Multi-Factor Authentication

What is Multi-Factor Authentication?

Multi-Factor Authentication (MFA) adds an additional layer of security to an account to make it more difficult to be stolen or used without authorisation.

In practice, MFA requests extra information beyond your username and password to confirm your login. MFA often makes use of something you have at hand, like your smartphone, fingerprint, or face.

You may already be using MFA to access your online banking or social media accounts.

How do I use Multi-Factor Authentication

Ridgetech has selected a mobile device app called Microsoft Authenticator for your organisations MFA rollout.

When logging into a system that requires MFA, you will receive a login approval request after entering your username and password. Each of the above options can approve these requests.

For more information, please contact the Ridgetech Helpdesk.

How will it affect me?

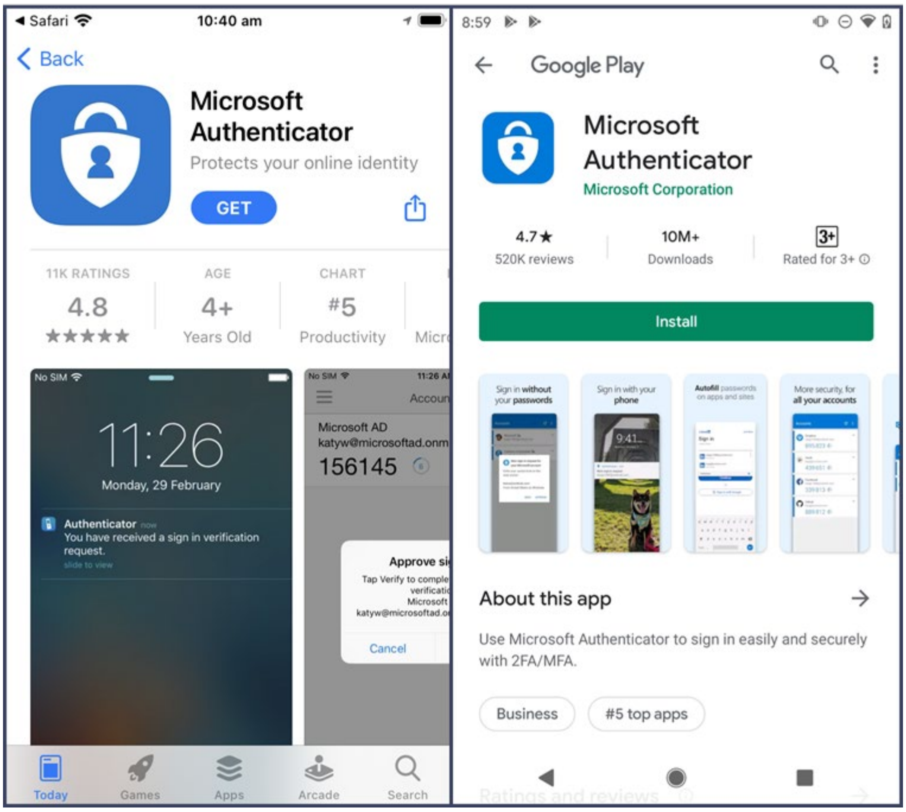
MFA will be turned on for users when accessing their Microsoft 365 account via a web browser or Microsoft 365 apps such as Outlook, Word etc. You will be required to approve sign in requests on new logins or every 90 days.

Setting Up Multi-Factor Authentication

Step 1 – Install Microsoft Authenticator

On your mobile device, open your camera app and scan the below QR code. When prompted, open the link in your mobile device's browser. If you cannot scan the QR code please open https://aka.ms/authapp in your device's web browser.

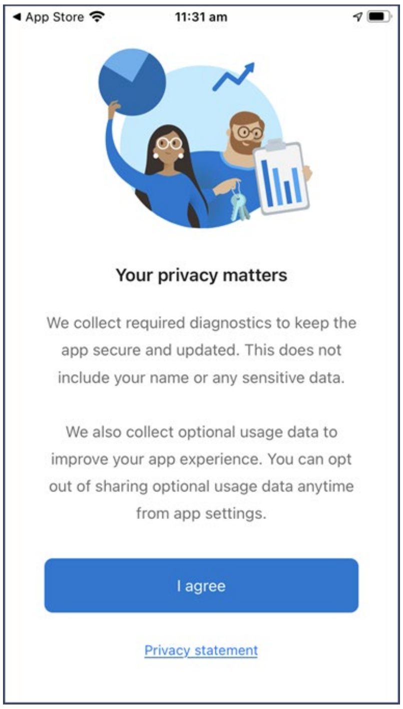
The QR or link will open to the app store page for Microsoft Authenticator. Click the appropriate button to **install the app**.



