University of Vaasa Open University

Enabling multi-factor authentication (MFA)

SM 6.3.2024

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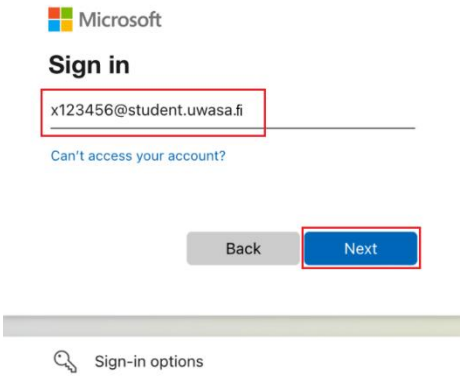
Enabling multi-factor authentication (MFA)

Enabling MFA is easiest to do on a computer. In addition, you will need a smartphone or other mobile device that you will use in the future to confirm your login.

Enabling the Microsoft Authentication app

Computer:

1. Go to https://mysignins.microsoft.com/security-info on your computer's Chrome browser. You come to the following view:

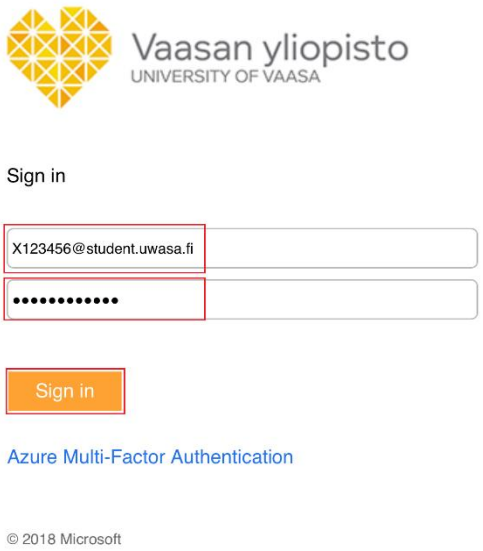


➔ In the Email or phone field, enter the username of the University with domain in the form username@student.uwasa.fi (see image).

➔ Press 'Next'.

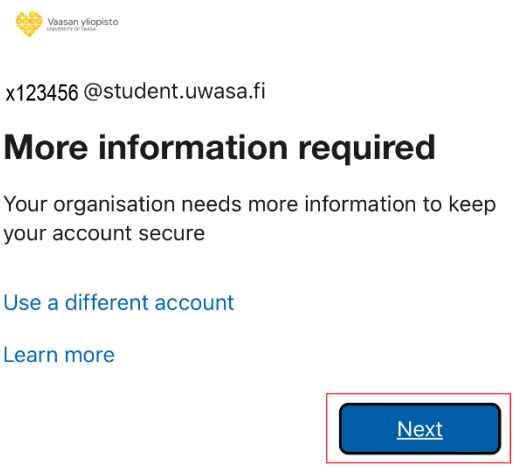
Despite the student.uwasa.fi domain, the so-called light user accounts of Open University students do not include the University's email box or Office365 package.

2. You will be redirected to the University of Vaasa sign in page, where you will be asked for your user account and password again. In the fields, enter your user account in the form username@student.uwasa.fi and your password related to your username at the University of Vaasa.



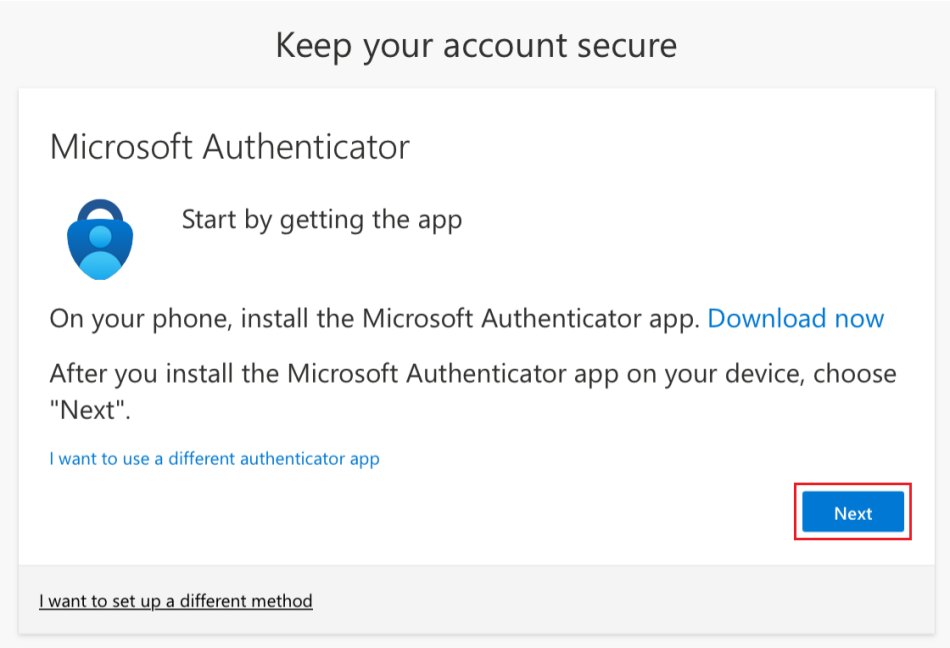
➔ Press 'Sign in'.

