

Set up Multi-Factor Authentication (MFA) using a QR code

Multi-Factor Authentication (MFA) helps to safeguard access to Mater's data, applications, and information. This is achieved by requesting additional information when you sign into Microsoft 365 and other systems outside of our corporate network or on the move.

To setup MFA, you need to install the **Microsoft Authenticator app** on a mobile phone to allow access to your work email or applications, along with setting up the way you receive the code to your mobile. You will be prompted to approve or add a code on your mobile phone either through the authenticator app, or via SMS, to ensure that you are who you say you are.

Important Information: To access Mater data, your mobile device software requires the minimum software versions.

- iOS version 12 or above for Apple devices
- Android version 9 or above for Android devices

Follow these steps to setup MFA.

How to setup MFA

Select the first method of authentication - Microsoft Authenticator (mobile app)

Step 1 - In a browser on your computer, go to <u>https://aka.ms/MFASetup</u> and login using your Mater email address as per table below. *Hint: To continue viewing these instructions -right click on the link above and select open link in a new tab.*

SEQ staff on Windows 7 use SEQ staff on Windows 10 use NQ staff use CQ staff use Mater Education Students use payrollnumber@mater.org.au firstname.lastname@mater.org,au firstname.lastname@matertsv.org.au firstname.lastname@mercycq.com studentID@mater.org.au

Step 2 - Select Add method and then choose Authenticator app

Security info These are the methods you	use to sign into your account or reset your password.	
Set default sign-in method		
+ Add method		
& Phone	+61 04	Change
Lost device? Sign out every	where	
	Add a method	×
	Which method would you like to add?	
	Which method would you like to add? Choose a method	~
	Which method would you like to add? Choose a method Authenticator app 2	~
	Which method would you like to add? Choose a method Authenticator app 2 Alternate phone	~
	Which method would you like to add? Choose a method Authenticator app Alternate phone Email	~
	Which method would you like to add? Choose a method Authenticator app Alternate phone Email Security questions	~

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Microsoft Auth	enticator app and open it, but don't sign in!!!	Prote	osoft Authe Ints your onlin OPEN
		Sign in without your passwords	Sign in with your Autofill passects on appliant sites
Chan 4 Clinks			
Step 4 - Click C	on Next		
← → C	nins.microsoft.com/register?csrf_token=xmCi-EJGu_FTb3uXORtmnap8LqbxcMWirCY-yQPObKl0TNMBQ8hx 🏠 🏚 🕲 📲		
mater.org.au	?		
	Keep your account secure		
	Your organization requires you to set up the following methods of proving who you are.		
	Method 1 of 2: App 2 App Phone		
	Microsoft Authenticator		
	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next		

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Step 3 - On your mobile device - download and install the

Step 5 - Click on Next

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	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Method 1 of 2: App 2 App Phone
	Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
	Back

Step 6 - A QR code will display - move to the next step

mater.org.au				?
	Ø App	2 Phone		
	Microsoft Authenticator			
	Scan the QR code			
	Use the Microsoft Authenticator app to scan the app with your account.	QR code. This will connect the Microsoft Au	uthenticator	
	After you scan the QR code, choose "Next".			
	Can't scan image?			- 1
		Back	Next	



Step 7 – On your mobile device, select Add work or school account and Scan QR code.



Step 8 – Use your mobile phone to scan the QR code on the screen.



Step 9 - If promoted, enable camera access and allow all notifications



Step 10 - If prompted, press OK at App lock enabled



Step 11 – The Microsoft Authenticator app will display your Mater email address listed as follows



Step 12 - In the browser on your computer, press Next

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	Ø App	2 Phone		
	Microsoft Authenticator			
	Scan the QR code			
	Use the Microsoft Authenticator app to scan the app with your account.	QR code. This will connect the Microsoft Auther	vticator	
	After you scan the QR code, choose "Next".			
	Can't scan image?			- 1
		Back	Next	

Step	13 –	Microsoft	Authenticator ¹	will send a to	est authent	tication red	juest to	your phone
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Keep your acc Your organization requires you to set up the fi	OUNT SECURE	are.
Method 1 o App	f 2: App 2 Phone	
Microsoft Authenticator Let's try it out Approve the notification we're sending	to your app.	
	Back	Next

Step 14 – Approve the authentication request on your mobile phone



Step 15 – Click on next to complete the process. Your first method of authentication is configured. This will be the **default method**.