iPhone

Android

Once installed, open the Microsoft Authenticator app, read, and agree to the following:

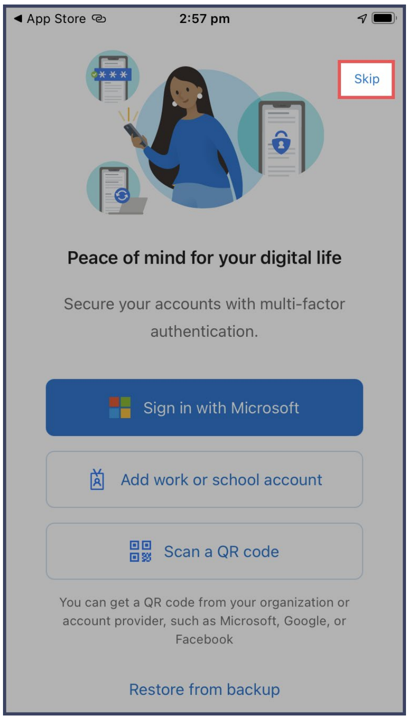


Your privacy matters

We collect required diagnostics to keep the app secure and updated. This does not include your name or any sensitive data.

We also collect optional usage data to improve your app experience. You can opt out of sharing optional usage data anytime from app settings.

Click 'Skip' in the top right corner when prompted to enter your credentials.



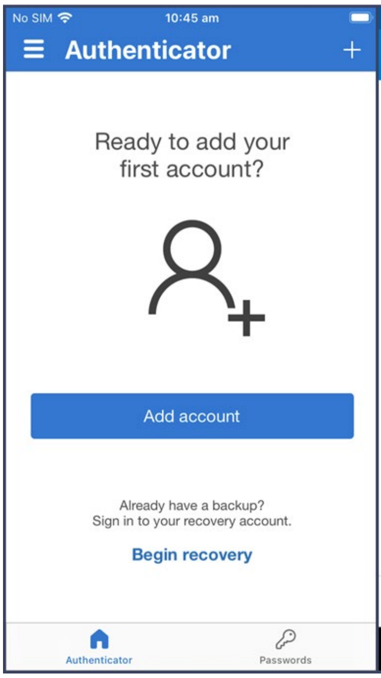
Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

Once complete, your mobile device should show the following screen:

iPhone



No SIM 10:45 am

Authenticator

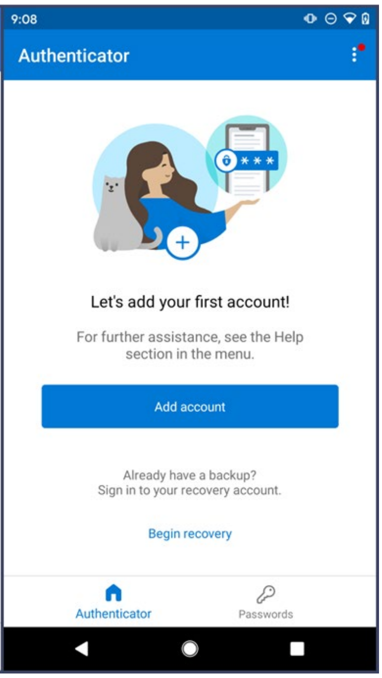
Ready to add your first account?

Add account

Already have a backup?
Sign in to your recovery account.

Begin recovery

Android



9:08

Authenticator

Let's add your first account!

For further assistance, see the Help section in the menu.

Add account

Already have a backup?
Sign in to your recovery account.

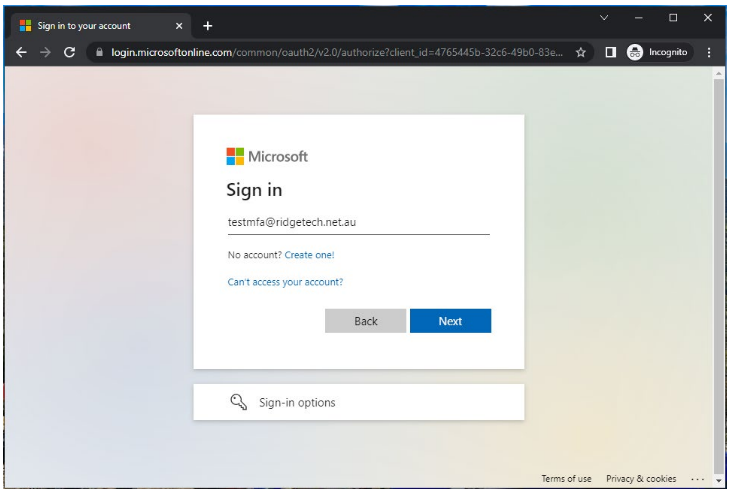
Begin recovery

Step 2 – Setup Multi-Factor Authentication

The following guide must be completed on a computer, using a browser of your choice. The mobile device you're enrolling into MFA can be on any network.

