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

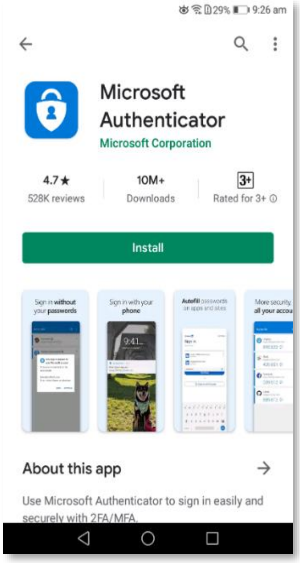
To setup MFA, you need to install the **Microsoft Authenticator app** on a mobile phone to allow access to your work email or applications, along with setting up the way you receive the code to your mobile. You will be prompted to approve or add a code from your mobile phone either through the authenticator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

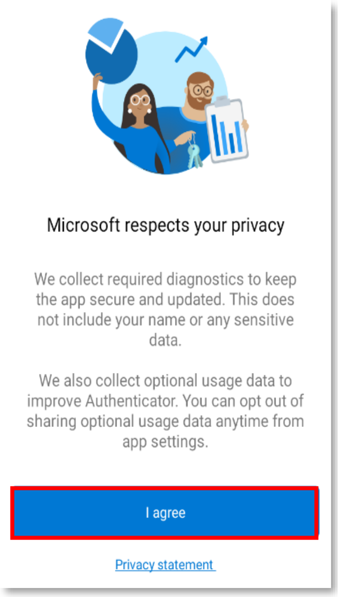
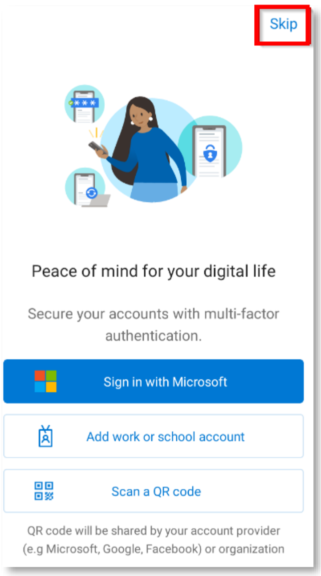
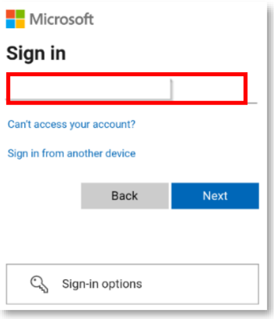
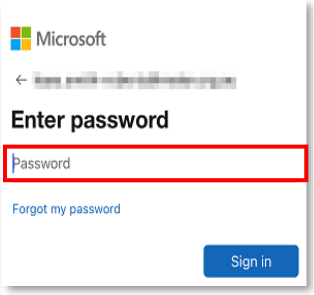
Important Information: To access Mater data, your mobile device software requires the minimum software versions.

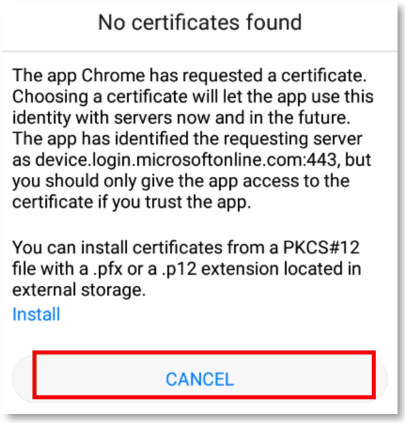
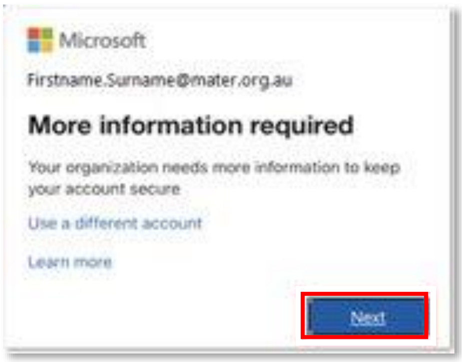
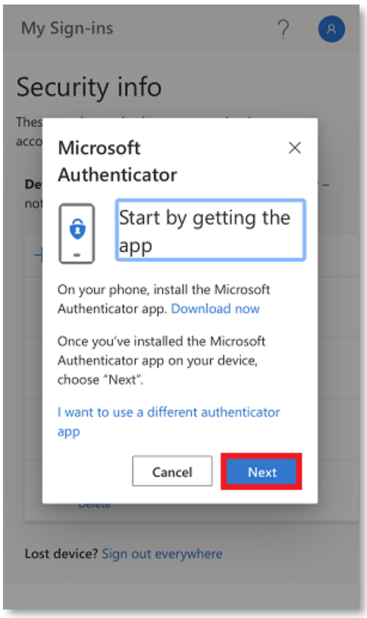
- iOS version 12 or above for Apple devices
- Android version 9 or above for Android devices

