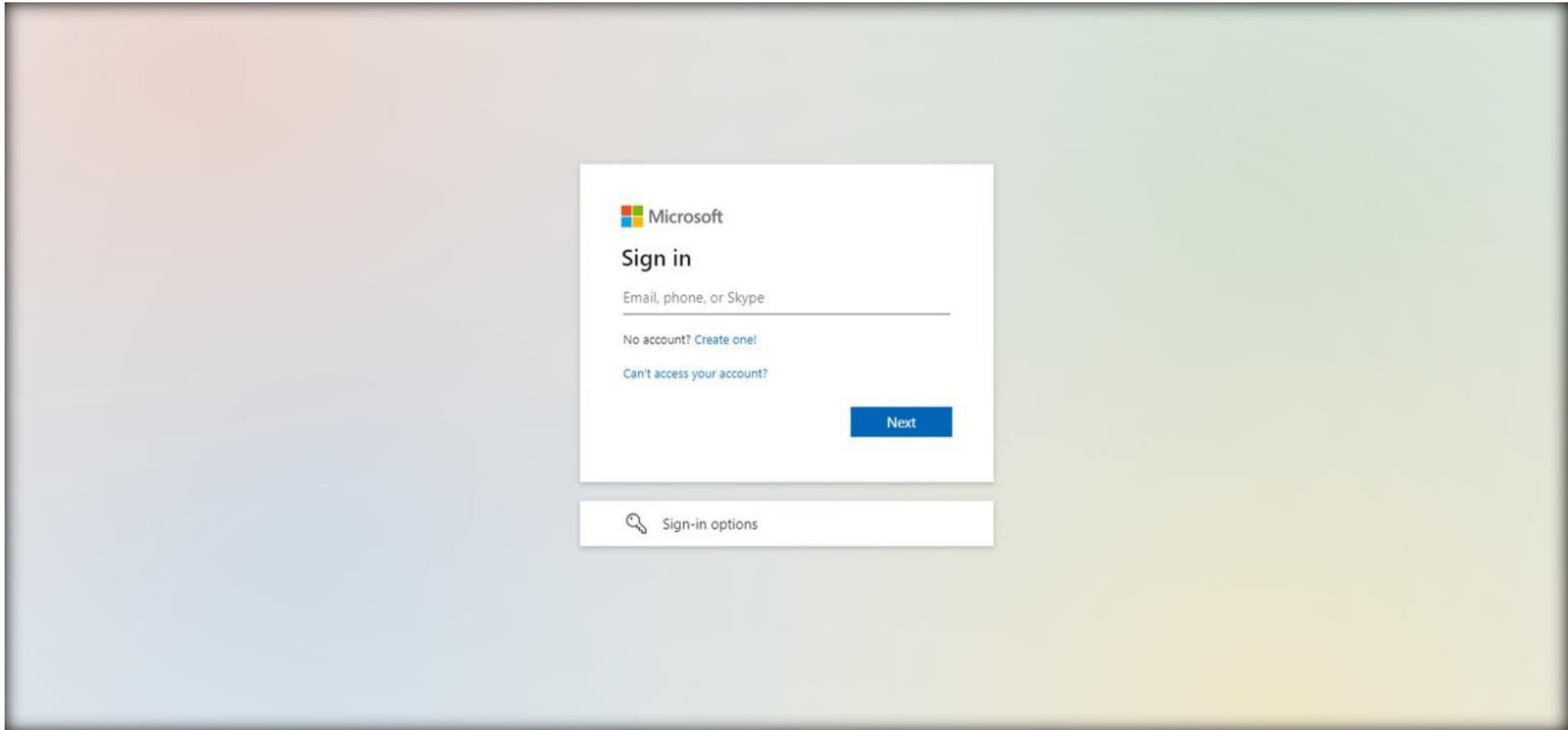


CHANGE MFA METHOD TO APP

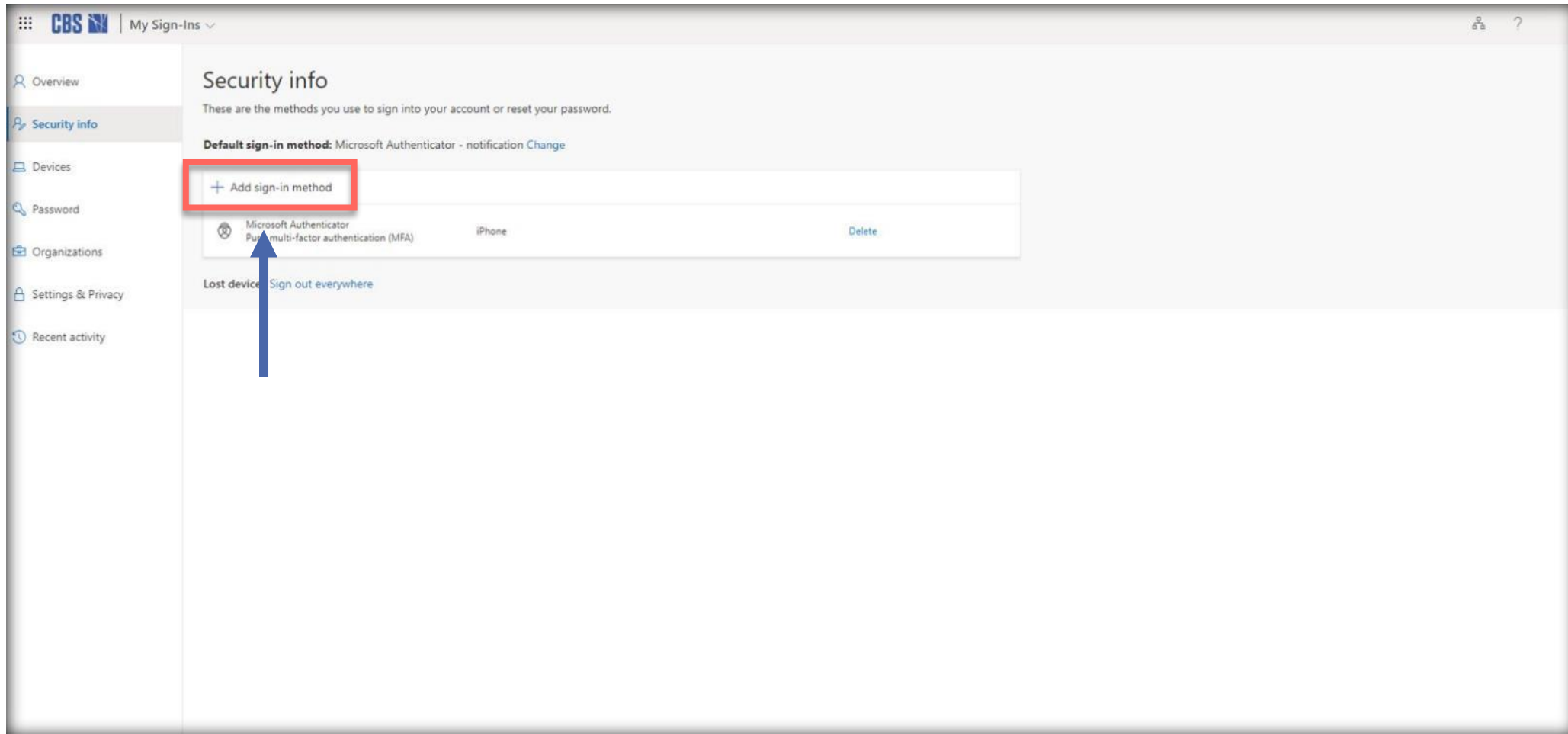
This guide will show you how to change and set up multi-factor authentication (MFA) for your CBS account.