Log into your computer, open a web browser, and visit https://login.microsoftonline.com/

Enter your email address, then click 'Next'.



Sign in to your account

login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=4765445b-32c6-49b0-83e...

Microsoft

Sign in

testmfa@ridgetech.net.au

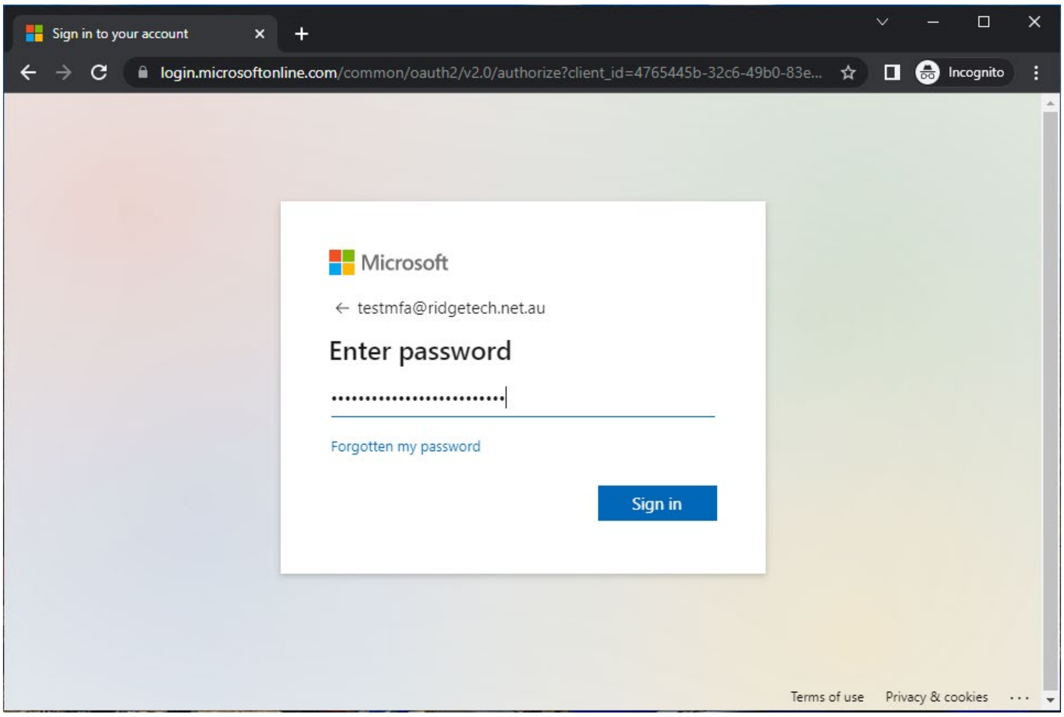
No account? Create one!

Can't access your account?

