

Instructions for setting up multi-factor authentication (MFA)

Information Services and Digitisation on 27.12.2022

Foreword

By activating MFA, suspicious actions when using your access data (user name + password) can be detected and access to data can be protected by requesting a second security factor. As this reduces the security risk with regard to misuse of your access data to a minimum, the use of a second security factor is **required** at FH Burgenland when logging on to online services.

At FH Burgenland, the options available are Microsoft Authenticator app, SMS, call or Fido2 token (e.g. YubiKey).

This document describes how to set up the **Microsoft Authenticator app**. Please ensure that you have your smartphone to hand when setting up and subsequently using FH Burgenland online services. Authentication via app is the best option in terms of security, costs and awareness. This option is also used by a large number of banks and will therefore already be familiar to you as a user. However, if you prefer another option and need support in setting it up, please contact helpline@fh-burgenland.at with your request.

MFA will be successively optimised so that in future the second security factor will not be requested for every login, but only if an anomaly is detected during a login attempt. An anomaly can be, for example, a logon attempt from another country or from an unknown device. Immediately after setting up MFA, you will increasingly be asked to authenticate yourself with your second security factor, as the devices and locations, among other things, are not yet known.

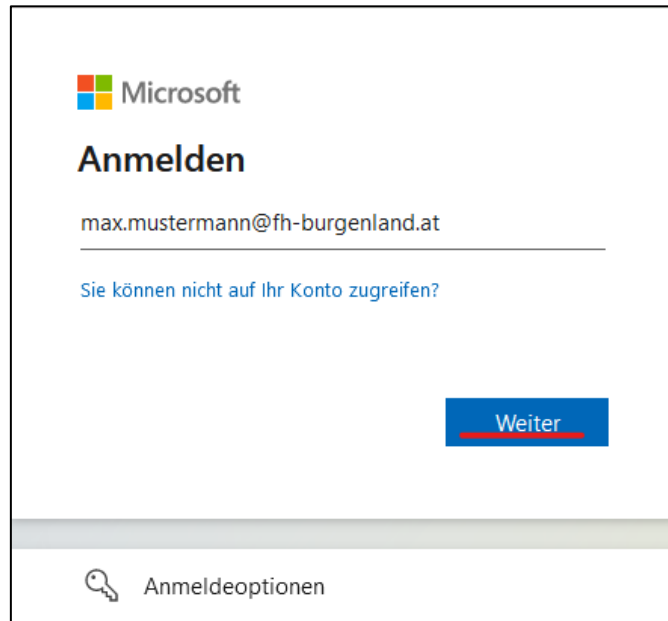
Over time, MFA will also be rolled out to more and more online services. However, no second factor is required for logging on to Windows, on a device of the FH Burgenland.

Finally, it should be mentioned at this point that even MFA does not offer fully comprehensive security. Therefore, continue to take good care of your access data and use your FH Burgenland e-mail address and password exclusively for FH Burgenland services. It is particularly important that you always check carefully whether the prompt to use the second security factor is related to a login by you to an online service. If you receive a prompt in your app that is not related to a login to an online service, do not confirm it under any circumstances, as this is an unauthorised login attempt.

(The steps described below take about 5 - 10 minutes to complete. Have your smartphone and a PC or notebook with an internet connection ready.)

Step 1: Sign in to your Microsoft account

Log in with a PC or notebook in the browser at <https://myaccount.microsoft.com> with your FH Burgenland e-mail address and password:

The image shows the Microsoft login page. At the top left is the Microsoft logo. Below it, the word "Anmelden" is displayed in a large, bold font. Underneath, the email address "max.mustermann@fh-burgenland.at" is entered into a text field. Below the text field, there is a link that says "Sie können nicht auf Ihr Konto zugreifen?". At the bottom right, there is a blue button with the word "Weiter" in white. At the bottom left, there is a key icon and the text "Anmeldeoptionen".