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	Keep your a	account secure
	Method	d 1 of 2: App
	App	2 Phone
	Microsoft Authenticator	
	Notification approved	
		Back Next

Select the second method of authentication – Text message

- Step 1 Following on from before, press Next to add a method of authentication
- Step 2 Change country to Australia (+61)
- Step 3 Add your mobile phone number
- Step 4 Select Text me a code

Tour organization	requires you to set up the fo	llowing methods of proving who you are.
	Method 2 of	2: Phone
✓ App		Phone
Phone		
You can prove who you are l	u anguaring a call on your p	hone or texting a code to your phone
You can prove who you are b	y answering a call on your p	hone or texting a code to your phone.
You can prove who you are b What phone number would	y answering a call on your p you like to use?	hone or texting a code to your phone.
You can prove who you are b What phone number would Australia (+61)	y answering a call on your p you like to use?	hone or texting a code to your phone.
You can prove who you are b What phone number would : Australia (+61) Text me a code	yy answering a call on your p you like to use?	hone or texting a code to your phone.
You can prove who you are t What phone number would Australia (+61) Text me a code Call me	y answering a call on your p you like to use?	hone or texting a code to your phone.
You can prove who you are t What phone number would ; Australia (+61) Text me a code Call me Message and data rates may and cookies statement.	y answering a call on your p you like to use?	hone or texting a code to your phone.

Step 5 - Click Next

Step 6 - A text message will be received on your phone. Enter this code in

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	Keep your ac	count secure
	Your organization requires you to set up the	following methods of proving who you are.
	Method 2 o	of 2: Phone
	App	Phone
	Phone We just sent a 6 digit code to +61 0402194372. Enter t	he code below.
	Enter code Resend code	
		Back Next
	I want to set up a different method	

Step	o 7	' – On י	your	mobile	device -	- Appi	rove th	ne test	t notific	cation	sen
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mater.org.au		
	Your organization requires you to set up the following methods of proving who you are.	
	Method 2 of 2: Done	
	SUCCESS! Erreat job! You have successfully set up your security info. Choose "Done" to continue signing in Default sign-in method:	
	Phone +61 0402194372	
	Microsoft Authenticator	
	Dane	

Step 8 - Press Done. You have now successfully enrolled in MFA on your mobile phone.

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What will change once MFA is fully enforced?

Accessing Mater resources from a	
Apple iPhone/iPad (personal) with a minimum iOS software version 12 or above	 Mater requires you to use Microsoft apps such as Outlook and Teams to access Mater information, as this helps to secure sensitive information. You will be prompted for MFA approval every 7 days.
Apple iPhone/iPad (corporate) with a minimum iOS software version 12 or above	 Mater requires you to use Microsoft apps such as Outlook and Teams to access Mater information, as this helps to secure sensitive information. You will be prompted for MFA approval every 7 days.
Android Phone/Tablet (personal or corporate) with a minimum Android software version 9 or above	 Mater requires you to use Microsoft apps such as Outlook and Teams to access Mater information, as this helps to secure sensitive information. You will be prompted for MFA approval every 7 days.
Corporate laptop	 When working remotely on a corporate laptop, you will be prompted for MFA approval every 7 days
Personal laptop/desktop (Windows or Apple)	 No longer able to access Office.com, Microsoft web apps or Microsoft desktop apps Access to the above apps only via remote desktop (VDI), your personal mobile/tablet or corporate laptop/mobile/laptop