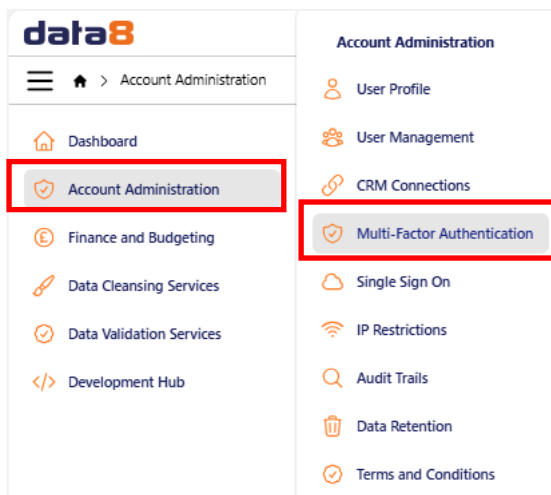


How To.... Configure Multi-Factor Authentication (MFA)

This document serves as a guide to configuring Multi-Factor Authentication (MFA) for your system. MFA increases the security of your system by requiring users to provide two or more verification methods when you are logging in. This ensures that your sensitive data is protected and minimises the risk of unauthorised access. This guide will cover the following MFA configuration:

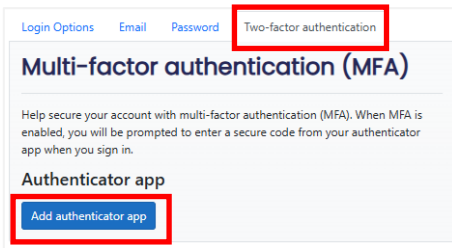
1. **Setting Up MFA for You:** Learn how to configure MFA to ensure that all users accessing your system are protected by an additional security measure.

By following this guide, you will improve your system's security and ensure that users are better protected against unauthorised access.



In this section, we will go through the steps to set up MFA for you.

To begin, hover over **Account Administration** from the main menu on the left-hand side of the screen. Click the **Multi-Factor Authentication** option displayed in the drop-down menu. See screenshot left.

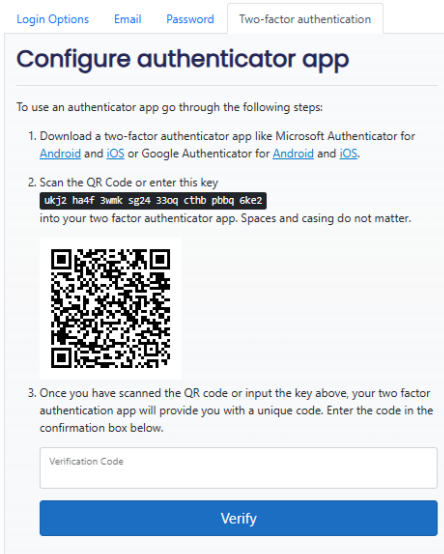


The *Multi-factor authentication (MFA)* page will be displayed.

There are four tabs included on this page, in this document we will explain how to use the Two-factor authentication tab to set up multi-factor authentication.

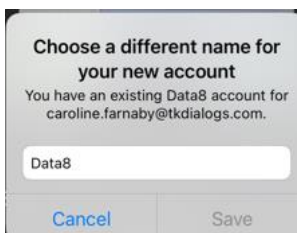
Before proceeding you must have access to the Microsoft Authenticator App.

Click the **Add authenticator app** button. This is located at the bottom left of the *Two-factor authentication* screen. See screenshot left.



The *Configure authenticator app* screen will be displayed. See screenshot left.

Open your Authenticator App and scan the QR code.



A “Choose a different name for your new account” pop-up will be displayed.

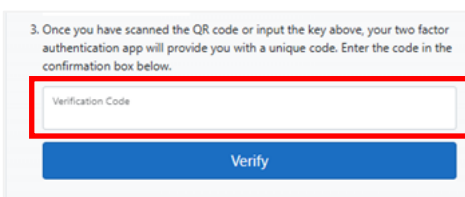
You can enter a name for your new account.

Click **Save**.

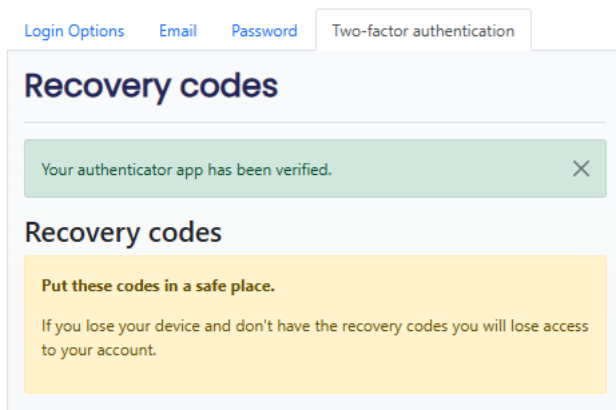
Within your authenticator app click on the **Authenticator** access.

You will find your verification code underneath your newly create MFA.

On the *Configure authenticator app* screen insert the code provided within the *Verification Code* text box.



Click the **Verify** button. This is located underneath the *Verification Code* box.



You will be returned to the original *Two-factor authentication* screen where a list of *Recovery codes* will be displayed.

N.B. Ensure that you save these codes as should you lose your device and do not have access to the recovery codes you will not be able to access your account.

This concludes the process instructions for *Setting up Multi-Factor Authentication for You*.