

Multi Factor Authentication

Quick Start Guide

Multi Factor Authentication (MFA) is an additional security method that ensures that only you can log into your account. It does this by requiring at least 2 methods of authentication – your password and another piece of information (Microsoft Authenticator App, Text message code or a phone call). This guide will help you set up and register for MFA. Please make sure you have your laptop and mobile phone with you before you start.

Register for MFA

- 1. On your laptop, to register for MFA visit: https://aka.ms/setupsecurityinfo
- On your laptop, login to your university account using your <u>username@surrey.ac.uk</u>.

3. Enter your password.

4. When you click *Next* you will be prompted to set up your mobile phone to approve authentication to your account.



Set up Microsoft Authenticator App

5. Using your mobile phone, download the Microsoft Authenticator app from your AppStore or follow this link <u>https://aka.ms/getMicrosoftAuthenticator</u> (Note: if you don't have a smart phone please click 'I want to use a different method' (see page 6) Then on your laptop click *Next*

6. On your mobile phone, open the Microsoft Authenticator app and click 'Add account'

Click 'Allow' to send notifications and access contacts if requested

When prompted select 'Work or School' When prompted 'click allow access to the camera'



 Using your mobile phone scan the QR code on computer screen You will then see a 6 digit number appear in the app on you mobile phone.

(Note: If you are unable to scan the image a code is also available on screen. To enter the manual code, you will need to click on **Can't scan image?)**

Click Next on your laptop

1. The account is now added. An approval request is now sent to your mobile phone.

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Approve sign-in?



Keep your account secure

2. After you click 'Approve' on your mobile phone, you will see 'Notification approved'

Click Next on your laptop

Click 'Approve'

 On your laptop add your mobile phone number to receive a text as a backup authentication method Set country code of your mobile Enter a valid phone number (Additional numbers can be setup later)

Click *Next* – a text with a code will be sent to this mobile phone number

4. From the text received on your mobile phone enter the code onto your laptop

On your laptop click Next

Your organisation requires you to	set up the following methods of proving who you are.
0	Method 1 of 2: App
Арр	Phone
Microsoft Authenticator	
	Back Next
I want to set up a different method	
iversity of Surrey	
Кеер ус	our account secure
Your organisation requires you to	o set up the following methods of proving who you are.
	Method 2 of 2: Phone
App	Phone
Phone	
THORE	
You can prove who you are by answering a call o	on your phone or texting a code to your phone.
What phone number would you like to use?	
United Kingdom (+44)	07900 01234567
Text me a code	
◯ Call me	
Message and data rates may apply.	
	Maxt
	Nex
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Your organisation requires you to set up the following methods of proving who you are. Method 2 of 2: Phone

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0

App

We just sent a 6-digit code to +44 07900 012345 Enter the code below

Phone

539703 Resend code

I want to set up a different method

5. The phone is now linked to your account

On your laptop click Next

=	University of Surrey			
	Keep your account secure			
	Your organisation requires you to set up the following methods of proving who you are.			
	Method 2 of 2: Phone			
	Phone			
	We just sent a 6-digit code to +44 07900 012345 Enter the code below. \$39703			
	Resend code Back	Next		
	I want to set up a different method			
-	University of Surrey			
	Keep your account secure Your organisation requires you to set up the following methods of proving who you an	a.		
	Method 2 of 2: Done			
	App Phone			
	Success!			
	Well done. You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Microsoft Authenticator – notification			
	Phone +44 07900 012345			
	Microsoft Authenticator			
		Done		
=	My Sign-ins ${}^{\vee}$? (
So	curity info			
Thes	e are the methods you use to sign in to your account or reset your password.			
Defa	ult sign-in method: Microsoft Authenticator – notification Change			

6. Setup of MFA is now complete

Click Done

7. On your laptop your security information will now be confirmed

The methods of authentication will be shown.

