

SAVONIA

MFA



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- [General information about MFA](#)
- [Enabling Microsoft Authenticator](#)
- [Using Microsoft Authenticator](#)
- [Enabling SMS authentication](#)
- [Using SMS authentication](#)

General information about MFA

- **MFA (Multi-Factor Authentication)** stands for Multi-Factor Authentication.
- The purpose of MFA is to increase security in a way, that ensures that the username, password, and phone authentication come from the same person.
- The username and password can fall into the wrong hands, so additional authentication can be used to identify the person.
- In practice, MFA works by requiring at least 2 different authentication methods, when logging in to a computer, website, program, or service.
- The purpose of authentication is therefore to ensure, that the computer, website, program or service is securely used by a person with access rights.
- If you know you are not signing in to a service with MFA, and Authenticator asks for your acceptance on your phone, then **don't accept it**, as someone else will probably try to sign in with your account.
- In Savonia, MFA is implemented over the phone using the **Microsoft Authenticator App**.
- MFA is introduced on a program-by-program basis.
- In Savonia, students have MFA authentication in Citrix and Desktop. In Moodle, authentication can be requested in some cases.
- Below there are instructions, how to start using the Microsoft Authenticator Folder and how to use it.
- If you do not have a smartphone to download Authenticator, you will be able to authenticate via SMS. Below there are the instructions for that, too.



MS
Auth...

Enabling Microsoft Authenticator

- Download the Microsoft Authenticator app from your phone's app store
- Using your computer's browser, go to **My Sign-Ins** ([link here](#) or copy the link from here: <https://mysignins.microsoft.com/security-info>) and log in using your Savonia email address and password.

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	+358 44785	Change	Delete	▼
	Microsoft Authenticator	VOC 119		Delete	

Lost device? [Sign out everywhere](#)

Add new sign-in method

- Click **+ Add Method**
- Select the **Authenticator app** and then **Add**

Add a method

Which method would you like to add?