Change your MFA for your CBS account to the MFA app

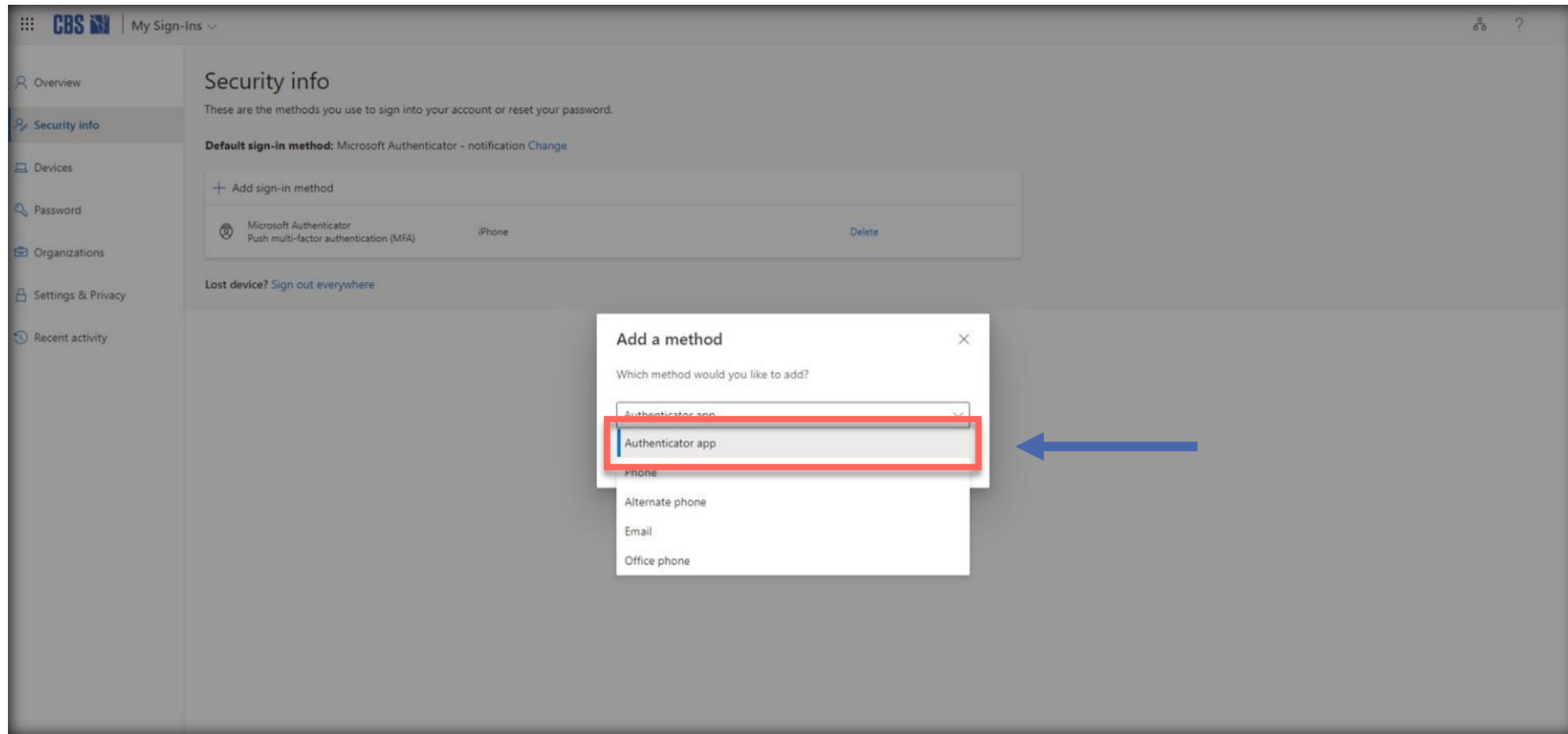
Log onto <https://aka.ms/mfasetup> on a computer.



Press 'Add sign-in method'

