### IT DEPARTMENT

### User manual

X II IIIII

Multi-Factor Authentication

# User manual

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

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## **Enable** Multi-Factor Authentication

Go to itu.dk/password and log in with your ITU credentials.

Account Information		
User name		
Password		
	Log in	
	Forgot your password?	
	New user?	



Notice the multi-factor authentication section.

Tick the **Office 365 MFA** box.

ITO FASE	WORD MANAGEME	NT
S	Change Your Passw	ord
HAG	Current Password	
PEN	New Password	
5	Confirm new password	171 To an annual an line
5		View Password Recovery Settings
EKSII		Seve
NIND	Multi-factor Authentio	cation (MFA)
=	Mobile VPN Number	1234 5678
	0.55.0011.00	(and and

This should prompt an information box.

Click 'enable O365 MFA' to confirm your new settings.

Please mind that it can take up to 30 minutes for your changes to to be in effect.

2EN	Change Your Password	
HAG	Current Password	
E S	New Password	
5	Confirm new password	
н Н	ITU's password policy	
È	MFA for O365 x	
JNIVERS	Enabling C065 MFA allows you to add multiple authentication factors for your C065 acount at ITU. This will help prevent unauthorized access on your behalf in the following systems (more systems will be added in the future):	
Ĕ	+ LearniT	
	Mail (Outlook)	
	Microsoft Teams	
	TopDesk	
	LinkedIn Learning	
	Please note! After you enable 0.0365 MFA (bolow), it will be enbled in 0.085 within 30 minutes. You will need to configure your MFA settings at a designated Microsoft MFA Setup page before it effects agoin to the above mentioned services. A finite to the MFA Setup page will be shown on the password writing page after second unable of 0.0365 MFA.	
	Enable O365 MFA Cancol	

1.4

Your changes should be succesfully changed, and the **Office 365 MFA** should read **enabled**.





## **Set-Up** Multi-Factor Authentication

Mine logons		?	8
A Oversigt	Sikkerhedsoplysninger		
𝒫 Sikkerhedsoplysninger	Disse metoder bruger du til at logge på din konto eller nulstille din adgangskode.		
🖻 Organisationer	+ Tilføj metode		
💻 Enheder	Der er ingen elementer at vise.		
Beskyttelse af personlig			

Go to go.itu.dk/mfasetup 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 verification standard. Any option is fine, you can freely choose whichever you prefer.

Oversigt	Sikkerhedsoplysninger
skkerhedsoplysninger	Disse metoder bruger du til at logge på din konto eller nulstille din adgangskode.
Organisationer	+ Titlej metode
Enheder	Der er ingen elementer at vise.
	Tillig en metode Halar waar et et stagt Goldenberge Bolin Notes Abmet tieldersame

In the next points we are showing the steps when choosing 'phone'.

Make sure that the phone number is correct to your preference, and click 'next'.

Mine logons		
R Oversigt Ry Sikkerhedsoplysninger	Sikkerhedsoplysninger Disse metoder besger ob 11 at logge på din konto eller nulstille din sögargskode.	
bd Organisationer	+ Tilløj metode	
A Reskyttelse af personilo	Der er ingen elementer at vise.	
	Polefon         Dis to be indexident wat at the same or explaint pi din surtant day attore are load of din surtant.         Discourse         Or and rugs have pi din         Or and rugs have pi din         Or and rugs have pi din         Discourse         Discourse	

#### If your settings matches those in 2.3, you should now receive a code by text message.

#### 2.4

R Oversigt 9: Sikkerhedsoplysninger 9: Organisationer 9: Enheder 9: Bedeutseke af geococión	Sikkerhedsoplysninger Dear wetalet trayer is it at loge jul älle kens eller nälatle de adjørepleke. + 176 jenstele Der er ingen elementer at vise.	
	Telefon Wie eingen die wischert kolgt ist 45 sons sons. Anges kolen Angen kole Beert findelingen Telefon	

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

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

Mine logons		?	8
R Oversigt Ry Säkerhedsoplysninger	Sikkerhedsopfysninger Dase metoder trooper de til at togge på din konto eller nutatile din adgungstode.		
Enheder	+ ring restore Der er ingen elementer at vise.		
	Telefon Wherige ment an extendent leads (II +6) ann cons. Anyor leader mediation 2027 Tenet leader gene Titoope taken		

#### 2.6

IMPORTANT!

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

Repeat from point 2.1.

mine rogoro					
R Oversigt	Sikkerhedsoplysn	inger			
Ry Sikkerhedsoplysninger	Disse metoder bruger du til at log	ge på din konto eller nuistille din adgangskode.			
Crganisationer	Standardmetode for logon: Telef:	on - sms +45 22183844 Skift			
Enheder	+ Tilføj metode				
🔒 Beskyttelse af personlig	R. Telefon	+45 22103044	suite	Slet	



### **Example** login with multi-factor authentication

In this example, we will log in to webmail.itu.dk using a textcode via message for phone as authentication tool.

#### 3.2

Insert your password as usual, and hit log-in.

$\leftarrow$ @itu.dk	
Indtast adg	angskode
Adgangskode	
Jeg har glemt min adg	angskode
	Log på

You will meet this screen and you will have been sent an authentication code.

IT UNIVERSITY OF COPENHA	AGEN
@itu.dk	
Indtast kode	
Vi sendte en sms til dit telefonn XXXXXXXX Indtast koden for a	ummer +XX
	l logge pa.
Kode	l logge pa.
Kode	dage
Kode Spørg mig ikke igen før om 60 o Kan du ikke logge på? Log ind på en and	dage en måde
Kode Spørg mig ikke igen før om 60 o Kan du ikke logge på? Log ind på en and Flere oplysninger	lage en måde

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

3.4

<u>422365</u>

Brug denne kode til bekræftelse af Microsoft

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

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

IT UNIVERSITY OF COPEN @itu.dk	NHAGEN
Indtast kode	
□ Vi sendte en sms til dit telef	fonnummer +XX
422365	or at logge på.
422365 Spørg mig ikke igen før om	or at logge på. 60 dage
422365 Spørg mig ikke igen før om Kan du ikke logge på? Log ind på en	or at logge på. 60 dage anden måde
422365 Spørg mig ikke igen før om Kan du ikke logge på? Log ind på en	or at logge på. 60 dage nanden måde

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