Microsoft

Anmelden

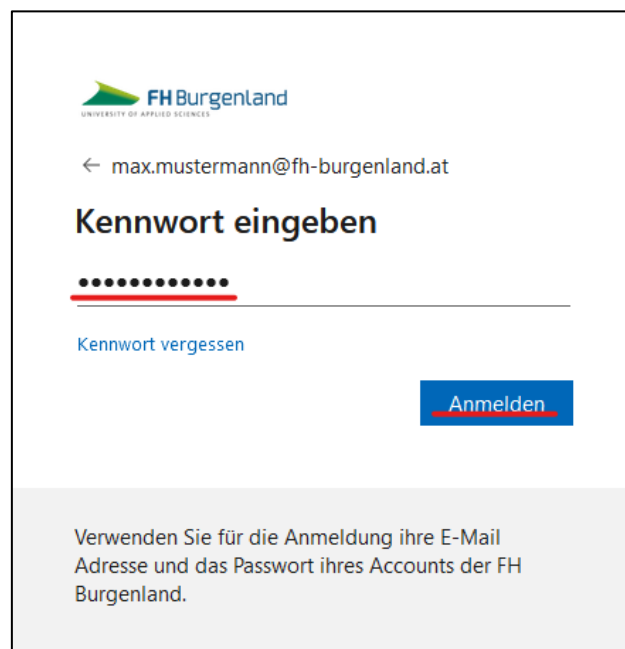
max.mustermann@fh-burgenland.at

[Sie können nicht auf Ihr Konto zugreifen?](#)

Weiter

Anmeldeoptionen

Figure 1: Enter user name

The image shows the FH Burgenland login page. At the top left is the FH Burgenland logo. Below it, the text "← max.mustermann@fh-burgenland.at" is displayed. Underneath, the word "Kennwort eingeben" is displayed in a large, bold font. Below the text, there is a password field represented by a series of dots. Below the password field, there is a link that says "Kennwort vergessen". At the bottom right, there is a blue button with the word "Anmelden" in white. At the bottom, there is a grey box containing the text: "Verwenden Sie für die Anmeldung ihre E-Mail Adresse und das Passwort ihres Accounts der FH Burgenland."

FH Burgenland
UNIVERSITY OF APPLIED SCIENCES

← max.mustermann@fh-burgenland.at

Kennwort eingeben

.....

[Kennwort vergessen](#)

Anmelden

Verwenden Sie für die Anmeldung ihre E-Mail Adresse und das Passwort ihres Accounts der FH Burgenland.

Figure 2: Enter password

Step 2: Set up the additional security check

On the left-hand side, click on the menu item "Security information" and then on the entry "Add login method".



Figure 3: Adding a new login method

You will then be prompted to add a method. Select the Authenticator app from the drop-down field.

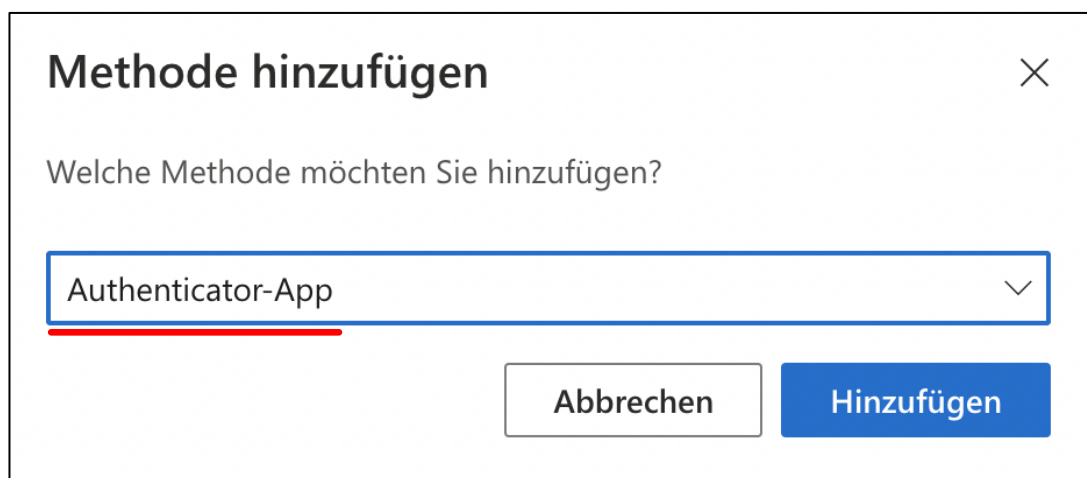


Figure 4: Selecting the "Authenticator App" method

Next, you will be asked to install the Authenticator app on your smartphone. **Leave the current browser window open and switch to your smartphone. Please do NOT click on the "Next" button yet.**