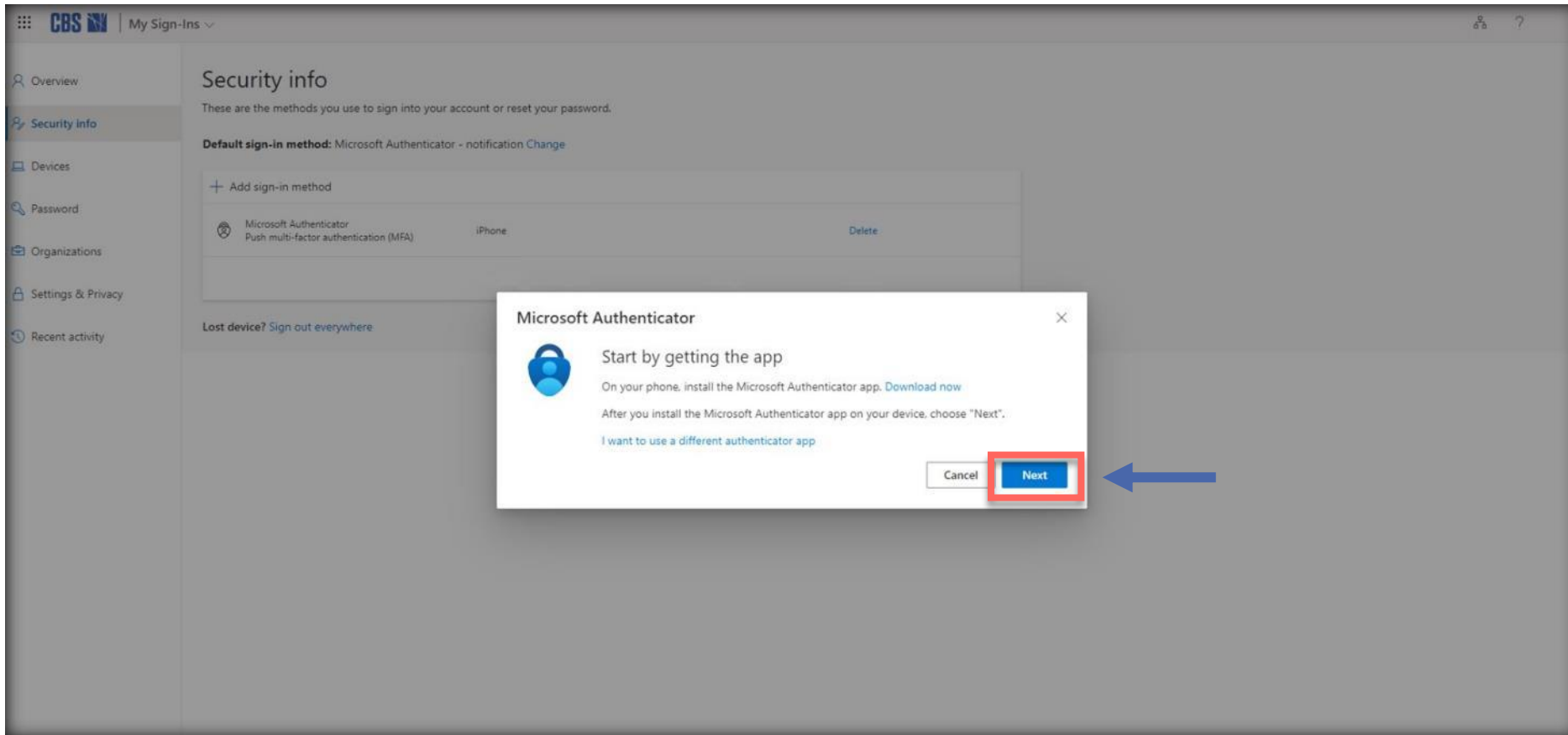


Choose 'Authenticator app' and press 'Add'



The first time you setup your MFA

The first time you setup your MFA, you will be met by the following popup. Press 'Next' until you meet a QR code

