## CentricIT – Multi Factor Authentication (MFA) Set Up

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## What is Multi Factor Authentication MFA?

Centric requires **Multi-Factor Authentication (MFA)** for all user accounts. MFA is a security system that verifies a user's identity by requiring multiple credentials. MFA is an effective way to provide enhanced security. Individual usernames and passwords can be stolen and are more vulnerable to security attacks.

## Set-Up Steps for MFA:

- 1. Read the instructions entirely and complete the individual pre-work
- 2. Log into accounts and authenticate using a mobile device.

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#### Individual Pre-work

<u>NOTE</u>: "On PC" refers to tasks performed in a browser on a PC or laptop. "On Mobile Device:" refers to tasks performed on a mobile phone.

1. On PC: Quit all Office applications and Browsers.

2. On Mobile Device: Download Microsoft Authenticator application from Apple App Store (iPhone) or Google Play (Android).



3. On PC: Open a browser in incognito/private mode.

**Windows:** Click on the **three lines or dots** in the top right corner of the browser window or press the keyboard shortcut **Control+Shift+N**.

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Mac: Click on the three lines or dots in the top right corner of the browser window or press the keyboard shortcut Command+Shift+N.

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4. On PC: Type the following URL in the browser window: <u>https://aka.ms/ssprsetup</u>

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- 5. On PC: Start by entering your Centric email login and password information.
- 6. On PC: More information required. Click on Next.



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7. On PC: Select "Receive notifications for verification" and then click the "Set up" button



Next

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8. On Mobile Device: Open the "Microsoft Authenticator" application.

A) **On Apple device** press **+ sign** in the top right corner and **allow notifications** and **access camera** for the app.

B) On Android device, click the top-left hamburger icon and choose Add account.

When you click to add a new account, you may be prompted for the type of Microsoft account, "Personal," or "Work." **Select "Work" account**.

9. On Mobile Device: You will see a QR code reader square. Hold your mobile device up to the laptop screen and scan the QR code.

Note: It may take a couple of tries to scan the QR code, camera motion is quick to snap a pic.

Complete the following steps to configure your mobile ap		
1. Install the Microsoft authenticator app for Windows Android or iOS.		
2. In the app, add an account and choose "Work school a nt".		
3. Scan the image below.		
If you are to be mage, enter the following information in your app.		
Uri: https://bc.pad04.na.phonefactor.net/pad/787764531		
If the app displays a six-digit code, choose "Next".		
	104000	

10. On Mobile Device: You should then receive a notification on your device asking you to accept or deny the request. Tap "Accept." Once you see the rolling code on the app, you have set up the app. Ignore the rolling code.

Approv	e sign-in?
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11. On PC: Press "Next" in the browser. Note: there may be a delay as this process completes, please be patient.

12: On PC: Click "Done."

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13: On PC: **Dont lose access to your account** Please add an alternate phone or non-Centric email address.

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14: On PC: Complete the verification step as needed for phone or email.

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15: On PC: Process complete. Click **Outlook** to access your Centric email account.



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### Logging In

 As you begin logging back into your applications, log in as you typically would by using your Centric firstname.lastname@centricconsulting.com account and password. After entering your Centric password, you should receive a notification on your device from the "Microsoft Authenticator" app to approve or deny the request. Tap the notification or open the app to approve the request. You will be logged in.

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2. You can check the "Yes," and it will keep the credentials for seven days and then request authentication via the APPROVE button again.

#### ((CENTRIC))

test.mfa@centricconsulting.com

#### Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

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#### Important Reminders

- 1. If you get a request to approve a login and you are not actively trying to log in, please deny the request.
- 2. You have 30 seconds to approve the request, or that request will expire. You will have to log in again if you miss this window.
- 3. Be aware of applications requesting reauthentication. OneDrive will put a red line thru the blue cloud icon in your taskbar. Teams will request sign in via banner at the top-center of the application.

#### Changing your Device

Really, Really Important! This must be done before getting rid of or turning in your old device!!!
 If you are going to be changing or upgrading your phone, go to the following site <u>My Sign-Ins</u> | <u>Security</u> <u>Info</u> | <u>Microsoft.com</u> on your Centric laptop and click "Add sign-in method". It will step you through adding your new phone to the account.

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2. Once you have added your new device, remember to delete your old one, by clicking "Delete" next to it.