

# Guide To: Setting up Multifactor Authentication (MFA)

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IADT have implemented multifactor authentication for all users. This is to give extra security to staff and students when logging on to IADT systems remotely. But also on campus when logging into open access computers.

In order for a staff member or student to do this they must register their mobile number so the system can send a text message to the registered mobile phone that will then allow a student to change their password. Please note that IADT or Microsoft employees do not have access to this number. Alternatively if a staff member/student does not want to use their mobile phone number then they can use the Microsoft Authenticator App (the downside of using the app is if the user changes their mobile device then they will have to reregister with the new device and app).

**Note:** If user changes their mobile phone number then they will have to reregister with the new number. The user can also add a second authentication method which reduces the risk of account lock out how to do this is explained at the end of this document.

Please note that all activities on IADT's ICT system are subject to IADT's ICT A/AUP and the any other relevant IADT policies such as Data Protection.

## **Requirements to use this service are:**

- Be current member of IADT Staff or Student cohort;

- Internet Access;
- Mobile phone that accepts text messages;
- Have an up to date version of virus protection installed on your desktop/laptop;
- Have all critical operating system updates installed on the desktop/laptop;
- Access to office.com.

## Setting Up Your Account For MFA

First you should download the Microsoft Authenticator app to your phone. This is the most convenient way to authenticate each time you login.

If you don't want to use the app you can get it to text you a code that you have to enter each time.

Microsoft Authenticator icon looks like this



For an android phone go to the google play and [search](#) for Microsoft Authenticator or click on the link below:



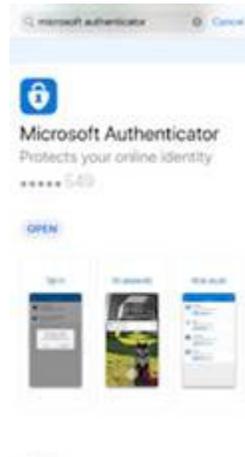
<https://play.google.com/store/apps/details?id=com.azure.authenticator&gl=IE>



For iPhones go to the apple app store



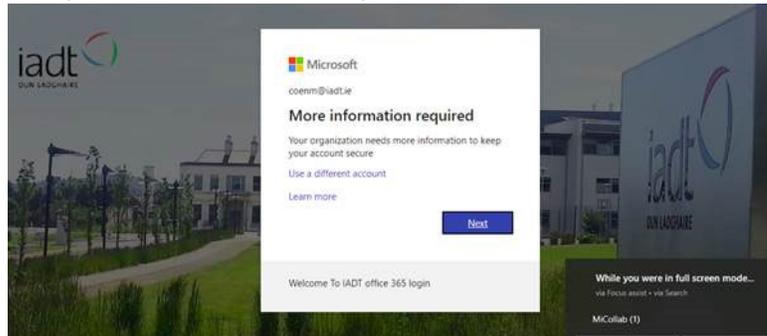
And search the app store for Microsoft Authenticator it should look like this



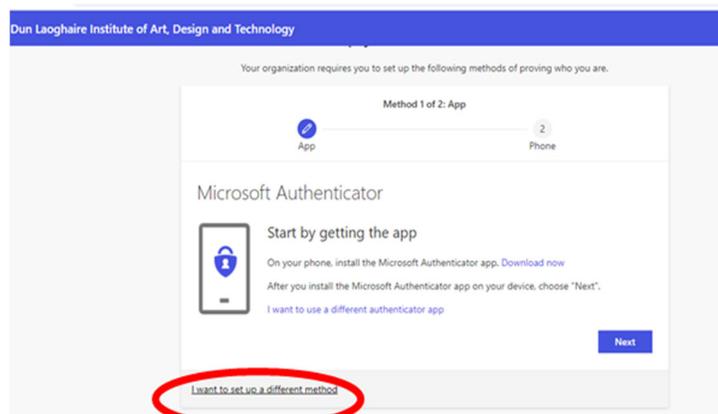
## MFA Setup Process

Here are the steps required if you are asked to setup Multi-factor authentication