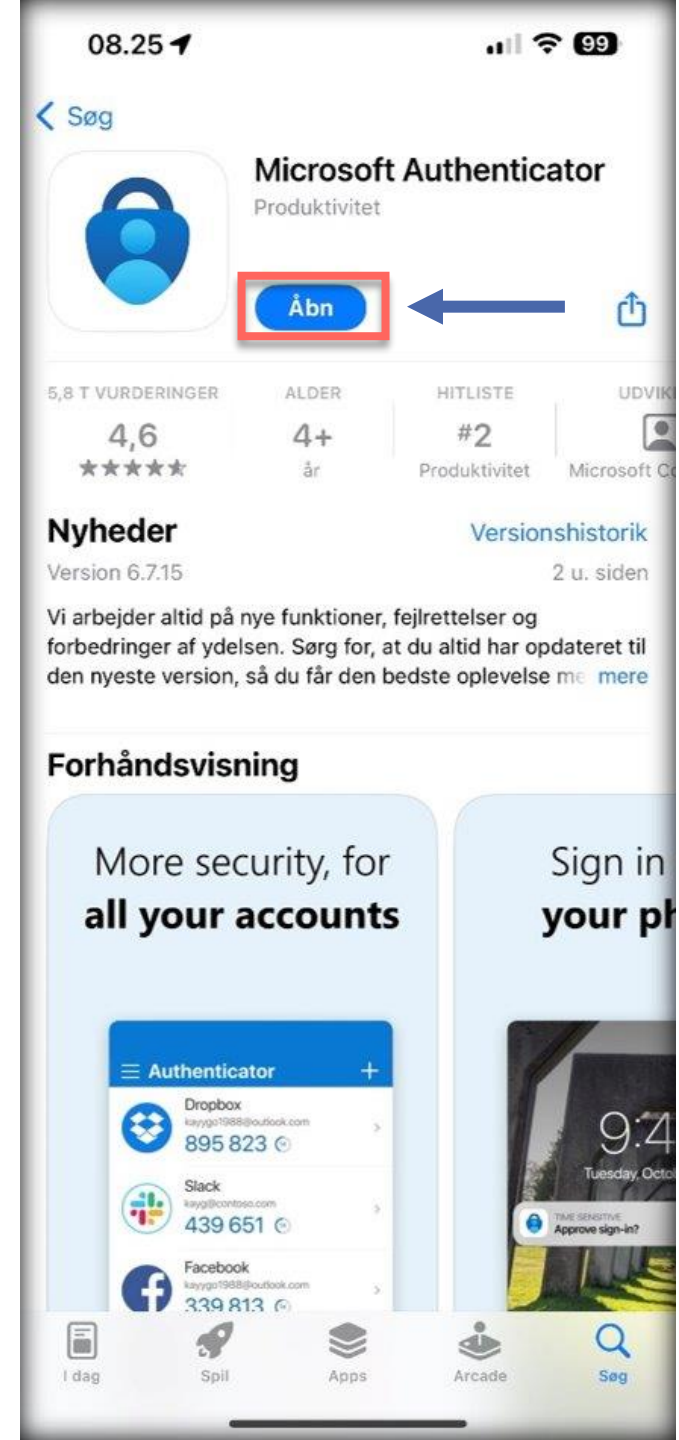


On your phone you must install the Microsoft Authenticator app

Open your phone's App Store

- iPhones: App Store
- Android: Google Play Store

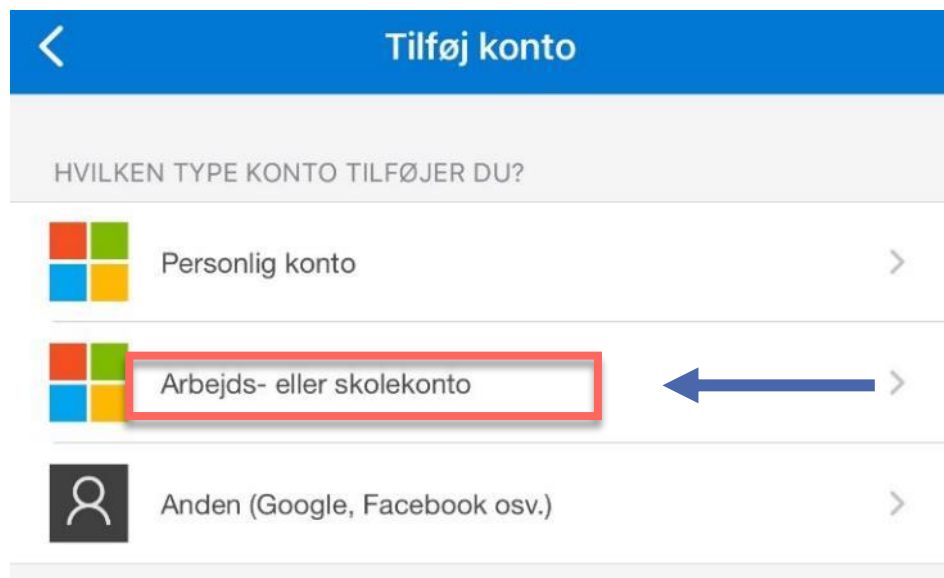
Search for "Microsoft Authenticator" and look after this icon. The app has the same icon on all devices.



On your phone open the Microsoft Authenticator app

Press the '+' icon in the upper right corner.

Choose '**Work or school account**' followed by '**Scan QR-code**'.



Now Scan the QR code from earlier on your computer with your phone.

After you have scanned the QR code, press 'Next'

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



The QR code in this Powerpoint is a placeholder

Can't scan image?

Activation of push notifications

If you haven't already given the app access to sending you push notifications, it will ask for it now.

