Quick Start: Setting up Multi-Factor Authentication

Multi-factor Authentication (MFA) protects us from scams and hackers by requiring a second form of verification when you log in with your password.

You will need:

Your Apple or Android mobile device

Your computer

A good internet connection

Your work email address and password.

To get started:

You will need to have an authenticator app downloaded Installing an Authenticator App guide.

If you need more help:

Contact the ITS Service desk or phone 03 369 5000 or 0508 824 843.

On your computer:

- 1. Go to https://aka.ms/MFASetup.
- 2. Choose your preferred authentication method and enter your phone number.
- 3. Select Set up Authenticator app.

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	Set up one or more of these options. Learn more
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On your computer:

A QR code will appear for your mobile configuration. 4.

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On your phone

- 0000 Digicel 3G \equiv Open your Authenticator app. 5. Select Add work or school 6. account and click Next. Use the camera on your 7. Ready to add your first phone to scan the QR code. account? the Code and URL below the QR code manually into your phone. 8. You will see a **Verifying app** message on your computer, and will need to check your phone for a notification.
- Select Approve on your phone. 9.
- 10. On your computer, you

name.

11. Select Save be:SM/