1. Click Next when it says “More information required”

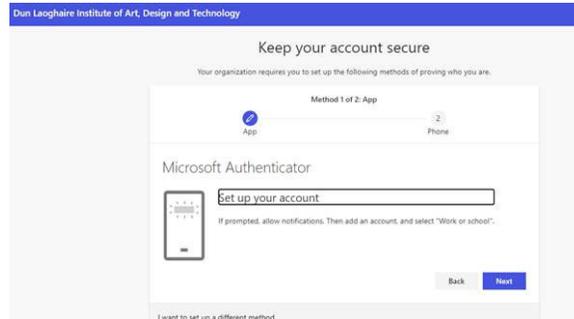


2. To setup using a MFA smartphone app, click next (will require you to download Microsoft Authenticator from the App or Play Store), The app needs access to your camera to scan in the QR code that is displayed on the screen.

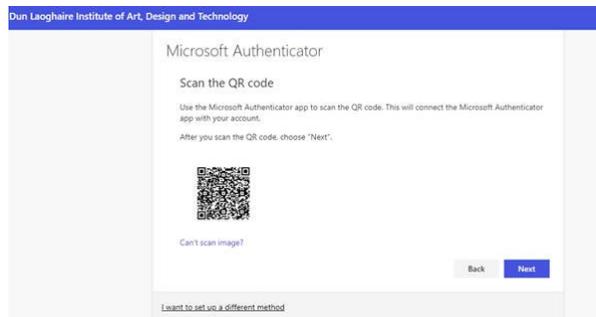


The app is the easiest way to implement MFA

Click on Next or click “I want to set up a different method” if you don’t want to use the app



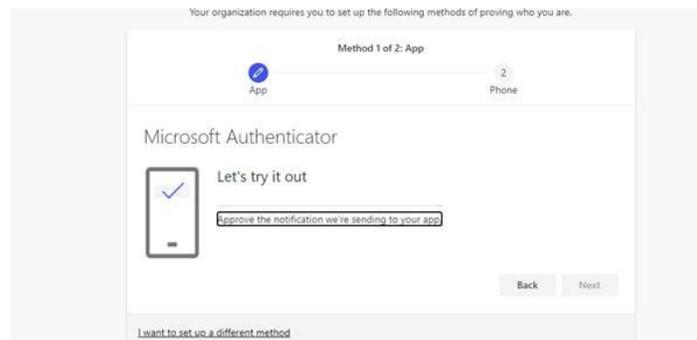
Click **Next**



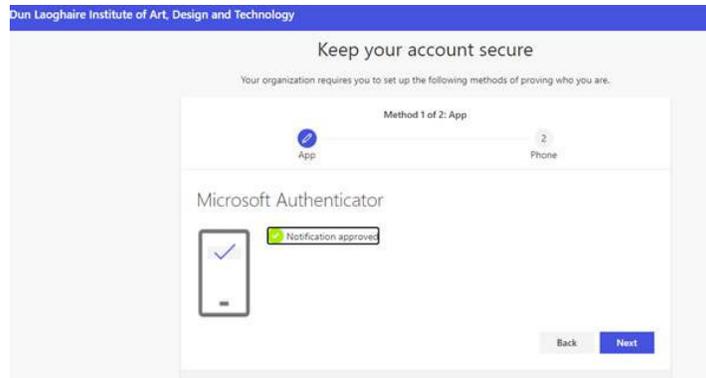
Then on the app select add account

Then select “**Work or School account**” and then scan the QR Code

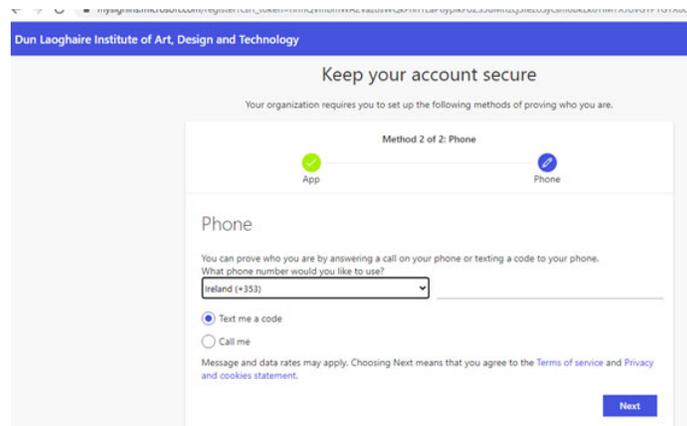
Then when you see Dun Laoghaire as an account in the app Click **Next**