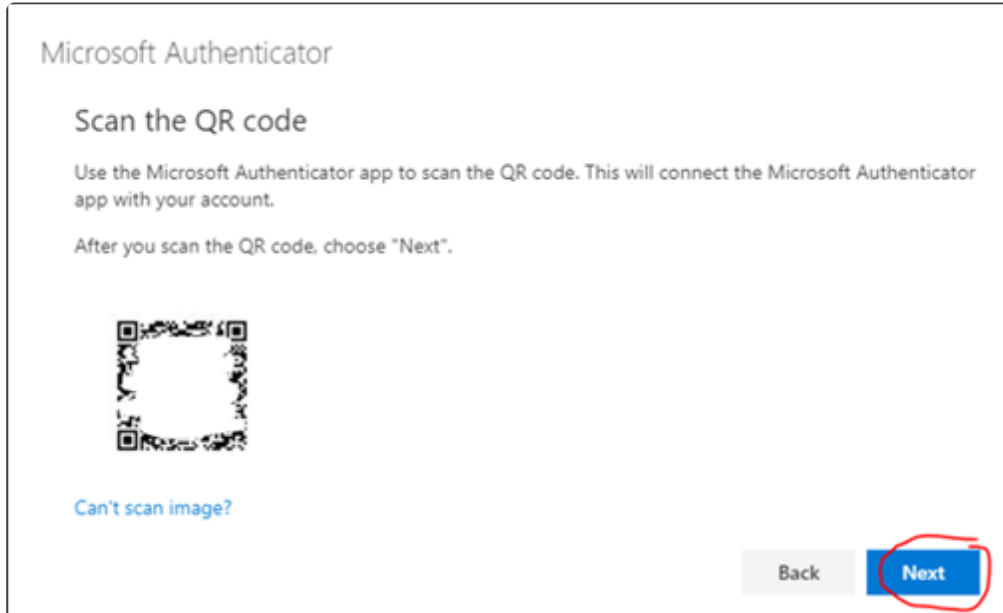
Choose a method ▼

- Authenticator app
- Email
- Office phone

Choose the method with which you want to authenticate

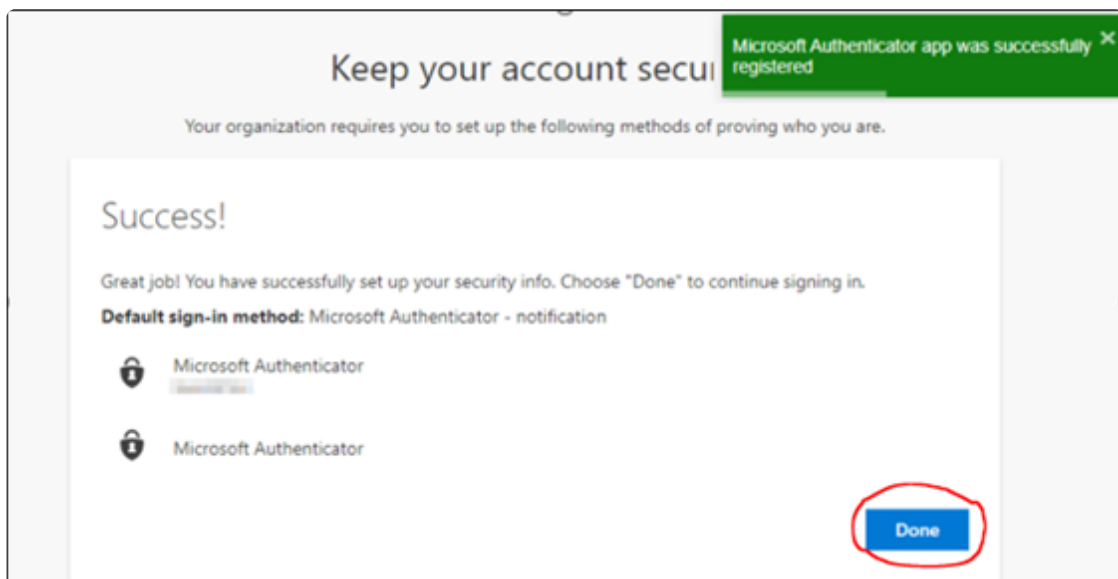
- Open the Authenticator application on your phone

- Click **Add School or Work Account**
- Click **Scan QR Code**
- Allow camera use and notifications
- Use the Authenticator application on your phone to scan the QR code displayed in your computer's browser



Scan the QR code to link Authenticator to your account

- In the computer browser, press **Next**
- Accept the login on your phone with Authenticator, when prompted



Microsoft Authenticator is in use

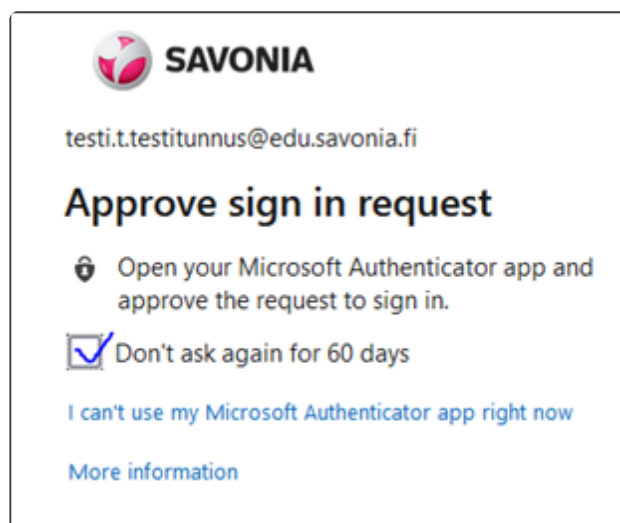
- Deployment is complete, when a green message appears at the top right corner of the browser

- In the computer browser, press **Done**

- Microsoft Authenticator can be found under in the methods list

Using Microsoft Authenticator

- In the future, you will receive *Approve sign in request* messages on your computer or mobile device



