

State of Maryland
**Interagency Commission on School
Construction**
Business Management System
**Post-Migration Multi Factor Authentication
Setup for Existing BMS Users**
User Guide



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This guide is available for download at iac.mdschoolconstruction.org

Updating Multi Factor Authentication

Purpose

In late April of 2026, the IAC's BMS application was moved to a new more efficient server. As of 4/27/2026, existing users will no longer be able to access the original version of the BMS. The new version of the BMS can be accessed at: <https://gov.e-builder.net/>

Please make sure to bookmark this URL for future reference.

This migration requires users to reset their Multi Factor Authentication (MFA). In accordance with IT security best practices, the Maryland Department of Information Technology (DoIT) requires the use of Multi-Factor Authentication (MFA) for State platforms. This includes the BMS. This guide will walk you through resetting, and then setting up the new authentication step-by-step.

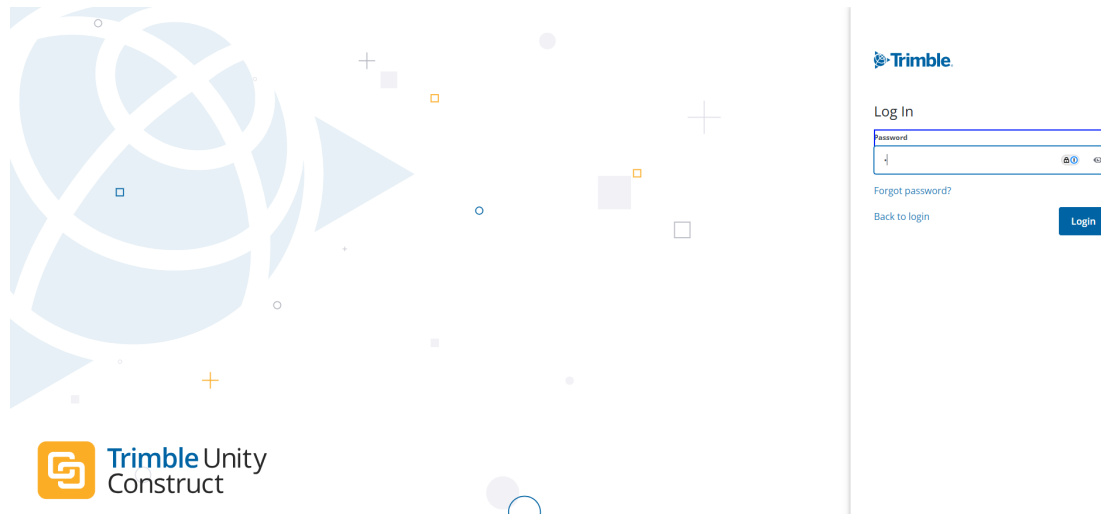
Initial Setup Post-Migration

1. Please start out by entering the new URL to your browser. This will bring you to the log in page. You will use your original username (your email address). Type your user name into the provided box, and then click continue.



2. Once you have clicked "Continue," you will be asked to enter your password. This will be the same password that you used on the old version of the BMS. If you do not remember

your password, then you can reset the password by clicking on the “Forgot password?” link.



3. Once the application has verified your username and password, it will ask for a one time verification code. This code has been sent to the email address that matches your username.



2-step verification

Your account requires 2-step verification. This is an extra layer of security to ensure that you're the only person who can access your account, even if someone knows your password. You will need your mobile device to setup 2-step verification.

Verify your identity

e-Builder has sent you an email containing a one-time verification code to mic*****@gmail*****.gov

