

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.

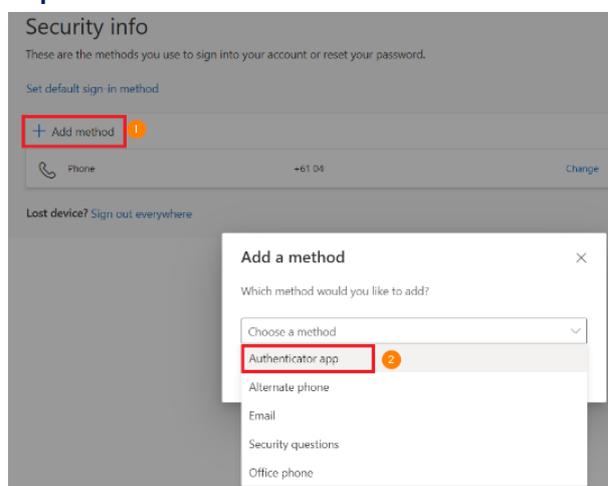
How to setup MFA

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

Step 1 - In a browser on your computer, go to <https://aka.ms/MFASetup> 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	payrollnumber@mater.org.au
SEQ staff on Windows 10 use	firstname.lastname@mater.org.au
NQ staff use	firstname.lastname@matertsv.org.au
CQ staff use	firstname.lastname@mercyqc.com
Mater Education Students use	studentID@mater.org.au

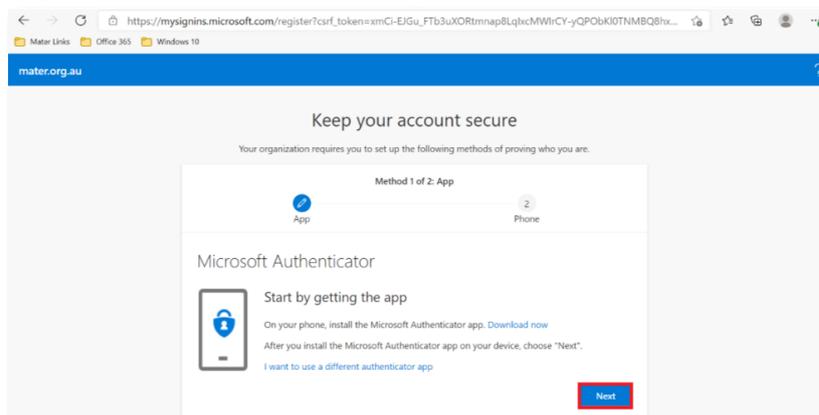
Step 2 – Select **Add method** and then choose **Authenticator app**



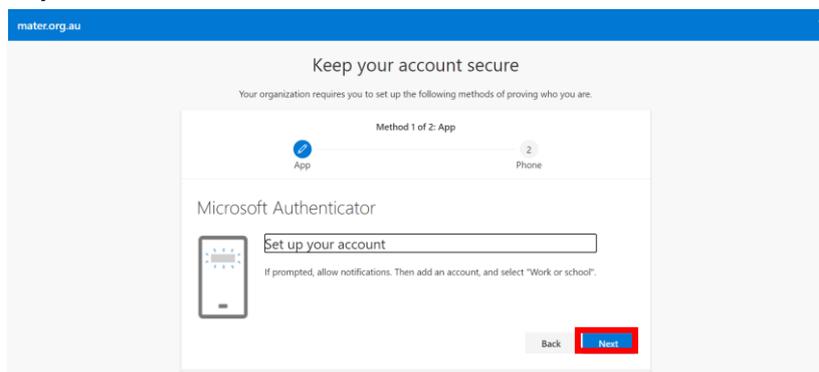
Step 3 – On your mobile device - download and install the Microsoft Authenticator app and open it, **but don't sign in!!!**



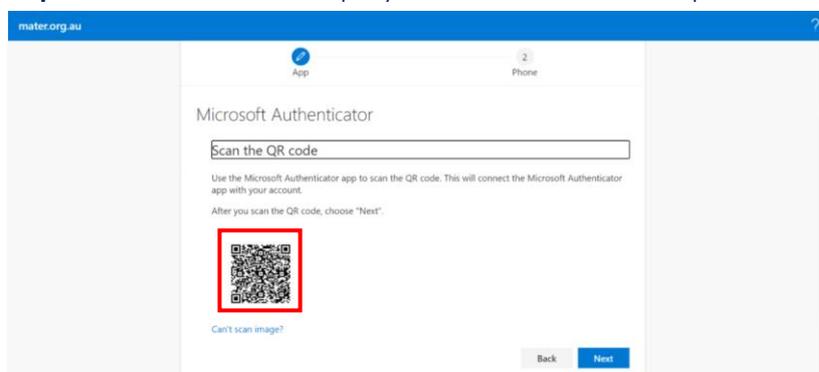
Step 4 - Click on Next



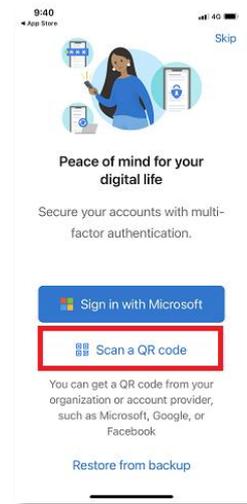
Step 5 – Click on Next



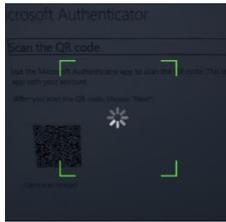
Step 6 – A QR code will display – move to the next step



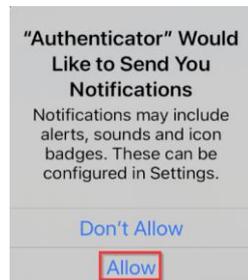
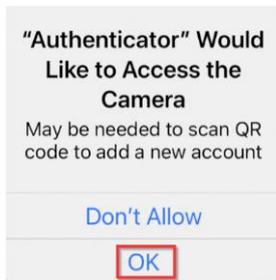
Step 7 – On your mobile device, select **Add work or school account** and **Scan QR code**.



