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.
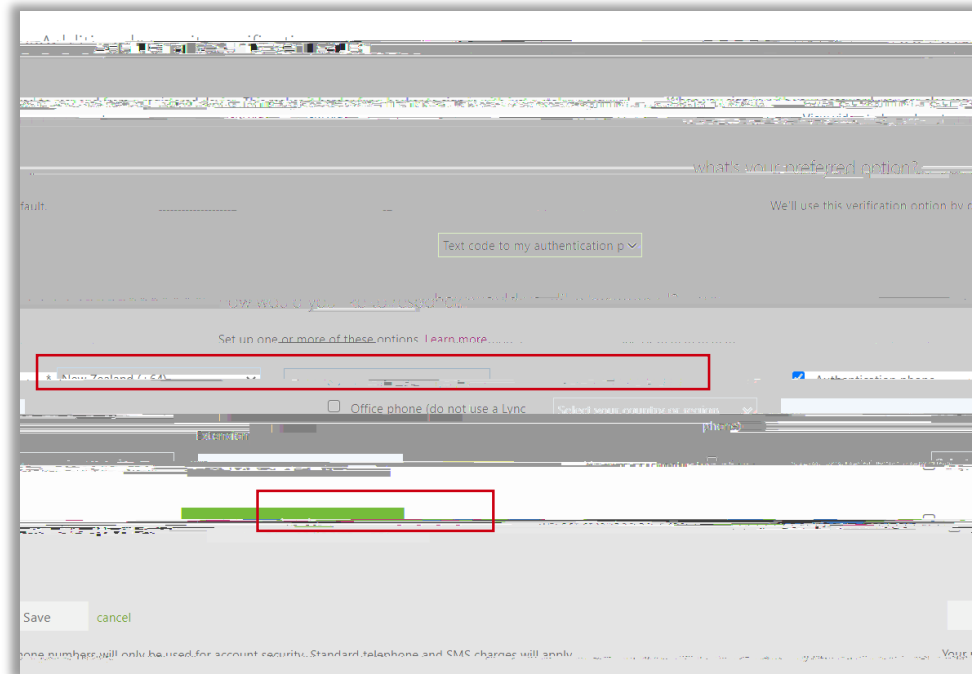
To get started:

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**.

Quick Start:
Setting up Multi-Factor Authentication

On your computer:

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

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS

...t and choose "Work or school account" ... 2. In the app, add an account

3. Scan the image below.

If the app displays a six-digit code, choose "Next".

cancel   Next

On your phone

5. Open your Authenticator app.

6. Select **Add work or school account** and click **Next**.

7. Use the camera on your phone to scan the QR code.

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.

9. Select **Approve** on your phone.

10. On your computer, you

    name.

11. Select **Save** be:SK,