MultiFactor Autentication

What is Multi Factor Authentication?

Multi Factor Authentication (MFA) is an extra layer of security when logging into a web site or service.

You may already experience the use of MFA in your dayto-day life. Perhaps when purchasing online or using your banking app. You will usually enter your username and password as normal. Then, you will have to provide another piece of information or perform an action in an app.

From February 2023, Microsoft will only support the use of the Microsoft Authentication app. Text codes and calls will no longer be an option. Key, Lifestyles and TAG phones already have the Microsoft Authenticator app downloaded and installed for this purpose.



First Time Set-Up

Add work or school account

Scan a QR code

🕅 Sian in

How do I set up Multi Factor Authentication?

1. In any web browser go to https://aka.ms/setupsecurityinfo (Remember, type this into the address bar at the top, not the search bar).

	Sign in to your account				×	+
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- 2. Enter your email address and click 'Next'.
- 3. Enter your password and click 'Next'.
- 4. Click the 'Add Method' button.

Default sign-in method: Microso Add method





- 6. Click 'Add'.
- 7. You will be prompted to download and install the Microsoft Authentication app. This should already be installed on Key/Lifestyles/TAG phones. Click 'Next'.

Microsoft Authenticator

11. On your phone -

Choose 'Work or

school account'.



Start by getting the app On your phone, install the Microsoft Authenticator app. Download now Once you've installed the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel

8. On your phone - Open the Authenticator App.





Other account (Google, Facebook, etc.)



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- 12. On your phone Click 'Scan a QR code'. You may need to allow the app access to your camera.
- 13. Point the camera on your phone at the QR code to scan it and click 'Next'.
- 14. Open the 'Authentication App' and click 'Approve' to test the activation has been successful.

15. You wil be notified

on screen that the authentication has

'Next' to finish the

been approved. Click



CANCEL

Microsoft Authenticator

Notification approved



Adding an Authentication Method

Can I have more than one authentication method?

You can add more than one authentication method. When logging into the VDI using Horizon Client, notifications will only be sent to the default method of authentication.

If you have been provided with a replacement mobile phone you will need to update the authentication app to use your new device.

How do I add an authentication method?

 In any web browser go to https://aka.ms/ setupsecurityinfo (Remember, type this into the address bar at the top, not the search bar).

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- 2. Enter your email address and click 'Next'.
- 3. Enter your password and click 'Next'.
- 4. Click 'Security Info'.
- 5. Click 'Add Sign-In Method'.

Default sign-in method: Microso

- 6. Choose 'Authenticator App' from the method drop down menu.
- 7. You will be prompted to download and install the Microsoft Authentication app. This should already be installed on Key/Lifestyles/TAG phones. Click 'Next'.



- 8. On your phone Open the Authenticator App.
- 9. On your phone Click the menu option (three dots in the top right).
- 10. On your phone - Choose 'Add Account'.



- 11. On your phone -Choose 'Work or school account'.
- 12. On your phone Click 'Scan a QR code'. You may need to allow the app access to your camera.
- 13. Point the camera on your phone at the QR code to scan it and click 'Next'.
- 14. On your phone - Open the 'Authentication App' and click 'Approve' to test the activation has been successful.
- 15. You wil be notified on screen that the authentication has been approved. Click 'Next' to finish the process.

Microsoft Authenticator

Let's try it out

Microsoft Authenticator



Approve the notification we're sending to your app



CANCEL



How do I change my default authentication method?

These instructions presume that you have added more than one authentication method to your account and you wish to switch between the two.

For example, work and personal device. Normally, you use the work device to authenticate. On this occassion you have forgotten the device and wish to use your personal device.

1. In any web browser go to https://aka.ms/ setupsecurityinfo (Remember, type this into the address bar at the top, not the search bar).



- 2. Enter your email address and click 'Next'.
- 3. Enter your password and click 'Next'.
- 4. Click 'Security Info'. Your default sign-in method will be listed (A).
- 5. Click 'Change'.

III Ykoy M	My Sign-Ins \vee				
Overview Security info Organisations	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator notification Change				
	+ Add sign-in method	+44 7776474109			
A Privacy	Microsoft Authenticator	KH-iPhone-FFNF4GF8PLJQ			
	Lost device? Sign out everywhere				

6. Use the 'Change Change default method default method' drop down menu Microsoft Authenticator - notification and choose the Phone - call +44 appropriate Phone - text +44 7776474109 option. Microsoft Authenticator - notification





How do I delete an authentication method?

 In any web browser go to https://aka.ms/ setupsecurityinfo (Remember, type this into the address bar at the top, not the search bar).

	Sign in to your account		unt	× +		
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- 2. Enter your email address and click 'Next'.
- 3. Enter your password and click 'Next'.
- 4. Click 'Security Info'.
- 5. Remove the old method by clicking 'Delete' at the right hand side of the screen.

III Yaaa My	Sign-Ins 🗸
A Overview	Security info
Ay Security info	These are the methods you use to sign into your account or reset your password.
Organisations	Default sign-in method: Morosoft Authenticator - notification Change
Devices	∑ Microsoft Authenticator Deleter
A Privacy	Lost device? Sign out evenywhere

How do I use multi-factor authentication?

You will not be asked to authenticate if you are logging into the VDI while located in either 'The Square' or at Kerr Street.

- 1. Log into the VDI using your normal username/password combination.
- 2. Open the Authenticator App.
- 3. Click 'Approve' when the prompt is displayed.
- 4. Type in your phone unlock code.