

## MFA USER: ACCESSING ALACOP OR ALACOP APPLICATIONS

### INSTRUCTIONS FOR LOGGING IN/OUT WITH MULTIFACTOR AUTHENTICATION (MFA)

For questions or support, contact the ALEA Support Center at 1-844-838-9028 or [ALEA-Support@alea.gov](mailto:ALEA-Support@alea.gov).  
For user guides and video tutorials visit the AlaCOP Help Center at <https://app.alea.gov/Help>.

MFA will be implemented in a phased approach. CJIS Compliance Specialists will notify the scheduled date to each agency AISO.

1. Go to **alacop.gov** or the desired AlaCOP application (e.g., LETS, SCRAP, ARTIC, etc.)
2. You will be redirected to the AlaCOP login page. The sign in bar is located on the right side of the screen. Enter your **AlaCOP email address**. Your AlaCOP email address is your AlaCOP username followed by “@alacop.gov” (example: cs0101@alacop.gov). Click the “Next” button.

Microsoft  
Sign in  
someone@alacop.gov  
Can't access your account?  
Next  
New User Registration  
ALACOP Help Center  
**WARNING** This site is intended strictly for official law enforcement and criminal justice use only. It is a violation of Alabama State law to attempt to enter this site without possessing the appropriate credentials. All transactions are monitored and logged. The use of publicly accessible computers (e.g. libraries, airports, cafes, hotels, etc.) to access this information system is strictly prohibited. Any unauthorized access of this system or unauthorized use of the information on this system by authorized users or others is prohibited and is subject to criminal and administrative penalties under federal and state laws.

Sign-in options

3. Enter your **AlaCOP password**. Click the “Sign in” button.

**STOP**

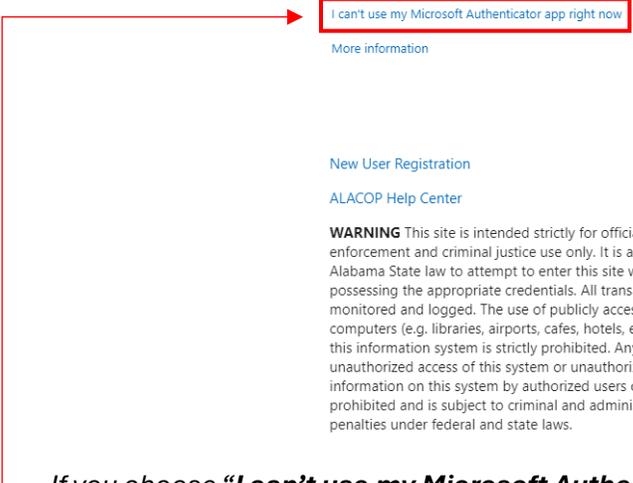
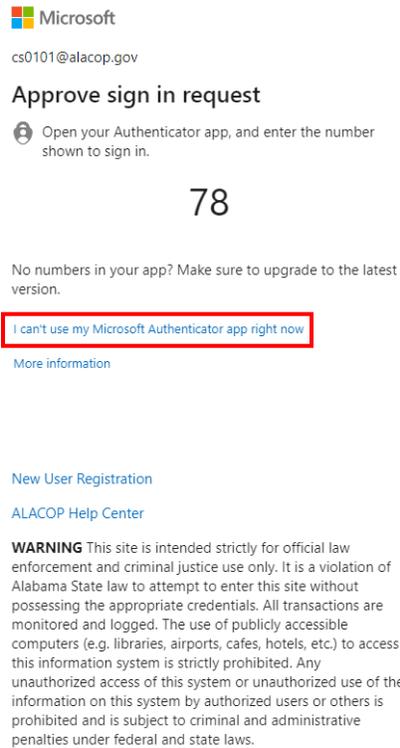
If you have not completed the setup of authentication options, you will be required to do so at this time. For instructions, please visit the AlaCOP Help Center at <https://app.alea.gov/Help> and/or refer to the **First Log In: Accessing AlaCOP or AlaCOP Applications user guide**.

**GO**

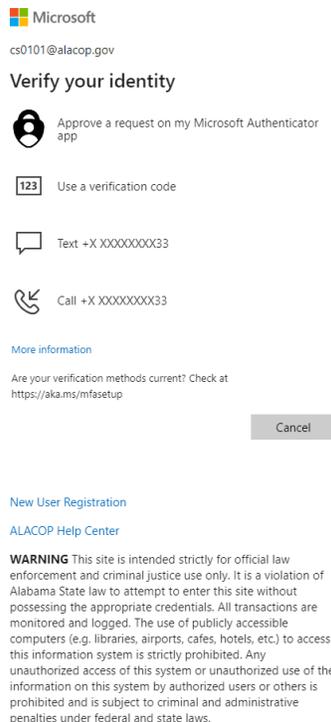
If you have previously completed setup of authentication options, proceed with Step #4.

Microsoft  
← cs0101@alacop.gov  
Enter password  
Password  
Reset Password  
Sign in  
New User Registration  
ALACOP Help Center  
**WARNING** This site is intended strictly for official law enforcement and criminal justice use only. It is a violation of Alabama State law to attempt to enter this site without possessing the appropriate credentials. All transactions are monitored and logged. The use of publicly accessible computers (e.g. libraries, airports, cafes, hotels, etc.) to access this information system is strictly prohibited. Any unauthorized access of this system or unauthorized use of the information on this system by authorized users or others is prohibited and is subject to criminal and administrative penalties under federal and state laws.