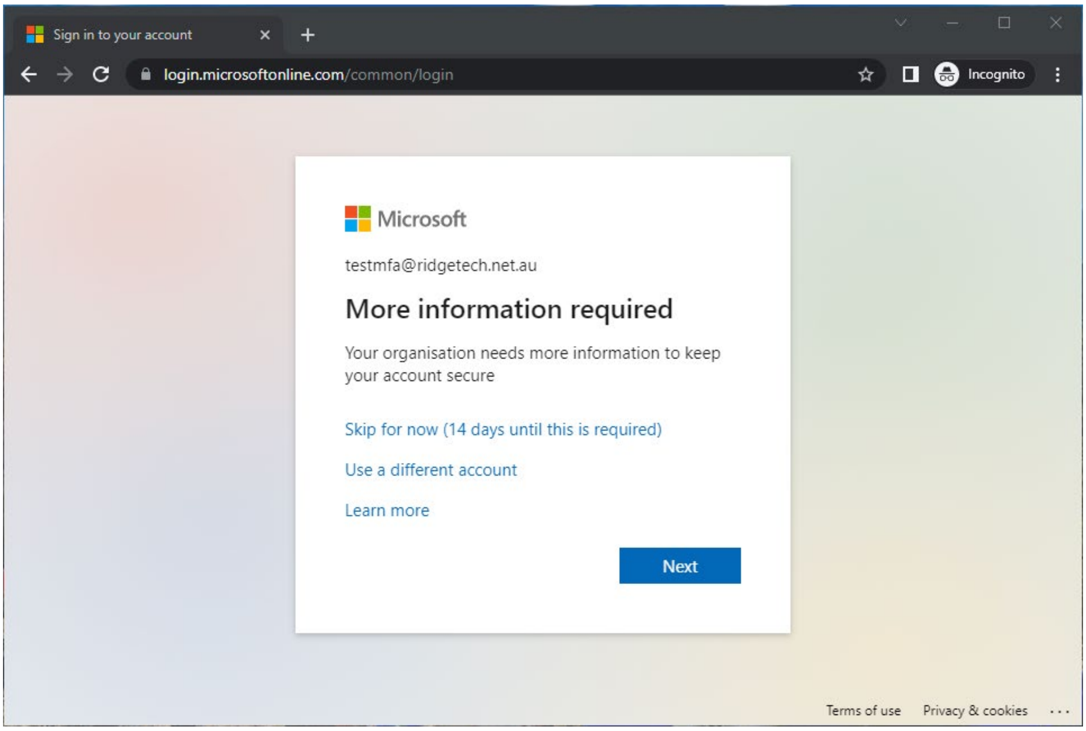
Back Next

Sign-in options

Enter your email password, then click 'Next'.



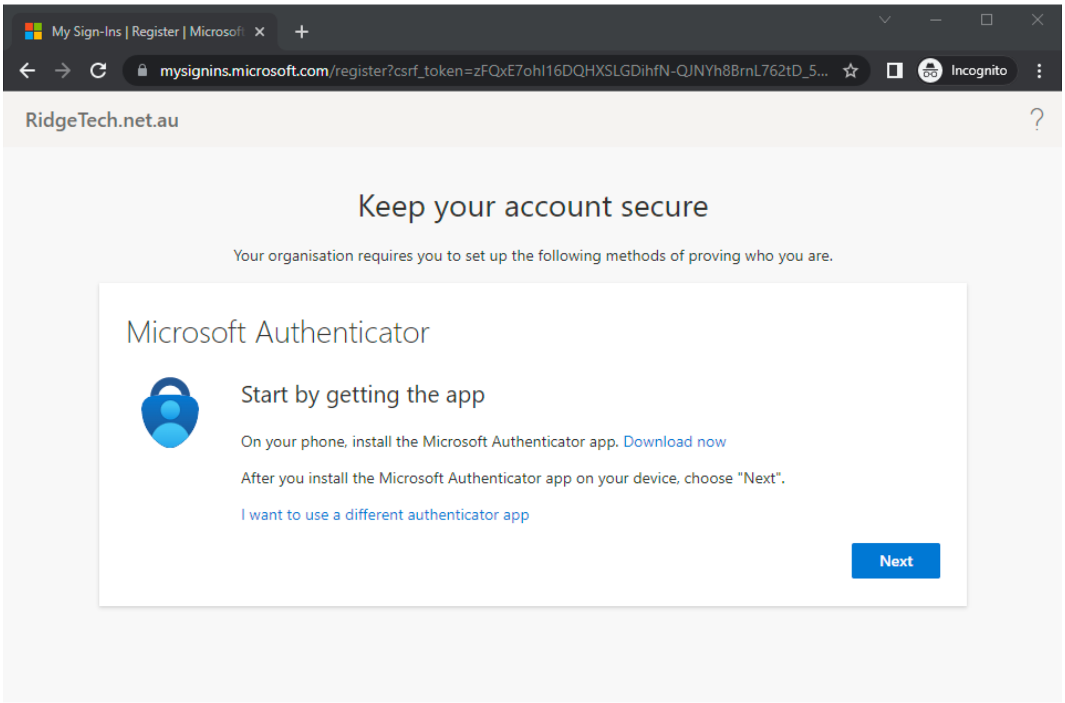
Click ‘Next’. ** Please do not click ‘Skip for now’ as your account will be blocked from sign-in after this time has lapsed*



More information required

Your organisation needs more information to keep your account secure

As we have already installed the app in step 1, we can click 'Next'.



