

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

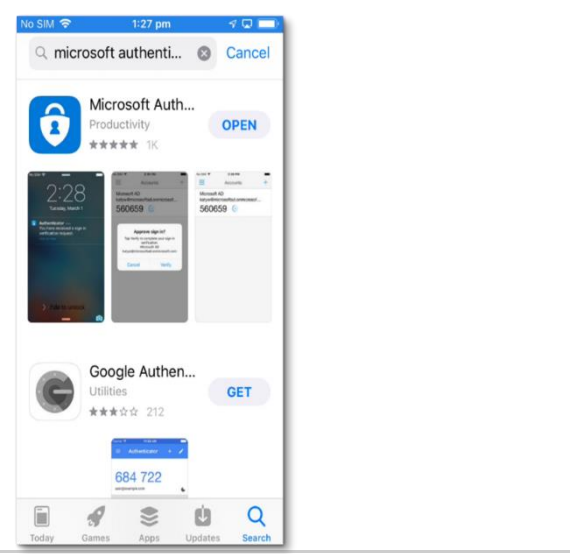
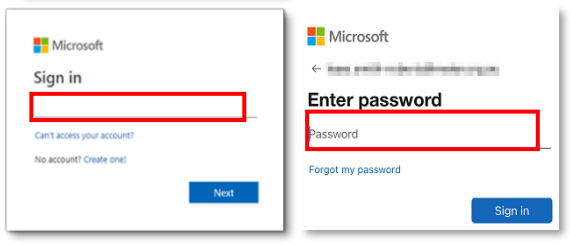
To setup MFA, you need to install the **Microsoft Authenticator app** on a mobile phone to allow access to your work email or applications, along with setting up the way you receive the code to your mobile. You will be prompted to approve or add a code from your mobile phone either through the authenticator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

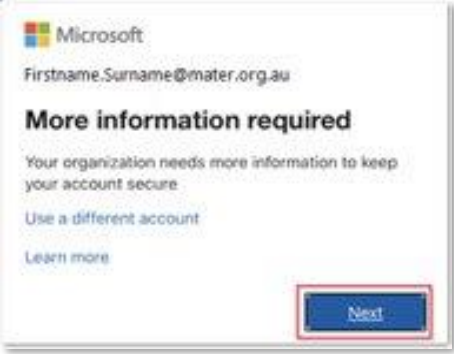
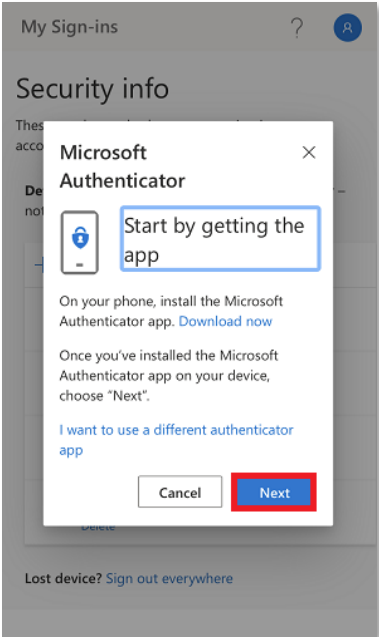
Important Information: To access Mater data, your mobile device software requires the minimum software versions.

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

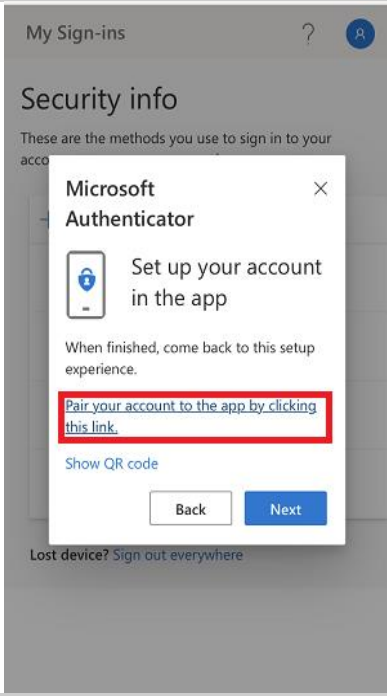
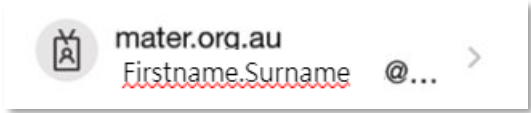
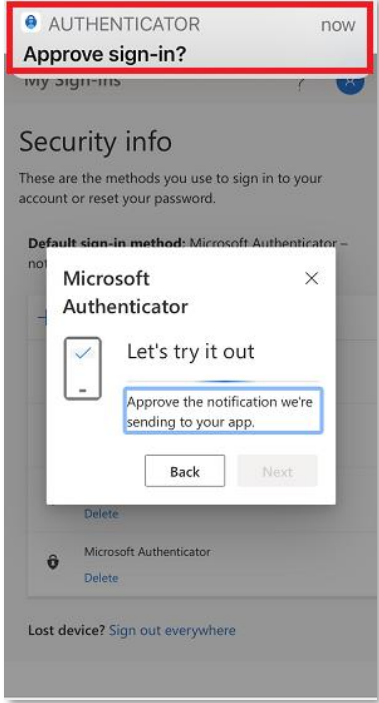
Follow these steps to setup MFA.

