

10.12.2020

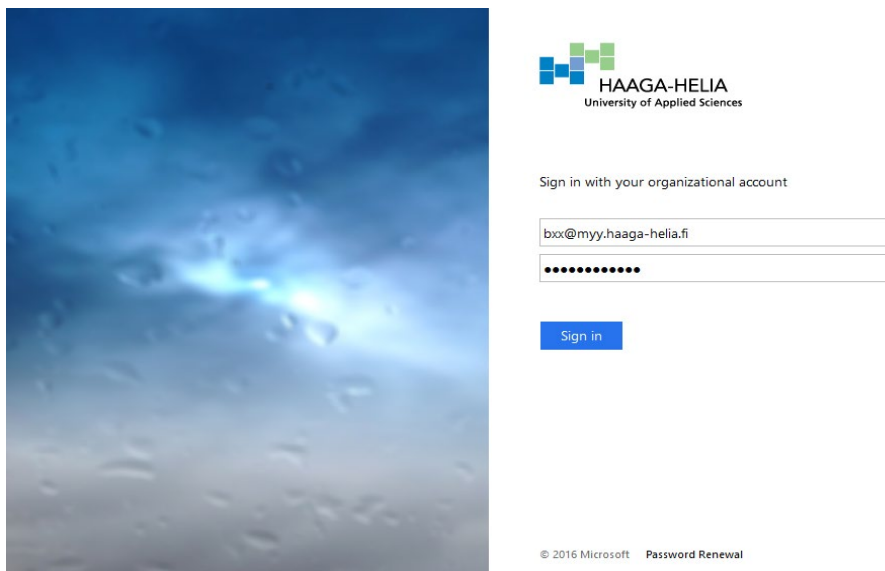
## Setting up Multi-Factor Authentication (MFA)

Haaga-Helia is using multifactor authentication. This means, that when you log in to your email-account or you VDI-desktop for example, your identity is confirmed by a text message or a phone call to your mobile phone. This happens only when you're located outside the campus.

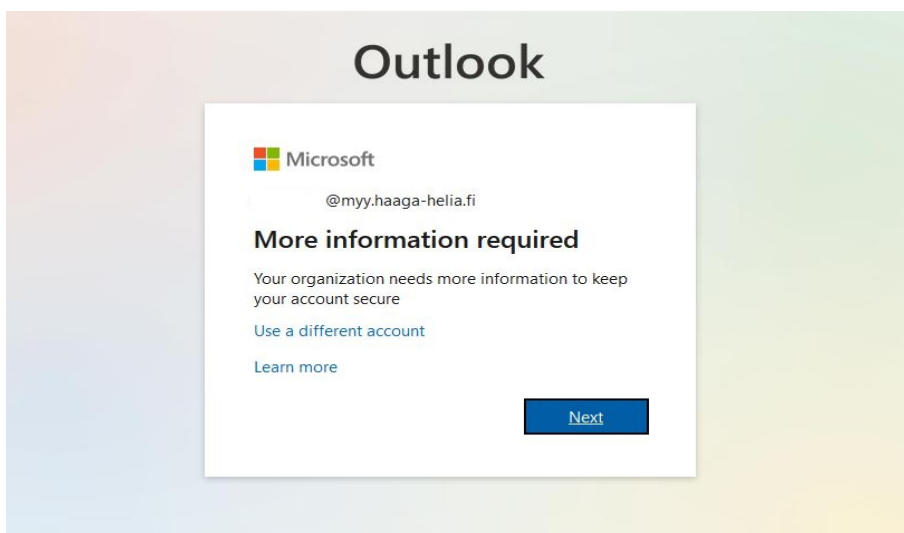
For this to work correctly, you have to add your contact information to the **Haaga-Helia's** Microsoft portal. There are three different methods of authentication available, a phone call, a text message or Microsoft Authenticator App.

**Your information can be modified at <https://aka.ms/mfasetup>**

The setup will launch automatically when you're signing in for the first time. Fill in your Haaga-Helia email address and your password. The email must be in **username** format (**DO NOT USE** firstname.lastname@my.haaga-helia.fi).



You are redirected to the page, where your information can be given. You can continue by selecting Next.



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A window opens and here you can setup your two-factor authentication. On the dropdown list you can choose, if you want to use your phone (a call and a text message) or the mobile application. Set your country code (for Finnish numbers +358) and type in your phone number. By choosing Method, you can choose if you prefer a phone call to a text message. **The phone call is approved by selecting #** on your phone.



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Authentication phone

Method

Send me a code by text message

Call me

[Next](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Finally, your phone number is confirmed using the method you've chosen.

## Setting up The Microsoft Authenticator App

Microsoft Authenticator App is easy and practical way to handle the sign in process. You can download and install the app from your app store by searching for Microsoft Authenticator. Setup is started by choosing 'Mobile app' from the dropdown menu and then the preferred method of confirmation. Notifications for verification means, that you receive a pop-up notification on your mobile, where you can allow access without typing in a code manually.



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

[Set up](#)

Mobile app has been configured.

[Next](#)

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Next you can start up the authenticator app on your mobile. Add new account to the app and choose “Work or school account”. Then scan the image on screen. After this, the app sends you a test message and you can approve the sign in.

## Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.

Code: 505 771 448

Url: <https://mobileappcommunicator.auth.microsoft.com/mac/MobileAppCommunicator.svc/294560690>

If the app displays a six-digit code, choose "Next".

[Next](#)[cancel](#)

You will be queried for a phone number which can be used to access your account if the mobile application is unavailable. You can choose your regional code (again for Finland +358) and type in your phone number.



## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

### Step 3: In case you lose access to the mobile app

Finland (+358)

[Done](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.