3. A window opens on the screen: More information required – Your organization needs more information to keep your account secure.'

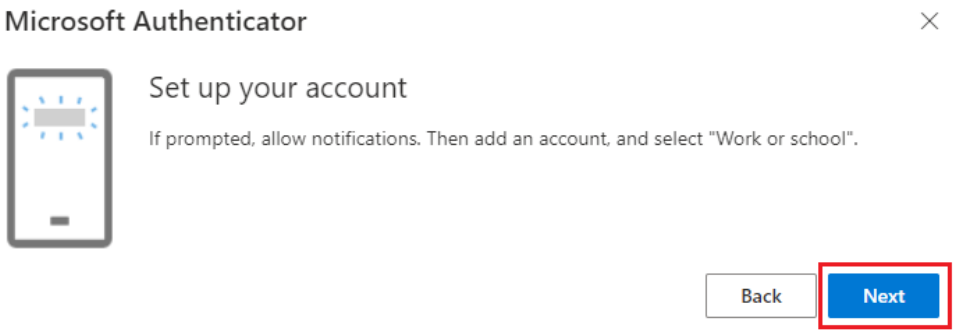


➔ Press 'Next'.

4. You are prompted to install the Microsoft Authenticator app on your phone/mobile device. Press ’Next’.



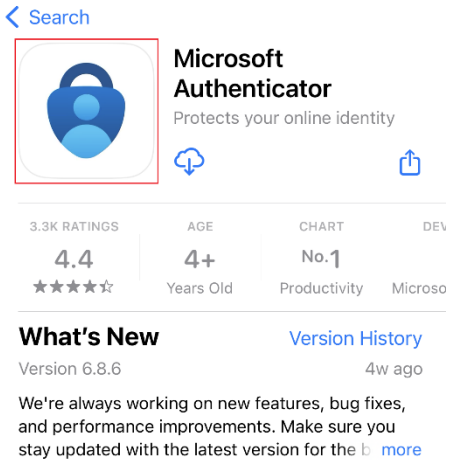
5. You will receive instructions on how to configure Microsoft Authenticator. However, you do not have to worry about them at this point.



➔ Press ’Next’.

Phone or similar mobile device that you plan to use in the future to authenticate your login:

6. Leave your computer for a while and open your phone or any other mobile device and install the Microsoft Authenticator app on your phone. You can find the app on the App Store (iPhone) or Play Store (Android).



➔ Microsoft collects diagnostic data (not including personal data) to keep the application secure and updated. Press 'Accept'.

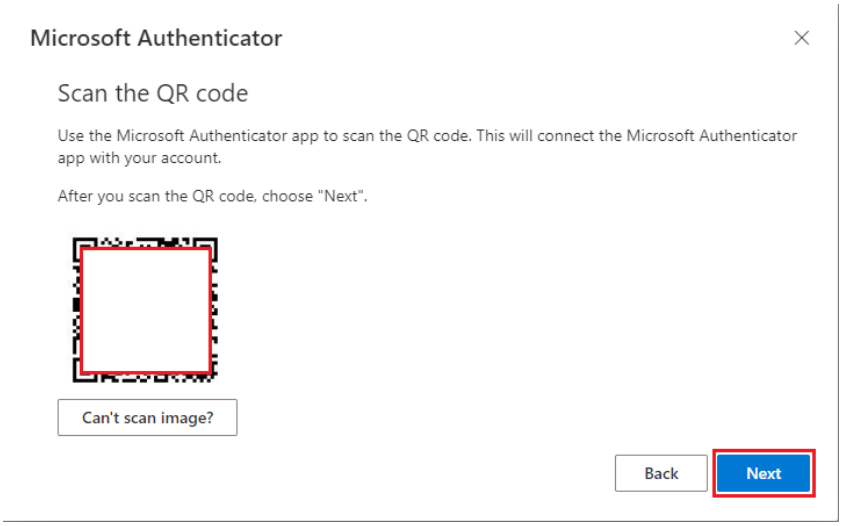
➔ Press 'Continue'.

