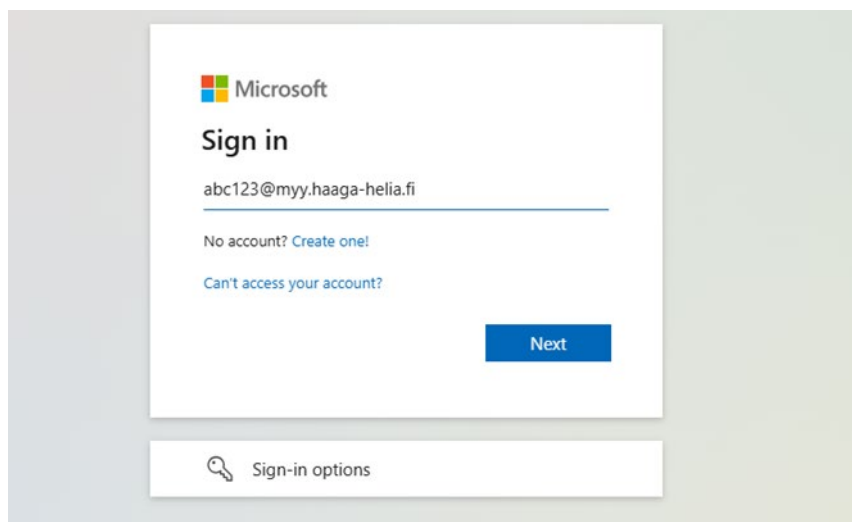


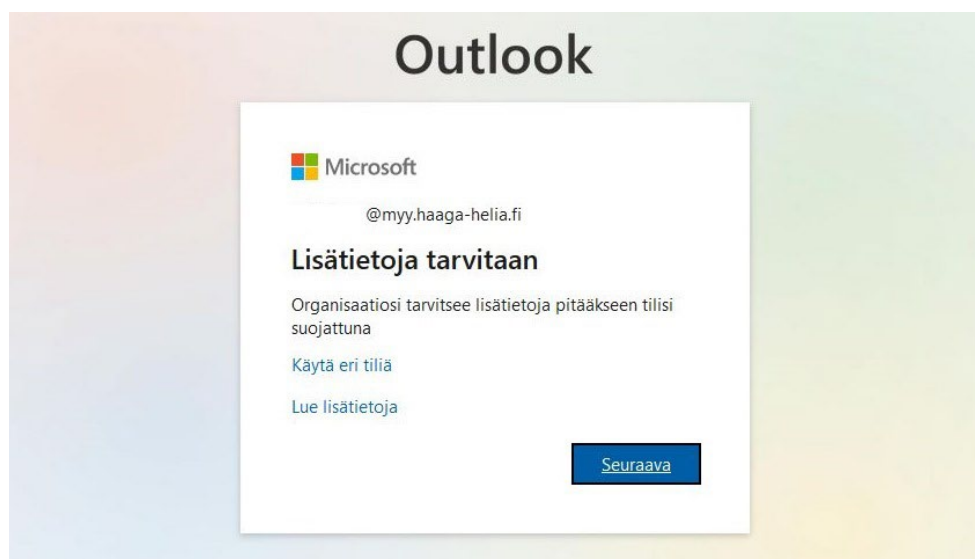
Guide to MFA

At Haaga-Helia, there is a two-step authentication process in place. This means that when you log in to your email or, for example, your VDI desktop from outside the school, you need to verify your identity. To authenticate, you need to make the necessary settings for the Microsoft service managed by Haaga-Helia. The primary method of authentication is the Microsoft Authenticator app, which you download to your phone. Phone and text message authentication are only available for a limited number of times, so it should be reserved as a last resort, and it's possible that Microsoft may completely discontinue these options in the future.

You can get started with MFA at <https://aka.ms/mfasetup>. When you log in for the first time, the setup will start automatically. First, you will be asked for your Haaga-Helia email address and password. The email address should be provided in the username format (**DO NOT USE** the format firstname.lastname@myy.haaga-helia.fi) OR if you are a guest, use the account with which you've been invited to a Haaga-Helia Teams team. In the latter case, the Sign-in-Window (below) will reflect the one your organization has.



Next, a page prompting setting up MFA will open. You can proceed by clicking next.



