

# Set up Multi-Factor Authentication (MFA) using your Android 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.

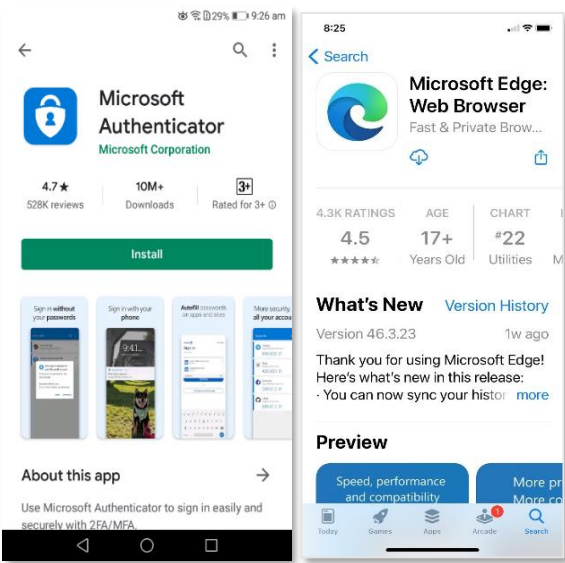
To setup MFA, you need to install the **Microsoft Authenticator app** on a mobile phone to allow access to your work email or applications, along with setting up the way you receive the code to your mobile. You will be prompted to approve or add a code from your mobile phone either through the authenticator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

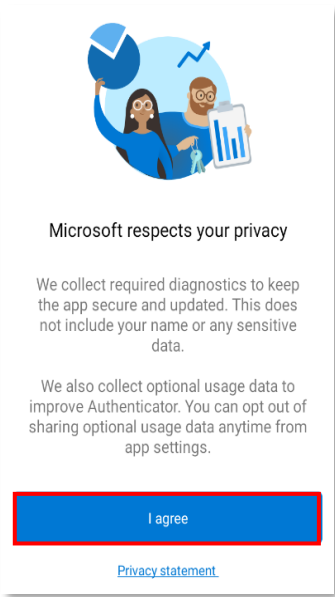
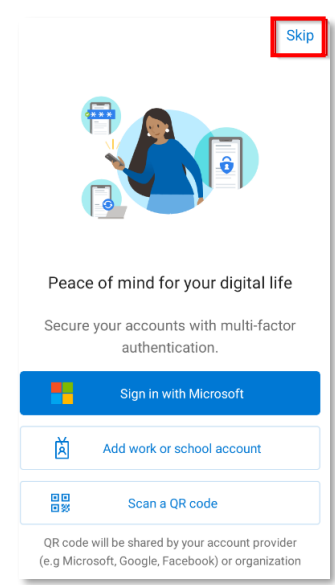
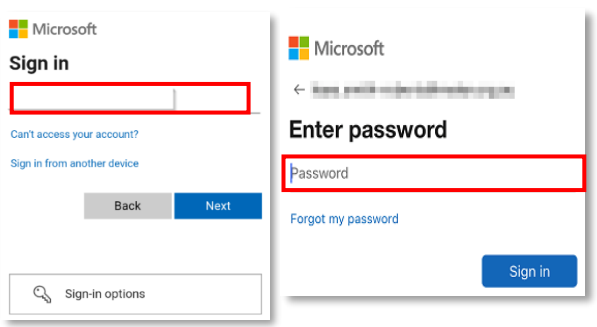
**Important Information:** To access Mater data, your mobile device software requires the minimum software versions.