My Sign-Ins | Register | Microsoft
mysignins.microsoft.com/register?csrf_token=zFQxE7ohl16DQHXSLGDihfN-QJNYh8BrnL762tD_5...
Incognito
RidgeTech.net.au

Keep your account secure

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

Microsoft Authenticator

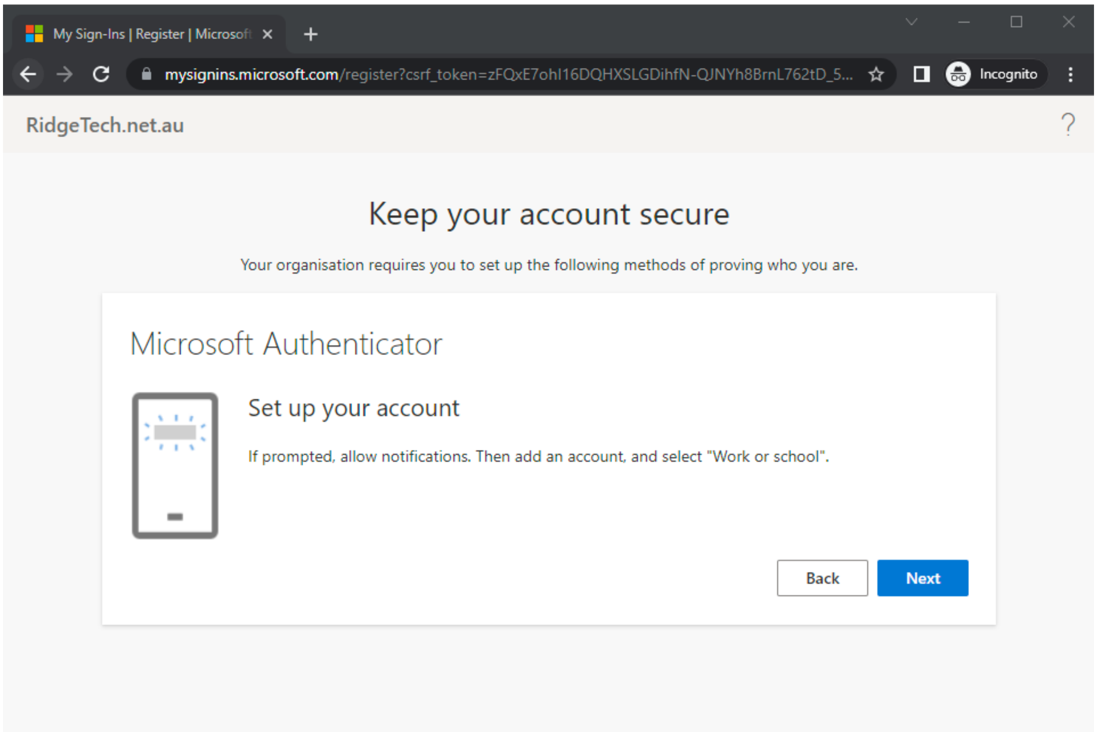
Start by getting the app

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

Please note that during the following steps your mobile device may request permission to show Microsoft Authenticator notifications. Click 'Next'.



My Sign-Ins | Register | Microsoft
mysignins.microsoft.com/register?csrf_token=zFQxE7ohl16DQHXSLGDihfN-QJNYh8BrnL762tD_5...
Incognito
RidgeTech.net.au

Keep your account secure

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

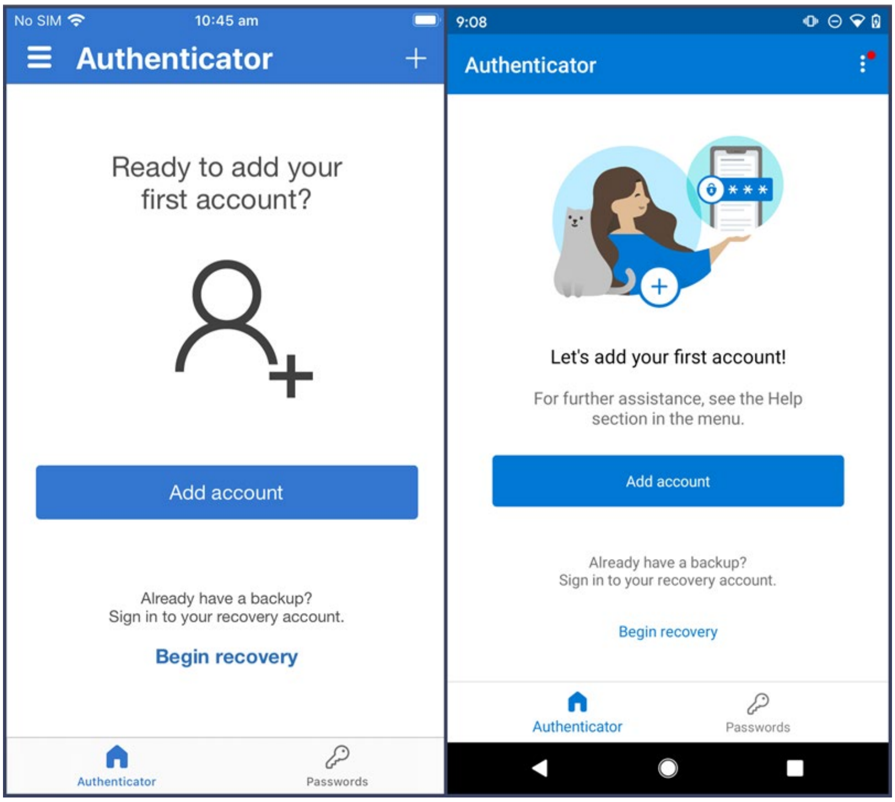
Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Switching back to your mobile device, open Microsoft Authenticator and click 'Add Account'.