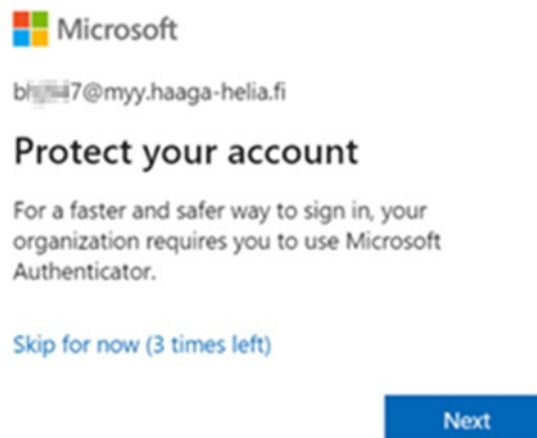
Below is a detailed guide for the Authenticator itself.

Microsoft Authenticator Guide

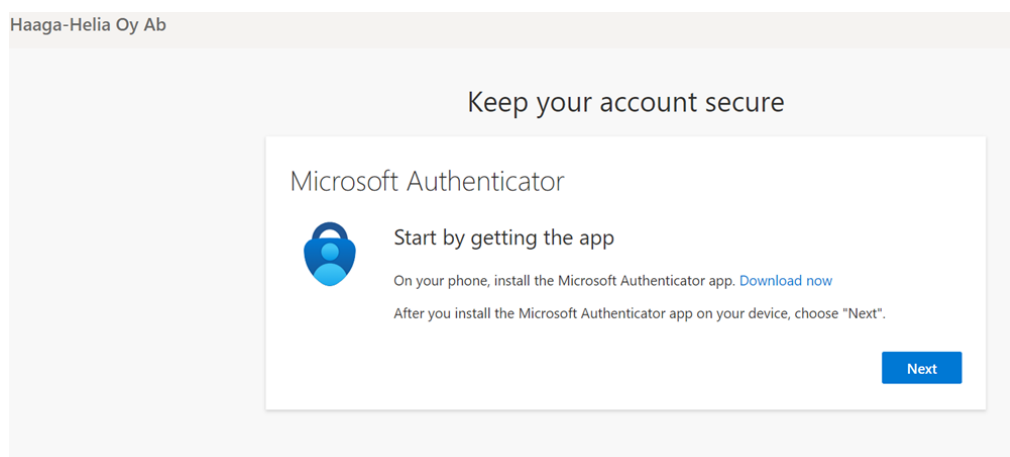
Microsoft has launched a registration campaign to help the adoption of the Microsoft Authenticator app in organizations. The campaign is targeted to users whose primary method of two-factor authentication is SMS text message or phone call. The Authenticator app is considered a more secure method for authentication.

During the login process, users will receive a notification encouraging them to register the Authenticator app. This notification can be skipped three times, after which the registration is mandatory. The notification will be displayed to users on a weekly basis.

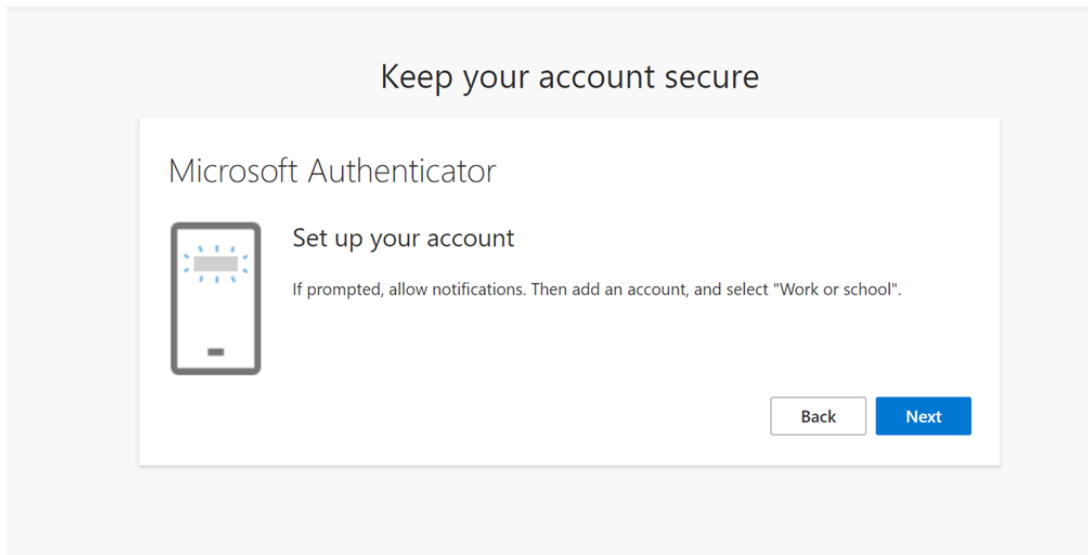
The notification can be skipped by choosing Skip for now (x times left).



