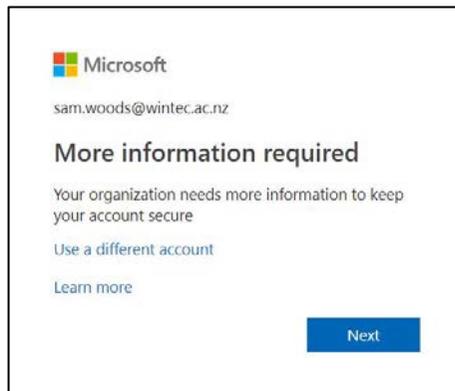


QUICK REFERENCE GUIDE | MULTI-FACTOR AUTHENTICATOR (MFA)

As part of Wintec's security enhancements, the Multi-Factor Authenticator tool is being enabled to provide an extra layer of security against credential theft and data breaches when accessing Wintec systems while you're away from the office. To prove it is you logging in, Multi-Factor Authenticator requires you to connect using your Wintec password, as well as one other method (e.g. a mobile device).

STEP 1: SET YOUR ACCOUNT UP WITH MFA

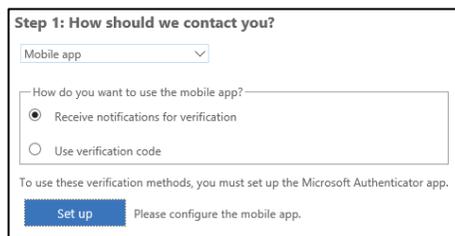
1. Once your account has been enabled with Multi-Factor Authenticator (MFA), open a web browser (e.g. Edge, Internet Explorer)
2. Enter **https://aka.ms/setupmfa** into the address bar
3. You will be prompted with the following security window. Click **Next** to begin setting up your account with MFA



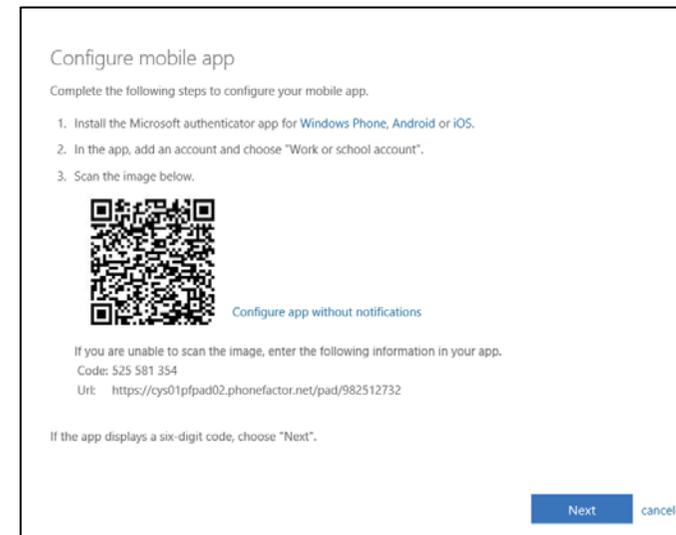
4. On Step 1: How should we contact you?:
 - select **Mobile app**,

NOTE: Wintec does not support verification via email or text message.

- choose **Receive notifications for verification**, and
- click **Set up**



5. The configure mobile app screen appears, as below



STEP 2: DOWNLOAD MICROSOFT AUTHENTICATOR APP

6. On your mobile device, open the **App store**
7. Search and download **Microsoft Authenticator**
8. Once downloaded, locate and open **Authenticator**
9. To add an account, tap **+** or **...** and choose **Add account**
10. Select **work or school account**. This will turn on the QR code scanner
11. Point the scanner at your computer screen to **scan the QR code image**
12. Click **Next** to continue
13. The Authenticator app is now configured on your mobile device
14. On your computer, click **Next** to continue through the setup process

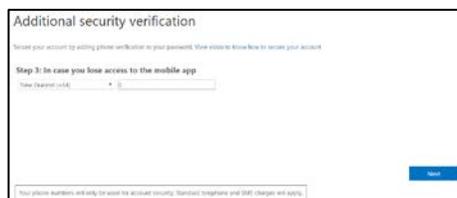
STEP 3: APPROVE CONNECTION TO AUTHENTICATOR APP

15. On your mobile device, you will be prompted to approve a Sign in Request. Tap **Approve**



STEP 4: CONFIRM MOBILE NUMBER

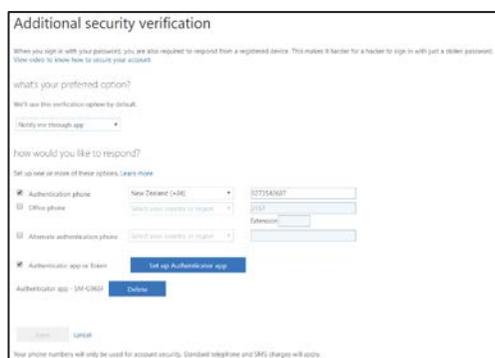
16. On your computer, enter your mobile number and click **Done**



STEP 5: COMPLETE THE SETUP PROCESS

17. Check your account details are correct:

If your details are ...	Then ...
correct	click Cancel
incorrect	update your details and click Save



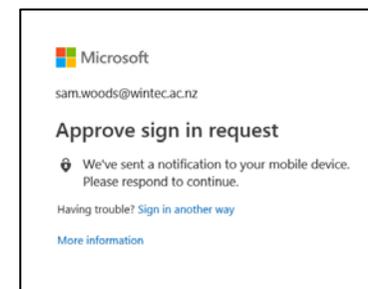
18. Close your web browser

STEP 1: CONNECT TO WINTEC SITES AWAY FROM THE OFFICE

When you are away from the office and you access a Wintec site, you will be prompted to approve the sign in request using a mobile device.

NOTE: You will need to complete this every time

1. Ensure your PC or laptop is turned on and connected to a Wi-Fi connection (e.g. at home or motel)
2. Open a web browser and navigate to a Wintec site (e.g. <https://staff.wintec.ac.nz>).
3. Log in using your Wintec credentials
4. The following window will appear:



STEP 2: APPROVE SIGN-IN REQUEST

5. On the mobile device you downloaded Authenticator on, you will receive a notification to approve the sign in request

If you ...	Then tap ...
did not authorise this sign-in request	Deny
authorised this sign-in request	Approve



NOTE: If this notification does not appear, you may need to open Authenticator on your mobile device and tap Refresh.

6. The web page you are trying to access will continue to load as normal