TIGS Multi-Factor Authentication (MFA) Set Up and Device Enrolment

The following guide details the process for enabling MFA on your TIGS account and enrolling a mobile device to use for MFA. You will require your computer and mobile device to complete this process.

1. On your **MOBILE DEVICE**, install the **Microsoft Authenticator** App.
   Apple App Store
   Google Play Store

2. On your **COMPUTER**, navigate to the link below.
   https://aka.ms/mfasetup
   Note: This can also be accessed via the **TIGS Portal** *->* **TIGS Security** *->* **MFA Device Enrolment** *button.*

3. Enter your **TIGS email address** and click the **Next** button.

   ■■ Microsoft
   ■■

   ## Sign in

   username@tigs.nsw.edu.au
   _____

   No account? Create one!

   Can't access your account?

   → [Next]

4. Enter your TIGS **Username** and **Password** and then click the **Sign In** button.

   Sign in to TIGS

   username@tigs.nsw.edu.au

   ●●●●●●●●●●

   Forgot Password? → Sign in

5. If you are using your own device, click **Yes** to the '*Stay signed in*' prompt.
   If you are using a shared device, click **No** to the '*Stay signed in*' prompt.

6. Click **Next** to continue when the '*More information required*' prompt is displayed.

   ■■ Microsoft
   ■■

   username@tigs.nsw.edu.au

   ## More information required

   Your organization needs more information to keep
   your account secure

   Use a different account

   Learn more

   → [Next]

7. At the '*Additional security verification*' prompt, select the '**Receive notifications for verification**' option then click the **Set Up** button.

8. Open the **Microsoft Authenticator** App on your **MOBILE DEVICE**.
If you are shown a '*Your privacy matters*' prompt, click the **I Agree** button.
If you are shown a '*Peace of mind for your digital life*' prompt, click the **Skip** button.

9. In **the Microsoft Authenticator** App, click the **+** or **Add Account** button, select **Work or School Account** from the displayed options and then the **Scan QR Code** option.

10. With your **MOBILE DEVICE**, scan the **QR code** that is displayed on your **COMPUTER** screen (from step 7).
Note: you may need to allow the Microsoft Authenticator App to access your mobile devices camera

11. Once you have scanned the QR code, click the **Next** button on the 'Configure mobile app' prompt on your computer.

12. When the '*Mobile app has been configured*' message is displayed, click the **Next** button.

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?
- ⦿ Receive notifications for verification
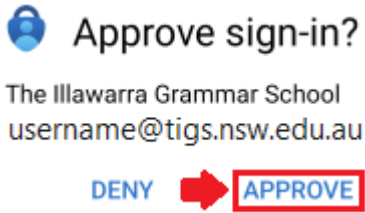- ◯ Use verification code

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

Set up   Mobile app has been configured for notifications and verification codes.

Next

13. A notification will be sent to your **MOBILE DEVICE** to confirm that the set up was successful. **Approve** this notification on your mobile device to continue.

Approve sign-in?

The Illawarra Grammar School
username@tigs.nsw.edu.au

DENY   APPROVE

14. When the '*Verification successful*' message is displayed, click the **Done** button.

Step 2: Let's make sure that we can reach you on your Mobile App device

Verification successful. Taking you to the next step...

Done

15. If you see the screen below, click the **Cancel** button to complete the process.

what's your preferred option?
We'll use this verification option by default.
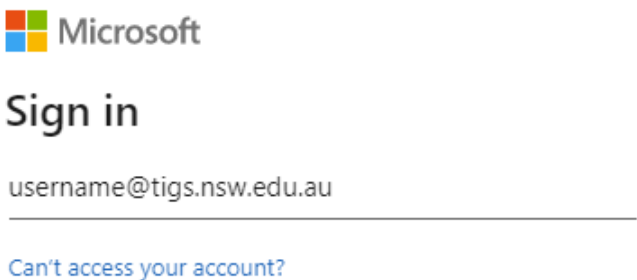
Notify me through app

how would you like to respond?
Set up one or more of these options. Learn more

☑ Authenticator app or Token   Set up Authenticator app

Authenticator app - Pixel 4 XL   Delete

Save   cancel

Moving forward, you will see one, or both, of the login prompts below when logging into a TIGS online service.

Microsoft

Sign in

username@tigs.nsw.edu.au

Can't access your account?

Sign in to TIGS

username@tigs.nsw.edu.au

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Enter your TIGS Email Address   Enter your TIGS Username and Password