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the methods you use to sign in	to your account or reset your password.		
ign-in method: Microsoft Auti	enticator - notification Change		
method			
hone	+44 07900 012345	Change	Delete
Aicrosoft Authenticator	iPhone		Delete

If you change your mobile phone please update your MFA

To update phone numbers or update your authentication methods carry on from above or go to https://aka.ms/setupsecurityinfo

- To add/change a phone number or add another Authenticator phone/tablet Click + Add method Select Alternative phone Note: email can NOT be used for authentication Click Add
- Click '+ Add method' Select new method from drop down list Add the additional phone number Click Add
- 3. A text or phone call will be sent to your mobile phone
- 4. You will receive a text or call

If text please enter the code on your Laptop If call please answer then press #

5. A confirmation will be received that the new number is registered successfully

6. Set the default sign-in method to the most appropriate to you.

'Microsoft Authenticator – notification' is recommended

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Security info	to your account or continuur partured		
These are the methods you use to sign in	i to your account or reset your password.		
Default sign-in method: Phone - text +	44 0/ Change		
+ Add method			
& Alternative phone	+44 7	Change	Delete
& Phone	+44 07	Change	Delete
Microsoft Authenticator	iPhone		Delete
■ My Sign-ins ~			7 8
Security info			
These are the methods you use to sign in	to your account or reset your password.		
Default sign-in method: Microsoft Aut	Add a method		
+ Add method	Which method would you like to add?		
Q. Phone	Alternative phone	×	Datate
C vinne	Antennative priorie		Levele
Microsoft Authenticator	C	ancel Add	Delete
1			
\equiv My Sign-ins $ imes$? 🛞
Convitation			
Security into	Phone		
Default sign-in method: Microsoft Aut	Phone		
Consult agreen methods microson stat	You can prove who you are by answering a call What phone number would you like to use?	on your phone.	
+ Add method	China (+86) ¥ 1234567		
S Phone	(Call me		Delete
Microsoft Authenticator	Message and data rates may apply.		Delete
	Ca	ncel Next	
Security info			
These are the methods you use to sign	in to your account or reset your password.		
Default sign-in method: Microsoft Au	Phone		
+ Add method	We're calling +44 79		
S Phone			Delete
Microsoft Authenticator		Back	Delete
e			
Security info	to usur services or band		
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werauit sign-in method: Microsoft Aut	Phone		
+ Add method	Call answered. Your phone was registered	I successfully	
& Alternative phone		Done	Delete
& Phone			Delete
Microsoft Authenticator	iPhone		Delete
			? 🛞
Consideration			
Security info	to your account or reset your exercised		
Default righ in methods to use to sigh in	in Your account on sever Your bassword.		
werauit sign-in method: Microsoft Aut	Change default method		
+ Add method	Which method would you like to use to sign init		
& Alternative phone	Microsoft Authenticator – notification Phone - call +44 7		Delete
& Phone	Phone - call +44 07	m	Delete
Microsoft Authenticator	Phone - text +44 07		Delete
	Microsoft Authenticator – notification		

I don't have a smartphone, I want to use a different method

1.	I. On your laptop click 'I want to set up a different method'		Keep your account secure	
			Microsoft Authenticator Start by getting the app On your plane, install the Microsoft Authenticator app. Desertant rest One you've installed the Microsoft Authenticator app. or your device, choose? There?, treat to use a different subfericator app.	
			Lwart to set up a different method	
2.	2. On your laptop select 'Phone' Click Confirm		Contracting of Surrey ?	
3.	 On your laptop select the correct country code Enter your mobile phone number Click <i>Next</i> 		2 University of Surray 2 Contracting of Surray 2 Contracting of Surray 2 Contracting of Surray 2	
4			issent to set up a different method	
4.	message to your mobile phone. On your laptop enter the code from the text message Click <i>Next</i>	University of Surrey ? Keep your account secure Surrey count secure is the second of proving who you as: Phone We stress 48 40	Contracting of Surrey Contrecting of Surrey Contrecting of Surrey Contrecting of S	
5.	 On your laptop you will now see 'SMS verified' Click Next 		≥ University of Surrey ? Keep your account secure Wave regarization requires you to set up the following methods of proving who you are. Phone It is unified. Note whome wave requirement account with	
6.	Success! You are now setup for On your laptop Click <i>Done</i>	MFA	Volversity of Surrey Compared and the second sec	

When will I be asked for Authentication Approval?

University PCs and Laptops (windows only) will automatically sign in. In most circumstances you will only be prompted to approve login if a change or unusual activity is detected.

Other devices will be prompted to authorise login every 14 days on each device. This can vary if there is a change to your account.

Approve sign in using the Microsoft Authenticator App

Once you have set up MFA on your device you will be able to use your smart device to authenticate your login if prompted. If you are asked to approve a sign in a screen similar to the one below will appear on your screen.



If this happens you will need to open the Microsoft Authenticator App from your device and click on **Approve** to gain access or enter a code generated from the app to gain access to your account.



Remember to only approve notifications you know you have initiated. If you have not initiated, it ignore the request or click on deny.