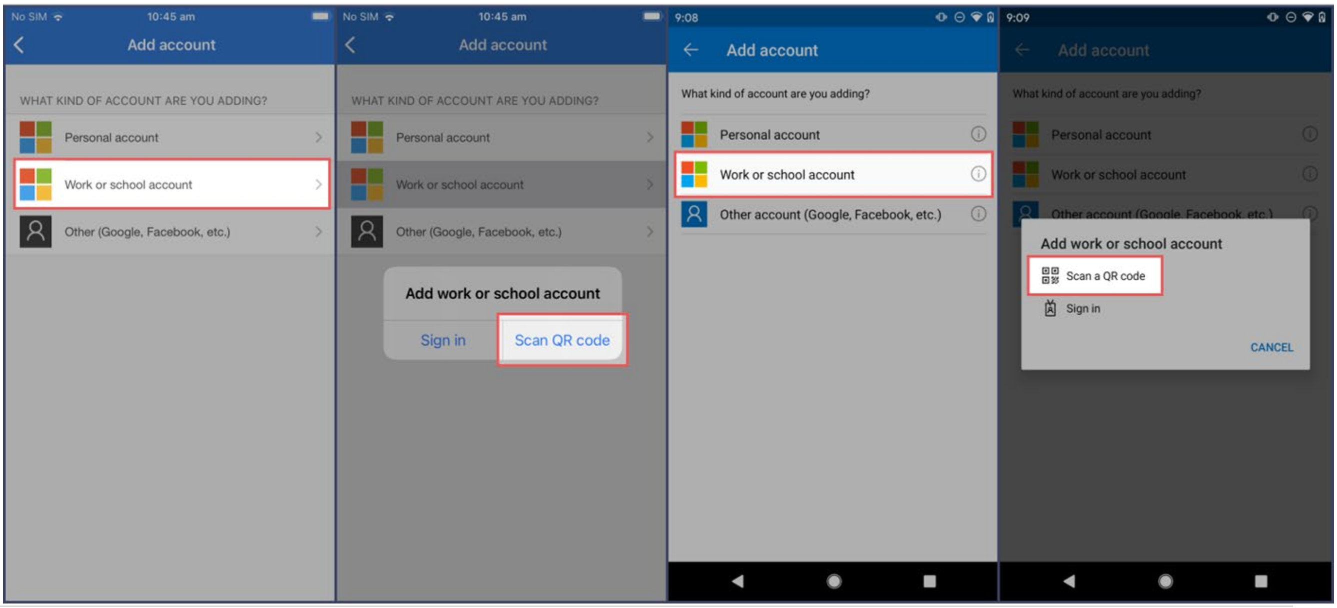
iPhone Android



No SIM
10:45 am
Authenticator
+
Ready to add your first account?
Add account
Already have a backup?
Sign in to your recovery account.
Begin recovery
Authenticator
Passwords
9:08
Authenticator
Let's add your first account!
For further assistance, see the Help section in the menu.
Add account
Already have a backup?
Sign in to your recovery account.
Begin recovery
Authenticator
Passwords