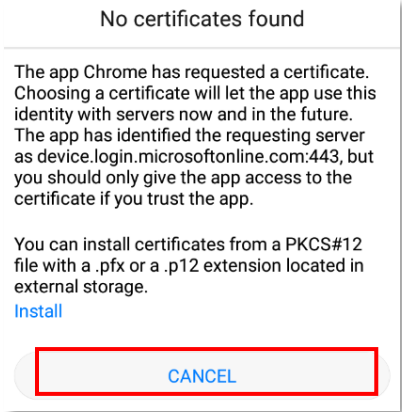
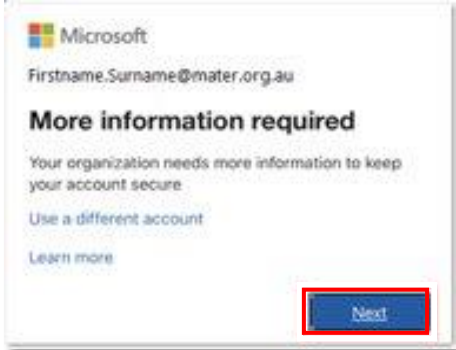
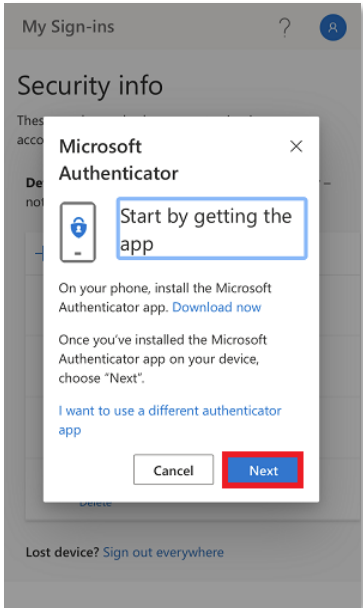
- iOS version 12 or above for Apple devices
- Android version 9 or above for Android devices

Follow these steps to setup MFA.


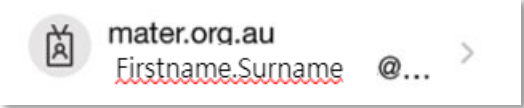
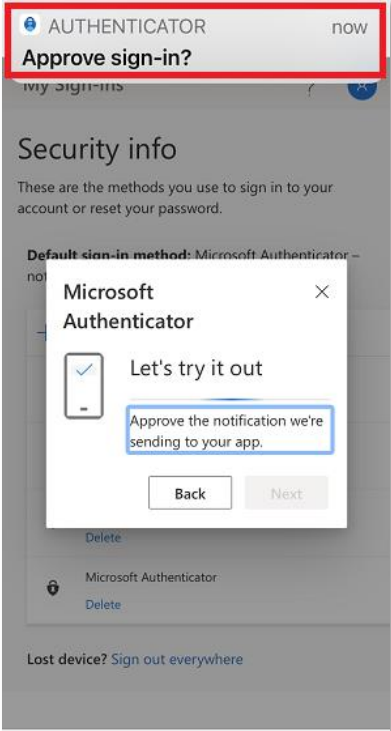
## How to setup MFA on a mobile device

