



# **Dundalk Institute of Technology Multifactor Authentication (MFA) Setup Guide**

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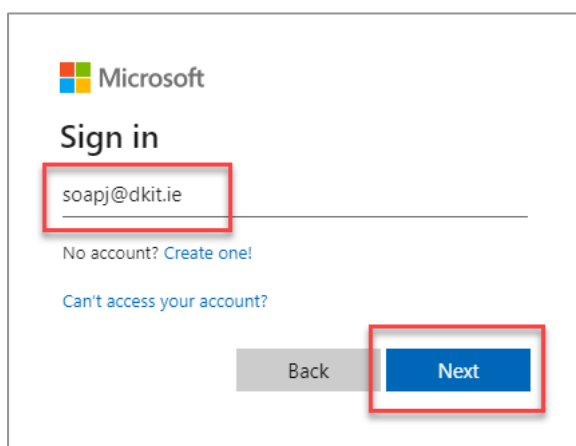
# 1 What is Multifactor Authentication (MFA)?

Multifactor Authentication (MFA) provides increased security because instead of only using a password, a separate app on your phone is used to verify access. MFA makes it difficult for unauthorised users to sign into your account. With MFA staff and students in Dundalk Institute of Technology can use the Microsoft Authenticator app to securely sign into Microsoft 365 on their devices.

## 2 How to setup MFA with a mobile device

Follow these steps to setup MFA with your mobile device:

1. Open a browser window and navigate to any DkIT Microsoft authenticated service e.g. Email ([webmail.dkit.ie](mailto:webmail.dkit.ie)), OneDrive ([onedrive.dkit.ie](https://onedrive.dkit.ie)), etc
2. Add your **login username** and click **Next** (e.g. [bloggsj@dkit.ie](mailto:bloggsj@dkit.ie) for staff and [D00123456@student.dkit.ie](mailto:D00123456@student.dkit.ie) for students).



3. Enter your **Microsoft 365 password** and click **Sign in**. On the More information required screen, click **Next**.

The first screenshot shows the 'Enter password' screen. At the top is the Dundalk Institute of Technology logo and the email address soapj@dkit.ie. Below this is the heading 'Enter password' and a password input field with a red box around it. To the right of the input field is an eye icon. Below the input field is a link 'Forgot my password'. At the bottom right is a blue 'Sign in' button with a red box around it. The footer contains the text 'Welcome to Dundalk Institute of Technology', 'Please sign in using your DkIT credentials.', and 'Contact Support' with the email helpdesk@dkit.ie.

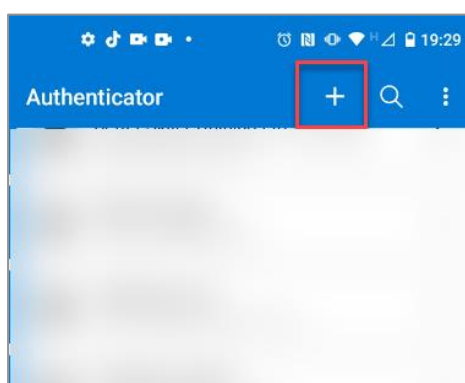
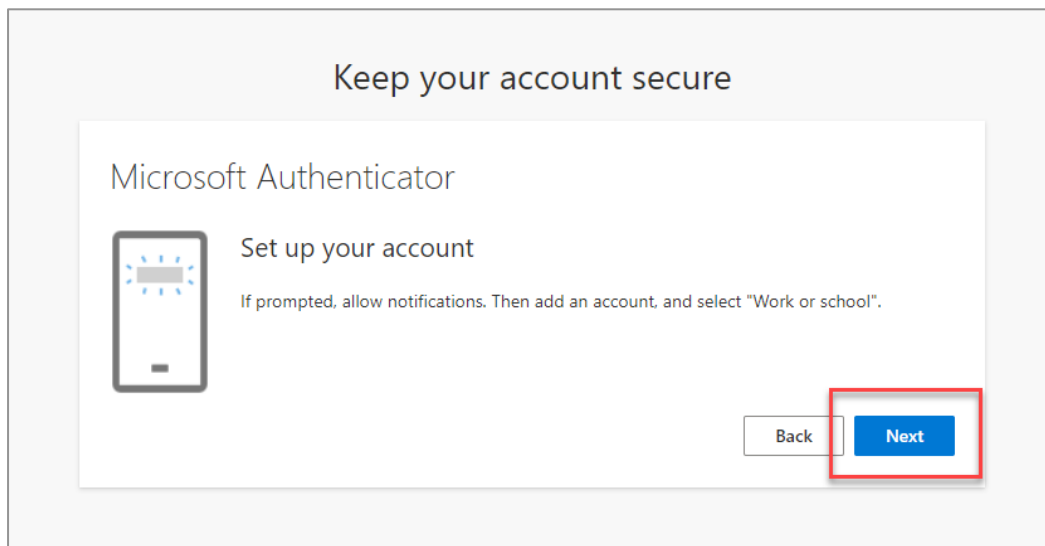
The second screenshot shows the 'More information required' screen. It has the same header as the first screen. Below the heading 'More information required' is the text 'Your organization needs more information to keep your account secure'. There are two links: 'Use a different account' and 'Learn more'. At the bottom right is a blue 'Next' button with a red box around it. The footer is identical to the first screen.