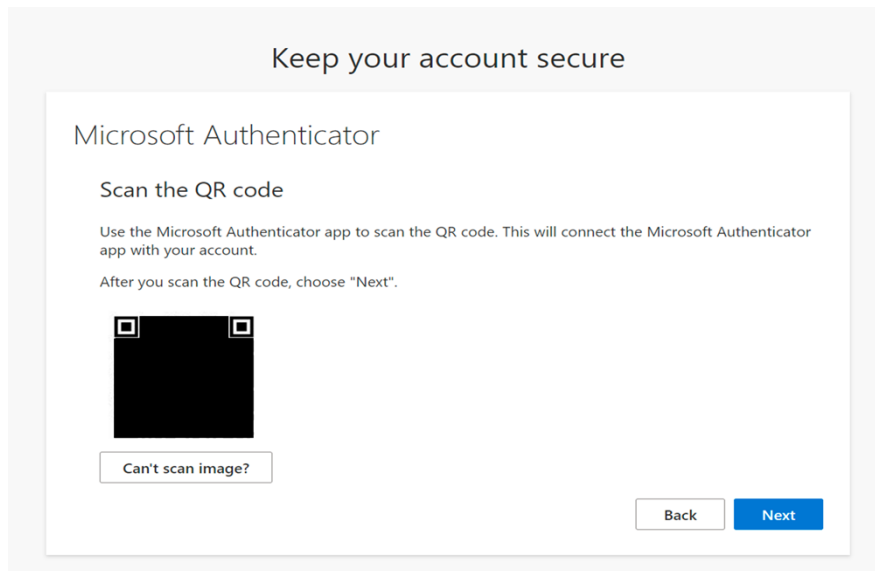
By selecting "Next," you will be directed to the next step, which is the installation of Microsoft Authenticator app on your device. You can install the Authenticator app from your phone's app store. For Haaga-Helia staff phones, Authenticator is usually pre-installed. The interface also provides a link for application installation. If you do not have it, look for Microsoft Authenticator in the Play or App Store.



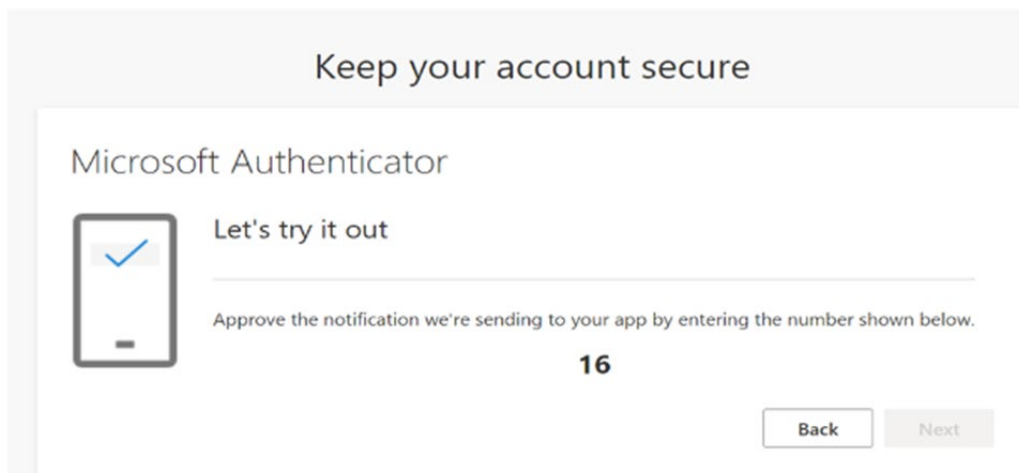
Follow the on-screen instructions. Allow notifications on your phone and choose to add a new account in the Authenticator app (in Android app, there's a plus sign at the top of the screen). Select "Work or school" account.



In the next step, you can choose between sign-in or scanning the QR code displayed on the screen. The easier method is to scan the code with your phone.