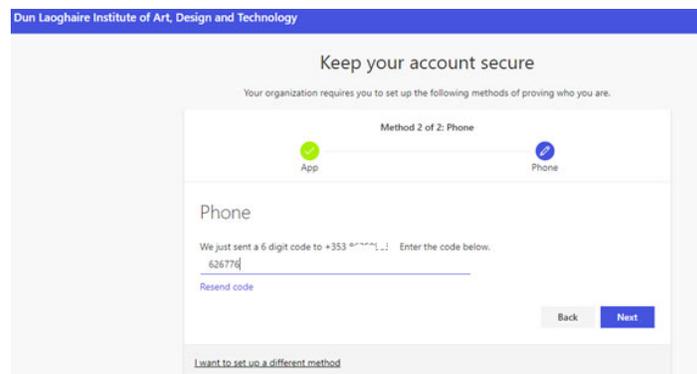
The app on your phone will notify you to allow access click **Yes/OK**



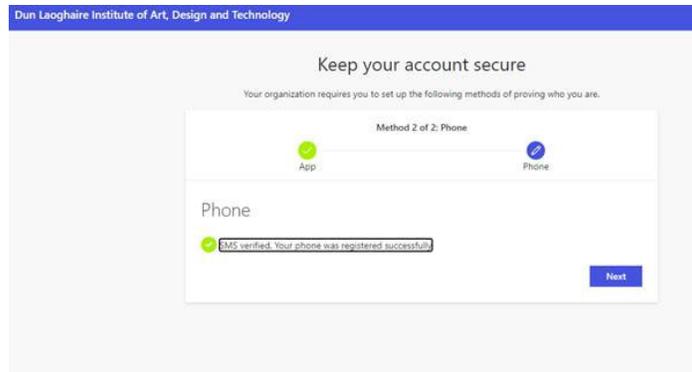
The app is setup. click **Next**



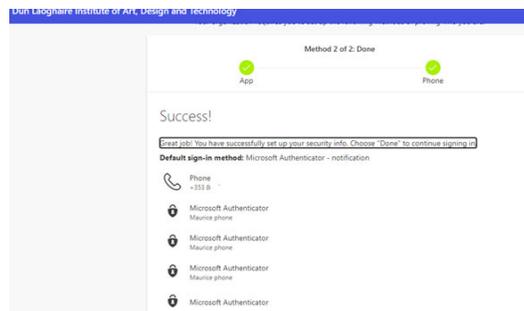
Add a second method by entering your phone number select **Ireland** then the number **08\*\*\*\*\***



You will get a 6 digit code texted to your phone, enter the code and click **Next**



Click **Next**



Then click **Done/Finished**

The next time you login to office/teams you will get a notification in the app on your phone just type in the number of your computer screen and click allow to proceed with the login.

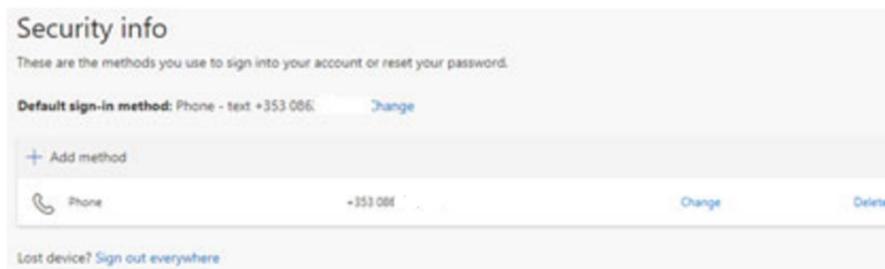
# Change Authentication Methods

If you change your mobile device or your mobile number you can change your authorization method by going to the following web site:

<https://aka.ms/ssprsetup>

Click on Security Info

You can view your security information on this screen



You can delete or change a method you can also add a second authentication method as a backup.