4. Follow the steps on your computer screen and **install the Microsoft Authenticator** app on your phone. When you have that installed, click **Next** on your computer screen.

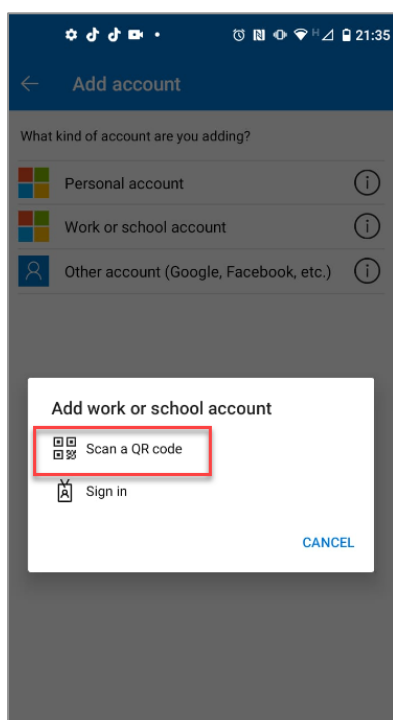
The first screenshot shows the Microsoft Authenticator app card in the Windows Store. It features the app's icon, the name 'Microsoft Authenticator', and 'Microsoft Corporation' as the publisher. At the bottom are two buttons: 'Uninstall' and 'Open'.

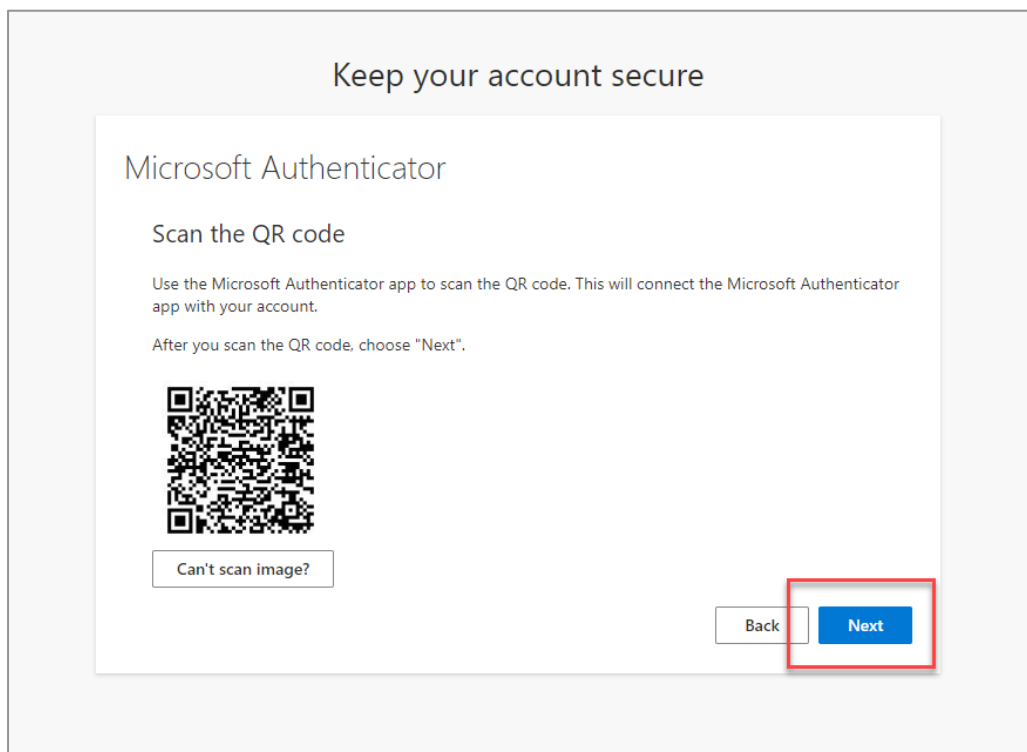
The second screenshot shows a screen titled 'Keep your account secure'. It contains a box with the heading 'Microsoft Authenticator' and a sub-heading 'Start by getting the app'. Below this is the text 'On your phone, install the Microsoft Authenticator app. Download now' with a link. Further down is the text 'After you install the Microsoft Authenticator app on your device, choose "Next".' At the bottom right is a blue 'Next' button with a red box around it.

