2. Two Factor Authentication

This step involves scanning a barcode with your mobile phone camera.

Video guide

This video shows you how to scan the barcode: https://www.youtube.com/watch?v=a78Cx6SM_Yo&t=70

Let's get started

Begin by installing the Microsoft Authenticator app on your mobile phone. If you need help to do this, follow the instructions for installing the app at the end of this document (Page 9).
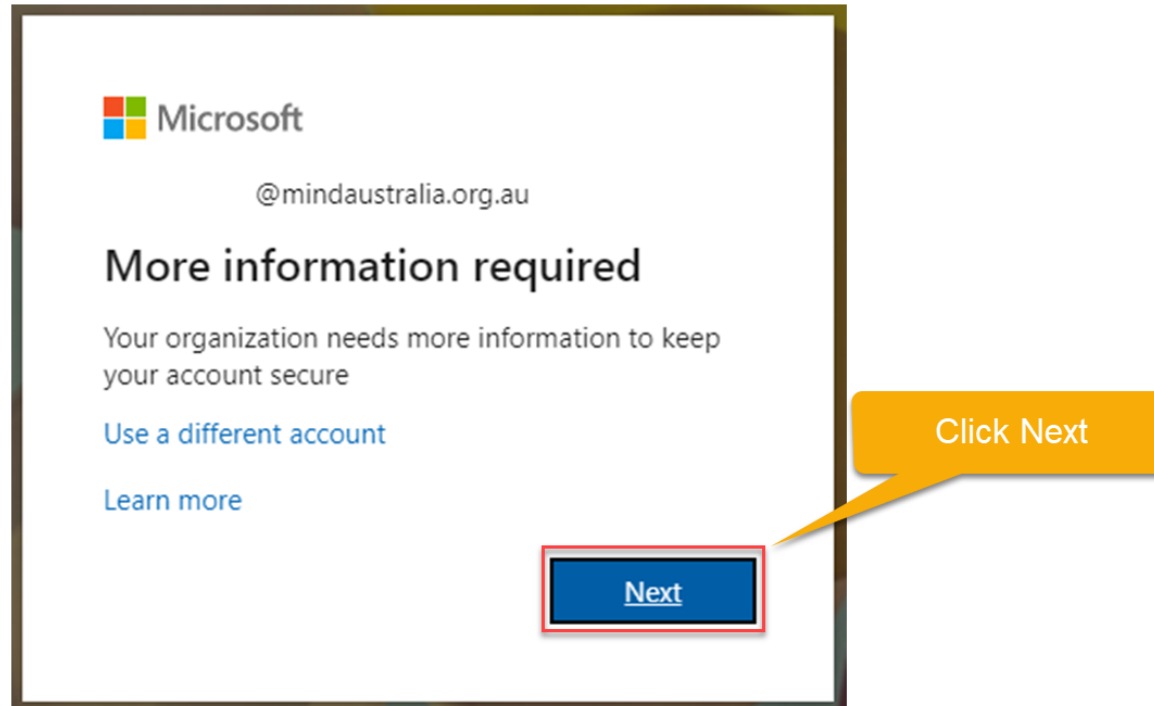

Microsoft Authenticator 4+
Microsoft Corporation

Next, access this link **using your computer**: https://aka.ms/mfasetup
Upon attempting to sign in with your short email address and password, the following screen will be presented:

Selecting Security Verification

On your computer:

Setting up the Microsoft Authenticator Mobile app

IMPORTANT: The Authenticator app must be first installed on the mobile phone. If you need help to install an app, go to the end of this document (Page 9) for instructions.

Open the app and tap the + button on the top right hand corner of the screen. Choose **Add Work or School Account**.
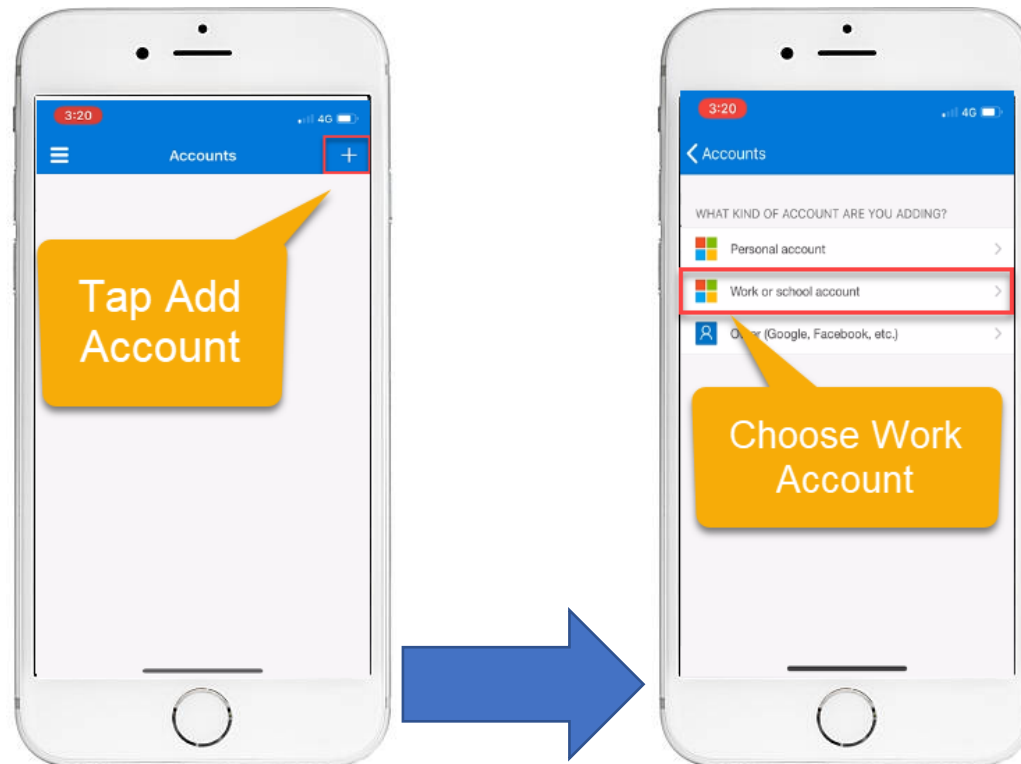
The app may ask for permission to use the camera, please allow it to do so.