7. Once the application is installed, open it. You come to the next view:

➔ Press ’Scan a QR code’.

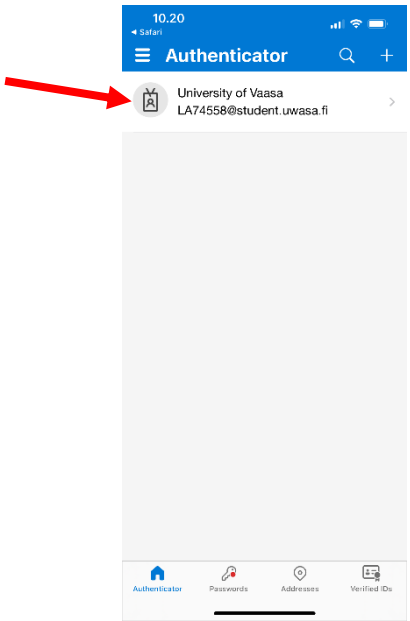
Computer & Phone/Mobile Device:

8. You now have the following view on your computer screen.



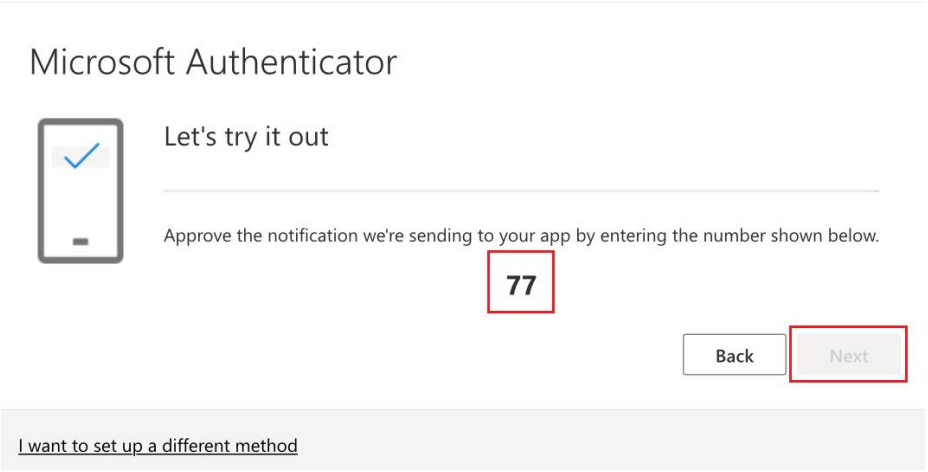
➔ Scan the QR code displayed on the computer screen with your phone/mobile device. You can scan the QR code using either iPhone's or iPad's built-in camera app or Android's built-in camera app or an app to scan QR codes. For scanning, Microsoft Authenticator may ask permission to use the camera➔ Press 'Allow'. Also, allow notifications to be sent from Authenticator, so it's easier to use the app.

➔ Once the QR code is scanned, the account you have added will appear in Microsoft Authenticator as follows:

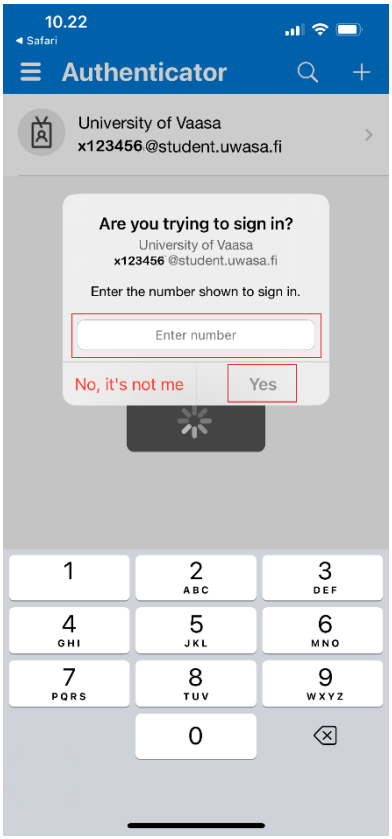


➔ On the computer screen, press 'Next'.