5. On your phone, open the **Microsoft Authenticator** app and if prompted, **allow notifications**. Then click the **Add account +** option and select the **Work or school** option.

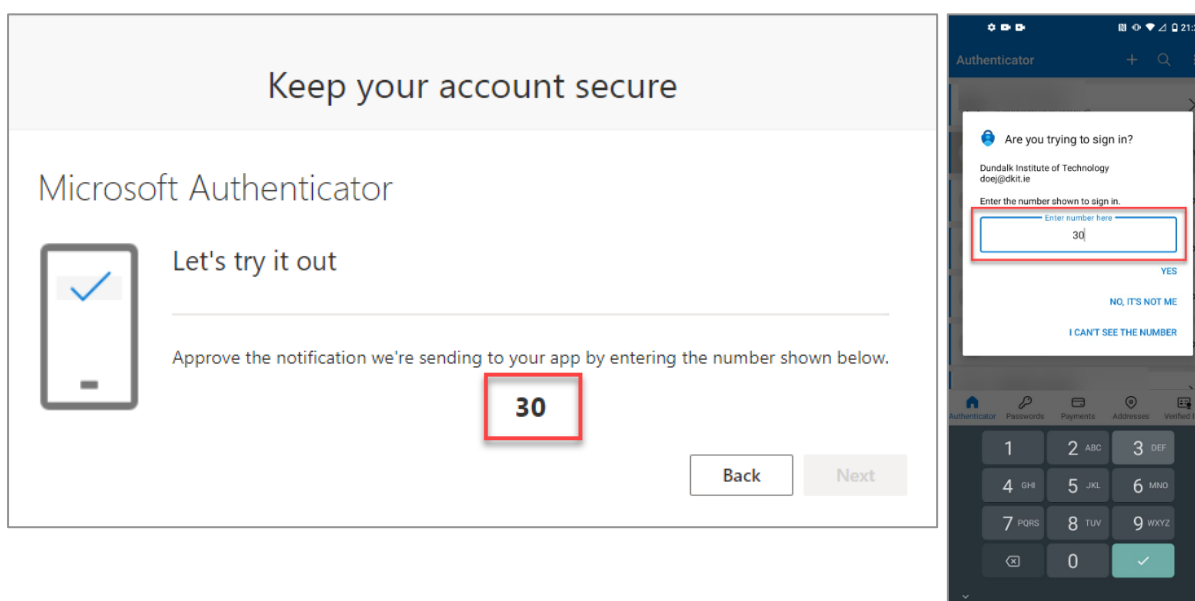


6. A QR code will show on your computer screen that will be used to configure your account within the authenticator app. Tap **scan a QR code** on the screen of your phone and use the camera to scan the QR code. Then click **Next** on your computer screen.