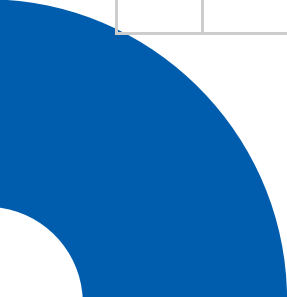
<p>1 <b>Install the following apps</b> on your phone, from the appropriate Apps Store</p> <ul style="list-style-type: none"> <li>• <b>Microsoft Authenticator</b> Used to receive approval notifications and token codes. Essential if you wish to access Mater systems remotely</li> <li>• <b>Microsoft Edge Web Browser</b> Used to browse to Mater data securely and essential when setting up MFA purely from a mobile device. If you do not wish to install Edge, use the 'Set up MFA from a Mater computer' instruction.</li> </ul> <p>Note: If you are already using the Authenticator app for private use, it is ok to have multiple accounts listed.</p>	 <p>The image shows two screenshots from the Google Play Store. The left screenshot displays the 'Microsoft Authenticator' app page, showing a 4.7 star rating, 528K reviews, 10M+ downloads, and an 'Install' button. The right screenshot displays the 'Microsoft Edge: Web Browser' app page, showing a 4.5 star rating, 4.3K ratings, and an 'Install' button. Both screenshots include 'About this app' sections and 'What's New' updates.</p>
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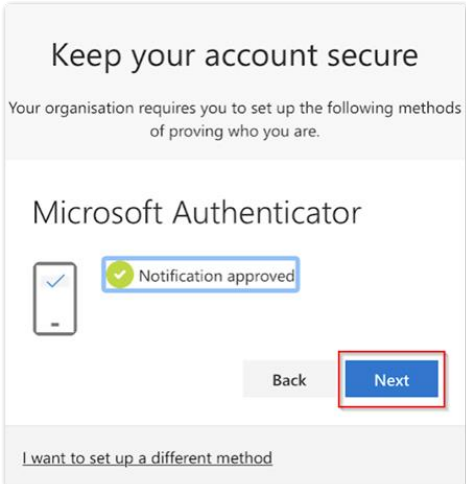
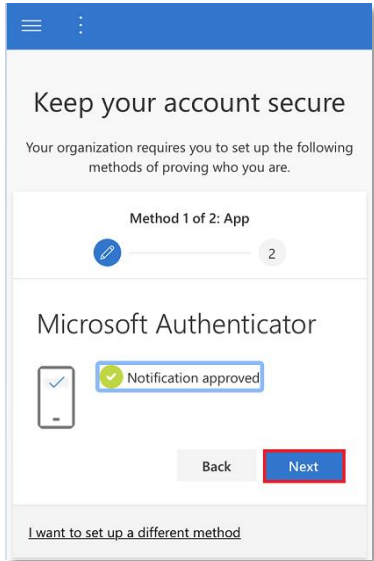
<p>2 Open the <b>Microsoft Authenticator app</b></p> <p>Click <b>'I agree'</b></p>	 <p>The screenshot shows a privacy notice from Microsoft. At the top, there is an illustration of two people with charts. Below it, the text reads: "Microsoft respects your privacy". It explains that required diagnostics are collected for security and updates, and optional usage data is collected for app improvement. A blue button labeled "I agree" is highlighted with a red border, and a link for "Privacy statement" is visible below it.</p>
<p>3 A sign in with Microsoft screen appears.</p> <p>Click <b>Skip</b></p> <p><b>Important – Do not follow screen prompts to login - Go to step 4</b></p>	 <p>The screenshot shows the Microsoft sign-in interface. A "Skip" button in the top right corner is highlighted with a red border. The main heading is "Peace of mind for your digital life" with a sub-heading "Secure your accounts with multi-factor authentication." Below this are three options: "Sign in with Microsoft" (highlighted with a blue bar), "Add work or school account", and "Scan a QR code". A note at the bottom states: "QR code will be shared by your account provider (e.g Microsoft, Google, Facebook) or organization".</p>
<p>4 Open the <b>Microsoft Edge app</b> on your phone to access the following link.</p> <p>Browse to <a href="https://aka.ms/mfasetup">https://aka.ms/mfasetup</a></p> <p>You will be prompted to sign in with your <b>Mater email</b> address and <b>network password</b>.</p> <p><b>Win7 SEQ staff:</b> payrollnumber@mater.org.au  <b>Win10 SEQ staff:</b> firstname.lastname@mater.org.au  <b>NQ staff:</b> firstname.lastname@matertsv.org.au  <b>CQ staff:</b> firstname.lastname@mercyqcq.com  <b>Students:</b> studentID@mater.org.au</p> <p>If you're logged in with another account, please log out and follow the above instructions to continue.</p>	 <p>Two screenshots of the Microsoft sign-in process are shown. The left screenshot is the "Sign in" screen with a red box around the email input field. The right screenshot is the "Enter password" screen with a red box around the password input field. Both screens have "Back" and "Next" buttons, and a "Sign in" button is visible on the right screenshot.</p>

<p>5 Some Android devices <u>may</u> display the following message.</p> <p>Click <b>Cancel</b></p>	
<p>6 You will be prompted for more information, Click <b>Next</b> to start the MFA process.</p> <p>If a window appears asking you to log in with your Microsoft account, please press "Skip" on the top right of the window.</p>	
<p>7 Confirm you already have the app installed on your mobile device and</p> <p>Click <b>Next</b> to start the MFA process.</p>	

