User manual

Multi-Factor Authentication
User manual
A guide on how to set up and use multi-factor authentication
1 Enable Multi-Factor Authentication
1.1

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

1.2

Notice the multi-factor authentication section.

Tick the **Office 365 MFA** box.
1.3

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 be in effect.

1.4

Your changes should be successfully changed, and the **Office 365 MFA** should read enabled.
Set-Up
Multi-Factor Authentication
2.1

Choose your verification standard. Any option is fine, you can freely choose whichever you prefer.

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.

2.2

Choose your verification standard. Any option is fine, you can freely choose whichever you prefer.
2.3

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’.

2.4

If your settings matches those in 2.3, you should now receive a code by text message.
2.5

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

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

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.
Example
login with
multi-factor
authentication
3.1

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.
3.3

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

3.4

Check your phone for a text-message from Microsoft with your authentication code.
Write the code in the text field and confirm your log-in.

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