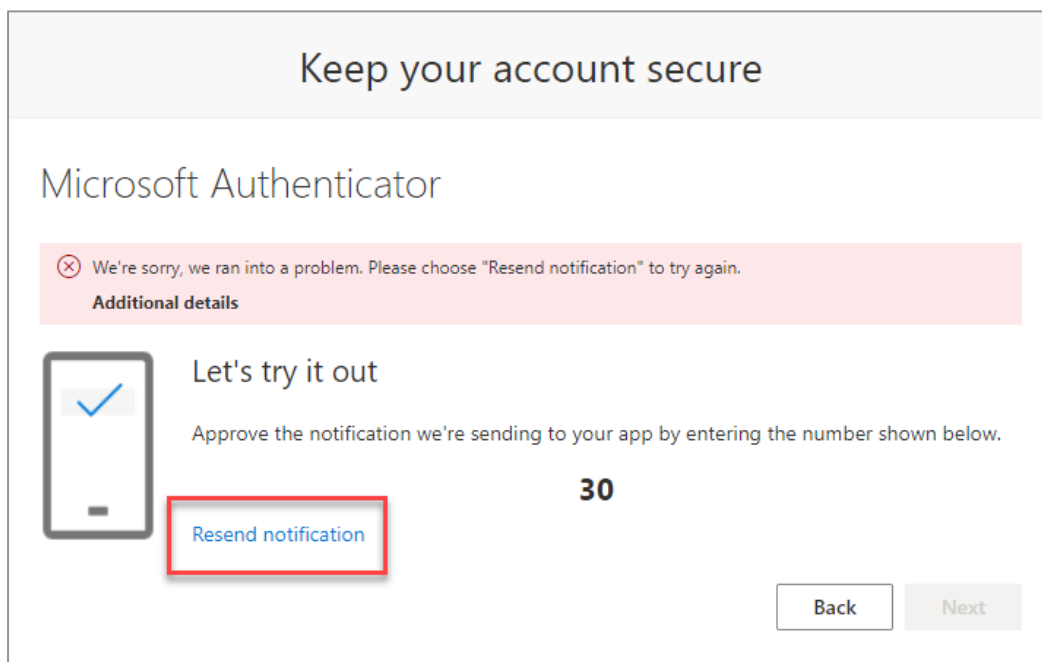




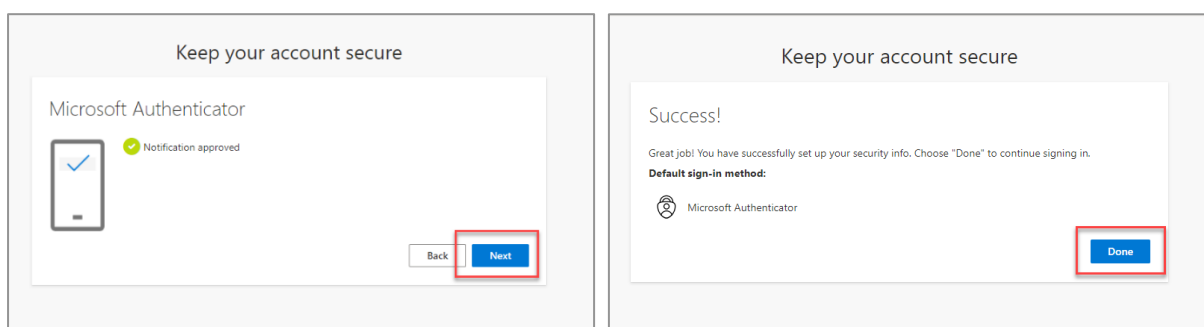
7. Enter the number that appears on your computer screen into the Microsoft Authenticator app to approve the request.



If this step times out on you, click the **Resend notification** option on your computer screen.



8. When approved, click **Next** on your computer screen. Then click **Done** and are all set!



Now each time the college requests MFA verification, you'll receive a notification on your phone to enter the MFA code as requested.

### 3 Having issues?

If you are having any issues contact [helpdesk@dkit.ie](mailto:helpdesk@dkit.ie) or call +353 42 9370 300.