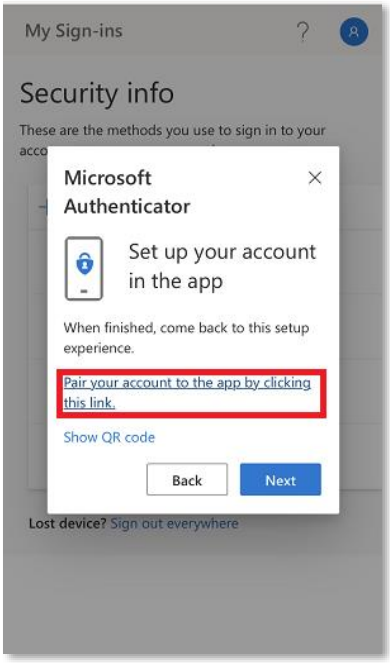
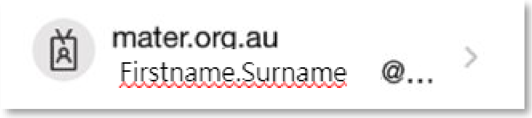
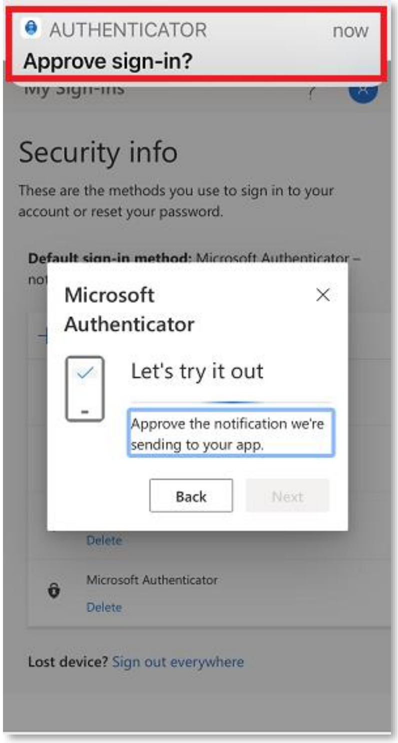
Follow these steps to setup MFA.

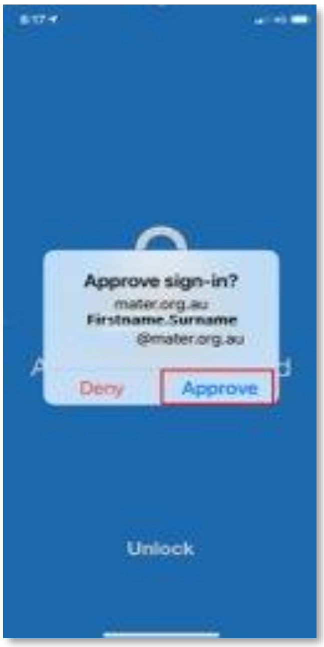
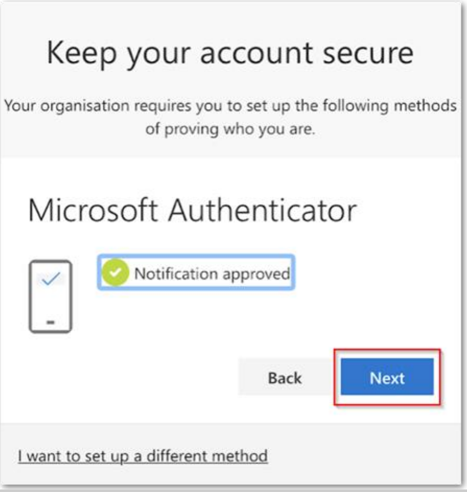
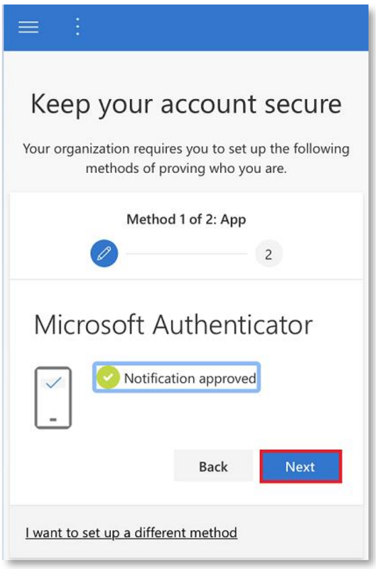
How to setup MFA on a mobile device