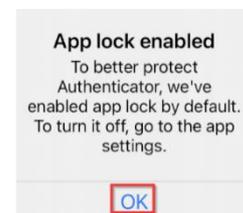
Step 8 – Use your mobile phone to **scan the QR code on the screen**.



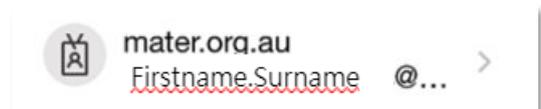
Step 9 – If prompted, **enable camera access** and **allow all notifications**



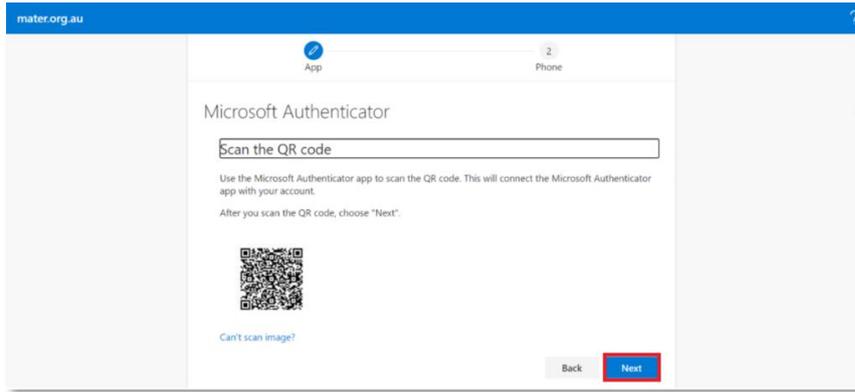
Step 10 – If prompted, **press OK** at App lock enabled



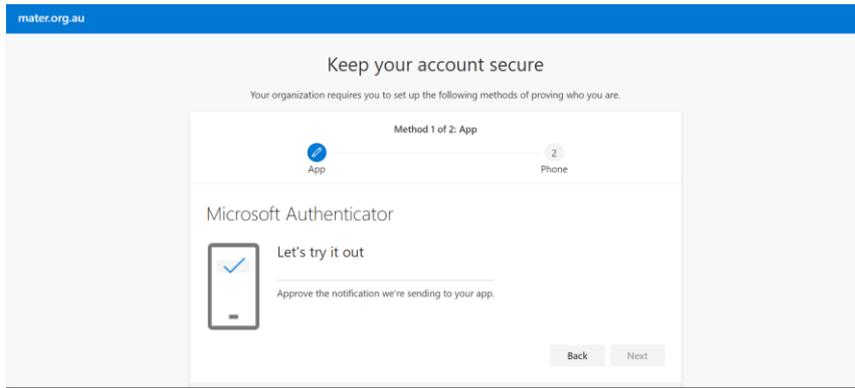
Step 11 – The Microsoft Authenticator app will display your Mater email address listed as follows



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



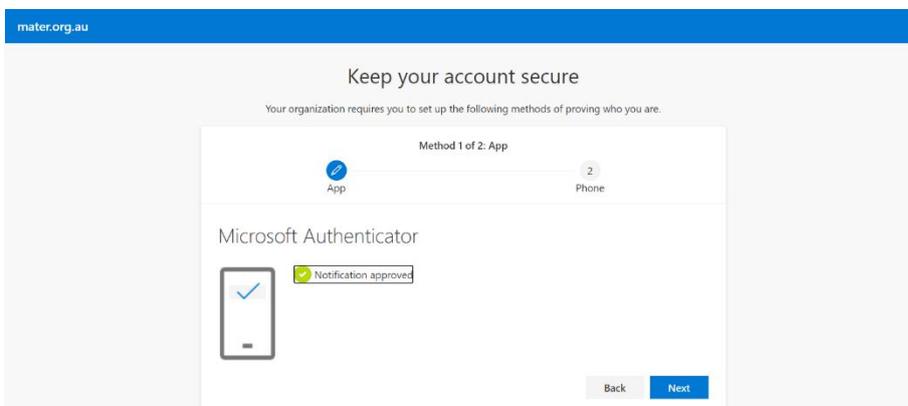
Step 13 – Microsoft Authenticator will send a test authentication request to your phone



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**.



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**

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Australia (+61) 0402194372

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

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 account secure

Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Phone

App Phone

Phone

We just sent a 6 digit code to +61 0402194372. Enter the code below.

Enter code

Resend code

Back Next

[I want to set up a different method](#)

Step 7 – On your mobile device - Approve the test notification sent.

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Your organization requires you to set up the following methods of proving who you are.

Method 2 of 2: Done

App Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Phone +61 0402194372

Microsoft Authenticator

Done

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

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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • When working remotely on a corporate laptop, you will be prompted for MFA approval every 7 days
Personal laptop/desktop (Windows or Apple)	<ul style="list-style-type: none"> • 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

Digital Workplace Program

Upgrading Mater's digital technology to support our future needs
Contact IT Service Desk 3163 2000 for support