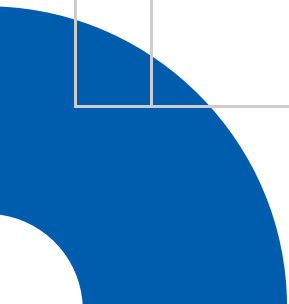
How to setup MFA on a mobile device


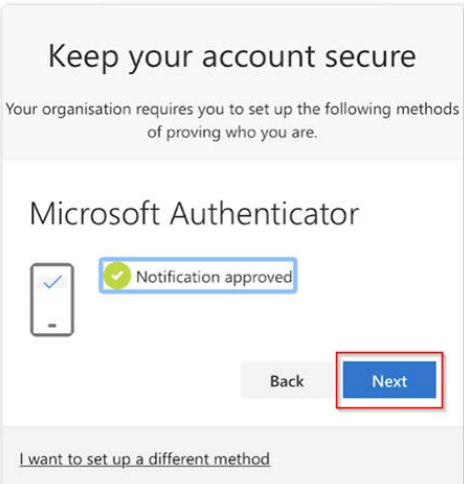
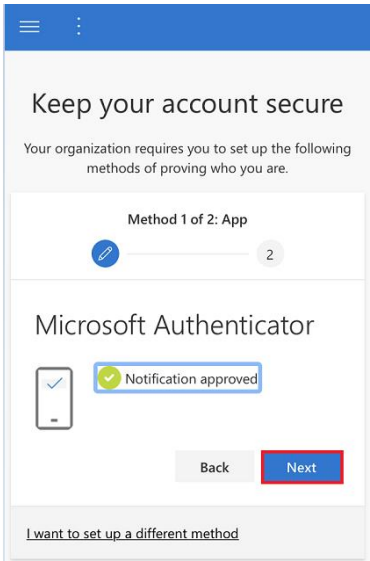
<p>1 Install the following apps on your phone, from the appropriate Apps Store</p> <ul style="list-style-type: none"> • Microsoft Authenticator Used to receive approval notifications and token codes. Essential if you wish to access Mater systems remotely <p>Important: Do not open Authenticator app at this point. Proceed with the next step</p> <p>Note: If you are already using the Authenticator app for private use, it is ok to have multiple accounts listed.</p>	
<p>2 Open a browser on your iPhone and browse to https://aka.ms/mfasetup</p> <p>You will be prompted to sign in with your Mater email address and network password as follows</p>	

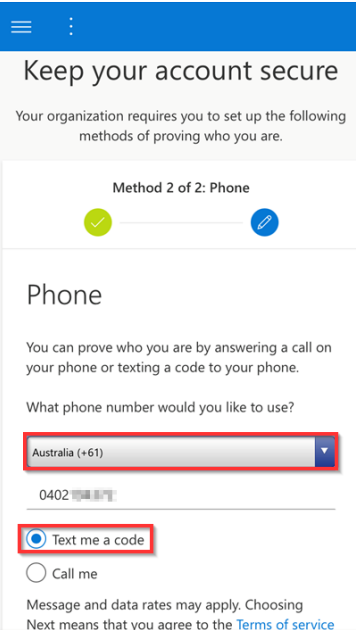
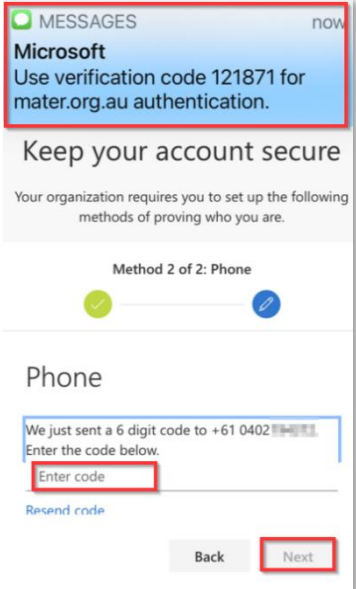
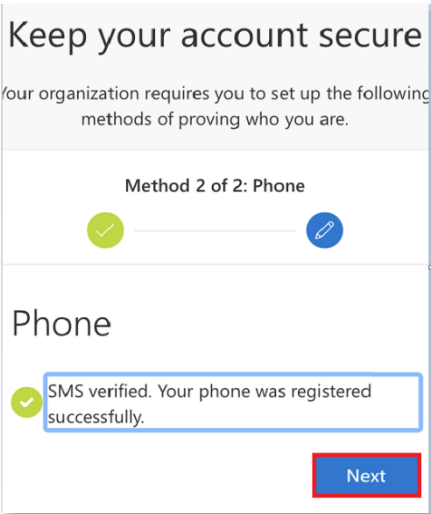
	<p>Win7 SEQ staff: payrollnumber@mater.org.au Win10 SEQ staff: firstname.lastname@mater.org.au NQ staff: firstname.lastname@matertsv.org.au CQ staff: firstname.lastname@mercyqcq.com Students: studentID@mater.org.au</p> <p>If you're logged in with another account, please log out and follow the above instructions to continue.</p>	
3	<p>You will be prompted for more information, select next 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>	
4	<p>Confirm you already have the app installed on your mobile device and select next to start the MFA process.</p>	

