MFA Setup with App and Phone Call Methods

MFA (Multi-Factor Authentication) has been enabled for Office 365 applications, RDWeb portal, VPN and other RVC web applications on all RVC accounts

Please see instruction below how to setup MFA and choose your MFA method.

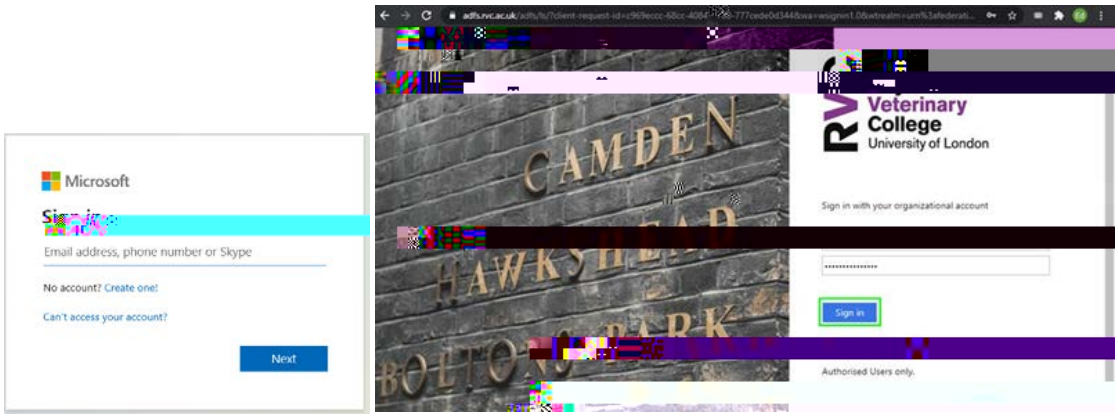
MFA methods:

- Microsoft Authenticator app. App needs to be setup via the Scan QR code option and not the sign in option:
  - Scan QR code
- Phone call

MFA Setup

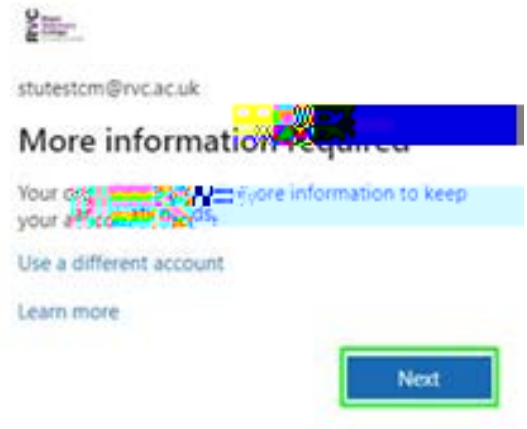
Launch any web browser and go to https://aka.ms/mfasetup. Log in with your RVC credentials.

You will be asked to enter your RVC credentials



If you are working on the same computer for a while to want to avoid having to sign in again, click Yes in the next dialogue window.

You will see a message window asking for information to set up your MFA. Click **Next**.



You will be prompted with Microsoft Authenticator app setup first. This method includes 2 steps:

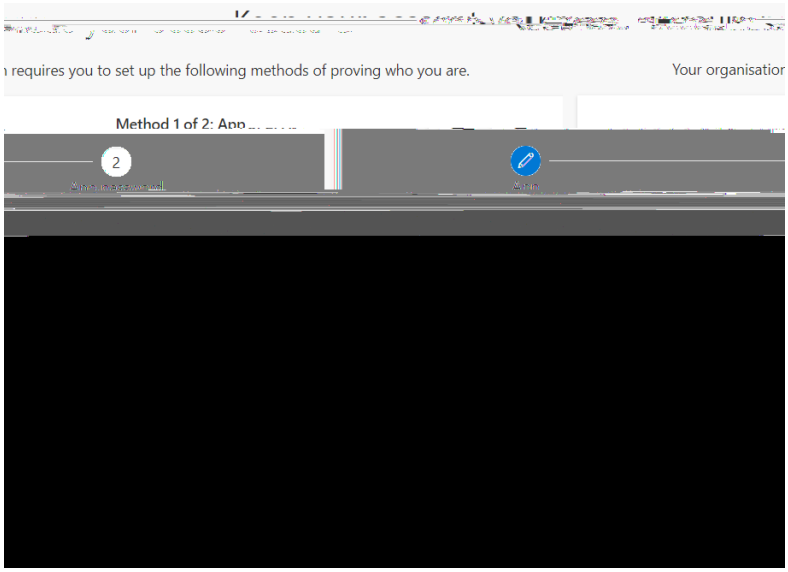
Method 1 of 2: App This method is for setting up Microsoft Authenticator App

Method 2 of 2: App This method is for setting up App password. If you are using a mail app (none-Microsoft ap) in iOS or macOS, you will need to use an app password