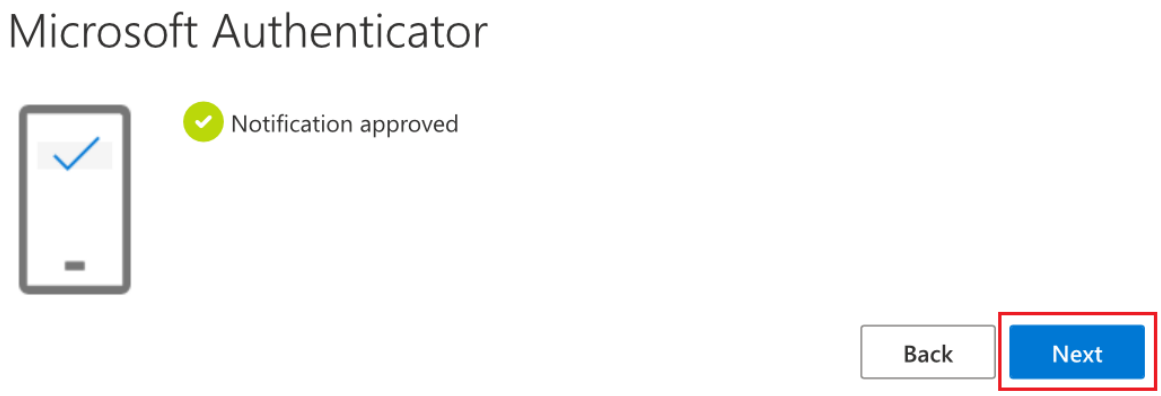
➔ Next, the system will test the functionality of the Microsoft Authenticator app installed on your phone/mobile device.



➔ The Authenticator app installed on your phone/mobile device will prompt you to enter a number for sign-in. Enter the two-digit number displayed on your computer screen into the 'Enter number' field on your phone/mobile device, and then press Yes (iPhone) or the blue Enter button (Android).

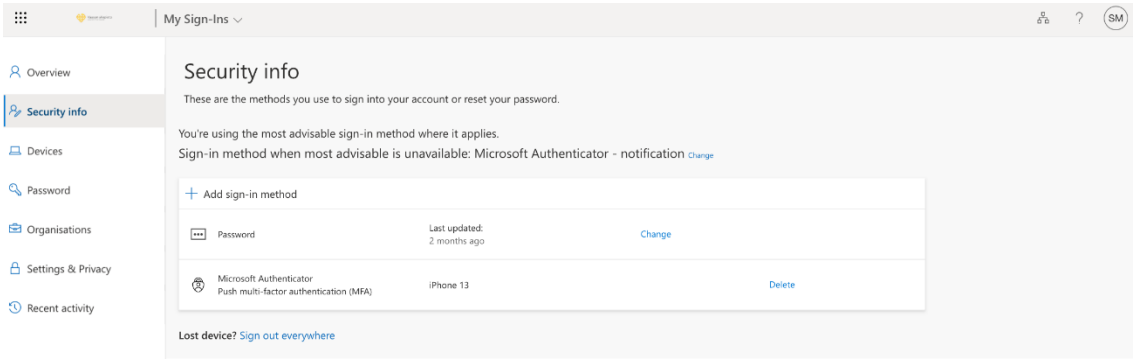


9. The setup of Microsoft Authenticator is now complete and your phone/mobile device is now registered as a multi-step authentication tool for your account.



➔ Press 'Next'.
➔ Press 'Done'.

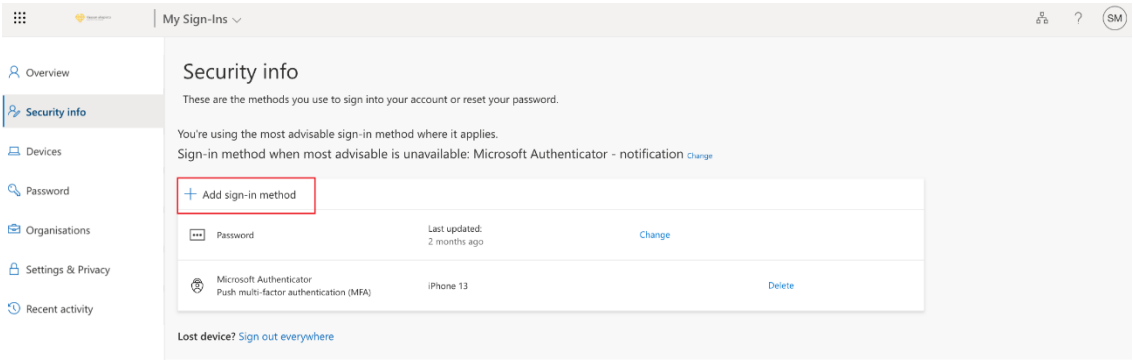
10. The information about enabling the Authenticator app has now also been updated to your account's security information.