The app doesn't work without access to this.

If you already have given access, skip this step.

Your phone will now receive a push notification & your computer will show a double digit code

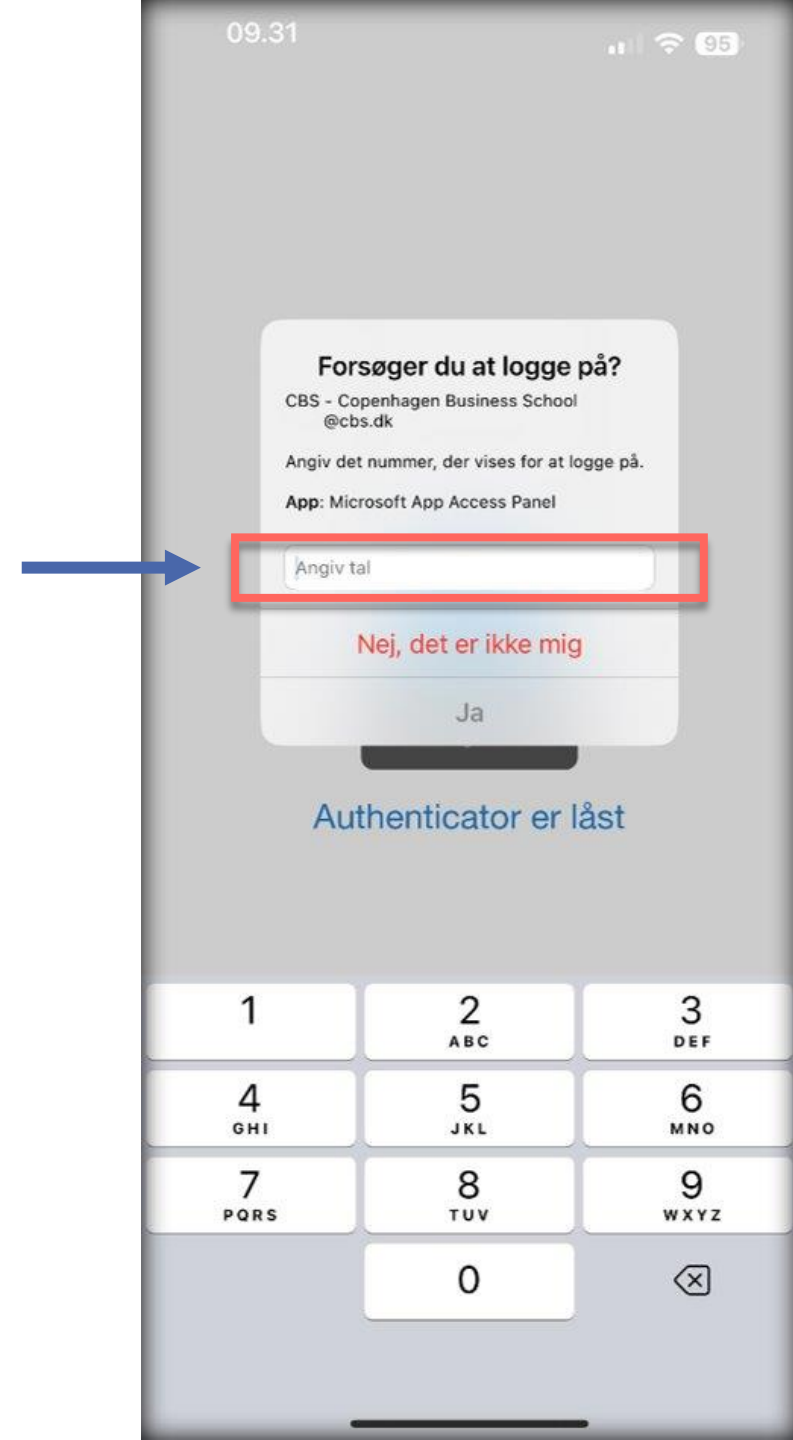
Use one of the following on **your phone** to approve your login

- Pincode
- Face recognition / FaceID
- Fingerprint recognition / Touch ID

You will be met by a double digit code on **your computer** that you have to enter on **your phone**.

After you have entered the double digit code, you can press 'Yes'.