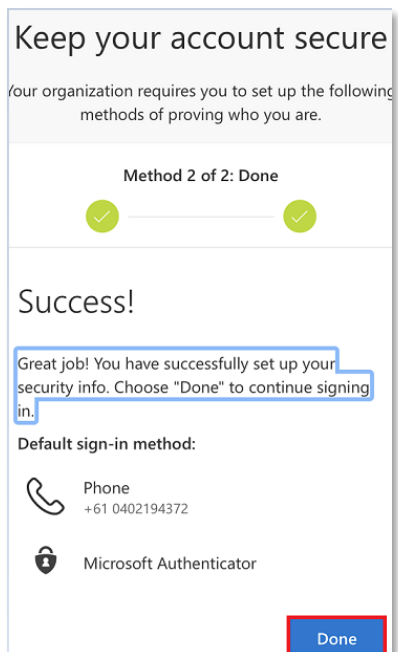
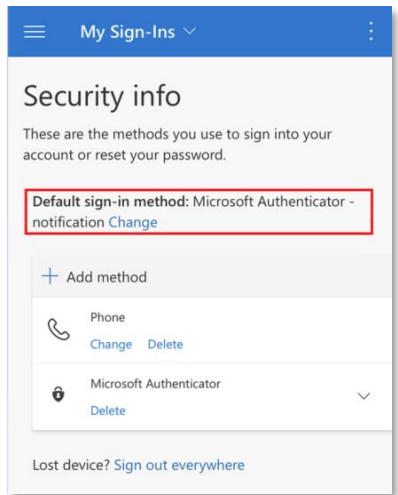


<p>5 From the setup your account, choose Pair your account to the app by clicking this link, as shown to the right:</p>	
<p>6 The Microsoft Authenticator app then opens and accepts your new MFA Token into the app. Confirm your username appears as an account in the app. If prompted allow all notifications.</p>	
<p>7 Return to your browser which will detect MFA has been setup and ask to try it out. Select Next</p> <p>Switch to Microsoft Authenticator app or select Approve sign-in? on the popup to finalise the setup.</p>	



8	<p>Switch to Microsoft Authenticator app or select Approve on the popup to finalise the setup.</p>	
9	<p>After approving through the MFA app switch back to your browser to confirm approval and select Next.</p>	
10	<p>It is recommended you set a second form of authentication. Click on 'Next'</p> <p>Note:</p> <p>If you do not get a 'Next' button, and are returned to My Signin's – click on the + sign to add another method and select Phone</p>	

11	Change the country to Australia (+61) , and select Text me a code	
12	The code will arrive in a text message from Microsoft. Enter the 6 digit code in the field supplied, and click Next .	
13	Click Next.	

<p>14</p>	<p>Your second method of authentication is now set up.</p>	
<p>15</p>	<p>Important!! Ensure your default method is listed as Microsoft Authenticator.</p> <p>If not click Change and select Microsoft Authenticator from the drop down menu</p>	

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



What will change once MFA is enforced?

Accessing Mater resources from a...	
Apple iPhone/iPad (personal) with a minimum iOS software version 12 or above	<ul style="list-style-type: none"> • Mater requires you to use Microsoft apps such as Outlook and Teams to access Mater information, as this helps to secure sensitive information. • You will be prompted for MFA approval every 7 days.
Apple iPhone/iPad (corporate) with a minimum iOS software version 12 or above	<ul style="list-style-type: none"> • Mater requires you to use Microsoft apps such as Outlook and Teams to access Mater information, as this helps to secure sensitive information. • You will be prompted for MFA approval every 7 days.
Android Phone/Tablet (personal or corporate) with a minimum Android software version 9 or above	<ul style="list-style-type: none"> • Mater requires you to use Microsoft apps such as Outlook and Teams to access Mater information, as this helps to secure sensitive information. • You will be prompted for MFA approval every 7 days.
Corporate laptop	<ul style="list-style-type: none"> • When working remotely on a corporate laptop, you will be prompted for MFA approval every 7 days
Personal laptop/desktop (Windows or Apple)	<ul style="list-style-type: none"> • No longer able to access Office.com, Microsoft web apps or Microsoft desktop apps • Access to the above apps only via remote desktop (VDI), your personal mobile/tablet or corporate laptop/mobile/laptop

Digital Workplace Program

Upgrading Maters digital technology to support our future needs
Contact IT Service Desk 3163 2000 for support