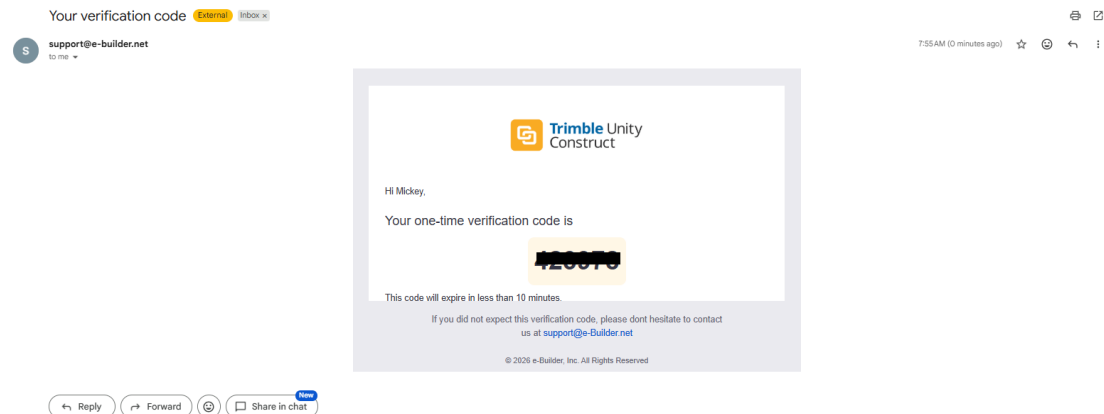
Enter verification code

Code will expire in 8m 30s
Didn't get a verification code?

[Verify](#) [Cancel](#)

[Get authenticator app](#)

4. Cut and paste the one time verification code from your email into the previous page shown above. Your email notification will look like this:



5. You will then be presented with a QR code that you will need to be able to reset your MFA. Please leave this screen open on your browser while you are updating your MFA application on your mobile phone.


2-step verification

Your account requires 2-step verification. This is an extra layer of security to ensure that you're the only person who can access your account, even if someone knows your password. You will need your mobile device to setup 2-step verification.

Verify your identity ⓧ

Get authenticator app

1. On your mobile device, install an authenticator app. Need help choosing the right Authentication app? Visit the [e-Builder Login Hub](#) for recommendations.
2. Add an account within the app, scan the barcode below



Can't scan it?

3. Enter the 6-digit verification code generated by the app

Verification code

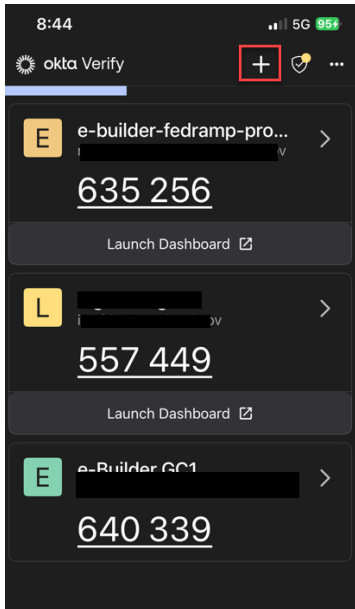
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New MFA Setup

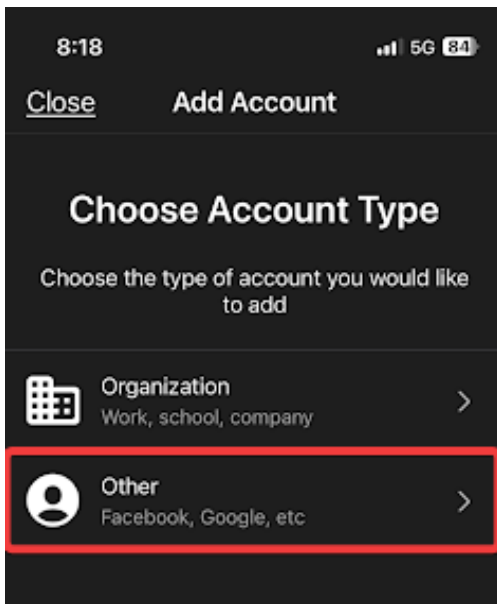
The Business Management System vendor, eBuilder (Trimble), recommends the use of Okta Verify for MFA. Okta Verify is widely used and accepted in Internet transactions, such as online services, banking, and other sensitive scenarios spanning both personal and business account authentication. Okta Verify is available on many platforms, including iOS and Android mobile systems.

While we understand there may be a desire for less complex authentication or other authenticator apps, currently we recommend the use of Okta Verify.