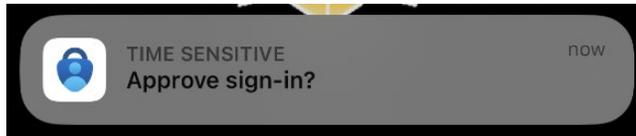
4. You will now be prompted to use the authentication method that you have established. *This example uses the Microsoft Authenticator application method.*
- a. The computer screen will display a number you will need to enter using your Authenticator application (example screen below).



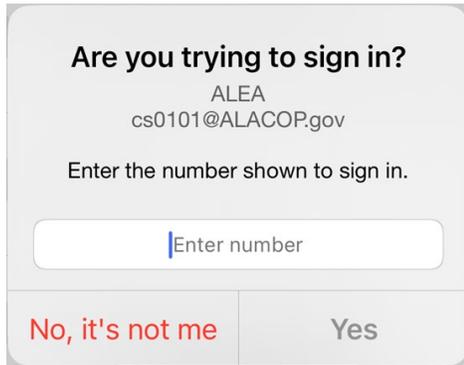
***If you choose “I can’t use my Microsoft Authenticator app right now” you will be provided with alternate authentication options based on your selections from initial setup:***



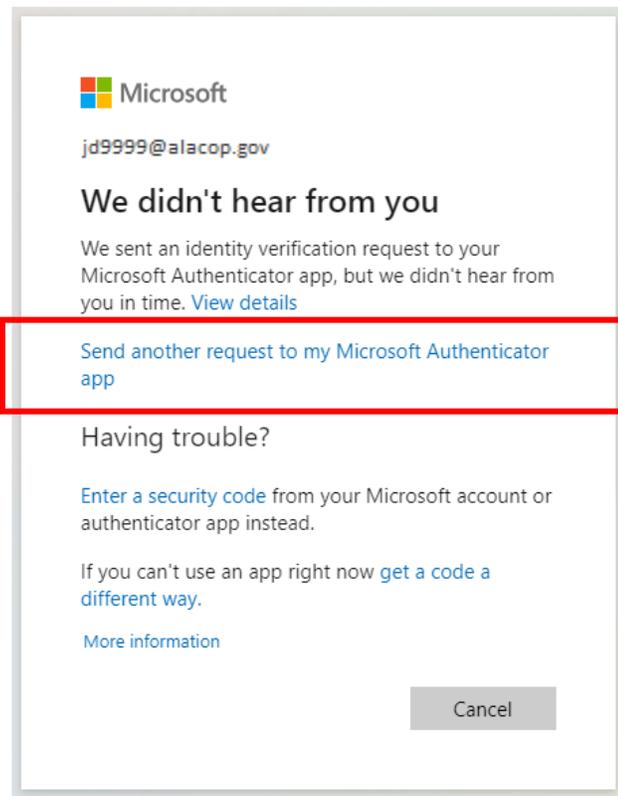
- b. The Authenticator application will display a prompt on your phone. Open the notification then open the application by entering your phone's passcode.



- c. Once the Authenticator application is open you will need to enter the number displayed on your computer screen in the box on your cell phone display then press "Yes".

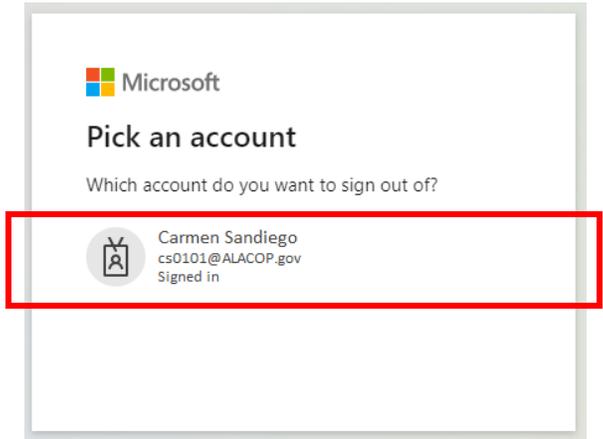


- d. Once you enter the number into the Authenticator application, you will be required to enter your phone's passcode to proceed.
- e. If you do not enter the number in the Authenticator application within a short time, you will receive the following notice. Click on the option to "Send another request to my Microsoft Authenticator app" as identified in the red box in the image below. Then, complete **Steps #4a-d** again.



- f. Once you have successfully completed entering the required number code, you will be logged into the site.

- When you choose to **log out** of AlaCOP or the AlaCOP application, you will be redirected to a page asking you to confirm what account you want to sign out of (as displayed in the image below). Click on your ALACOP account.



- A temporary screen will appear indicating that you need to wait while you are being signed out.



- Once you have been successfully signed out, you will be redirected to a page that displays confirmation of your sign out (see image below).

ALACOP

**You signed out of your account.**

[Click here to log in to the previous application again](#)

[Click here to log in to ALACOP](#)

Or you can close the current tab in your browser