University of Vaasa Open University

Enabling multi-factor authentication (MFA)

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

x123	456@studer	nt.uwasa.fi	
Can'	t access your a	ccount?	

- → 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. 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.

Vaasan yliop	isto
Sign in	
X123456@student.uwasa.fi	
•••••	
Sign in Azure Multi-Factor Authentication	
© 2018 Microsoft	

- ➔ 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.

Microsoft	Authenticator		\times
	Set up your account		
-	If prompted, allow notifications. Then add an account, and select	"Work or sch	ool".
		Back	Next

➔ 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'.



➔ Press 'Scan a QR code'.

Computer & Phone/Mobile Device:

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

Microsoft Authenticator	\times
Scan the QR code	
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticato app with your account.)r
After you scan the QR code, choose "Next".	
Can't scan image?	
Back Next	

- → 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'.

- 9(14)
- → Next, the system will test the functionality of the Microsoft Authenticator app installed on your phone/mobile device.

Microso	oft Authenticator
	Let's try it out
_	Approve the notification we're sending to your app by entering the number shown below.
	Back Next
<u>l want to set up</u>	a different method

→ 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).

10.22 Safari ■ Authe 	nticator	.⊪?■ Q +
Univers x12345	ity of Vaasa 6 @student.uwas	a.fi >
Are x12 Enter t No, it's	you trying to sign University of Vaasa 13456 @student.uwas he number shown to Enter number not me	n in? a.fi sign in.
	2	0
1	2	3 Def
4 6ні	5 JKL	6 ^{MN0}
7 PORS	8 TUV	9 wxyz
	0	\otimes
		_

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.

Microsoft Authenticator		
Notification approved		
	Back Next	
 → Press 'Next'. → Press 'Done'. 		

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

👬 🔶 Sanat Agenco	My Sign-Ins \sim				P.	?	(
A Overview	Security info						
𝒫 Security info	These are the methods you use to sign into your account or	r reset your password.					
📮 Devices	You're using the most advisable sign-in method where it a Sign-in method when most advisable is unavailable	applies. le: Microsoft Authenticator - notifi	cation change				
💊 Password	+ Add sign-in method						
Crganisations	Password Last upd 2 month	dated: Ch hs ago	hange				
Settings & Privacy	Microsoft Authenticator Push multi-factor authentication (MFA)	13	Del	ete			
 Kecent activity 	Lost device? Sign out everywhere						

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).

🔛 🤤 taan darina 🗌	vly Sign-Ins \sim	20	?	SM
R Overview	Security info			
𝑘 Security info	These are the methods you use to sign into your account or reset your password.			
Devices	You're using the most advisable sign-in method where it applies. Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification currye			
🔇 Password	+ Add sign-in method			
Crganisations	Password Last updated: 2 months ago Change			
🔒 Settings & Privacy	Microsoft Authenticator IPhone 13 Delete			
Recent activity	Lost device? Sign out everywhere			

 \rightarrow Press '+ Add a sign-in method'.

Add a m	ethod		×
Which metho	od would you like to add?		
Phone			\sim
	I	Cancel	Add

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

Phone	\times
You can prove who you are by receiving a code on you phone.	ır
What phone number would you like to use?	
Finland (+358) 0 401234567	
Receive a code	
Message and data rates may apply. Choosing Next me that you agree to the Terms of service and Privacy and cookies statement.	ans
Cancel	

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

Phone		×
We just sent a 6 digit code the code below.	to +358	. Enter
Enter code		
Resend code	•	
	Back	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.
- \rightarrow 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.

••••••••••••••••••••••••••••••••••••••	\mid My Sign-Ins $\scriptstyle{\lor}$				8 ? (SM)
 ♀ Overview ♀ Security info □ Devices 	Security info These are the methods you use to sign into yo You're using the most advisable sign-in method when most advisable is	ur account or reset your password. Iod where it applies. unavailable: Microsoft Authe	De m enticator - notification chang	efault authentication ethod	University of Vaasa Sign out SM 112365 @student.uwasa.fi <u>View account</u> <u>Switch organisation</u>
S Password	+ Add sign-in method				Sign in with a different account
Organisations	& Phone	+358	Change	Delete	~
A Settings & Privacy	Password	Last updated: 2 months ago	Change		
Recent activity	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone .		Delete	
	Lost device? Sign out everywhere				

- → 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.
- \rightarrow Press 'Confirm'.

Enabling MFA is now complete.

- \rightarrow Finally, tap your picture/initials in the top right corner of the screen to log out.
- \rightarrow 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
Vassan yliopisto		10.32 ···· · · · · · · · · · · · · · · · ·
x123456@student.uwasa.fi		= Authenticator Q +
Approve sign-in request	Enter iPhone Passcode for "Authenticator"	Are you trying to sign in?
Open your Authenticator app, and enter the number shown to sign in.		 x123456@student.uwasa.fi Enter the number shown to sign in. App: HakaMFA Location: 12, Finland
87	1 2 3 ABC 3	Vassa
No numbers in your app? Make sure to upgrade to the latest version.	4 5 6 MN 0	Enter number No, it's not me Yes
Don't ask again for 60 days	7 8 9 Pors VUV WXYZ	
I can't use my Microsoft Authenticator app right now		1 2 3 ABC DEF
More information	0	4 5 6 оні јкі мію
		7 8 9 Pars tuv wxyz
		0 🗵
	Cancel	

- \rightarrow 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.