• Microsoft Authenticator App

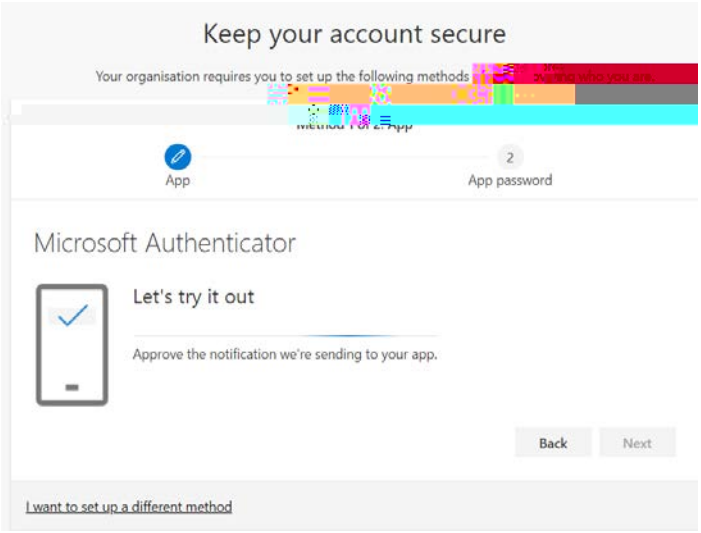
Method 1 of 2: App

Install the **Microsoft Authenticator App** from the App Store for iPhone or Google Play for Android on your phone, **Next**



Scan the **QR code** displayed on the page on your MFA screen and select **Next**

Select **approve signing notification** on your phone app**.**



Select **Next** to start **Method 2 of 2: App password**.

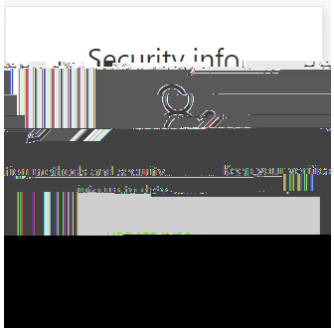
Method 2 of 2: App

This password is to be used for mail app (none-Microsoft ap) in iOS or macOS.

Create a name for app password for mail app. And select **Next**

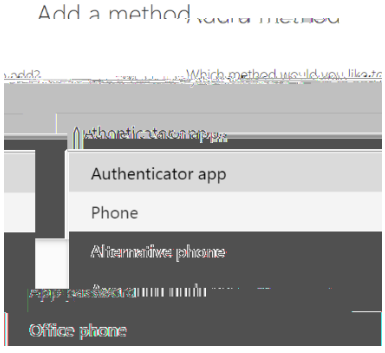
- **Phone Call Method**

Under **Security info**, select **Update Info**



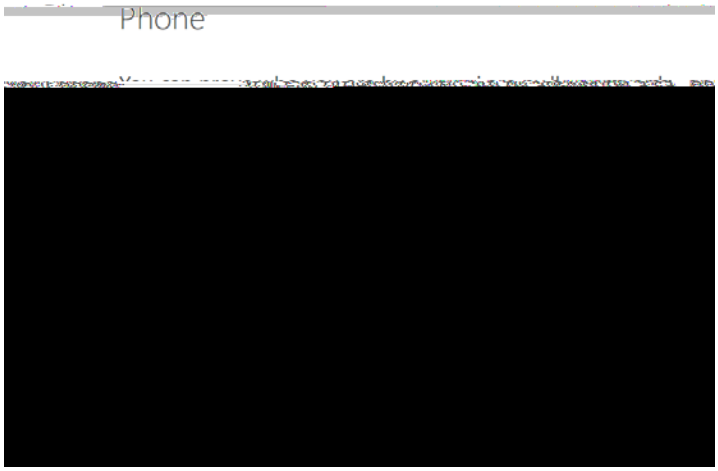
Select **+ Add method**

Select **Phone**

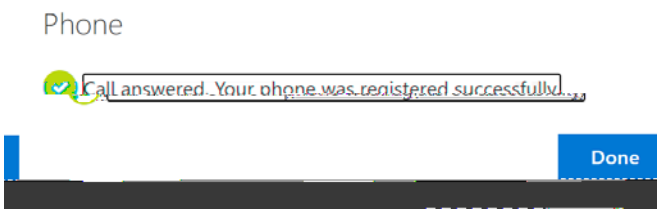


Select **Add**

Add your **Mobile Number**.



You will receive a telephone call from Microsoft on your registered MFA mobile phone. Press the HASH (pound) key as instructed to complete the log in process and the Portal desktop will appear



Change MFA Authentication Method

You can change MFA Authentication method at any time

Select **Change** to change **Default sing-in method**

if you need further assistance

Please call 02074685181 / servicedesk.rvc.ac.uk / or

Email: helpdesk@rvc.ac.uk

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