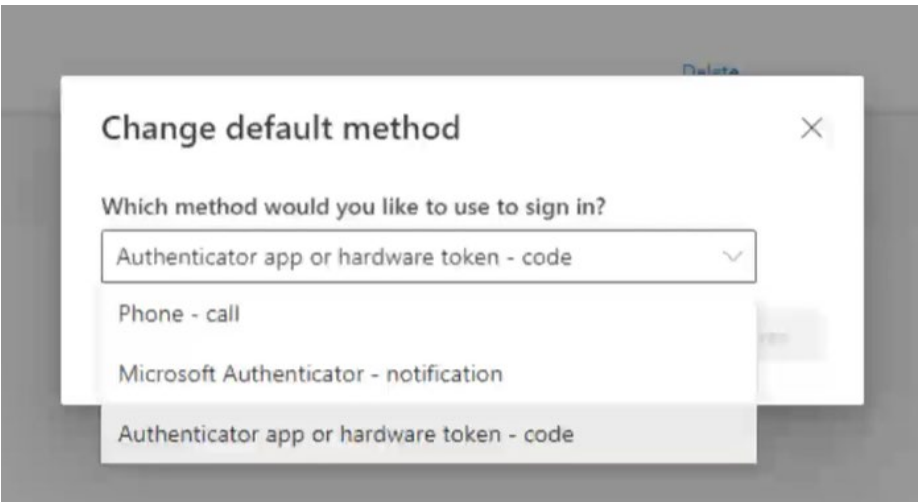


Logging into BASIL

To make the security stronger for our programs at Hennepin County, we are changing how people login to BASIL. If you used to have a BASIL password, that is now gone, and from now on, you will be logging using the Email Address from your School or Agency, and your password that you use to login each morning at work.

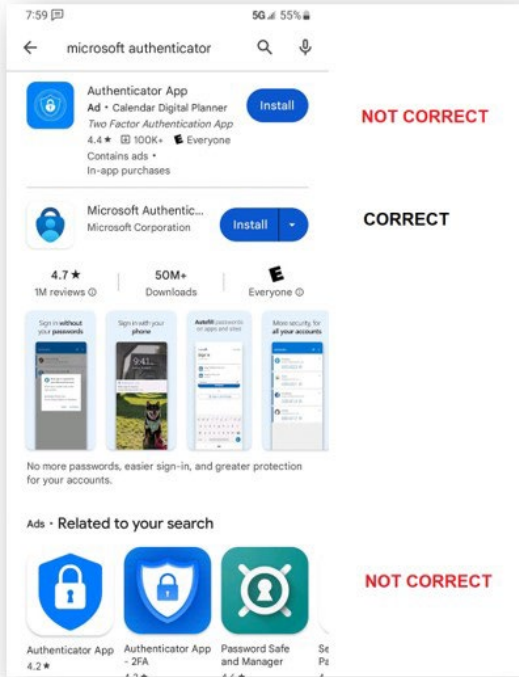
BASIL now uses Multi Factor Authentication (MFA) from Microsoft. After you put in your work email address and password, you can authenticate in one of these two other methods:

- By installing the Microsoft Authenticator app on your phone, and authenticate through the app. It will send you a number that you'll have to type in.
- By receiving a phone call from Microsoft. It will call you and ask you to press # to login.

Step 1	You will receive an email from somebody at Hennepin County that has an invitation. Click the link to accept the invitation.
Step 2	<p>When you start BASIL (https://basil.co.hennepin.mn.us) It will ask you for your email address. After you enter that, it will ask you for your work password.</p> <p>The default authentication method is to use the Microsoft Authenticator app. If you'd prefer to use the Phone Call option, on the Security Info page click the link that says "Change", then you can select the method you want to use to login:</p> 

Step 3

If you download the Microsoft Authenticator app on your cell phone from the app store, make sure it's the right one:



If you ever get a new phone, please call 612-543-2200 and ask the Hennepin County IT Helpdesk to reset your Multi Factor Authentication.

If you have any questions, please email the County Attorney IT Helpdesk at CA.IT@Hennepin.us