Multi-Factor Authentication

Installation and Use Guide

Before you begin

- This guide is intended to assist in the installation and use of multi-factor authentication (MFA),
- Please read this guide from start to finish before attempting your first use of multi-factor authentication (MFA),
- If you receive an error message at any step, please contact Forsythes Technology helpdesk and provide the step you were attempting and the error message you received,

What is Multi-Factor Authentication?

The MFA is an extra level of security in addition to your normal password. Compromising multiple authentication factors presents a significant challenge for attackers. Even if an attacker manages to learn your password, it is useless without also having possession of the additional authentication method.

It works by requiring two or more of the following authentication methods:
- Something you know = typically a password
- Something you have = a trusted device, your phone, not easily duplicated
- Something you are = biometrics

Multi-Factor Authentication (MFA) helps safeguard access to data and applications while maintaining simplicity for users. It provides additional security by requiring a second form of authentication and delivers strong authentication via a range of easy-to-use authentication methods.

MFA is only used for accessing Parallels 2x, while you are outside of the office.

What MFA looks like:

Enrolment - Step by Step Guide

You only need to complete the enrolment if you are not already enrolled for MFA!
Otherwise, you can skip to the Parallels Access.

1. Please visit the website below and log in with your email address.
   This will also prompt in Outlook and mobile when logging in for the first time outside of the office:

   https://aka.ms/mfasetup
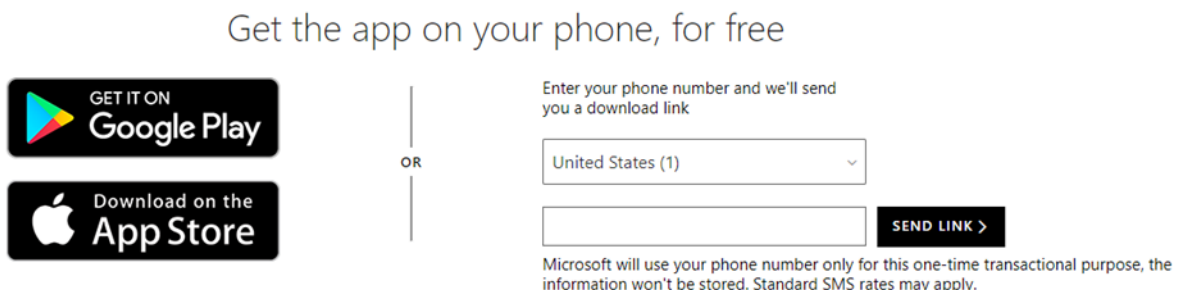
2. After signing in you will be prompted with the below:
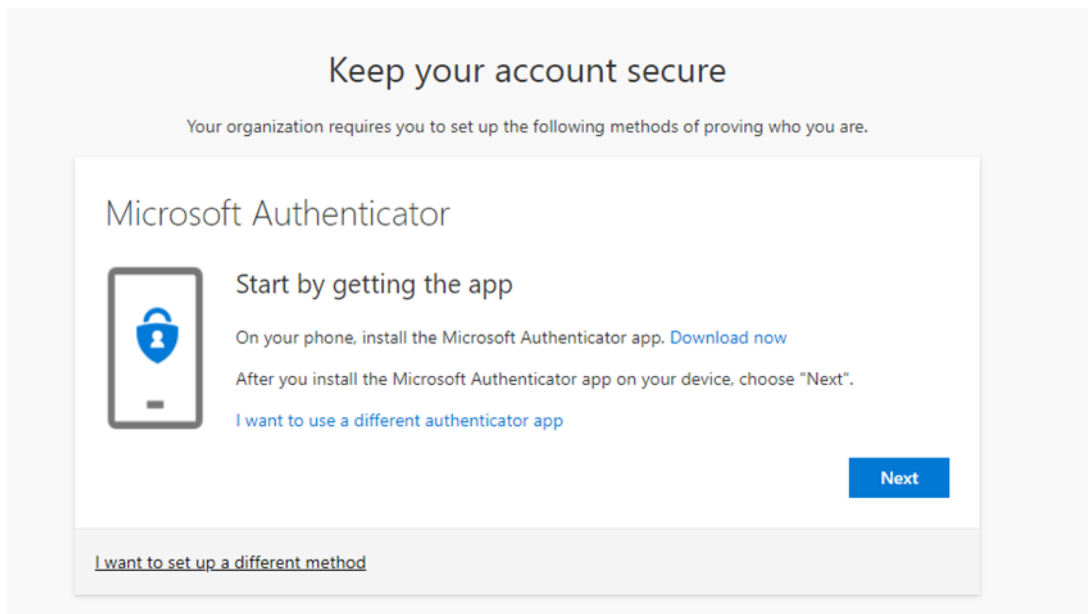
You will then need to download the Microsoft Authenticator App,
This can be done by performing one of the following:

