



University of Fort Hare
Together in Excellence

Multifactor Authentication

User Setup Procedure

Name	Actions	Date	Document Version
Nico Lambrechts	Document created	22 October 2020	V1

Implementation Plan

To ease the implementation of this change, users will not be forced to configure MFA, until such time as we force accounts to complete the setup.

A user who then already completed this setup, will not notice a difference when the policy is forced.

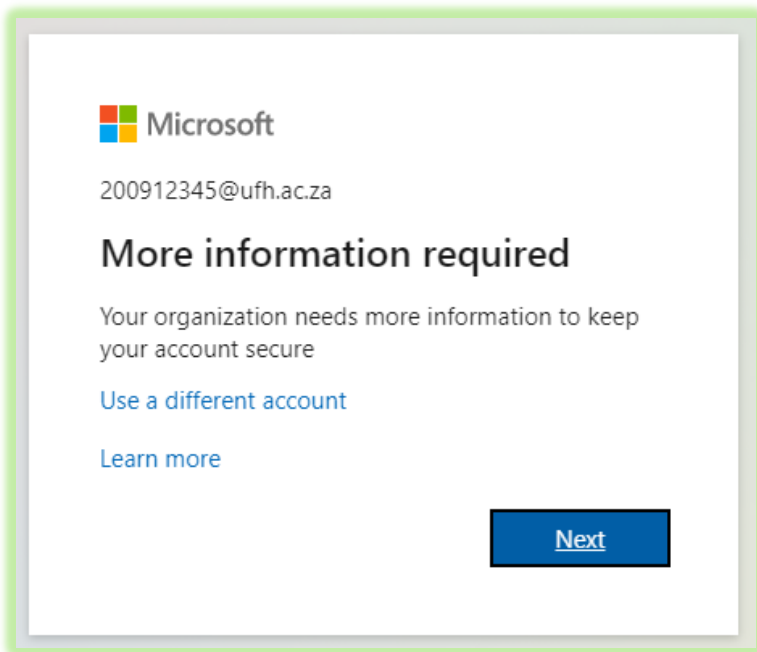
Software Requirements

Download the **Microsoft Authenticator** App on your mobile device



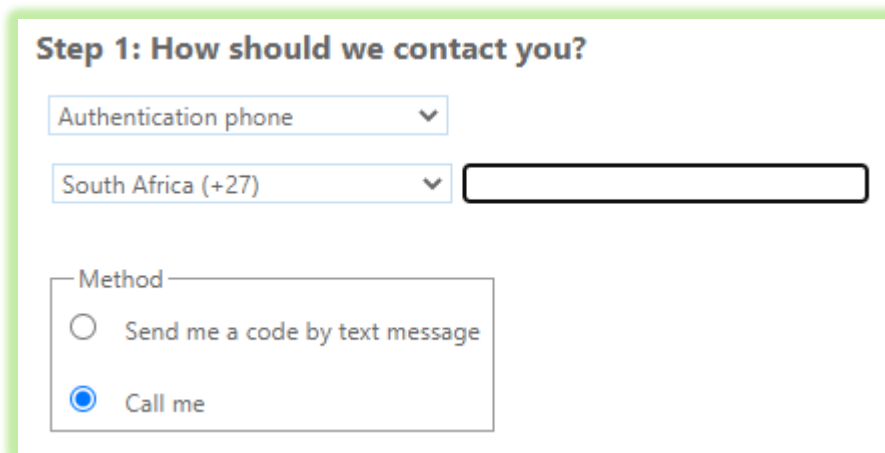
Setup procedure

Open <https://aka.ms/mfasetup> and login with your UFH email and credentials.



Set your preferred authentication method

Authentication phone (Set your preferred method)

A screenshot of a form titled "Step 1: How should we contact you?". It contains three main sections. The first is a dropdown menu labeled "Authentication phone" with a downward arrow. The second is a dropdown menu labeled "South Africa (+27)" with a downward arrow, followed by an empty text input field. The third is a section labeled "Method" containing two radio button options: "Send me a code by text message" (which is unselected) and "Call me" (which is selected with a blue dot).

Office phone

Step 1: How should we contact you?

Office phone

South Africa (+27) Extension

Mobile App (Set your preferred method) (Open Microsoft Authenticator App)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.


Please configure the mobile app.

Click **Set up** to configure the App.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 273 215 866

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/049832418>

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

2. Setup alternative methods

After your primary method has been configured, you will be asked to complete other information to be able to use in case the primary method is not available.

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Call my authentication phone ▾

how would you like to respond?

Set up one or more of these options. [Learn more](#)

<input checked="" type="checkbox"/> Authentication phone	South Africa (+27) ▾	<input type="text"/>
<input type="checkbox"/> Office phone	Select your country or region ▾	11111 Extension <input type="text"/>
<input type="checkbox"/> Alternate authentication phone	Select your country or region ▾	<input type="text"/>
<input type="checkbox"/> Authenticator app or Token	<input type="button" value="Set up Authenticator app"/>	

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

3. Login experience

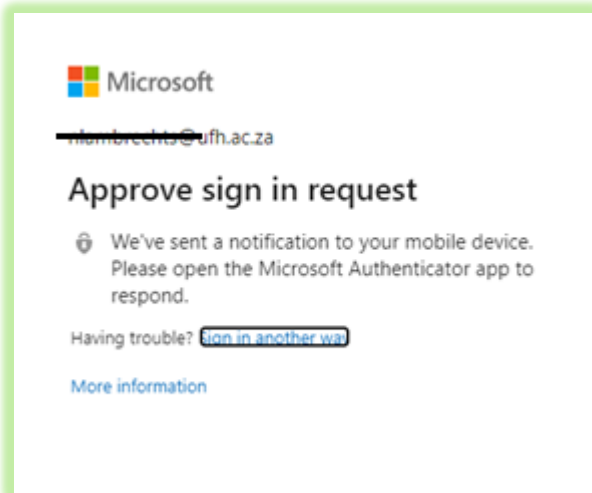
Please note

Your device will not prompt you for authentication every time you access your Microsoft Application as your device and browser has the capability to store some device specific information that will allow re-authentication without the need to enter credentials on that device.

When authentication is requested on a different device, or your internet browser was reset, it will prompt for authentication again.

This example is using the Mobile App for notifications;

- a. I login to <https://login.microsoft.com> and I enter my University eMail and password.
- b. A message indicating the request has been made to your primary authentication method.



- c. Approval message displayed on the Microsoft Authenticator app