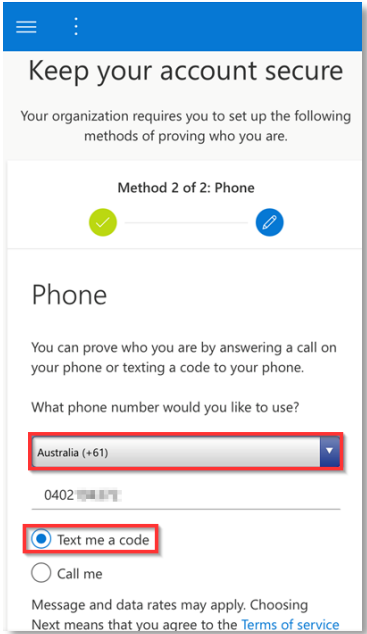
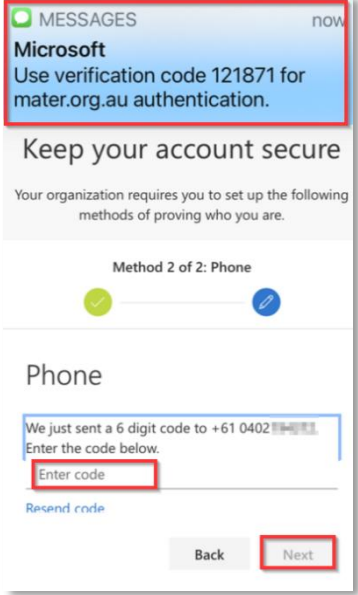
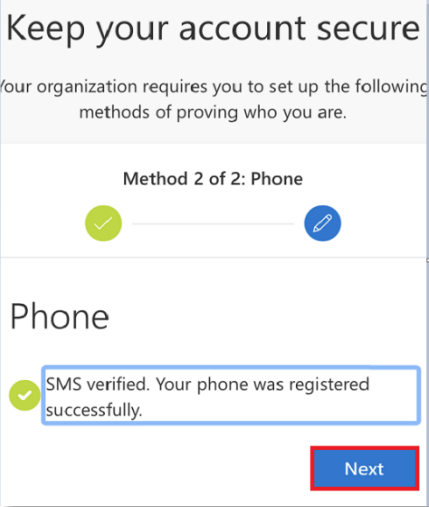


<p>8</p>	<p>From the setup your account, choose</p> <p><b>Pair your account to the app by clicking this link</b>, as shown to the right:</p>	
<p>9</p>	<p>The Microsoft Authenticator app then opens and accepts your new MFA Token into the app.</p> <p>Confirm your username appears as an account in the app.</p> <p>If prompted allow all notifications.</p>	
<p>10</p>	<p>Return to your browser which will detect MFA has been setup and <b>ask to try it out</b>.</p> <p>Select <b>Next</b></p> <p>Switch to Microsoft Authenticator app or select <b>Approve sign-in?</b> on the popup to finalise the setup.</p>	

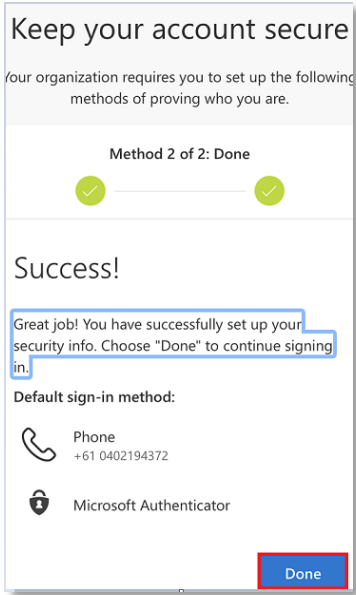
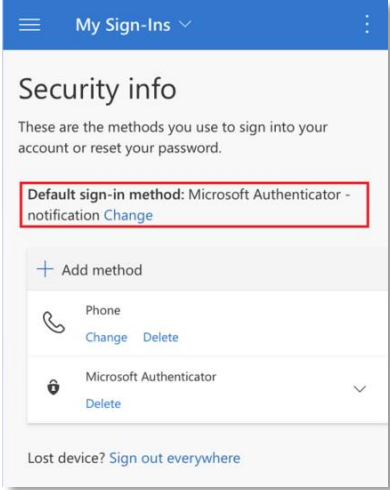


<p>11 Click <b>Approve</b></p>	
<p>12 After approving through the MFA app switch back to your browser to confirm approval and  Click <b>Next</b>.</p>	
<p>13 It is recommended you set a <b>second form of authentication</b>.  Click on <b>Next</b></p>	



<p>14 Change the country to <b>Australia (+61)</b>, and select</p> <p><b>Text me a code</b></p>	
<p>15 The code will arrive in a <b>text message</b> from Microsoft.</p> <p>Enter the <b>6-digit code</b> in the field supplied,</p> <p>Click <b>Next</b>.</p>	
<p>16 Click <b>Next</b>.</p>	



<p>17 Your <b>second method of authentication</b> is now set up.</p> <p>Click <b>Done</b></p>	
<p>18 Your <b>default method</b> should be listed as Microsoft Authenticator as the most secure method.</p> <p>Setup Complete.</p>	

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