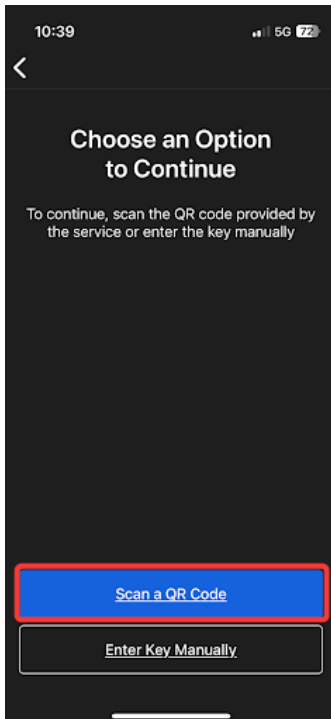
1. Open the MFA application that you would like to use on your mobile phone and go to the screen where you currently receive the verification codes. At the top right corner you will see a "+". This will allow you to add the new URL.



2. Choose the correct account type, which is "Other"




3. You will be asked what option you would like to continue. Always choose "Scan a QR Code." Leave this app open on your mobile phone.



4. Using your mobile phone's camera, scan the QR code that is in your computer's internet browser (see below), and this will complete the MFA set up.


2-step verification

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Verify your identity 

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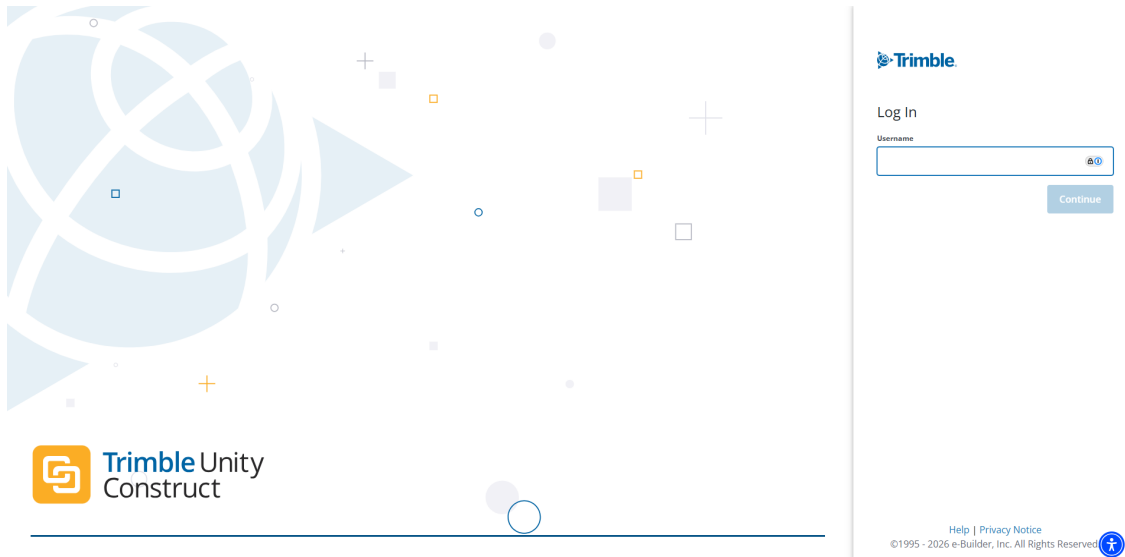
Can't scan it?

3. Enter the 6-digit verification code generated by the app

Verification code

Typical Login

1. Your MFA is now set up, so you can open the BMS login page on your computer's internet browser: <https://gov.e-builder.net/>. This will be the typical login process you will go through moving forward.
2. Follow the prompts to continue logging in to eBuilder using the same username and password you used prior to this MFA reset.



3. After entering your username and password, you will be asked to enter a code from the MFA app. Open the MFA app on your phone and type the displayed code into the BMS login screen on your computer.



2-step verification

Open your authenticator app to get your verification code so that we know it's you. If you don't have your phone, please contact your admin.

Enter verification code

Verify Cancel

4. If you experience any difficulties with this process, then please don't hesitate to contact us at iac.pscp@maryland.gov and we can assist you.