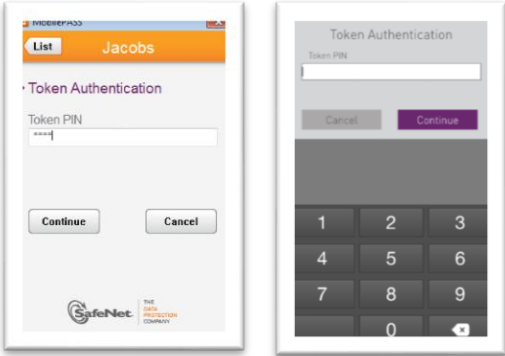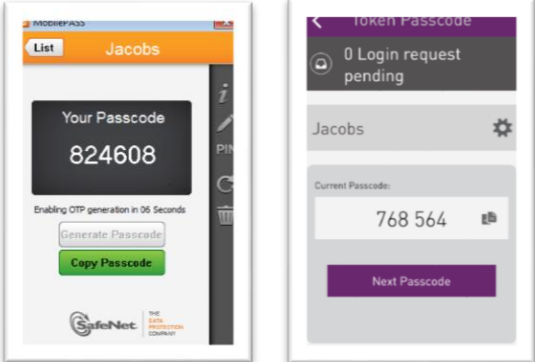**JACOBS**®

Two-Step Verification SafeNet MobilePASS for

Outlook Web Access (OWA)

User Guide

JACOBS®

I.   Using Outlook Web Access with the Two-Step Verification

	1. Open https://mail.jacobs.com/owa
	2. **JADE Credentials*** -Enter your JADE user name with JADE\ as a prefix in the Domain\user name field. -Enter your JADE password into the Password field. * This is the same login used for JAMIS e-timecard.
	3. For the *OTP field:* Open the *SafeNet MobilePASS app* icon on your *desktop* or *smartphone*.
Windows PC/Windows Phone/macOS iPhone/Android 	4. Click your *Token Name*

Windows PC/Windows Phone/macOS iPhone/Android	5. When prompted, **Enter** your **4 digit PIN or** *u*se **Touch ID** if **enabled (iPhone only)**
Windows PC/Windows Phone/macOS iPhone/Android	6. Your **6 digit Passcode** will be displayed. Enter *the **6 digit code** into the **OTP** field. Click **Log On** to complete the authentication. **This completes the Two-Step Verification Process.**

*** **Note***** Each passcode can only be used once. If your login is rejected, please click **Generate Passcode** on the **Safenet MobilePASS App** to try another Passcode. If you need further information or need assistance, please contact the ESSCA Helpdesk esscahelpdesk@jacobs.com 256-430-1030. Thank you very much for your cooperation.