# User Guide for setting up MFA

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# 1. Introduction

In today's digital world, security is crucial for businesses and their data. The steady rise in cyber-attacks and identity theft poses a serious threat to organizations of all sizes. In this situation, it is essential to ensure effective security measures to protect sensitive information such as business data, customer financial data, intellectual property and other important data.

One of the key methods to enhance security is the use of multi-factor authentication (MFA). MFA is a security mechanism that requires more than one factor of identity verification when accessing accounts and systems. While traditional authentication methods, such as using only passwords, are becoming less reliable, MFA provides businesses with additional protection against attacks and unauthorized access.

# 2. Terminology

To make it easier to understand the content of the document, let's define the terms that will be used in the following chapters.

The concept of	Explanation	
Authentication	In computing, authentication or authentication is the process by which a server makes sure that a user is really who they say they are. The most common authentication method is to enter a username and password during the sign-in process to a particular IT system.	
Authentication device	The device we will use to authenticate your login. This is most often a mobile smartphone, but can also be USB sticks (e.g. Gemalto).	
Authentication app	An app installed on your smartphone to confirm a new login.	
Authentication method (enrolment method)	<ul> <li>The authentication method is the authentication security mechanism that will be used to authenticate new logins to your profile.</li> <li>Typically, these methods are: <ul> <li>Confirming the registration by obtaining a random number by SMS to a mobile phone</li> <li>confirmation of registration by calling and confirming the registration on the mobile phone</li> <li>confirmation of registration by calling and confirming registration on a company phone</li> </ul> </li> </ul>	

	login validation by approval sent to a pre-established authentication app on a mobile smartphone
Multi-factor authentication (abbreviation MFA)	Multi-factor authentication is an additional security mechanism to give your profiles a higher level of security. MFA is an acronym in the Mircosoft world, but is also known more widely as 2FA (two-factor authentication).
PIN number	A four- or multi-digit number that can serve as a security mechanism as an alternative to a password.

# 3. Setting up multi-stage validation

The following section shows how to set up MFA for a service user account. In the presented example, we used a mobile smartphone with Android operating system and a PC to add security mechanisms. If you do not have a mobile smartphone, you can use a regular mobile phone (sms, call) or a landline phone or a security key.

Once you have set up MFA with at least one of the security mechanisms, please inform the computer centre that manages the user accounts to activate MFA authentication on your user profile.

## 3.1.Adding security mechanisms to a user profile

Open the <u>Office.com</u> website in the web browser of your choice and log in with your profile (user account):



Figure 1: logging in to office.com

The website redirects you to the login screen, enter your username and select *Next*:

ouni-lisi	
@uni-li.si	
Nimate računa? Ust	tvarite ga.
Ali ne morete dosto	opati do svojega računa?
	Nazaj Naprej

Figure 2: Login window

The website redirects you back to the login window set up for the University of Ljubljana, where you enter your username and password, and select *Next*:



Figure 3: Entering data in the OJ login window

After a successful login, you are now on the website, where you select *Options* and then *Update Contact Settings*.



Figure 4: Updating your profile

We are then redirected to the My Accounts page (in case it doesn't redirect us:

We are adapting the link (<u>https://myaccount.microsoft.com/settingsandprivacy/privacy</u>) and select *Security details*:

🚻 Moj račun 🗸	
A Pregled	Nastavitve in zasebnost
⅔ Vat <sup>Im</sup> bstni podatki Varnostni podatki	 Language & Region Zasebnost
💻 Naprave	Možnosti podatkov
🔦 Geslo	Microsoft Search History
Organizacije	D Unravlianie iskania stikov
Nastavitve in zasebnost	
Moji vpisi	Storitve
Naročnine	Aplikacije storitve Dynamics 365
Pošljite povratne inform	:Ç: Vpogledi v elemente
	Spoji podvojene stike

Figure 5: Security information section

#### Select Add entry mode:

https://mysignins.microsoft.com/security-info	
/arnostni podatki	
To so načini, ki jih uporabljate za vpis v svoj račun ali ponastavitev ge	
+ Dodajte način za vpis.	
Ni elementov za prikaz.	
ite izgubili napravo? Izpis iz vseh mest	

Figure 6: Adding an authentication method

You can choose between several ways to enrol:

Autentikator app	Works on Android, iOS smartphone	Recommended mode
Phone	Code by SMS or call	Recommended as <b>alternative</b> <b>mode</b> or instead of smart phone.
Replacement phone	Code by SMS or call	Alternate in case of inability to use a personal phone
Office phone	Call	Alternate in case of inability to use a personal phone
Security key	USB key, biometric authentication	The security key must be inserted in the device at the time of enrolment.