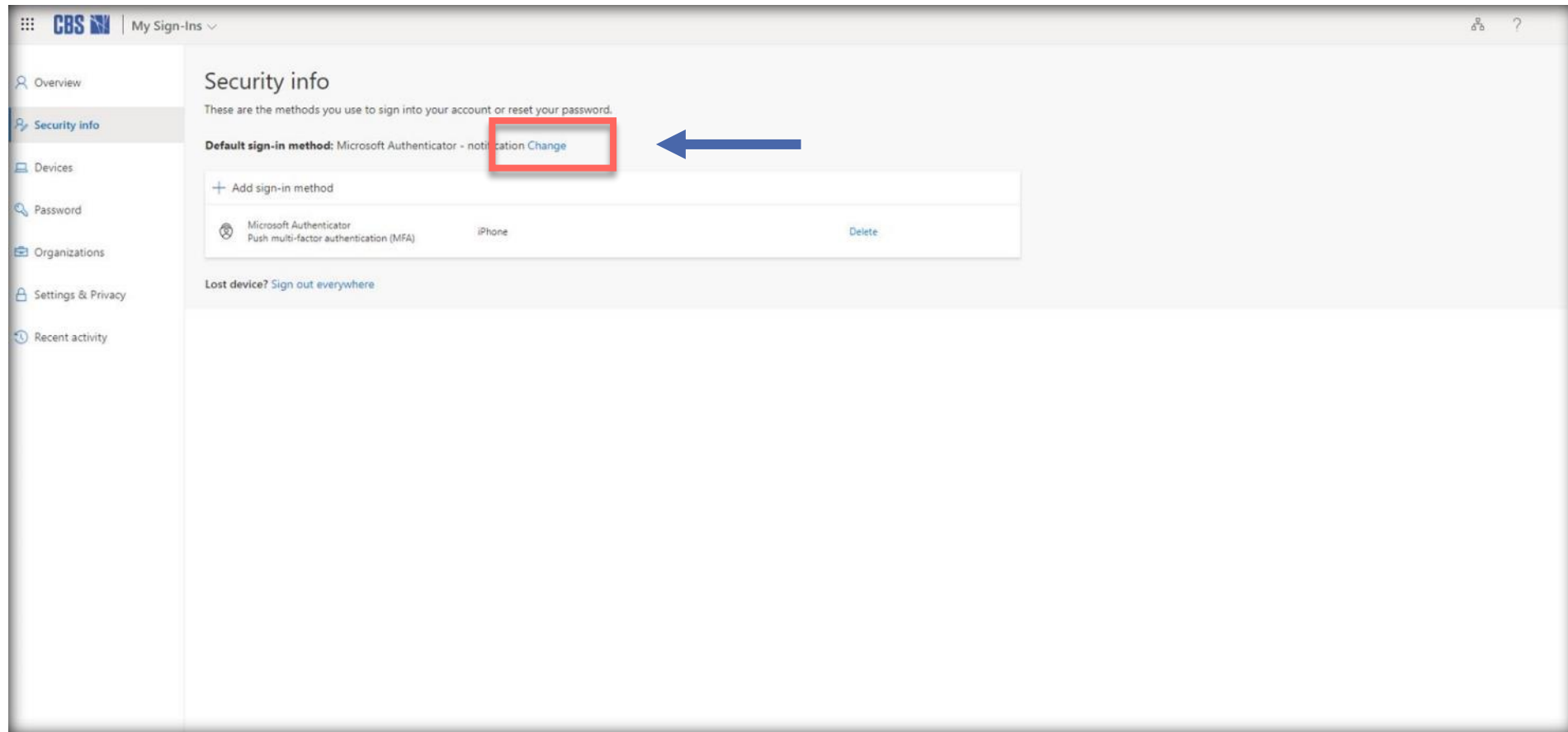
This will also be the way that you approve your logins in the future.



If your app looks like this picture, your MFA is now ready to be used.



Lastly you have to change your 'Default sign-in method' to 'Microsoft Authenticator - notification' on your computer



Contact IT-support

If you need further assistance, please contact the IT support:

helpdesk.cbs.dk

helpdesk.it@cbs.dk

+45 3815 3715

Hvis du har brug for yderligere hjælp, kan du kontakte IT-supporten:

helpdesk.cbs.dk

helpdesk.it@cbs.dk

+45 3815 3715