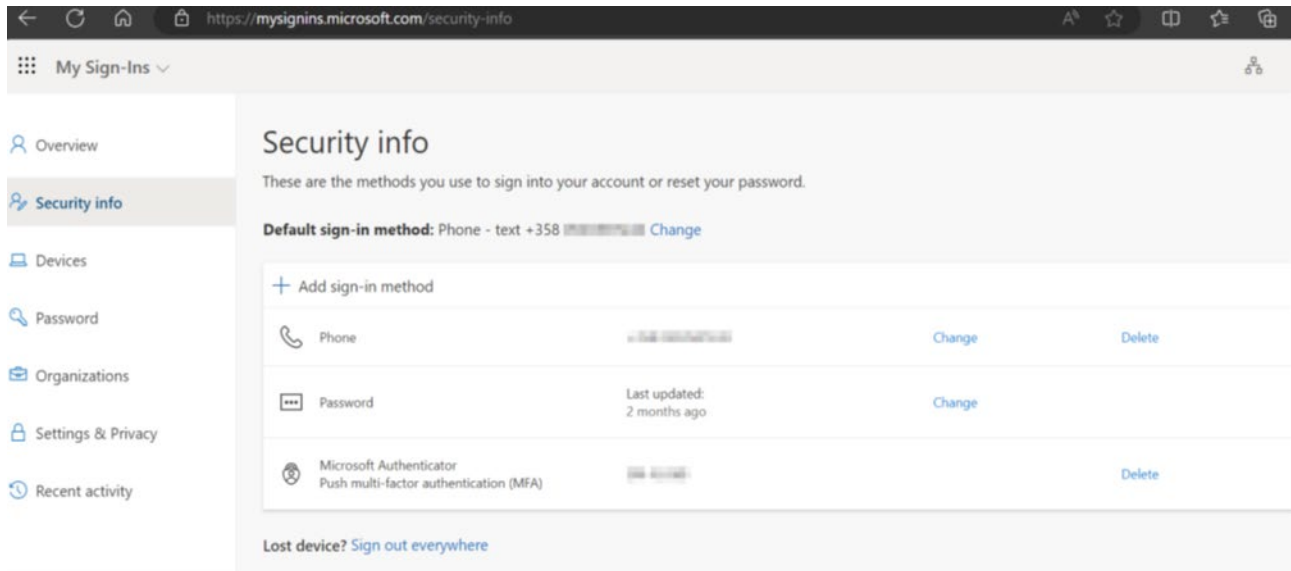
You have now registered your phone for the Authenticator app, and you can test its functionality by entering the code displayed on the screen into the notification pop-up screen on your phone.



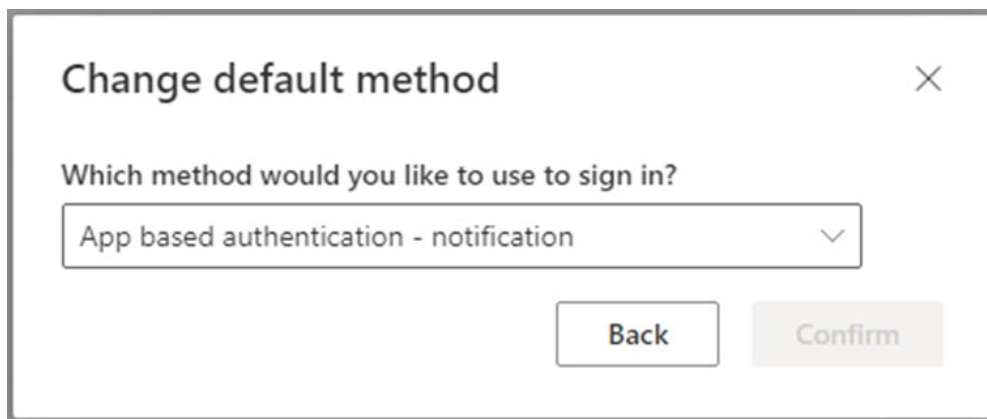
Registering the Authenticator app doesn't automatically make it your primary authentication method. However, you can update your information and set the app as your primary method by logging in at the following address:

<https://mysignins.microsoft.com/security-info>

You will see an interface with the "Default sign-in method" option at the top.



Select "Change" and from the menu that opens, choose "App-based authentication – notification". Lastly, confirm your choice.



Now, the Authenticator app is installed, set as your primary login method, and authentication will be confirmed by entering the two-digit code displayed on the screen into the notification pop-up on your phone. If you don't receive the notification on your phone immediately, you can launch the Authenticator app and choose "Check notifications" from the menu at the top.

If you encounter difficulties in registering the app or setting it as your default, you can contact Haaga-Helia's helpdesk, and we'll be happy to assist you. The helpdesk's email address is [helpdesk\[at\]haaga-helia.fi](mailto:helpdesk[at]haaga-helia.fi) if you require further assistance