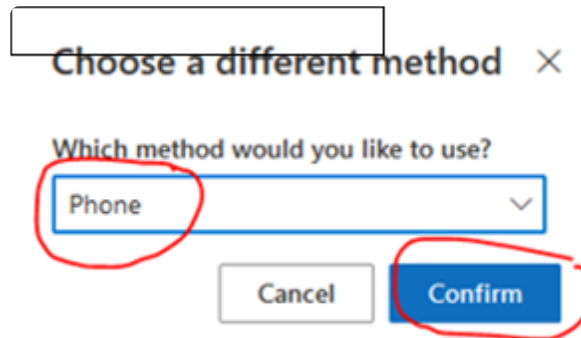
Choose, whether you want requests to come a little less often

- If you want the identification question to be asked less often, just click **Don't ask again for 60 days**
- Open Microsoft Authenticator app on your phone

- Click **Approve**
- Type in the screen lock code or use your fingerprint

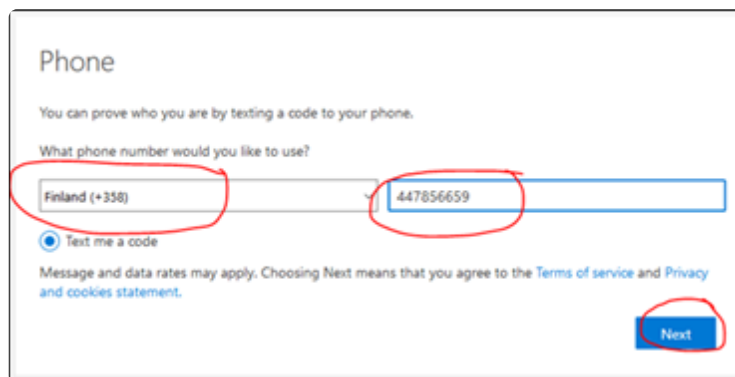
Enabling SMS authentication

- Using your computer's browser, go to **My Sign-Ins** (link on the right side of this page) and log in using your Savonia email address and password.



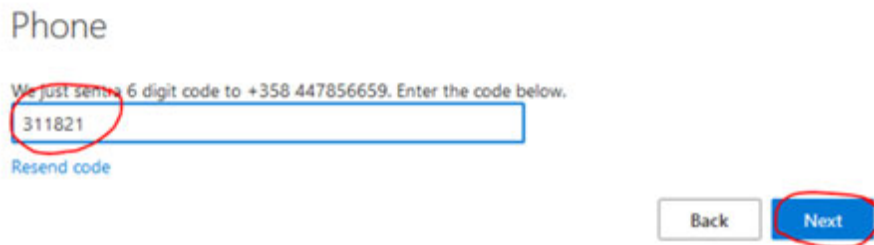
Choose Phone as method

- From *Which method...* list, choose **Phone**
- Click **Confirm**



Type in your phone number

- Select your country code from the list and enter the number without the first 0



Phone

We just sent a 6 digit code to +358 447856659. Enter the code below.

311821

Resend code

Back Next

Detailed description: This is a screenshot of a web-based verification step. The title is 'Phone'. Below the title, there is a message: 'We just sent a 6 digit code to +358 447856659. Enter the code below.' A text input field contains the code '311821'. Below the input field is a link that says 'Resend code'. At the bottom right of the form, there are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red circle.

Type in the code from the SMS message

- System will send an SMS-code to your phone
- Enter the code on the computer and click **Next**



Phone

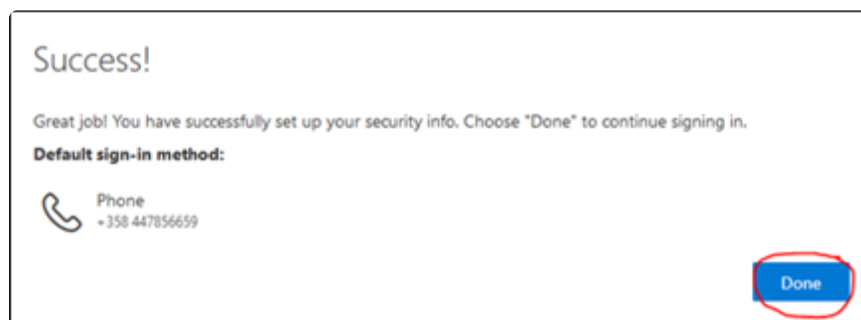
✓ SMS verified. Your phone was registered successfully.