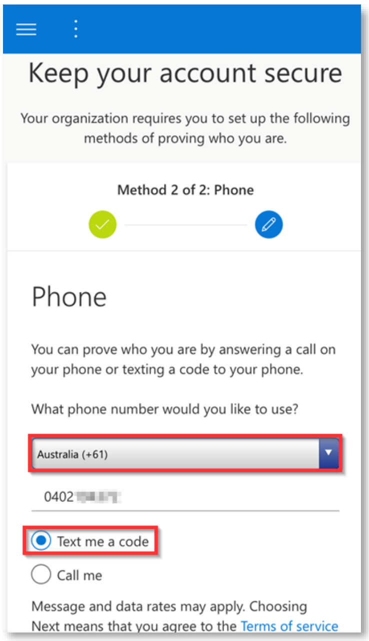
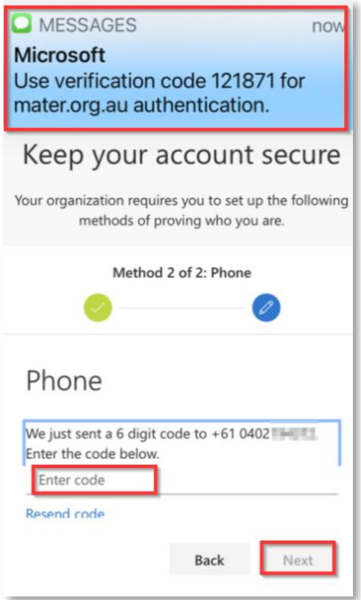
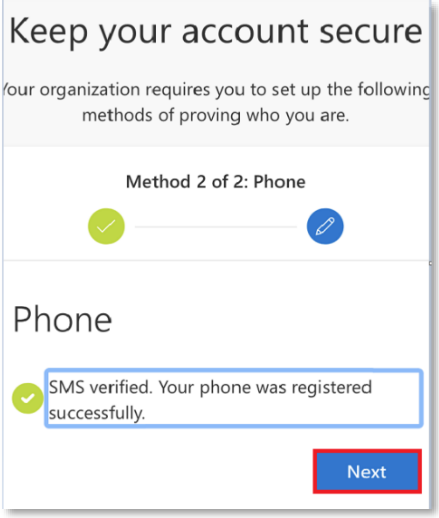
1	**Install the following app** on your phone, from the appropriate Apps Store - ***Microsoft Authenticator*** Used to receive approval notifications and token codes. Essential if you wish to access Mater systems remotely Note: If you are already using the Authenticator app for private use, it is ok to have multiple accounts listed.	 9:26 am Microsoft Authenticator Microsoft Corporation 4.7★ 528K reviews 10M+ Downloads 3+ Rated for 3+ Install About this app Use Microsoft Authenticator to sign in easily and securely with 2FA/MFA.

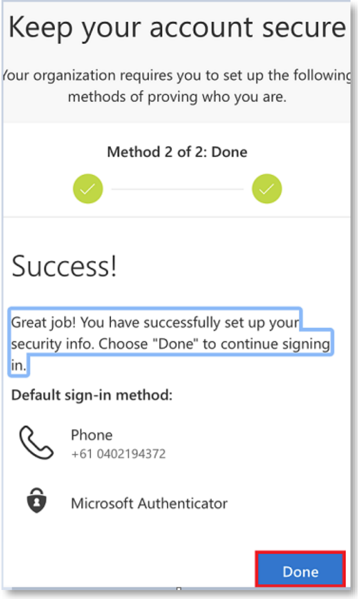
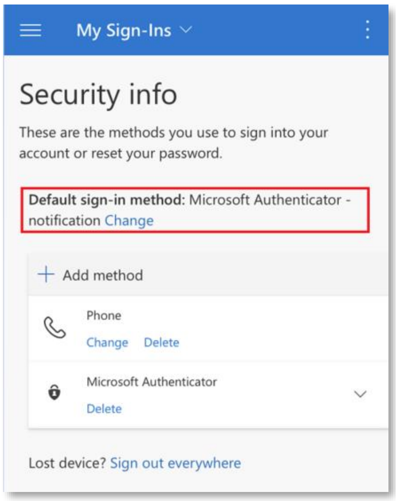
2	Open the **Microsoft Authenticator app** Click **'I agree'**	 Microsoft respects your privacy We collect required diagnostics to keep the app secure and updated. This does not include your name or any sensitive data. We also collect optional usage data to improve Authenticator. You can opt out of sharing optional usage data anytime from app settings. I agree Privacy statement
3	A sign in with Microsoft screen appears. **Click Skip** **Important – Do not follow screen prompts to login - Go to step 4**	 Skip Peace of mind for your digital life Secure your accounts with multi-factor authentication. Sign in with Microsoft Add work or school account Scan a QR code QR code will be shared by your account provider (e.g Microsoft, Google, Facebook) or organization
4	Open a browser your mobile phone to access the following link. **Browse to** https://aka.ms/mfasetup You will be prompted to sign in with your **Mater email** address and **network password.** **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@mercycq.com **Students:** studentID@mater.org.au If you're logged in with another account, please log out and follow the above instructions to continue.	 Microsoft Sign in Can't access your account? Sign in from another device Back Next Sign-in options  Microsoft ← [redacted] Enter password Password Forgot my password Sign in