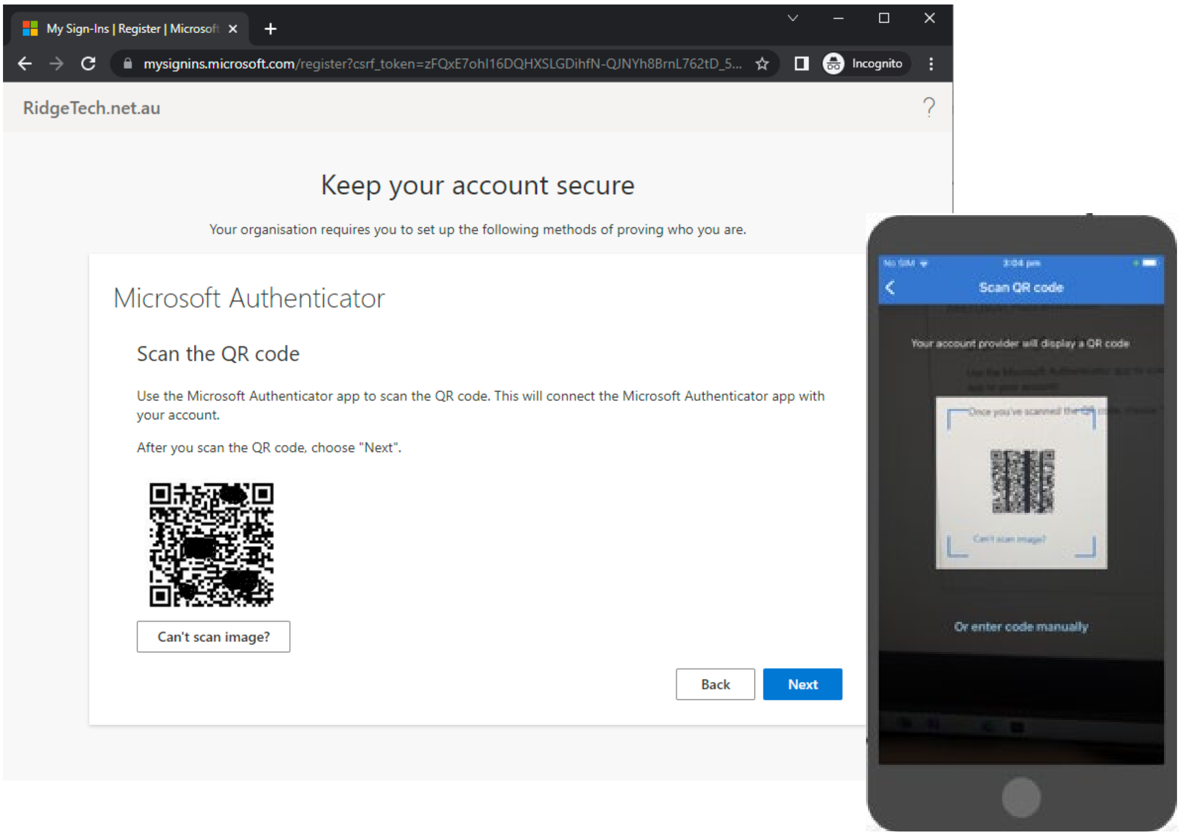
Choose 'Work or school account', then 'Scan QR code'.

iPhone Android



No SIM
10:45 am
Add account
WHAT KIND OF ACCOUNT ARE YOU ADDING?
Personal account
Work or school account
Other (Google, Facebook, etc.)
No SIM
10:45 am
Add account
WHAT KIND OF ACCOUNT ARE YOU ADDING?
Personal account
Work or school account
Other (Google, Facebook, etc.)
Add work or school account
Sign in
Scan QR code
9:08
Add account
What kind of account are you adding?
Personal account
Work or school account
Other account (Google, Facebook, etc.)
9:09
Add account
What kind of account are you adding?
Personal account
Work or school account
Other account (Google, Facebook, etc.)
Add work or school account
Scan a QR code
Sign in
CANCEL

Point your mobile device's camera at the QR code shown on screen until it successfully scans.


My Sign-Ins | Register | Microsof
mysignins.microsoft.com/register?csrf_token=zFQxE7ohl16DQHXSLGDihfN-QJNYh8BrnL762tD_5...
Incognito
RidgeTech.net.au