A. Search for and download the **Microsoft Authenticator** App on the Google Play Store or Apple App Store
OR
B. Click '**Download Now**'
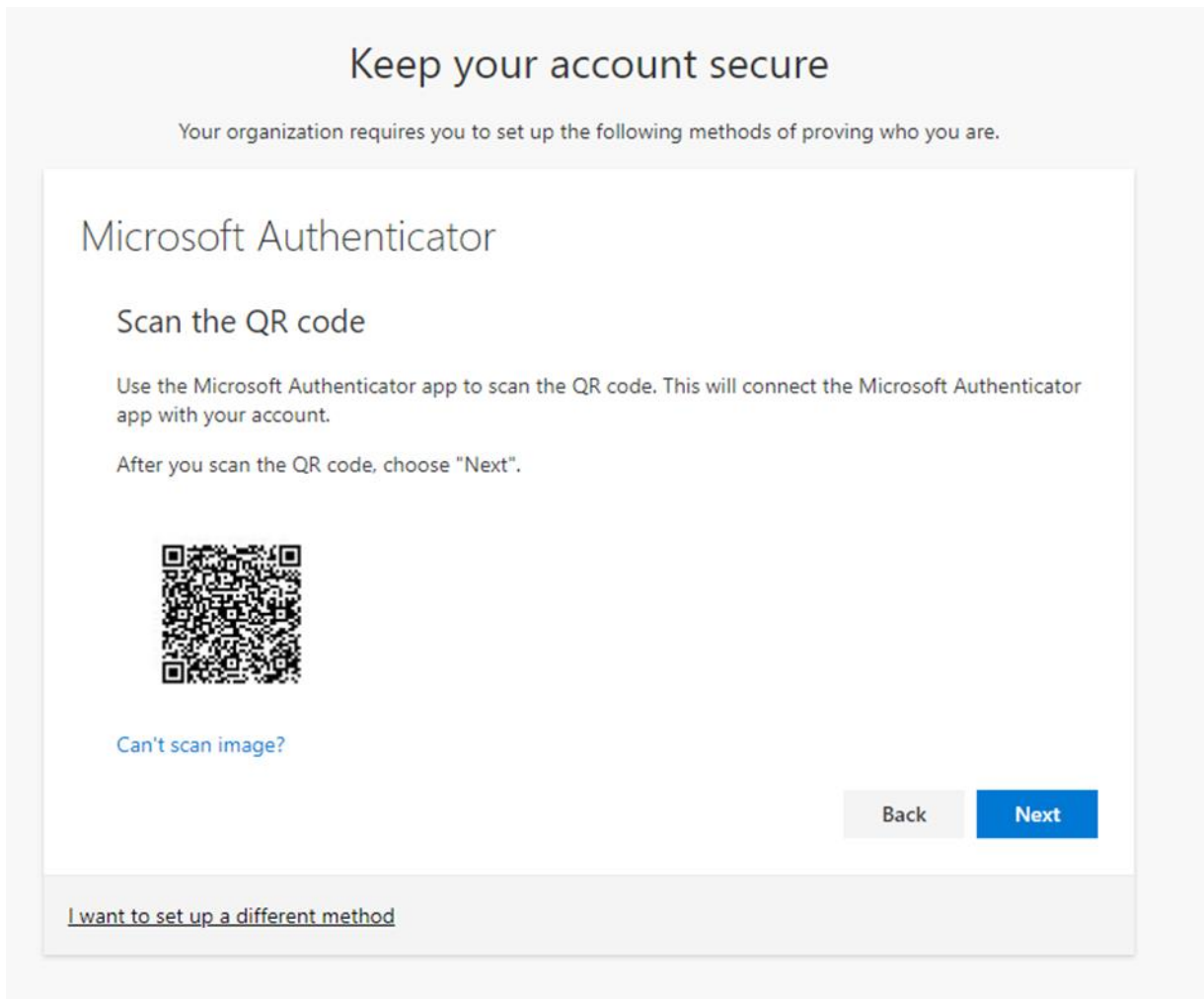   Scroll down and complete:

Click **Send Link**
Follow link that is texted to your phone number
Install **Microsoft Authenticator** App

3. Once the **Microsoft Authenticator** App has been installed,
   Navigate back to the **MFA website**, click **Next**

Scan the QR Code with your phone and the **Microsoft Authenticator** App

In the App:
   Select the 3 dots > Add Account > Work or School Account > Scan a QR code

Click **Next**
Approve test MFA notification
Click **Next**
Click **Done**

IMPORTANT Security

If at any time you receive a prompt to authenticate on your phone,
And you were not attempting to log in, **DO NOT** approve!