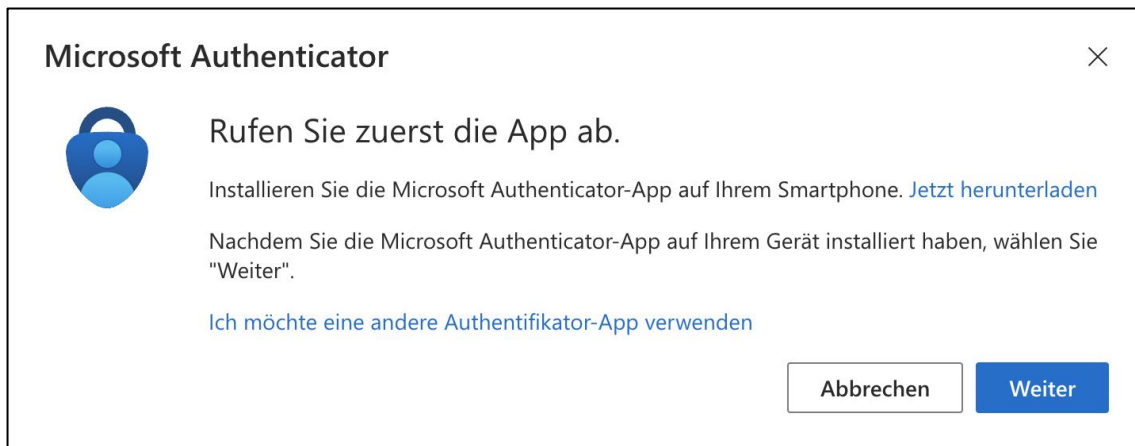


Figure 5: Prompt to install the Authenticator app

Step 3: Installing and setting up the Authenticator app

Search for the app "Microsoft Authenticator" in the appstore of your smartphone and install it.

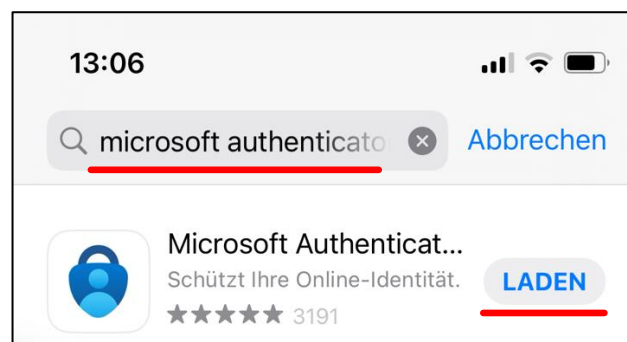


Figure 6: Download the Authenticator app from the smartphone app store.

Now open the Authenticator app and accept the conditions.