Keep your account secure

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

Microsoft Authenticator

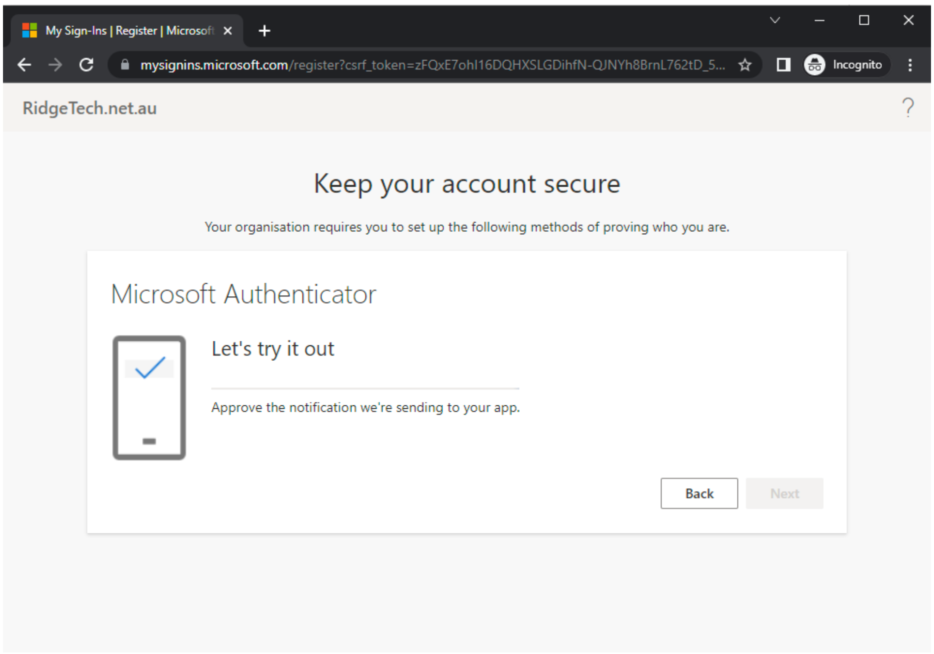
Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?
Back
Next
Scan QR code
Your account provider will display a QR code
Or enter code manually

Click 'Next' on your computer to test the Multi-Factor Authentication process on your account.


My Sign-Ins | Register | Microsof
mysignins.microsoft.com/register?csrf_token=zFQxE7ohl16DQHXSLGDihfN-QJNYh8BrnL762tD_5...
Incognito
RidgeTech.net.au

Keep your account secure

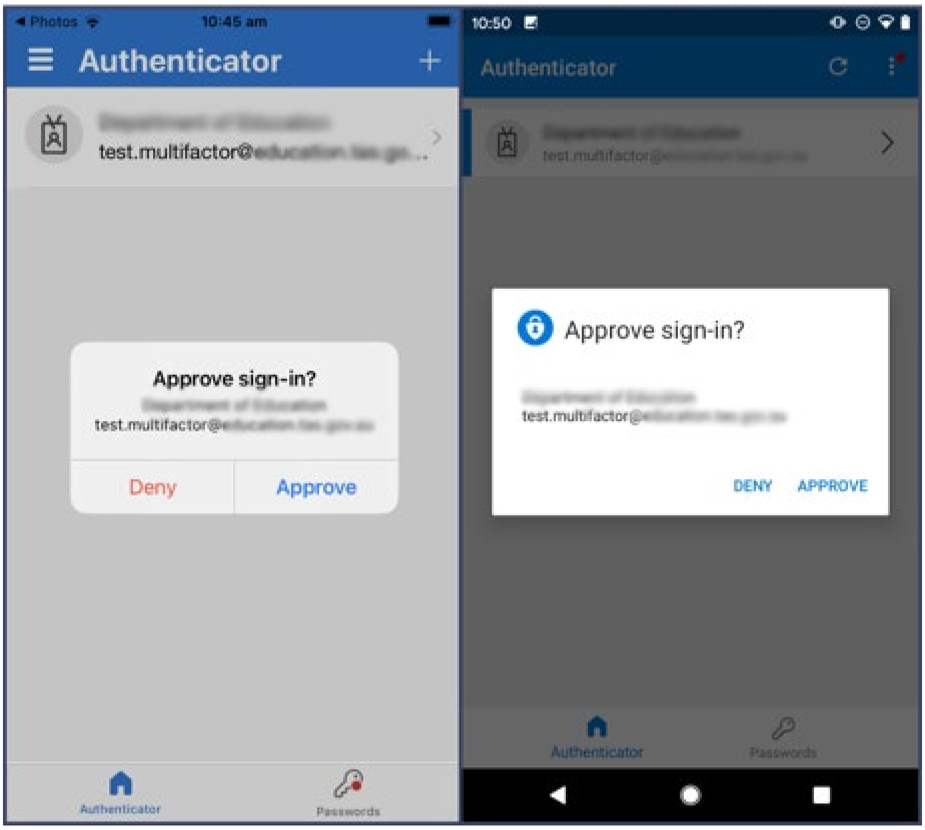
Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.

Your mobile device will receive a multi-factor authentication request. Click 'Approve'.



iPhone

Android

It's important to only approve sign-ins you initiated. If you receive multiple unexpected MFA requests, please contact with the Ridgetech helpdesk so we can investigate.

Congratulations, set up is now complete! You are now ready to use MFA to protect your account.