5	Some Android devices <u>may</u> display the following message. Click **Cancel**	 No certificates found The app Chrome has requested a certificate. Choosing a certificate will let the app use this identity with servers now and in the future. The app has identified the requesting server as device.login.microsoftonline.com:443, but you should only give the app access to the certificate if you trust the app. You can install certificates from a PKCS#12 file with a .pfx or a .p12 extension located in external storage. Install CANCEL
6	You will be prompted for more information, Click **Next** to start the MFA process. If a window appears asking you to log in with your Microsoft account, please press "Skip" on the top right of the window.	 Microsoft Firstname.Surname@mater.org.au **More information required** Your organization needs more information to keep your account secure Use a different account Learn more Next
7	Confirm you already have the app installed on your mobile device and Click **Next** to start the MFA process.	 My Sign-ins Security info Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now Once you've installed the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Cancel Next Lost device? Sign out everywhere

8	From the setup your account, choose **Pair your account to the app by clicking this link**, as shown to the right:	 My Sign-ins Security info These are the methods you use to sign in to your acco Microsoft Authenticator Set up your account in the app When finished, come back to this setup experience. Pair your account to the app by clicking this link. Show QR code Back Next Lost device? Sign out everywhere
9	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.	 mater.org.au Firstname.Surname @…
10	Return to your browser which will detect MFA has been setup and **ask to try it out**. Select **Next** Switch to Microsoft Authenticator app or select **Approve sign-in?** on the popup to finalise the setup.	 AUTHENTICATOR now Approve sign-in? My Sign-ins Security info These are the methods you use to sign in to your account or reset your password. Default sign-in method: Microsoft Authenticator – no Microsoft Authenticator Let's try it out Approve the notification we're sending to your app. Back Next Delete Microsoft Authenticator Delete Lost device? Sign out everywhere

11	Click **Approve**	 Approve sign-in? mater.org.au Firstname.Surname @mater.org.au Deny Approve Unlock
12	After approving through the MFA app switch back to your browser to confirm approval and Click **Next.**	 Keep your account secure Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Notification approved Back Next I want to set up a different method
13	It is recommended you set a **second form of authentication**. Click on **Next**	 Keep your account secure Your organization requires you to set up the following methods of proving who you are. Method 1 of 2: App 2 Microsoft Authenticator Notification approved Back Next I want to set up a different method

14	Change the country to **Australia (+61)**, and select **Text me a code**	 Keep your account secure Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Phone Phone You can prove who you are by answering a call on your phone or texting a code to your phone. What phone number would you like to use? Australia (+61) 0402 [redacted] ● Text me a code ○ Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service
15	The code will arrive in a **text message** from Microsoft. Enter the **6-digit code** in the field supplied, Click **Next.**	 MESSAGES now Microsoft Use verification code 121871 for mater.org.au authentication. Keep your account secure Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Phone Phone We just sent a 6 digit code to +61 0402 [redacted]. Enter the code below. Enter code Resend code Back Next
16	Click **Next.**	 Keep your account secure Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Phone Phone SMS verified. Your phone was registered successfully. Next

17	Your **second method of authentication** is now set up. Click **Done**	 Keep your account secure Your organization requires you to set up the following methods of proving who you are. Method 2 of 2: Done Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. **Default sign-in method:** Phone +61 0402194372 Microsoft Authenticator Done
18	Your **default method** should be listed as Microsoft Authenticator as the most secure method. Setup Complete.	 My Sign-Ins 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 Change Delete Microsoft Authenticator Delete Lost device? Sign out everywhere

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	- 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	- 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	- 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	- When working remotely on a corporate laptop, you will be prompted for **MFA approval every 7 days**
Personal laptop/desktop (Windows or Apple)	- 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