**TIP**: we recommend setting at least two modes. In case one of the modes fails, you have other modes available. For example, the Autotimer app + phone (sms) to a mobile number + back-up phone (call to a business number).

If you don't use the Authenticator app, set up e.g. sms/call to mobile + call to work phone.

## 3.2. Setting up the "Authenticator" method on your smartphone

After selecting *Add sign-in method* on the computer, we are presented with all the possible authentication methods that we can select. If we want to edit the authentication using the Authenticator application, we select the *Authenticator application option:* 

$\leftarrow \ \rightarrow \ \mathbf{G}$	A https://mysignins.microsoft.com/security-info
🚻 Moji vpisi 🗸	
R Pregled	Varnostni podatki To so načini, ki jih uporabljate za vpis v svoj račun ali ponastavitev gesla. + Dodajte način za vpis.
Organizacije	Ni elementov za prikaz.
A Naprave	
Zasebnost	Ste izgubili napravo? izpis iz vseh mest
	Dodaj način $ imes$
	Kateri način želite dodati?
	Izberite način V
	Aplikacija Authenticator
	Telefon
	Nadomestni telefon
	Siuzbeni teleton

Figure 7:Selection of Aplication Authenticator

### And continue with *Add*:

$\blacksquare$ Moji vpisi $\lor$		
R Pregled Br Varnostni podatki Organizacije Raprave A Zasebnost	Varnostni podatki         To so načini, ki jih uporabijate za vpis v svoj račun ali ponastavitev gesla.         + Dodajte način za vpis.         Ni elementov za prikaz.         Ste izgubili napravo? izpis iz vseh mest	
		_
	Dodaj način	×
	Kateri način želite dodati?	
	Aplikacija Authenticator	~
		Prekliči Dodaj

Figure 8: Add authentication method.

At this point, the following window appears:

🚻 🛛 Moji vpisi 🗸	
♀ Pregled ۶ Varnostni podatki	Varnostni podatki To so načini, ki jih uporabijate za vpis v svoj raćun ali ponastavitev gesla.
<ul> <li>Organizacije</li> <li>Naprave</li> <li>Zasebnost</li> </ul>	+ Dodajte način za vpis. Ni elementov za prikaz. Ste trgubili napravo <sup>7</sup> trpis iz vseh mest
	Microsoft Authenticator × Začnite tako, da pridobite aplikacijo V svoj telefon namestite aplikacijo Microsoft Authenticator, Prenesi zdaj Ko v napravo namestitvi aplikacijo Microsoft Authenticator, izberite =Naprej. Zelim uporabiti drugo aplikacijo za prevejjanje pristnosti Prekliči Naprej

Figure 9: Window

Leave the window open on your computer and take your **smart mobile phone**, open the *Play Store* (*Play Store*) and search for and install the Microsoft Authenticator app.



Figure 10: Microsoft Authenticator app

Once the app has been successfully installed, we open the app and accept the privacy terms:



Figure 11: We accept the privacy terms.

Leave unticked and select Next:



Figure 12: leave unticked and continue.

Select Read the QR code online:

.15 🖬		
		Presko či
Za	aščitite svoje digitali	10
	življenje	
	življenje Vpišite se z Microsoftovir računom	m
Ko se vpišeto gesla, naslo	Življenje Vpišite se z Microsoftovir računom e z Microsoftovin mčunom, bodo vi in drugi podatki za samozapoln tej napravi.	n vsa shranjena itev na voljo v
Ko se vpišeti gesla, naslo	Življenje Vpišite se z Microsoftovir računom e z Microsoftovim računom, bodo vi in drugi podski za samozapoln tej napravi. Dodaj službeni ali šolski ra	n vsa shranjena itev na voljo v Čun
Ko se vpišeta gesla, naslo	Življenje Vpišite se z Microsoftovin računom e z Microsoftovim računom, bodo vi in drupi podatil za samozapoln tej napravi. Dodaj službeni ali šolski ra Optično preberite kodo QR	n vsa shranjena itev na voljo v čun
Ko se vpišeti gesla, naslo Ž	Življenje Vpišite se z Microsoftovir računom e z Microsoftovim nčunom, bodo vi ni drugi podatili za samozapoln tej napravi. Dodaj službeni ali šolski ra Optično preberite kodo QR Obnovi iz varnostne kopije	n vsa shranjena itev na voljo v čun

Figure 13: QR code scanning step

10:13 🖬	0	₹ 1 59%
← Authen	ticator	
Your accou	nt provider will displ	ay a QR code.
Dovolite aplikac snemanje video	iji <b>Authenticator</b> fo posnetkov?	otografiranje in
м	ed uporabo aplika	cije
	Samo tokrat	
	Ne dovoli	
	0	