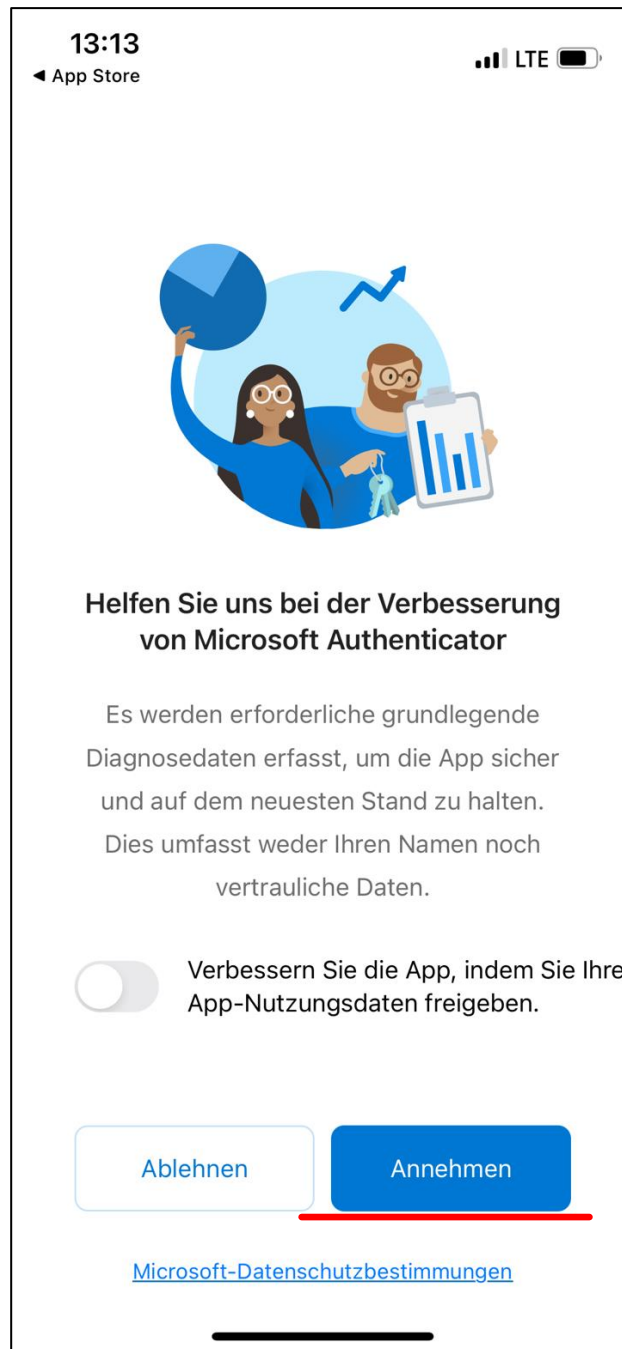


Figure 7: Accepting the terms of the Authenticator app

In the next view, select the entry "Scan QR code". Please allow access to your camera if prompted.

