



# Set Up Multi-Factor Authentication (MFA)

## Introduction

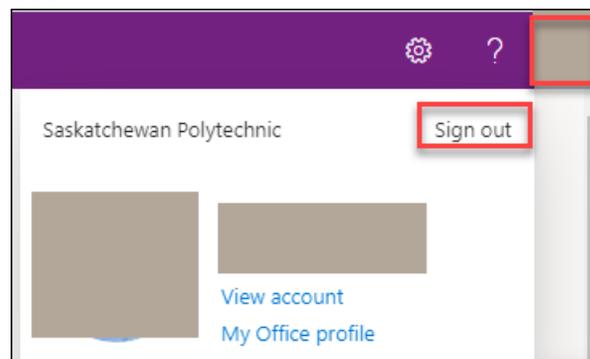
Multi-factor authentication (MFA) is a process where users are required to use an additional authentication method, **in addition to their password** when signing on to Sask Polytech online services. MFA is now required at Sask Polytech as an added sign-in mechanism to secure our network and services. MFA will be required for all users trying to access services outside of the Sask Polytech network infrastructure.

The following instructions walk you through setting up and signing in with SMS message on your mobile phone as an MFA method.

## Setting up MFA

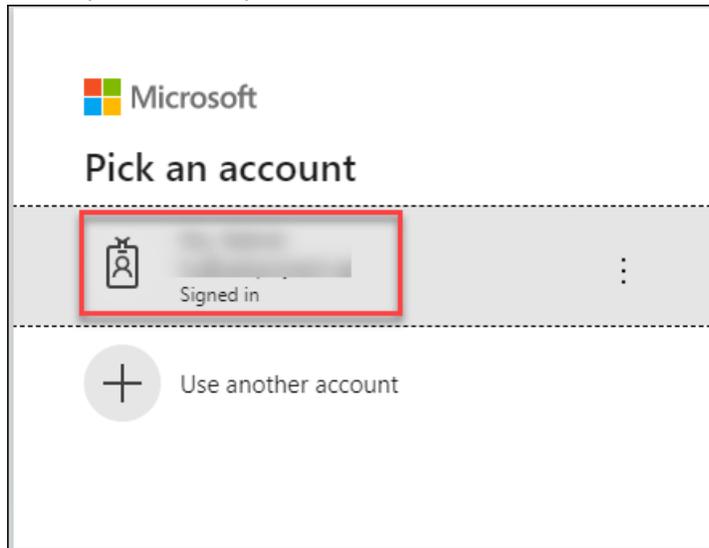
Once MFA is enabled, you be required to set up your user account to interact with a mobile devise to perform MFA authentication. You only need to go through the following process once.

1. Go to <https://portal.office.com>.
  - a. Log out if you are currently logged in. If not logged in, go to step b.
    - i. Click your initials/profile picture in a circle at the top right corner and Select **Sign Out**:

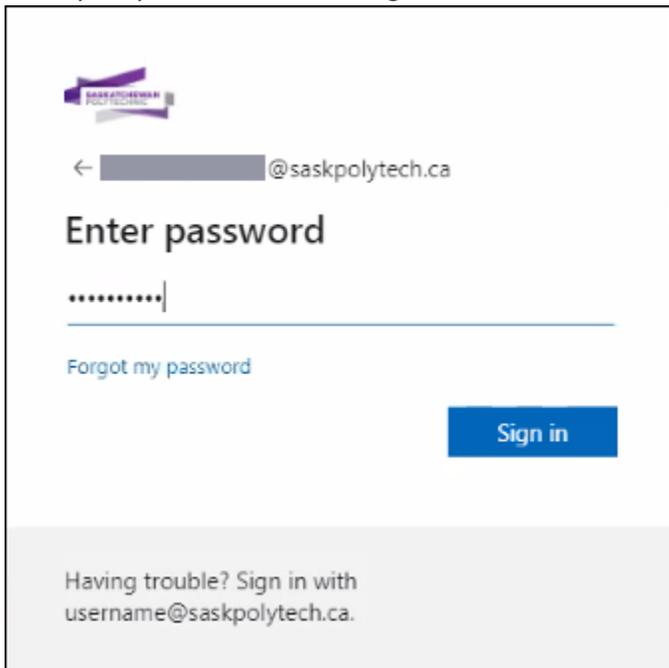


- ii. Return to <https://portal.office.com>.

- b. Select your Sask Polytech account from the **Pick an account** dialogue box.