Figure 14: Enable permissions on the mobile phone

Go **back to your computer to the still open window**, select *Next* and the QR code appears on the monitor. This QR code is **scanned with a smartphone**:

🚻 Moji vpisi 🗸	
A Pregled By Varnostni podatki Chaprizacije A Zavebnost	Varnostni podatki         To so način, iš jih uporabljate za vpis v svoj račun ali ponastavitev gesla.         + Dodaje način za vpis.         Ni elementov za prikaz.         Ste izgubili napravo? tzpis iz vseh mest
	Microsoft Authenticator × Začnite tako, da pridobite aplikacijo V svoj telefon namestile aplikacijo Microsoft Authenticator, Penesi zdaj Ko v napravo namestilni aplikacijo Microsoft Authenticator, isberile -Napreja. Zelim uporabili drugo aplikacijo za preverjanje pristnosli Prektici Migang

Figure 15: Select Next

The QR code appears on the monitor. This QR code can be **optically read with a smartphone.** When you scan it on your computer, select *Next*, **and on your smartphone**, *OK*.

Microsoft	Authenticator ×
-	Nastavljanje vašega računa Dovolite obvestila, če ste k temu pozvani. Nato dodajte račun in izberite »Službeni ali šolski« Nazaj



A number appears on the **computer**, which is entered into the application on the **smart mobile phone**:

Microsoft	Authenticator	×
	Preskusimo, ali deluje	
	Odobrite obvestilo, ki ga pošiljamo v vašo aplikacijo, tako, da vnesete številko, prikazano spodaj.	
	31	
	Nazaj Napre	i

Figure 17: Time-limited enrolment number on a mobile smartphone

10:14 📾		₹II 59% <b>=</b>			
Authenticato		+ Q :"			
Ali se želite vpisati? Univerza v Ljubljani Lenicti@uni-Ij.si Vnesite prikazano številko za vpis.					
	DA NE, NISEM JAZ NE VIDIM ŠTEVILKE				
cuthenticat Gesla	Plačila	Naslovi Freyerjeni ID-ji			
1	2 авс	3 DEF			
4 сні	5 JKL	6 мно			
7 PORS	8 TUV	9 wxyz			
$\langle \times \rangle$	0	Kon.			
111	0	<ul><li>✓ Щ</li></ul>			

Figure 18: Entering a number from your computer and confirming your registration by selecting

If we have set up a smartphone lock, we need to authorise enrolment using one of the preconfigured security methods:



Figure 19: Approval of enrolment

If we have done everything correctly, we are notified of the success on the computer:

🔛 Moji vpisi 🗸	
A Pregled	Varnostni podatki
🎭 Varnostni podatki	то зо пасля, к ја протвијате да тука и зиму пасит за ролазначени уска.
🖴 Organizacije	+ Dodejte način za vpis.
Naprave	Ni elementov za prikaz.
Zasebnost	Ste løgubili naprøvo? tipis iz riseh mest
	Microsoft Authenticator ×
	Obvestilo je odobreno
	Nazaj Naprej

Figure 20: Authentication method successfully added

This is how we added the authentication method using the Authenticator application. If you want to add SMS or some other method, you can continue reading the instructions.

# 3.3.Setting up the "mobile phone" method

You are on (<u>https://myaccount.microsoft.com/settingsandprivacy/privacy</u>) and select *Add entry mode*:

🗉 📑 My Sign-Ins   Security Ir	nfo   Mic × +	
$\leftarrow \rightarrow G$	A https://mysignins.microsoft.com/security-info	
$\cdots$ Moji vpisi $\sim$		
R Pregled	Varnostni podatki To so načini, ki jih uporabljate za vpis v svoj račun ali ponastavitev gesla.	
🖻 Organizacije	Nastavite privzeti način vpisa + Dodajte način za vpis	
🖵 Naprave	Microsoft Authenticator         Izbriši           Push multi-factor authentication (MFA)         Izbriši	
A Zasebnost	Ste izgubili napravo? Izpis iz vseh mest	

Figure 21: add an entry mode

#### Select Phone:

Dodaj način	×
Kateri način želite dodati?	
Izberite način	$\sim$
Aplikacija Authenticator	
Telefon	
Nadomestni telefon	
Službeni telefon	