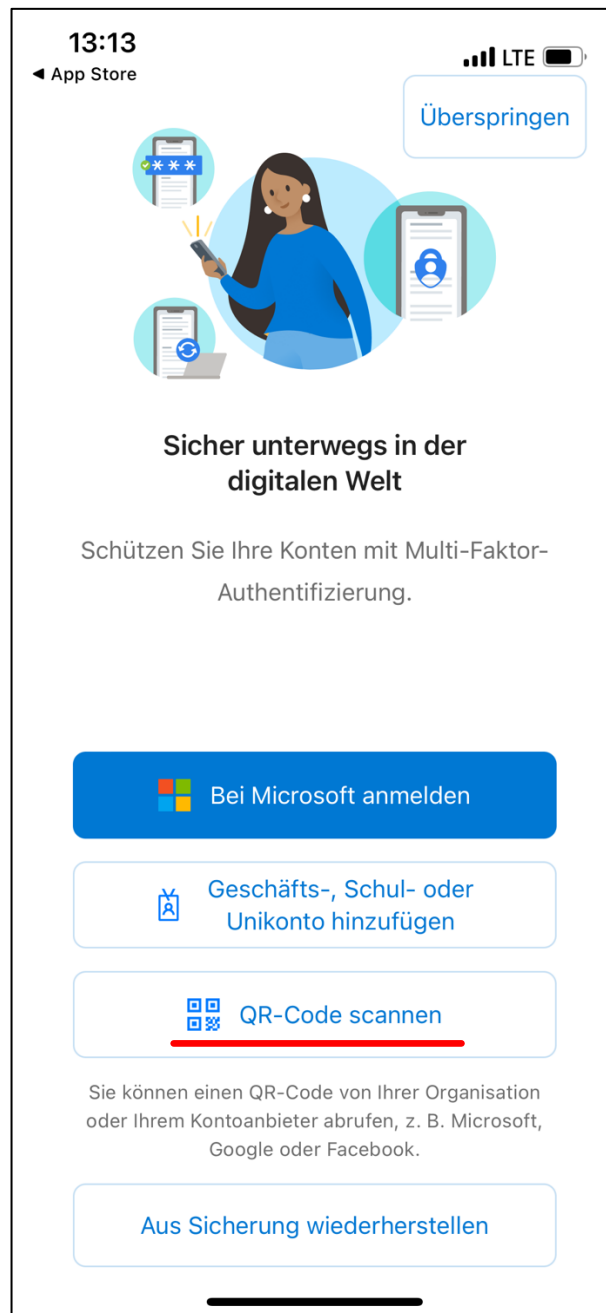


Figure 8: Selecting the "Scan QR code" entry in the Authenticator app

Now switch back to your PC or notebook and click "Next" in the prompt to install the Authenticator app.

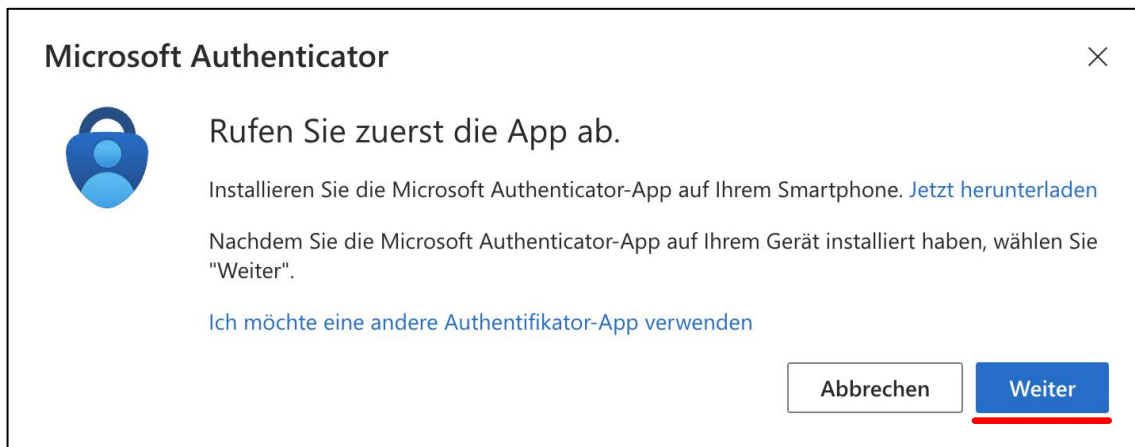


Figure 9: Confirmation of the app installation

Also confirm the next window by clicking on the "Next" button.

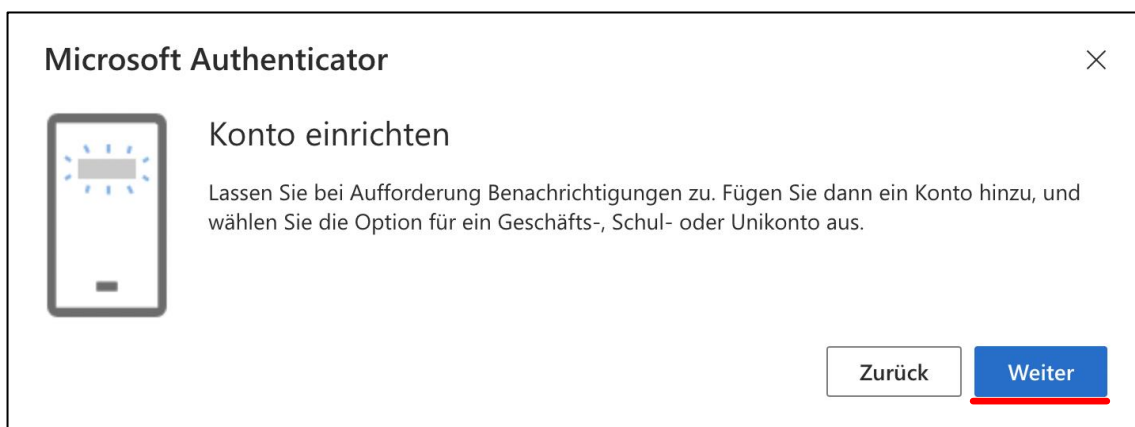


Figure 10: Setting up the account

Scan the QR code now displayed with your Authenticator app on your smartphone.