Scanning the bar code

On the computer: A barcode will be displayed on screen, an example is shown below.

On the mobile phone: The app will open the camera, scan the barcode presented on the computer using the phone. (It will do this automatically.)

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.

2. In the app, add an account and choose "Work or school account".

3. Scan the image below.

If you are unable to scan the image, enter the following information in your app.
Code: 568 428 584
Url: https://bn1eupad11.eu.phonefactor.net/pad/276819462

If the app displays a six-digit code, choose "Next".

Next   cancel

Successful bar code scan

Once the barcode has been scanned, the mobile app will configure itself with the authentication system. Once the configuration is successful, on the computer, click the **Next** button.

Testing the system

The authentication system will now test a login.

On the computer: The following screen will be shown below

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

Next

On the mobile phone: The app will present an Approve or Deny prompt. Tap **Approve.**

IMPORTANT: This security prompt as shown controls successful log in to Mind systems.
IT IS VERY IMPORTANT that the Approve button is only used when genuine login is being attempted.
Do NOT approve unexpected login prompts.

Contact ICT if you believe your account has been compromised.

On the computer: If successful, the following prompt will be displayed:

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 2: Let's make sure that we can reach you on your Mobile App device

Verification successful. Taking you to the next step...

Additional Verification

When complete, you will be asked to provide a backup verification method.
Choose **Australia (+61)** from the drop down, and your mobile number WITHOUT the first zero.

Finally, click **Done.** The process is complete! When you wish to change your password, see the next instruction document.

Downloading and installing the Microsoft Authenticator app

The Microsoft Authenticator app can be installed on one of the following devices:

- your work mobile phone (Android or iPhone), if you have been issued one, or
- your personal mobile phone (Android or iPhone)

If you have been given a Mind work phone, the Authenticator App has already been installed.

It's important to choose a device that will always be readily available and with you, as it will be needed to access the Mind portal.

If you replace, lose or damage your phone, contact ICT to arrange for a change of the Two Factor Authentication phone.
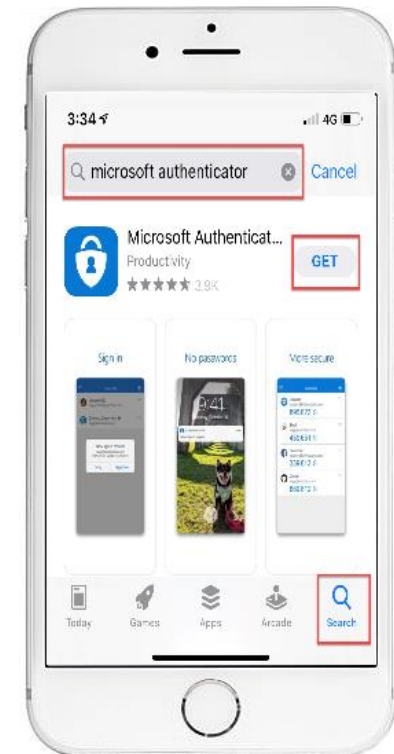
Downloading the Authenticator app (iPhone)

Step 1. Open the App Store on your phone, the icon looks like below

Step 2. Tap the Search button, search for Microsoft Authenticator

Step 3. Tap the GET button
The app downloads to your phone
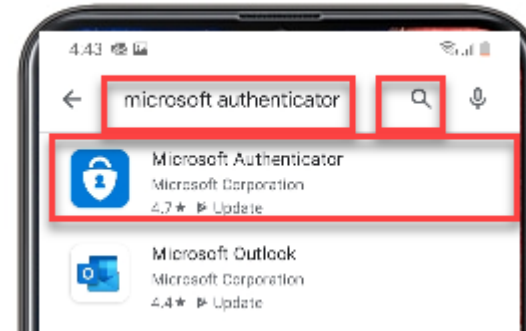
Download the Authenticator app (Android)

Step 1.Unlock your phone, then swipe down to see the list of all apps

Swipe down to see all apps

Step 2. Open the Google Play Store on your phone. The icon looks like below

Step 3. Tap the search button, Search for Microsoft Authenticator Tap the app as shown below:

Step 4. Tap the Install button