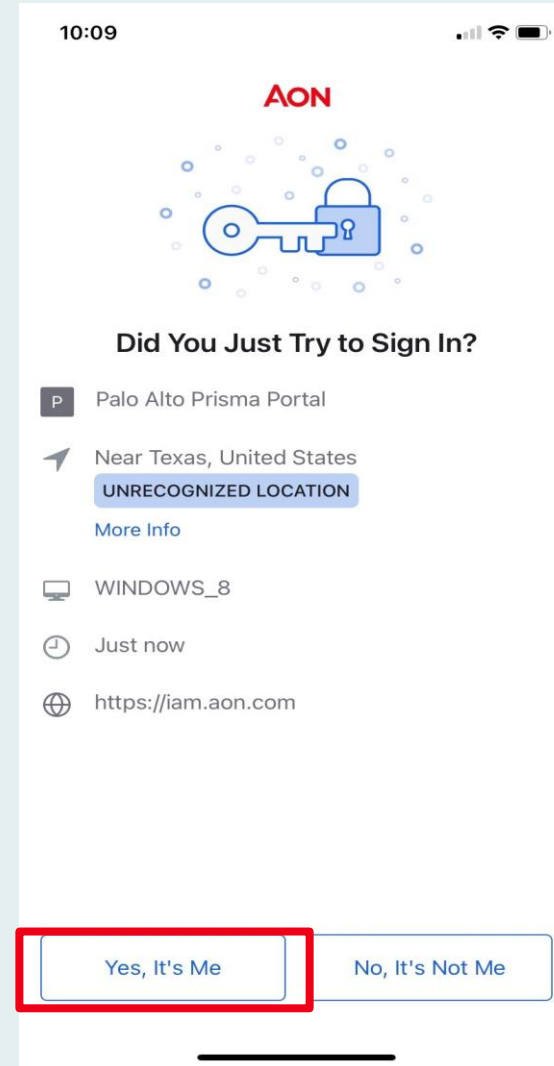
Authentication Option 2
Phone

You can set up phone authentication by selecting the Phone option and then entering your phone number.

Note: The phone call will work with a LAN line.

Authentication Option 2
Phone

- To start, click Set up under the phone option.

- Next, select either SMS, which will send you a text, or select Voice call.

- Select your country.

- The final step is to enter your phone number. The country code will be filled in based on your country selection.

Welcome to the Radford Network

- Global rewards benchmarking
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- Survey input & support

Questions?

Login Help

Set up phone authentication

paula.wilson1@aontest.com

Enter your phone number to receive a verification code via SMS.

- SMS
- Voice call

Country
United States

Phone number
+1

Receive a code via SMS

Return to authenticator list

Back to sign in

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Logging into the Radford Network with Your Phone

Now you are ready to log into the Radford Network. After entering your email and password, you will select your preferred verification method.

- Select the Phone option and enter the 6-digit code you receive via SMS text or phone call.

- After you enter the code, click the red "Verify" button.