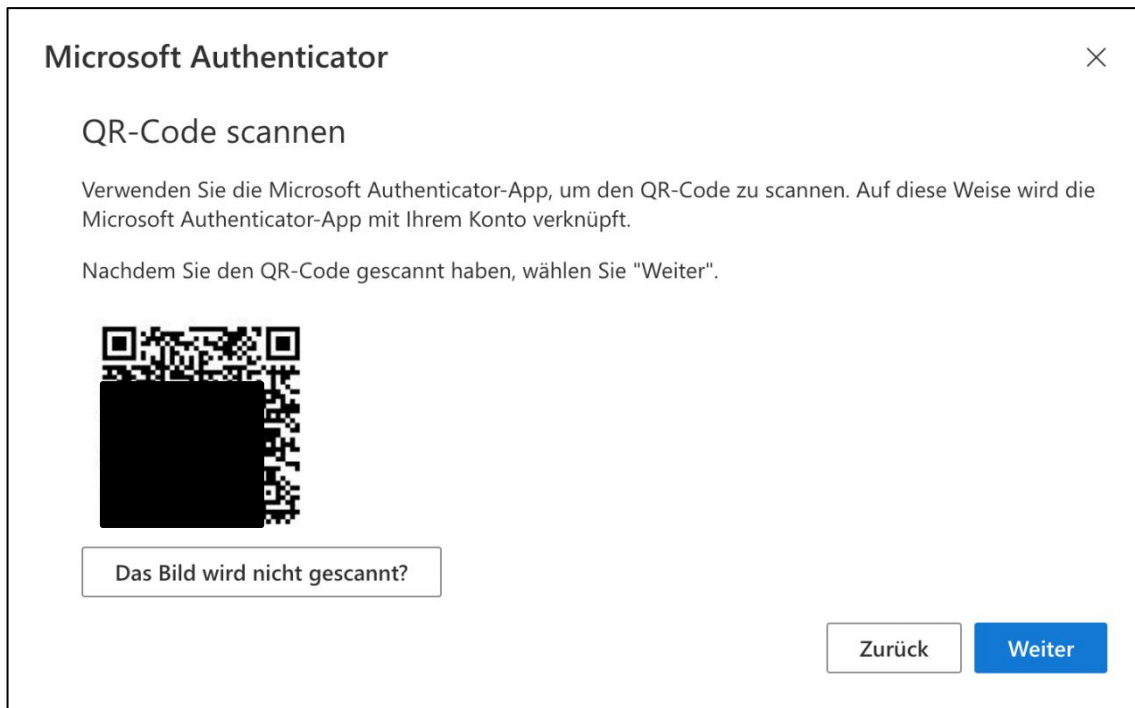


Figure 11: Prompt to scan the QR code

Your FH Burgenland account has now been added to the Authenticator app.

Finally, please click on the "Next" button again in the browser on your PC/notebook.

You will now receive a request for approval in your Authenticator app. Please approve it by clicking on "Approve".

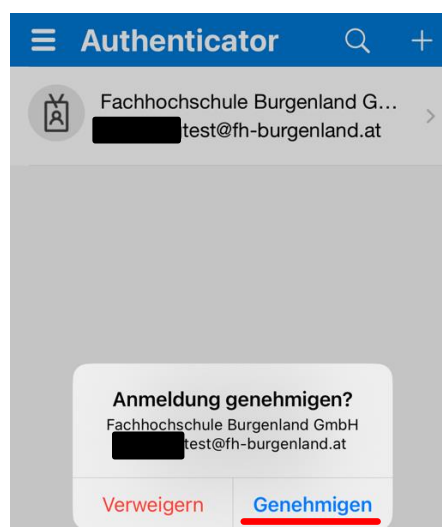


Figure 12: Request for approval of an application

Now the message "Notification approved" appears in the browser of your PC/notebook. Click on the "Next" button again to return to the start page.

