Set up Multi-Factor Authentication (MFA) using your Apple mobile phone

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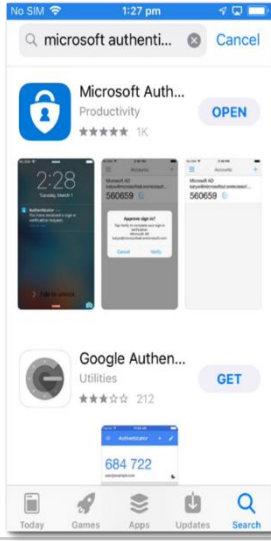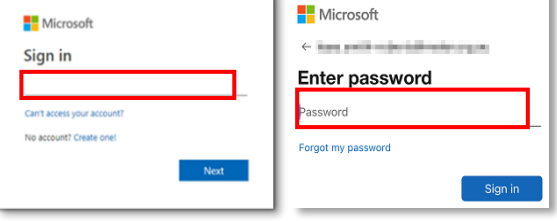
To setup MFA, you need to install the **Microsoft Authenticator app** on a mobile phone to allow access to your work email or applications, along with setting up the way you receive the code to your mobile. You will be prompted to approve or add a code from your mobile phone either through the authenticator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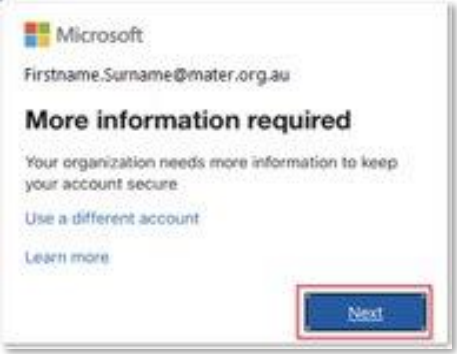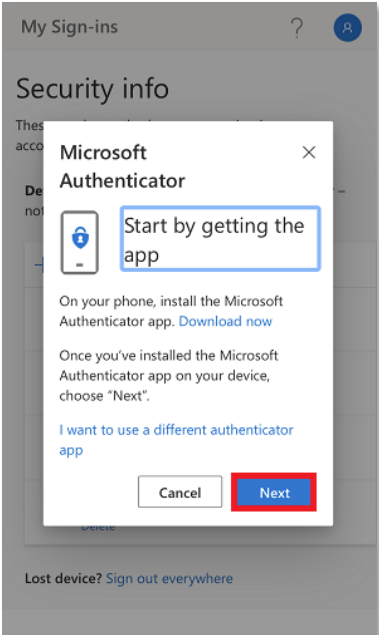
Important Information: To access Mater data, your mobile device software requires the minimum software versions.

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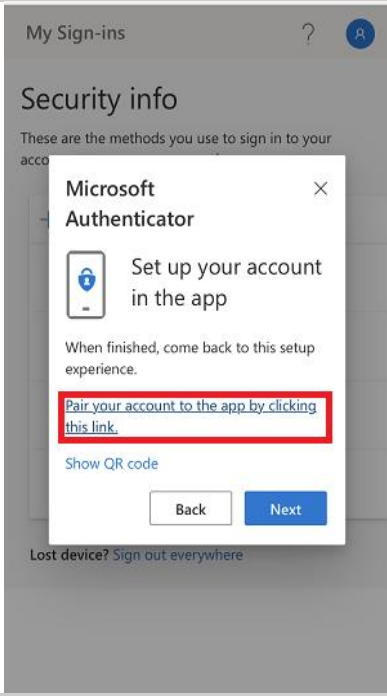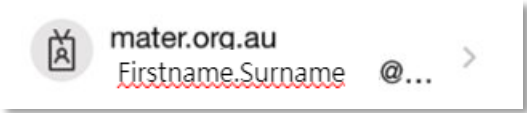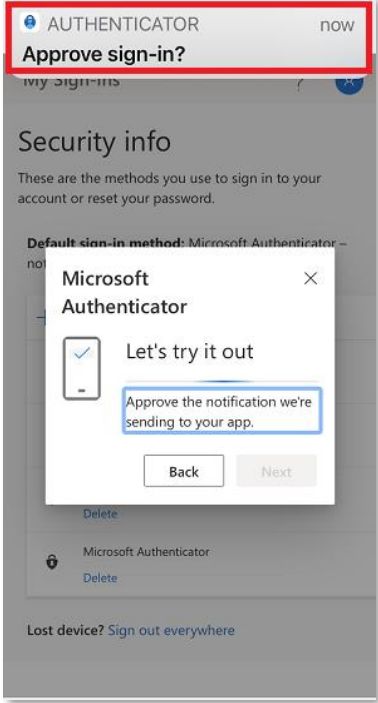- Android version 9 or above for Android devices

Follow these steps to setup MFA.