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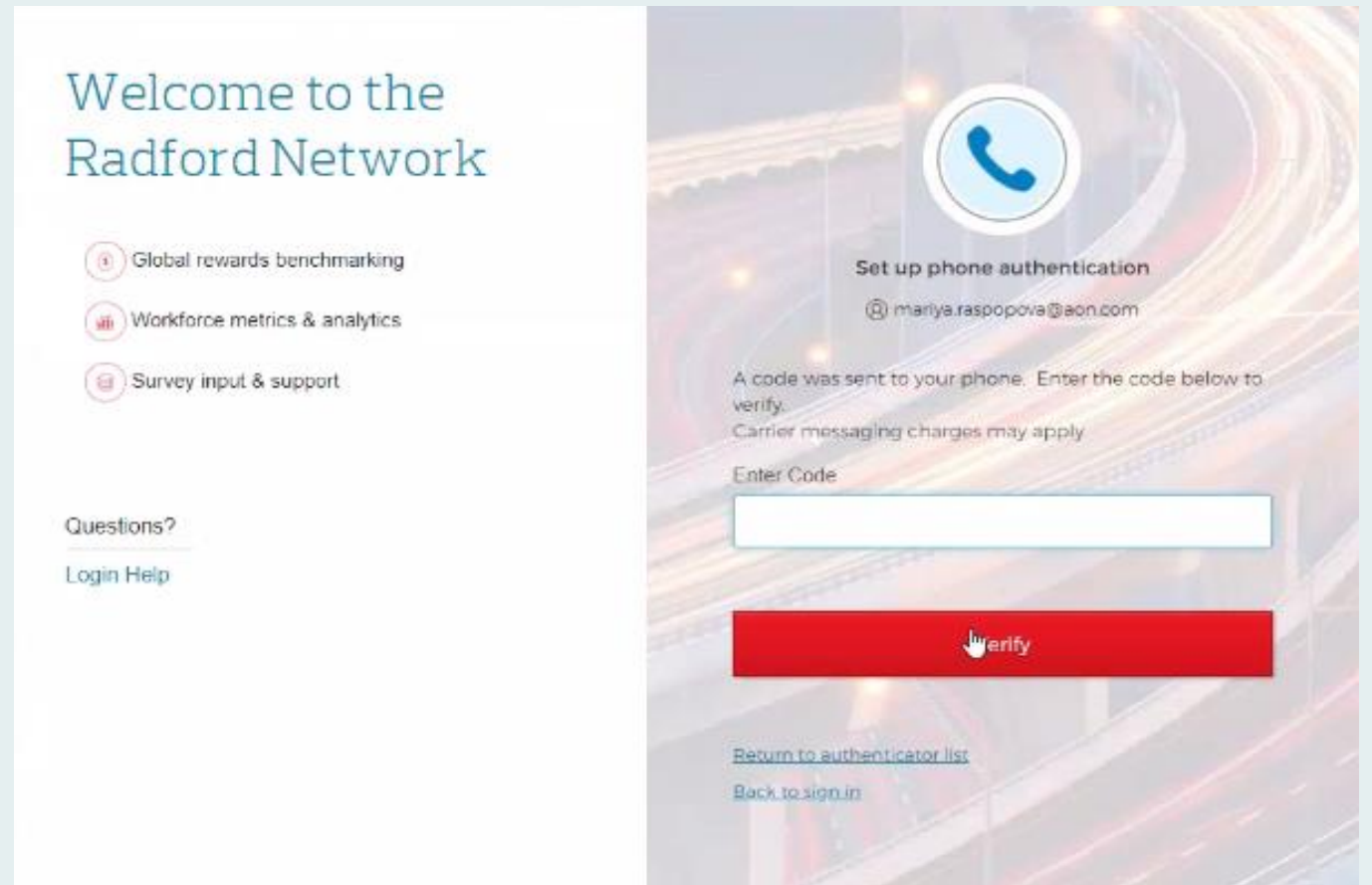
Authentication Option 3
Security Question

Another MFA option is to answer a security question

- Select the Security Question option and click "Set up"

Authentication Option 3
Security Question

- On the next screen, you will be able to choose from a pre-selected dropdown list of security questions.

- If you would rather create your own security question, click on "Create my own security question."

Logging into the Radford Network with a Security Question

Now you are ready to log into the Radford Network. After entering your email and password, you will select your preferred verification method.

- Select the Security Question option and answer the security question you selected or created.

- Click the red "Verify" button

Multi-Factor Authentication Setup is Complete!

Congratulations, you are now logged into the Radford Network!

Helpful Tips

- We strongly encourage you to set up at least two MFA options in case you are unable to use one.

- Passwords can only be changed every 24 hours. If you have any additional questions or issues, please contact us.

- All password-related emails will now come from Aon CIAM, ciamNoReply@aon.com.