# Portal Guard Setup Multiple District

## Overview

This job aid will walk users through a step by step process in setting up their Portal Guard.

- **Section I**: Ingham Portal Guard
- **Section II**: Stockbridge Portal Guard
- **Section III**: Waverly Portal Guard
- **Section IV**: Dansville Portal Guard
- **Section V**: Eaton Resa Portal Guard

Note: the video tutorial for this process is located here: Portal Guard Setup Tutorial Video

## Section I: Ingham Portal Guard

1. Go to [https://identity.inghamisd.org](https://identity.inghamisd.org)
2. Login using your network credentials

![Portal Login](image1.png)

3. Click Continue

![Self Service Enrollment](image2.png)

4. Fill in the answers to the four mandatory questions - once filled in, click Continue

![End-User Self Service](image3.png)
5. Click Continue to log in

6. Follow the instructions listed on the Mobile Authenticator Enrollment page.
   a. Note: Do NOT click the Permanently Suppress Reminders box

7. Install the PortalGuard Password Reset app or the Google Authenticator application on your cell phone from the app store
8. Choose your phone type iPhone or Android
9. Entry Description should read Portal
10. Click Continue
11. Turn on the camera on your cell phone and hold the phone lens close to the QR code. This will pop up a message/notification on the top of your phone screen. Click on that message/notification
12. Type in the One Time Passcode from the application that opened – click Continue
13. You have now enabled the mobile authenticator – click Continue logging in

14. You should now have successfully completed the setup process. If you run into any additional issues, please call the Help Desk at 517-244-1215

Section II:
Stockbridge Portal Guard
1. Go to https://identity.panthernet.net
2. Login using your network credentials
3. Click Continue
4. Fill in the answers to the four mandatory questions - once filled in, click Continue
5. Click Try to continue logging in
6. Follow the instructions listed on the Mobile Authenticator Enrollment page.
   a. Note: Do NOT click the Permanently Suppress Reminders box

   ![MOBILE AUTHENTICATOR ENROLLMENT](image)

   7. Install the PortalGuard Password Reset app or the Google Authenticator application on your cell phone from the app store
   8. Choose your phone type iPhone or Android
   9. Entry Description should read Portal
   10. Click Continue
   11. Turn on the camera on your cell phone and hold the phone lens close to the QR code. This will pop up a message /notification on the top of your phone screen. Click on that message/notification

   ![MOBILE AUTHENTICATOR ENROLLMENT](image)

   12. Type in the One Time Passcode from the application that opened – click Continue
   13. You have now enabled the mobile authenticator – click Continue logging in

   ![MOBILE AUTHENTICATOR ENROLLMENT](image)

   14. You should now have successfully completed the setup process. If you run into any additional issues, please call the Help Desk at 517-244-1215

Section III: Waverly Portal Guard

1. Go to https://identity.waverlycommunityschools.net
2. Login using your network credentials

![Portal Login Form]

3. Click Continue

![Self Service Enrollment Form]

4. Fill in the answers to the four mandatory questions - once filled in, click Continue

![End-User Self Service Form]

5. Click Try to continue logging in

![End-User Self Service Success]

6. Follow the instructions listed on the Mobile Authenticator Enrollment page.
   a. Note: Do NOT click on the Permanently Suppress Reminders box

![Mobile Authenticator Enrollment]

7. Install the PortalGuard Password Reset app or the Google Authenticator application on your cell phone from the app store
8. Choose your phone type iPhone or Android
9. Entry Description should read Portal
10. Click Continue
11. Turn on the camera on your cell phone and hold the phone lens close to the QR code. This will pop up a message /notification on the top of your phone screen. Click on that message/notification

12. Type in the One Time Passcode from the application that opened – click Continue
13. You have now enabled the mobile authenticator – click Continue logging in

14. You should now have successfully completed the setup process. If you run into any additional issues, please call the Help Desk at 517-244-1215

Section IV: Dansville Portal Guard

1. Go to https://identity.dansville.org
2. Login using your network credentials

3. Click Continue
4. Fill in the answers to the four mandatory questions - once filled in, click Continue

5. Click Try to continue logging in

6. Follow the instructions listed on the Mobile Authenticator Enrollment page.
   a. Note: Do NOT click the Permanently Suppress Reminders box
   b. Install the PortalGuard Password Reset app or the Google Authenticator application on your cell phone from the app store
   c. Choose your phone type iPhone or Android
   d. Entry Description should read Portal
   e. Click Continue
   f. Turn on the camera on your cell phone and hold the phone lens close to the QR code. This will pop up a message/notification on the top of your phone screen. Click on that message/notification
   g. Type in the One Time Passcode from the application that opened – click Continue
13. You have now enabled the mobile authenticator – click Continue logging in

14. You should now have successfully completed the setup process. If you run into any additional issues, please call the Help Desk at 517-244-1215

Section V: Eaton Resa Portal Guard

1. Go to https://identity.eatonresa.org
2. Login using your network credentials

3. Click Continue

4. Fill in the answers to the four mandatory questions - once filled in, click Continue
5. Click Try to continue logging in

6. Follow the instructions listed on the Mobile Authenticator Enrollment page.

7. Install the PortalGuard Password Reset app or the Google Authenticator application on your cell phone from the app store.
8. Choose your phone type iPhone or Android.
9. Entry Description should read Portal
10. Click Continue.
11. Turn on the camera on your cell phone and hold the phone lens close to the QR code. This will pop up a message/notification on the top of your phone screen. Click on that message/notification.

12. Type in the One Time Passcode from the application that opened – click Continue.
13. You have now enabled the mobile authenticator – click Continue logging in.

You should now have successfully completed the setup process. If you run into any additional issues, please call the Help Desk at 517-244-1215.

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