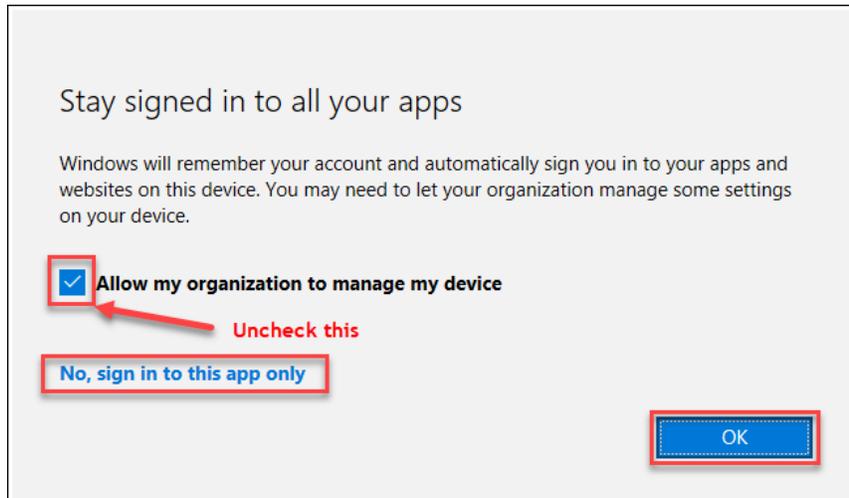


2. Enter your password and click **Sign in**.

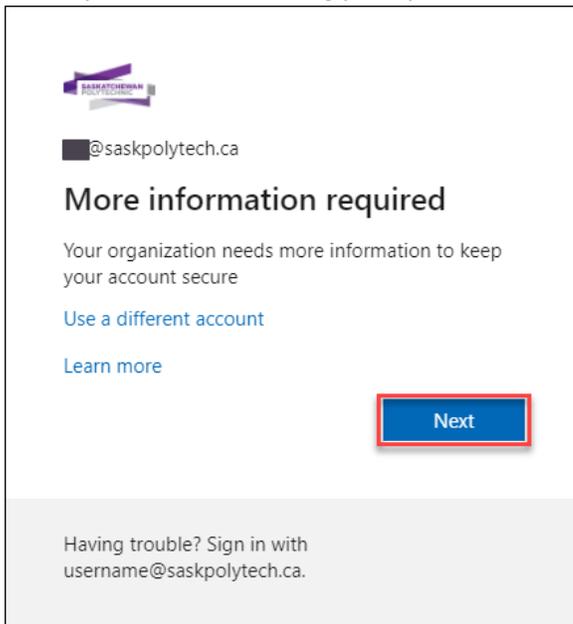


3. If you see the following dialogue box:
- Check off **Allow my organization to manage my device**.
  - Click **No, sign in to this app only**

- c. Click **OK**.



4. When you see the following prompt for more information, click **Next**.



5. You will be asked to select a verification method for MFA setup.
- Select **Authentication Phone**. **DO NOT SELECT Mobile app**.
  - Pick **Canada (+1)** as your country code
  - Enter your mobile phone number in the space to the right.

**Important:** If the phone number displayed on this page is a landline number, you need to change it to a cell phone number. Otherwise, you will not be able to receive a verification code.

Click **Next**.

**Additional security verification**

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Authentication phone

Method

Send me a code by text message

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

6. Once you receive a verification code on your cell phone:
  - a. Enter the code in the space indicated below. There may be a delay of a few minutes before you receive the verification code.
  - b. Click **Verify**.

**Additional security verification**

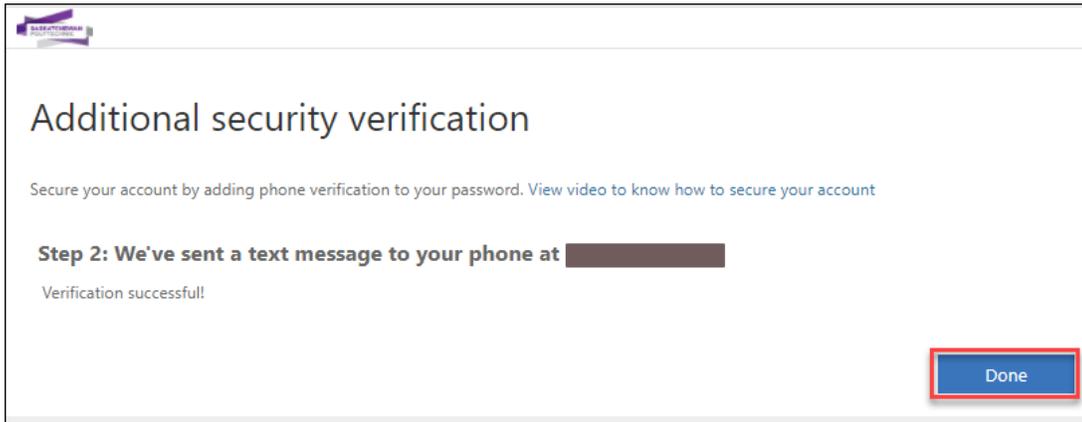
Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at [redacted]**

When you receive the verification code, enter it here

← enter the verification code here

7. You will receive a confirmation message that the verification is successful. Click the **Done** button.

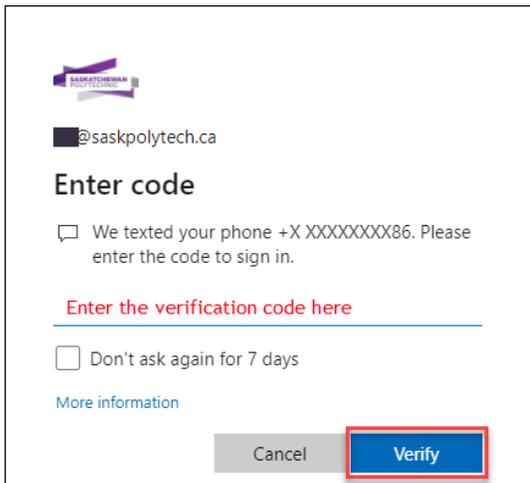


8. You have just successfully registered SMS message on your mobile phone as your MFA method. You are now ready to sign on to Sask Polytech services using MFA.

## Sign in to Online Services with MFA

Next time you sign in to Sask Polytech services, you will be asked to use MFA.

1. Enter your user name (in the **user@saskpolytech.ca** format) and your password as usual. This part of the sign-in process has not been changed with the implementation of MFA.
2. After you have entered your user name and password, you will be asked to enter the verification code sent to your mobile phone. Enter the verification code as indicated and click the **Verify** button.



3. If you do not want to be asked for an MFA sign-in method for the next 7 days, click the **Don't ask again for 7 days** checkbox.
4. You will be taken to the service you are attempting to sign in to.