Slika 22: izbira Telefon

Telefon	$\times$
Sprejmite klic v telefonu ali pošljite besedilno sporočilo s kodo v telefon, da dokažete, kdo ste.	
Katero telefonsko številko želite uporabiti?	
Slovenija (+386) 🗸	
Pošlji mi kodo v besedilnem sporočilu	
O Pokliči	
Morda boste morali plačati stroške sporočil in prenosa podatkov.Če izberete »Naprej«, se strinjate s Pogoji storitve in izjavo o zasebnost in piškotkih.	; či
Prekliči Ndurej	

Figure 23: Enter your number and select Next

Take your mobile phone, wait for the SMS message to arrive and type the 6-digit, timelimited number into the window on your computer:

10:18 🖾	िंग् <sub>ग</sub> ा 59% 🖥
< Microsoft	<b>ů</b>
četrtek, 08	3. junij 2023
S potrd. kodo <u>171646</u> pre Microsoft.	verite prist. aplik. 10:17
Figure 24: 6-digit, time	-limited number received
<b>Telefon</b> Pravkar smo poslali 6-mestno kod Vnesite kodo v spodnje polje.	o na številko +386 31249455.
171646	I



Figure 25: Entering a number in the displayed window on the computer

If the correct 6-digit code is entered, we get a confirmation that the added authentication method was successful:

🚻 Moji vpisi 🗸					
A Pregled	Varnostni podatki				
۶ Varnostni podatki	To so načini, ki jih uporabljate za vpis v svoj Nastavite privzeti način vpisa	račun ali ponastavitev gesla.			
🖻 Organizacije	+ Dodajte način za vpis.				
Naprave	C Telefon	+386 31249455	Spremeni	Izbriši	
🗎 Zasebnost	Microsoft Authenticator Push multi-factor authentication (MFA)			Izbriši	
	Ste izgubili napravo? Izpis iz vseh mest				
				Talafan	~
				Sporočilo SMS je prever registriran.	rjeno. Vaš telefon je bil uspešno Dokonćano
					DOKONCANO

Figure 26: Authentication method successfully added

You can also set up *Substitute phone, Business phone in the same way.* On the latter, only a call is available. Enter your service number, leave the *internal number* field blank.

Telefon	×
Sprejmite klic v telefonu, da dokažet	te, kdo ste.
Katero telefonsko številko želite upo	prabiti?
Slovenija (+386) 🗸	14768150
Interna številka: Vnesite interno številko	
Pokliči	
Morda boste morali plačati stroške s izberete »Naprej«, se strinjate s Pog- in piškotkih.	sporočil in prenosa podatkov.Če oji storitve in izjavo o zasebnosti
	Prekliči Naprej

Figure 27: Entering a number for the Office phone

## 3.4.Setting the "security key" method

For this method, you will need a security key that complies with the FIDO2 standard. Contact your ICT Service for a key. **Pre-set your** authentication mode with your phone or *Authenticator* app!

Pojdite na <u>https://myaccount.microsoft.com/settingsandprivacy/privacy</u> and select *Add entry mode*:

🗉 📑 My Sign-Ins   Security Info	Mic × +	
$\leftarrow$ $\rightarrow$ G	O A https://mysignins.microsoft.com/security-info	
🚻 Moji vpisi 🗸		
<ul> <li>Pregled</li> <li>Varnostni podatki</li> <li>Operativniji</li> </ul>	Varnostni podatki To so načini, ki jih uporabljate za vpis v svoj račun ali ponastavitev gesla. Nastavite privzeti način vpisa	
Naprave	+ Dodajte način za vpis.	Izbriši
	Ste izgubili napravo? izpis iz vseh mest	

Figure 28: add an entry mode

#### Select the Security key:

Γ	Dodaj način	×
	Kateri način želite dodati?	
	Izberite način	$\sim$
	Aplikacija Authenticator	
	Nadomestni telefon	
	Varnostni ključ	
	Službeni telefon	

Figure 29: Security key selection

Confirm the selection *Security key*.



Figure 30: Security key selection

Select "USB device" as the key type

Varnostni ključ	×
Izberite vrsto varnostnega ključa, ki ga imate.           Naprava USB           Naprava NFC	
	Prekliči

Figure 31: Choosing a key type - USB

If a QR code appears in the next step, select "Use another device" and in the next step select "Use Windows Hello or external security key" (Figure 32).

Create a passkey on a phone or tablet Scan this QR code with a camera on the device where you want to create a passkey for login.microsoft.com	*** <b>2</b>
	Create a passkey Choose how you want to create a passkey for login.microsoft.com Windows Hello or external security key
	Use a phone or tablet
Use a different device Cancel	Cancel

Figure 32: Choosing the right device

Continue by clicking Next.