How to setup MFA on a mobile device
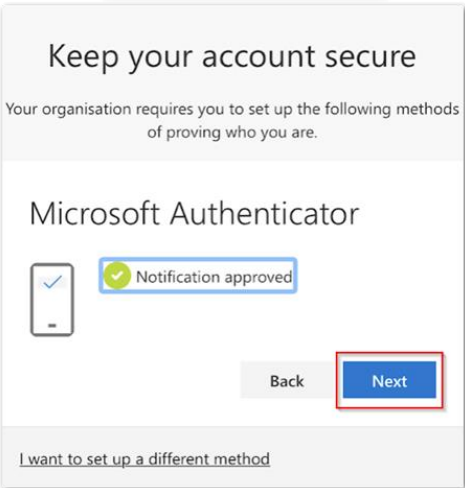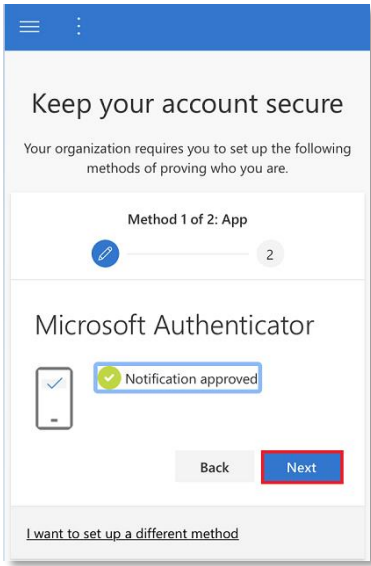
1	**Install the following apps** on your phone, from the appropriate Apps Store • **Microsoft Authenticator** Used to receive approval notifications and token codes. Essential if you wish to access Mater systems remotely **Important:** Do not open Authenticator app at this point. **Proceed with the next step** Note: If you are already using the Authenticator app for private use, it is ok to have multiple accounts listed.	
2	Open the Safari browser on your iPhone and **browse to** https://aka.ms/mfasetup You will be prompted to sign in with your **Mater email** address and **network password** as follows	

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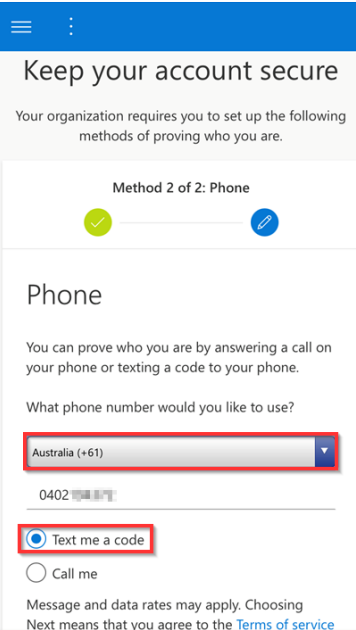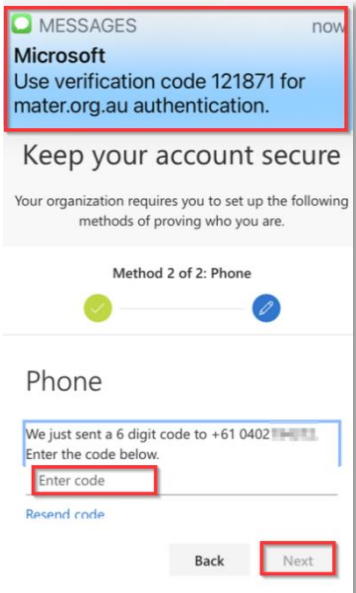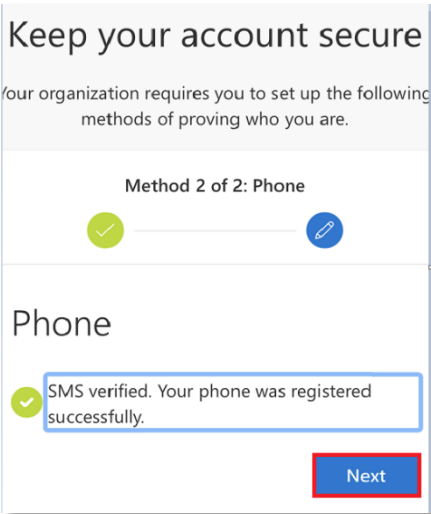
	Win7 SEQ staff: payrollnumber@mater.org,au **Win10 SEQ staff:** firstname.lastname@mater.org,au **NQ staff:** firstname.lastname@matertsv.org.au **CQ staff:** firstname.lastname@mercycq.com **Students:** studentID@mater.org.au If you're logged in with another account, please log out and follow the above instructions to continue.	
3	You will be prompted for more information, select **next** to start the MFA process. If a window appears asking you to log in with your Microsoft account, please press "Skip" on the top right of the window.	
4	Confirm you already have the app installed on your mobile device and select **next** to start the MFA process.	