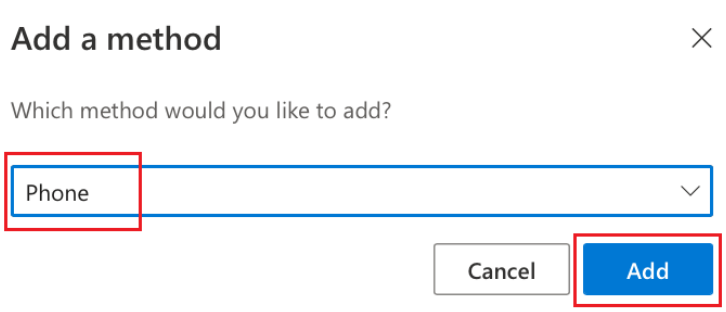
Enabling text message authentication

Computer & Phone/Mobile Device:

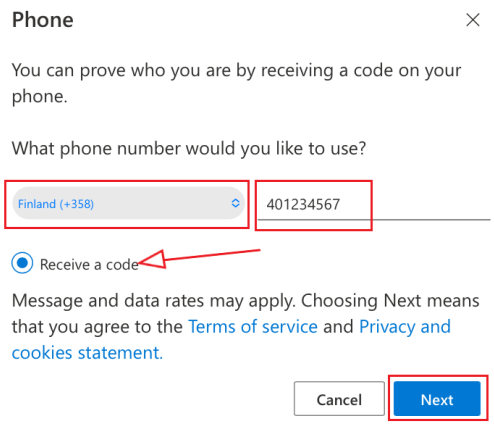
11. We recommend adding a phone as an alternate method for confirming the sign-ins so that you can log in to the services even when the Authenticator app does not work or, for example, your phone changes. In that case, you can confirm your sign-in with a code you receive to your phone as a text message (SMS).



→ Press '+ Add a sign-in method'.



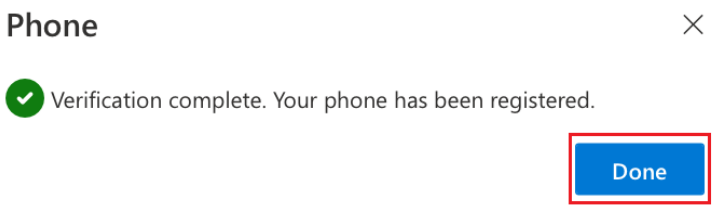
→ From the dropdown menu, select Phone and press 'Add'.



→ Select Finland (+358) from the country code dropdown menu and enter your phone number without leading zero.
→ Ensure, that 'Receive code' is selected and press 'Next'.

→ You will receive a six-digit verification code as a text message to the phone number you entered. Enter the code into the 'Enter code' field.
→ Press 'Next'.

Registering your phone is successful when you see a notification like this.

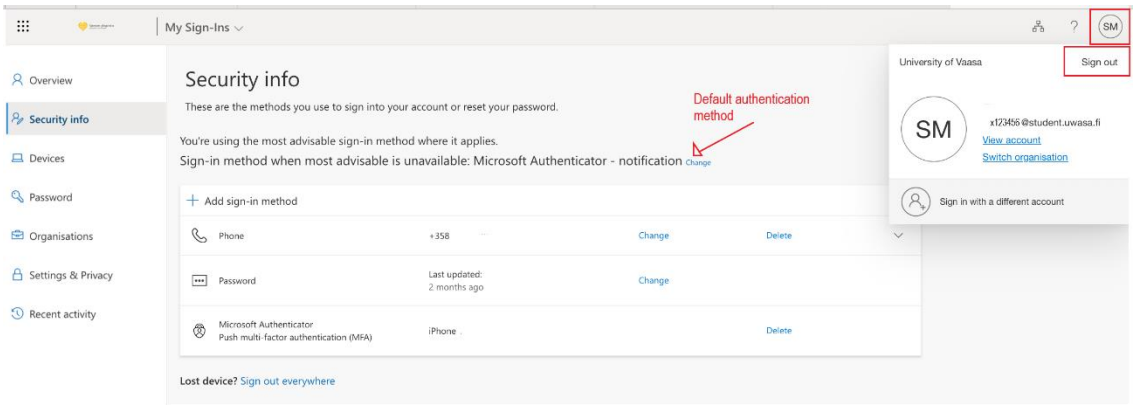


→ Press 'Done'.