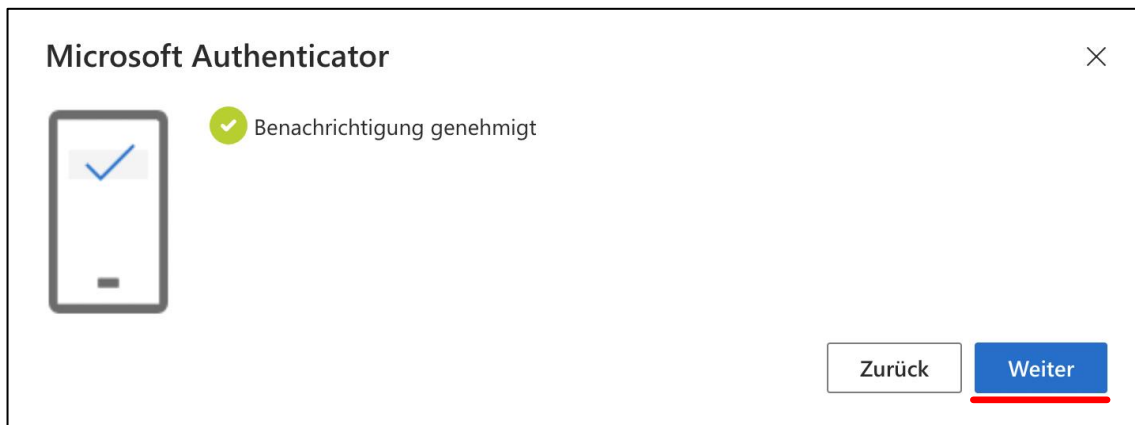


Figure 13: Notification of successful authorisation via the Authenticator app

You can now log out by clicking on your profile picture at the top right and then on "Sign out".

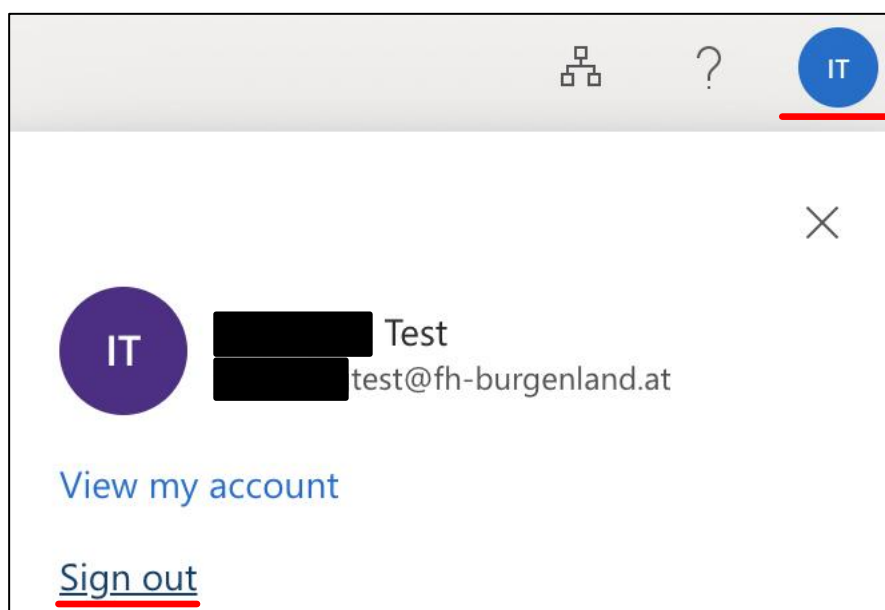


Figure 14: Logout

Congratulations - you have successfully secured your account! From the time of the general activation of MFA by the Information Services and Digitisation Team, you will be required to use the second security factor you have just set up. You will not receive any prompts to use your second security factor before the time of general activation.