

Transcript

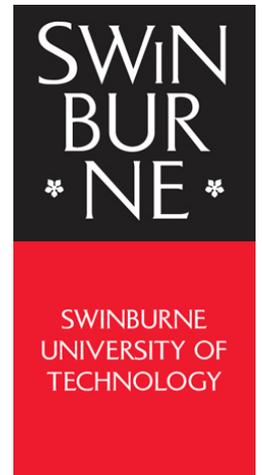
Title: Multi-Factor Authentication (MFA) Set-Up Process

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Year: 2020

Audio/video for this transcript available from: <http://commons.swinburne.edu.au>

[Note: this video has no dialogue]



To keep your information safe and secure the University is implementing MFA using Microsoft Authenticator.

You will need to already have the Microsoft Authenticator app installed on your mobile device.

Let's see how to set up your device for MFA.

On your computer, open your browser and type www.office.com

The Microsoft Authenticator app should already be installed on your mobile device at this stage.

The QR code can be scanned by the Authenticator app on your mobile device.

Open the Authenticator app on your mobile device.

Tap to open the app and skip through the Add Account Wizard.

If you are using the Microsoft Authenticator app for the first time, you will see this screen. Tap ADD ACCOUNT.

Otherwise tap three dots to add an account to the Authenticator app.

Scan the QR code and the account will be added automatically.

After the account has been added to the Authenticator app, go back to the browser on your PC and click next.

Approve the MFA Challenge sent to the Authenticator app.

Allow the registration to complete.

Select 'no' if you are using a public or shared device or 'yes' if you are using your own device.

You are now set up for Multi-Factor Authentication.

Please contact the IT Service Desk for further assistance.

Email: servicedesk@swin.edu.au

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