

# How to log in to ScoutMap

Use this resource to assist in logging into ScoutMap, including setting up multifactor authentication (MFA).



## Log In

Follow these steps to log in to ScoutMap:

1. Navigate to ScoutMap log in page in your preferred browser.  
<https://scoutmap.my.site.com/scouts/s/login/>

2. Type in your **Username** (usually your email address) and **Password**. Click the **Log In** button.

A screenshot of the ScoutMap login page. It shows a browser address bar with the URL 'scoutmap.my.site.com/scouts/s/login/'. Below the address bar are two input fields: 'Username' and 'Password'. A green 'Log in' button is positioned below the password field. At the bottom, there are links for 'Forgot your password?' and 'Not a member?', a 'Single Sign On' button, and a link for 'Are you an employee? Login here'.

3. If a pop-up window **Verify Your Identity** appears, use your authenticator app to lookup a verification code and type into the **Verification Code** field. Click the **Verify** button.

A screenshot of the 'Verify Your Identity' pop-up window. It features the ScoutMap logo at the top. The text reads: 'You're trying to Log In to Scout CEP. To make sure your Salesforce account is secure, we have to verify your identity. Use the authenticator app on your mobile device to generate a verification code.' Below this, there are fields for 'Username' (with a blacked-out value) and 'Verification Code'. A blue 'Verify' button is at the bottom.

## Setting up Multifactor Authentication (MFA)

After first or second successful login, a pop-up window **Connect Salesforce Authenticator** appears, follow these steps to set up MFA to secure your access to ScoutMap.

EITHER

### Use Microsoft Authenticator (Preferred)

1. Install the Microsoft Authenticator app on your mobile device.
2. Click the **Choose Another Verification Method** link (arrowed).
3. In the pop-up window **Choose a Verification Method**, select the second checkbox and click the **Continue** button.
4. Open the Microsoft Authenticator on your mobile device
  - a. Click the + button to add an account.
  - b. Select **Other** as the kind of account.
  - c. Scan the QR using your mobile camera.
5. Type the provided 6-digit code into the **Verification Code** field of the pop-up window **Connect an Authenticator App** and click the **Connect** button (see screenshot overpage).

A screenshot of the 'Connect Salesforce Authenticator' pop-up window. It has a blue padlock icon with a checkmark. The text says: 'For security reasons, you have to connect Salesforce Authenticator to your account. The app sends a notification when we need to verify your identity, and you verify with just a tap. You can also enable location services to have the app verify you automatically from trusted locations. The app provides codes to use as an alternate verification method.' Below this are three numbered steps: 1. Install Salesforce Authenticator on your mobile device from the App Store or Google Play. 2. Open Salesforce Authenticator and add your account. 3. The app shows a two-word phrase. Enter the phrase here. There is a 'Two-Word Phrase' input field, a 'Cancel' button, and a 'Connect' button. At the bottom, there is a link 'Choose Another Verification Method' with a red arrow pointing to it.A screenshot of the 'Choose a Verification Method' pop-up window. It features the ScoutMap logo. The text asks: 'How would you like to verify your identity?'. There are two radio button options: 'Use the Salesforce Authenticator mobile app' and 'Use verification codes from an authenticator app (such as Google Authenticator or Authy)'. A red arrow points to the second option. A blue 'Continue' button is at the bottom.