Varnostni ključ	×		
Pripravite svoj ključ.			
Če izberete »Naprej«, boste pozvani k priključitvi varnostnega ključa na priključek USB. Nato se dotaknite gumba ali senzorja na varnostnem ključu, da dokončate nastavitev naprave.			
Podrobna navodila najdete na spletnem mestu izdelovalca ključev.			
Nazaj Napre	9		

Figure 33: Confirmation to continue installation

Windows Security	×		
Security key setup			
Set up your security key to sign in to login.microsoft.com as pfe1.uni-lj.si. This request comes from Chrome, published by Google LLC.			
ОК	Cancel		
	Prekliči Naprej		

Figure 34: Binding a login with a key to a user profile

Have your security key ready and insert it into the USB slot when you send the message.

Windows Security	×	
Continue setup		
ð		
Insert your security key into the USB port.		
Cancel		
Prekliči Naprej		

Figure 35: Inserting the dongle into the USB slot

The first time you use the key, you will be prompted to **set your** PIN code and biometric fingerprint.

You will be prompted to enter your PIN and fingerprint on subsequent uses.

Windows Security	×	
Continue setup		
Please enter your security key PIN.		
OK Cancel		
	_	
Prekliči Naprej		

Figure 36: PIN setting (first activation only) or PIN entry

Windows Security	×	
Continue setup		
ð		
Touch your security key.		
Cancel		

Figure 37: Fingerprint confirmation

In the final step, you just need to name your key and the process is complete.

Varnostni ključ	×
Poimenujte varnostni ključ, da ga boste razlikovali od dru	gih ključev.
ΜΟΙ ΚΙΙŪĞ	
Prekliči	Naprej

Figure 38: Naming the key

## 3.5.Changing the default authentication method

The authentication methods we have set up for our profile can be seen on the website(<u>https://mysignins.microsoft.com/security-info</u>) where you can **change the default** entry mode. The default mode will be used as the first offered, i.e. preferred, validation method. **In any case, we can always choose between the other methods we have previously set up each time we log in.** 

$\leftarrow \rightarrow G$	O A https://mysignins.microsoft.com/security	-info		
$\cdots$ Moji vpisi $\lor$				
A Pregled	Varnostni podatki	n ali ponastavitev gesla.		
⅔ Varnostni podatki		an penasarrer gesta		
🖻 Organizacije	+ Dodajte način za vpis.			
💻 Naprave	📞 Telefon	+386 31249455	Spremeni	Izbriši
🔒 Zasebnost	Microsoft Authenticator Push multi-factor authentication (MFA)			Izbriši
	Ste izgubili napravo? Izpis iz vseh mest			

The default authentication method is set as follows:

Figure 39: Default enrolment mode

Select a mode from the drop-down menu:



Figure 40: Mode selection

And confirm the choice:

Spremeni privzeti način		$\times$
Kateri način želite uporabiti za vpis?		/
Preverjanje pristnosti na podlagi aplikao	ije – obvestilo	~
	Nazaj	Potrdi
		4 M

Figure 41: Authentication method validation

At this point, please inform the Member's ICT Service that you have added authentication methods and would like to use MFA. Once the ICT Service has advised that MFA has been activated, it will now be requested in logins with your user account<sup>1</sup>.

#### 3.6. Action in the event of loss or theft of a device

If the device you use for enrolment - MFA has been lost or stolen, please click on "Logout from all sites" to log out of devices and contact the ICT Service.

:::: Moji vpisi $\sim$		
♀ Pregled ۶ Varnostni podatki	Varnostni podatki To so načini, ki jih uporabljate za vpis v svoj ra	ačun ali ponastavitev gesla.
💻 Naprave	Privzeti način vpisa: Microsoft Authenticato	r – obvestilo Spremeni
🔍 Geslo	+ Dodajte način za vpis.	+386 31709500
🖻 Organizacije	📞 Službeni telefon	+386 14768150
<ul> <li>Nastavitve in zasebnost</li> <li>Nedavna dejavnost</li> </ul>	<ul> <li>Microsoft Authenticator</li> <li>Potisno večkratno preverjanje pristnosti (M</li> </ul>	IFA) iPhone 11
	Ste izgubili napravo? Izpis iz vseh mest	

Slika 42: Izpis v primeru izgube naprave

<sup>&</sup>lt;sup>1</sup> Some applications and services at UL do not currently require MFA.

# 4. Useful links

- 1. Video instructions on how to set up an MFA: https://www.youtube.com/watch?v=VwEd-vhmVzI
- 2. Safety information: <u>https://mysignins.microsoft.com/security-info</u>
- 3. Microsoft 365 home page: <a href="https://office.com/">https://office.com/</a>