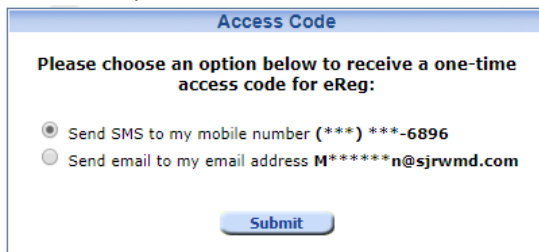


Accessing eReg from outside the District network

To access eReg from outside the District network, it will require a two-step (2 factor) authentication. When accessing eReg from the external URL, it will prompt you for an additional code after you've entered your regular username and password. This code could be emailed to your District email address or sent in a text message to a cell phone that is on record in your eReg profile.

See the steps below to access eReg via the external URL and to add a cell phone number you prefer in your profile.

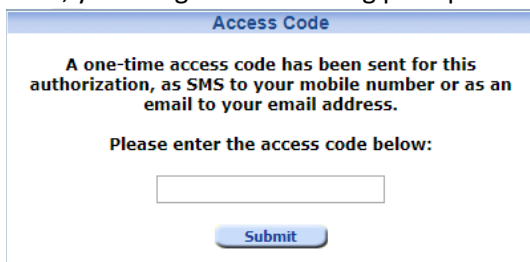
- Use the following secure URL to access eReg from outside the District network:
<https://permitting.sjrwmd.com/ereg>
- Log in with your eReg username and password.
- If you have a cell phone number in your profile, you'll get prompted on where to receive the code needed to proceed.



The screenshot shows a window titled "Access Code". The text inside reads: "Please choose an option below to receive a one-time access code for eReg:". There are two radio button options: "Send SMS to my mobile number (***) ***-6896" (which is selected) and "Send email to my email address M*****n@sjrwmd.com". A "Submit" button is located at the bottom center of the window.

Choose the option and click submit.

- If you do not have a cell phone number in your profile an email will be sent to your District email address. (Remember, our email security can hold up email for a few minutes, so please allow for a couple of minutes for the email to arrive when the email option is used. Also remember to check your Spam folder if you don't see the email after a few minutes.)
- Next, you will get the following prompt to enter the code that was emailed or texted to you:



The screenshot shows a window titled "Access Code". The text inside reads: "A one-time access code has been sent for this authorization, as SMS to your mobile number or as an email to your email address." Below this, it says "Please enter the access code below:" followed by a text input field. A "Submit" button is located at the bottom center of the window.

- If you do not have a cell phone or if you chose the email option, you will the following type of email:

Access code for authentication - Message (HTML)

File Message Help Tell me what you want to do

Delete Respond Quick Steps Move Tags Editing Speech Zoom Jira Cloud Send to OneNote Phish Alert Report

Access code for authentication

NR No Reply
To Marlise Vijoen 10:26 AM

This is your access code for authentication. This access code is only good for one time use.

528279

Each attempt to login into the application using an external secure link will generate a new access code each time. Only the last access code emailed is valid at any given time.

- You may copy the code or just manually enter it in the box provided and click on Submit to log into eReg.

- You can now continue to work in eReg as usual.

Adding a cell phone for 2-factor authentication codes:

- Once you are logged in and you want to add a cell phone number to use for the 2-factor authentication, click on the My Preferences link on the Dashboard and then click the Update Profile button.

- Enter a mobile number you want to use to receive the code via an SMS next time you log in. If the number you want to receive the code at is already saved in the Cell Phone field, then you do not have to enter it again in the Mobile Number for 2FA field. But you may enter a personal cell number in that field if you prefer. Remember to Save your changes.

Note:

If you have a number in the 2FA field, the system will use that number, otherwise it will use the number in the Cell Phone field, which is the cell phone number that the District has on your employee records. To change any other profile information on this page, you need to contact HR.

If neither of the two fields have a cell phone number, the code will only be sent to your email address.