Next

Detailed description: This is a confirmation screenshot. The title is 'Phone'. Below the title, there is a green checkmark icon followed by the text: 'SMS verified. Your phone was registered successfully.' At the bottom right, there is a blue button labeled 'Next' which is circled in red.

SMS code verified

- The code is then verified, and your phone registered
- Click **Next**



Success!

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

Default sign-in method:

Phone
+358 447856659

Done

Detailed description: This is a success confirmation screen. The title is 'Success!'. Below the title, there is a message: 'Great job! You have successfully set up your security info. Choose "Done" to continue signing in.' Underneath, it says 'Default sign-in method:' followed by a phone icon, the word 'Phone', and the number '+358 447856659'. At the bottom right, there is a blue button labeled 'Done' which is circled in red.

Registration completed



- Finally, click **Done**

Security info

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	Phone	+358 44785	Change	Delete	▼
	Microsoft Authenticator	VOC 123		Delete	

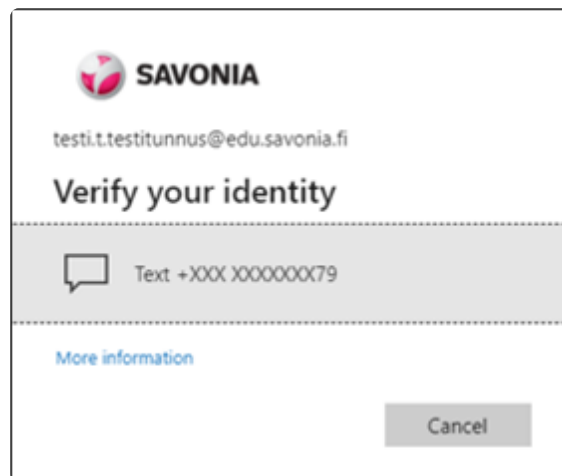
Lost device? [Sign out everywhere](#)

List of sign-in methods

- The registration is now complete, and your phone number should appear on the *Security Information* page in the sign-in methods list

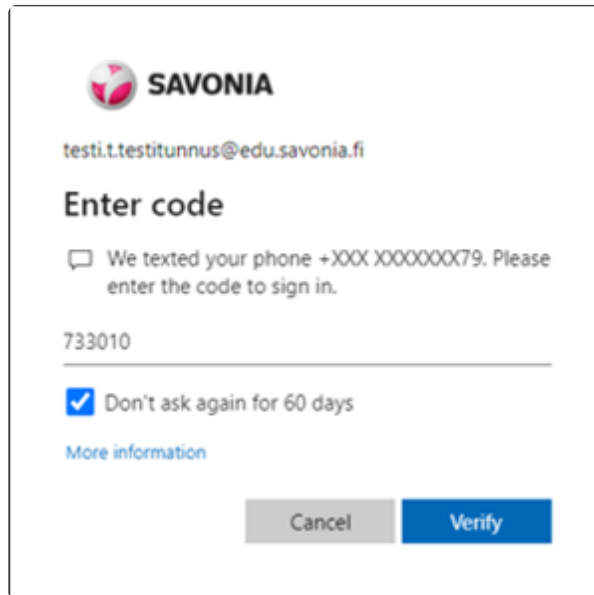
Using SMS authentication

- When a program or service asks you to verify your identity, you will be notified on your computer or phone screen, picture below



Click Text.. and you'll receive the code to your phone

- Click **Text + XXX XXXXXXXXXX**
- The text message will be sent to the phone number you have registered



SAVONIA

testi.t.testitunnus@edu.savonia.fi

Enter code

We texted your phone +XXX XXXXXXXX79. Please enter the code to sign in.

733010

Don't ask again for 60 days

[More information](#)

Cancel Verify

Type in the code you received

- Enter the code of the text message.
- If you don't want to be asked for confirmation in the next 60 days, just tick the box next to it.
- Finally, click **Verify**.