Confirming the default authentication method

Computer:

12. Please also check that your default authentication method is Microsoft Authenticator.



→ If your default authentication method is not a Microsoft Authenticator - notification, you can change the default method by pressing ‘Change’. Choose ‘App based authentication - notification’ as your default method.
→ Press ’Confirm’.

Enabling MFA is now complete.

→ Finally, tap your picture/initials in the top right corner of the screen to log out.
→ Press ’Sign out’.

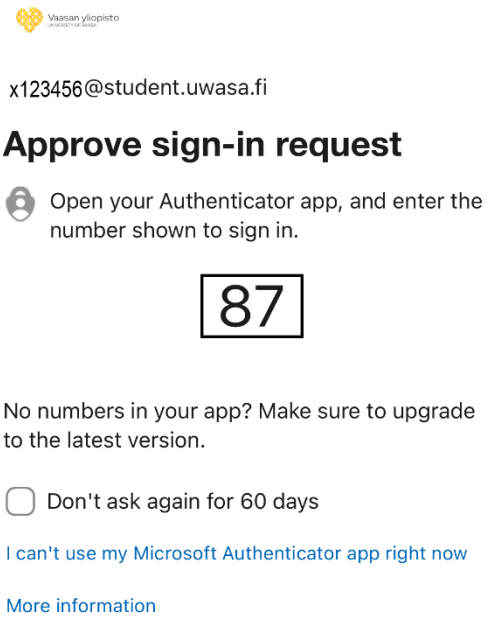
Use of MFA when logging into University of Vaasa's digital services

Computer & Phone/Mobile Device:

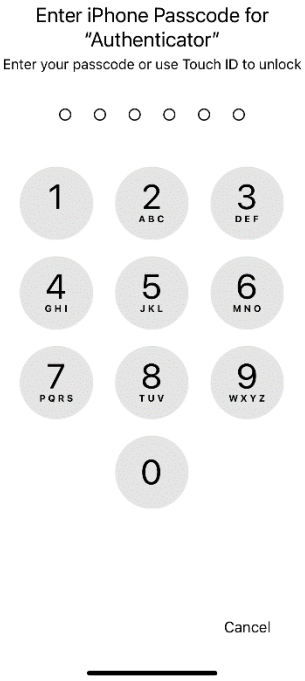
In the future, you will log in to the university services in the same way as before either with your username (e.g. x123456) and password (e.g. Moodle and Peppi Student's desktop) or depending on the service, only with username, which is written in the form username@student.uwasa.fi (e.g. x123456@student.uwasa.fi). After login, the service once more asks you to enter your username in the form username@student.uwasa.fi (e.g. x123456@student.uwasa.fi) and your password related to your username at the University of Vaasa.

After that, you still need to accept the sign-in request with the Microsoft Authenticator installed on your phone/mobile device.

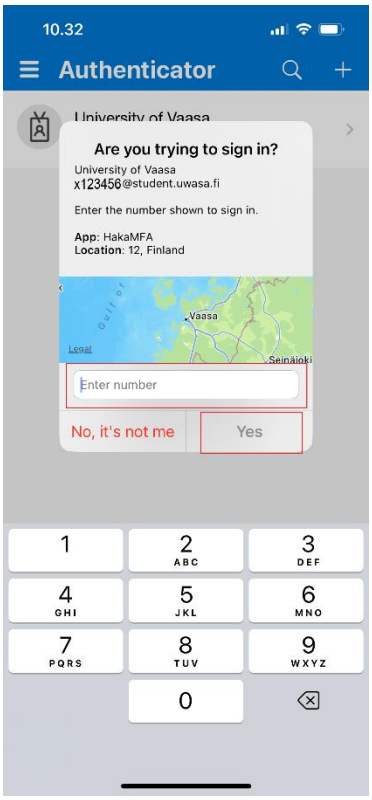
Computer



Phone/Mobile device



Phone/Mobile device



→ Open the app with your phone's/mobile device's PIN or passcode.
→ In the 'Enter number' field, type the two-digit number displayed on the computer screen, and then press 'Yes' (iPhone) or the blue Enter button (Android).

If you encounter any problems with login or with enabling MFA despite the instructions, please contact the IT support of the University of Vaasa, it(at)uwasa.fi or +358 29 449 8001.