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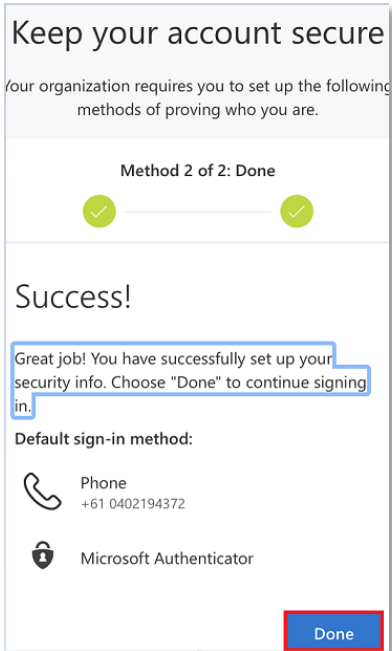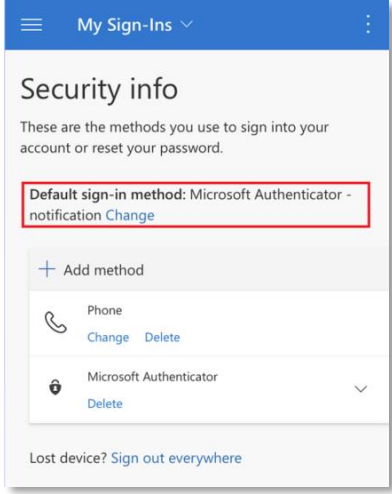
5	From the setup your account, choose **Pair your account to the app by clicking this link**, as shown to the right:	
6	The Microsoft Authenticator app then opens and accepts your new MFA Token into the app. Confirm your username appears as an account in the app. If prompted allow all notifications.	
7	Return to your browser which will detect MFA has been setup and **ask to try it out**. Select **Next** Switch to Microsoft Authenticator app or select **Approve sign-in?** on the popup to finalise the setup.	

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8	Switch to Microsoft Authenticator app or select **Approve** on the popup to finalise the setup.	
9	After approving through the MFA app switch back to your browser to confirm approval and select **Next.**	
10	It is recommended you set a **second form of authentication**. Click on 'Next' **Note:** If you do not get a 'Next' button, and are returned to My Signin's – click on the **+ sign** to add another method and select **Phone**	

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11	Change the country to **Australia (+61),** and select **Text me a code**	
12	The code will arrive in a **text message** from Microsoft. Enter the **6 digit code** in the field supplied, and click **Next.**	
13	Click Next.	

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14	Your **second method of authentication** is now set up.	Keep your account secure Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Done 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
15	**Important!!** Ensure your **default method** is listed as Microsoft Authenticator. If not click **Change** and select **Microsoft Authenticator** from the drop down menu	My Sign-Ins Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator - notification Change + Add method Phone Change Delete Microsoft Authenticator Delete Lost device? Sign out everywhere

You have now successfully enrolled in MFA on your mobile phone.

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