IT DEPARTMENT

User manual

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Multi-Factor Authentication

User manual

A guide on how to set up and use multi-factor authentication

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Set-Up Multi-Factor Authentication

1.1

My Sign-Ins				
Q Overview % Security info	Security info These are the methods you use to sign i	nto your account or reset your pass	word.	
Grganizations	Default sign-in method: Microsoft Auth	nenticator - notification Change		
Devices	+ Add method			
🔒 Privacy	& Phone	+45	Change	Delete
	S Office phone		Enable two-step verification	
	Microsoft Authenticator	iPhone		Delete

1.2

Go to <u>go.itu.dk/mfasetup</u> and you will meet this set-up page. Make sure you are in the 'security info' tab.

Click on the '+' to add a MFA method.

Choose your method of verification. It is VERY IMPORTANT that you register AT LEAST 2 different methods.

ty info e methods you use to sign in	to your account or reset your j	password.	
-in method: Microsoft Authe	nticator - notification Change		
ethod			
ne	+45	Change	Delete
e phone		Enable two-step verification	
osoft Authenticator	iPhone	Add a method	
		Which method would you like to add?	
		Authenticator app	×

In the following we will describe how to set up authentication via mobile app and text message.



Set up Authenticator mobile app

Add a method Which method would you like to add? Choose a method Authenticator app Alternate phone Office phone 22.2

Follow the instructions to install the Microsoft Authenticator app on your mobile device.

Once the app is installed, click 'next'.



2.3

Open the Microsoft Authenticator app on your mobile device.

Select "Add account".

■ Authenticator		◆ 019
	Ready to add your first account?	
	8	
	т	
	Add account	
	Already have a backup? Sign in to your recovery account. Begin recovery	

Select "Work or school account".

🗸 Autł				
WHAT	KIND OF ACCOUNT ARE YOU ADDING?			
	Personal account			
	Work or school account			
8	Other (Google, Facebook, etc.)			

2.5

Now use the Microsoft Authenticator app to scan the QR code.

Once you have scanned it, your account should be registered in the app.

Click "Next".



When a notification appears on your mobile device, click "Approve".

Microsoft	Authenticator			
cat	Let's try it out			
ery	Approve the notification we're sending to your app.			
		Back	Next	

Click "Next" to finish the setup.

2.7

IMPORTANT!

Please add another option for MFA now, so you aren't locked out of your account if you lose your phone.

Please continue with setup for mobile phone from 3.1.



Set up Mobile phone text message

3.1

	?	8
Sikkerhedsoplysninger		
Disse metoder bruger du til at logge på din konto eller nulstille din adgangskode.		
+ Tilføj metode		
Der er ingen elementer at vise.		
		Disse metoder bruger du til at logge på din konto eller nulstille din adgangskode. + Tilføj metode

Click on the '+' to add another MFA method and select phone.

3.2

Provide the mobile phone number you want to use for authentication.

Then select authentication via text message or phone call.

In this example we selected text message.

Make sure that the phone number is correct and click 'next'.

Phone	×				
You can prove who you are by answering a call on your phone.					
What phone number would you like to use?					
United States (+1) ~	Enter phone number				
Call me					
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.					
	Cancel Next				

You should now receive a code by text message.

Once you receive your code, enter the digits and click 'next'.

Your settings should now be saved and you can close the action box.

Telefon	
Vi har lige sendt en sekscifret k nedenfor.	ode til +45 xxxx xxxx. Angiv koden
Angiv kode	
Send kode igen	



In this example, we will log in to webmail.itu.dk using a code via text message as authentication method.

4.2

Insert your email, password and click "Sign in".

IT UNIVERSITY OF COPENHAGEN	IT UNIVERSITY OF COPENHAGEN	
Sign in to continue to Outlook	← thabet@itu.dk Enter password	
username@itu.dk Can't access your account? Sign in with a security key ⑦ Next	Password Forgot my password Sign in	
Forgot your password? Go to www.itu.dk/password to reset and manage your login credentials	Forgot your password? Go to www.itu.dk/password to reset and manage your login credentials	

4.3

You should have received an authentication code on your phone.

Check your phone for a text message from Microsoft with your authentication code.

4.5

Write the code in the text field and confirm your log-in.

4.6

If you are on a personal device, you can check off the box "Don't ask again for 60 days"

You have now successfully logged in using multi-factor authentication.



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