Multi-Factor Authentication User Guide – SMS only

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M.C. DEAN
BUILDING INTELLIGENCE

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Prerequisite

SMS authentication is not associated with M.C. Dean's Device Management Program. By enrolling, you are not giving M.C. Dean access to your phone. This only helps to secure your M.C. Dean account and protects M.C. Dean devices from unauthorized access.

- If you are working from a project site or remotely, connect to the M.C. Dean network using the VPN system.
- Your phone must have service to receive an SMS.
- If you fail to enter the code within the time limit, you will have to sign in again.

This is a time sensitive process. It must be completed as soon as possible.
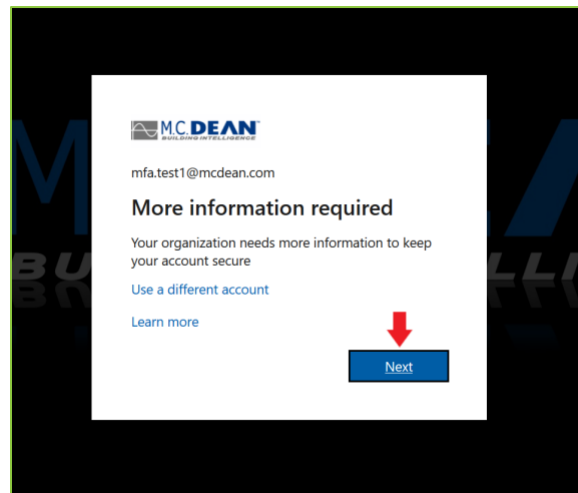
Enrolling in Multi-Factor Authentication

Go to the following address on your computer: https://aka.ms/mfasetup

> Q https://**aka.ms**/mfasetup
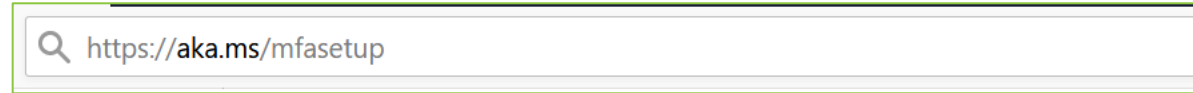
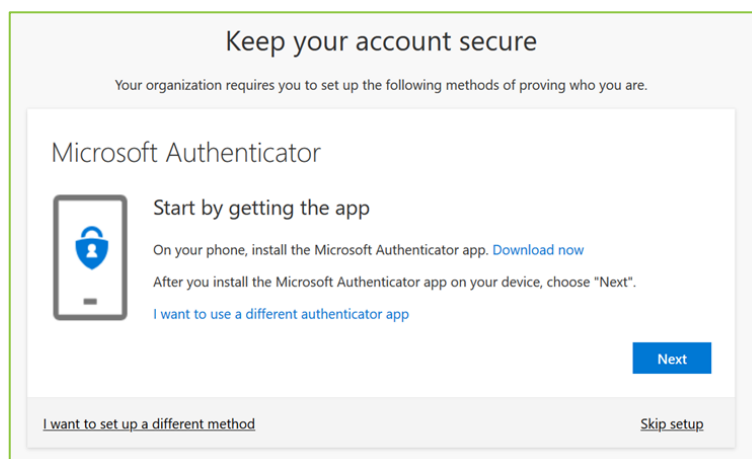And sign-in using your M.C. Dean credentials, when prompted.

Step 2

You will see the following prompt. Select Next.

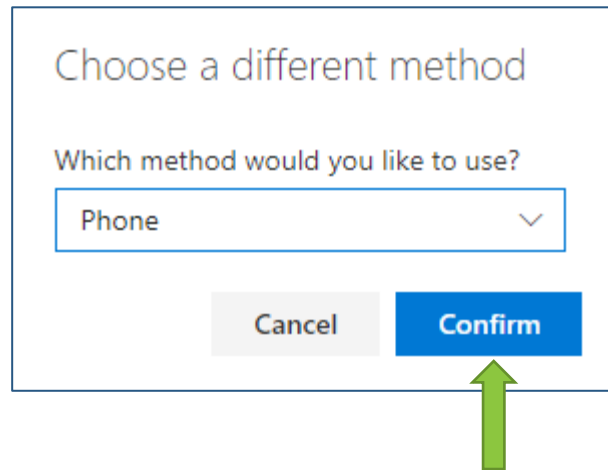**Step 3**

You will now be redirected to the Microsoft Authenticator enrollment page. **Select: I want to set up a different method.**

Select phone from the dropdown menu. Click confirm.

Choose a different method

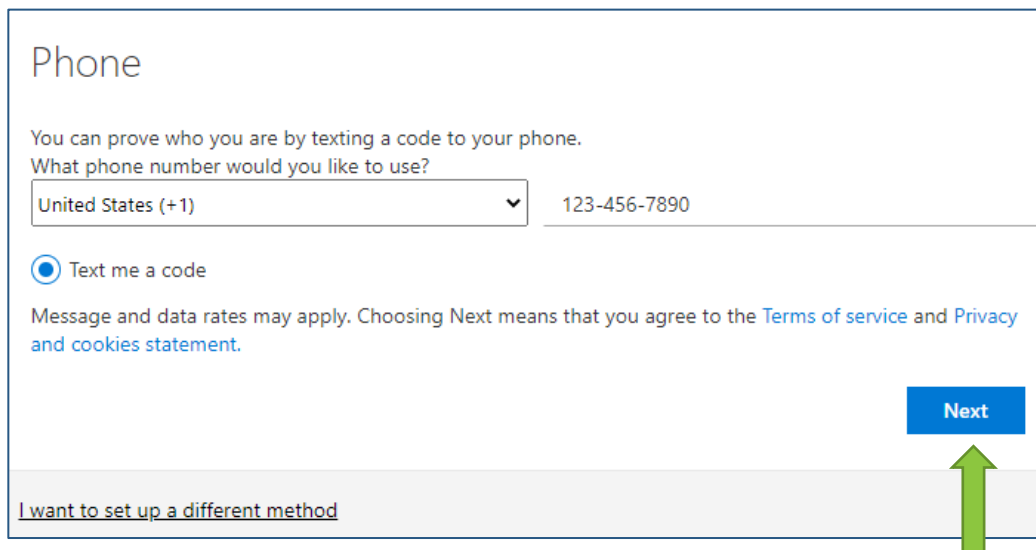Which method would you like to use?

Phone

Cancel   Confirm

Enter your phone number with the area code. Change the country, if necessary. Click Next.

Phone

You can prove who you are by texting a code to your phone.
What phone number would you like to use?

United States (+1)   123-456-7890

● Text me a code

Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.

Next

I want to set up a different method

Step 6

You will receive a 6-digit code on your phone through SMS. The code will be different for each message sent.

> **393791**
> Use this code for Microsoft verification

Step 7

When prompted, enter the code you received. Click Next

Phone

We just sent a 6 digit code to +1 1234567890 . Enter the code below.
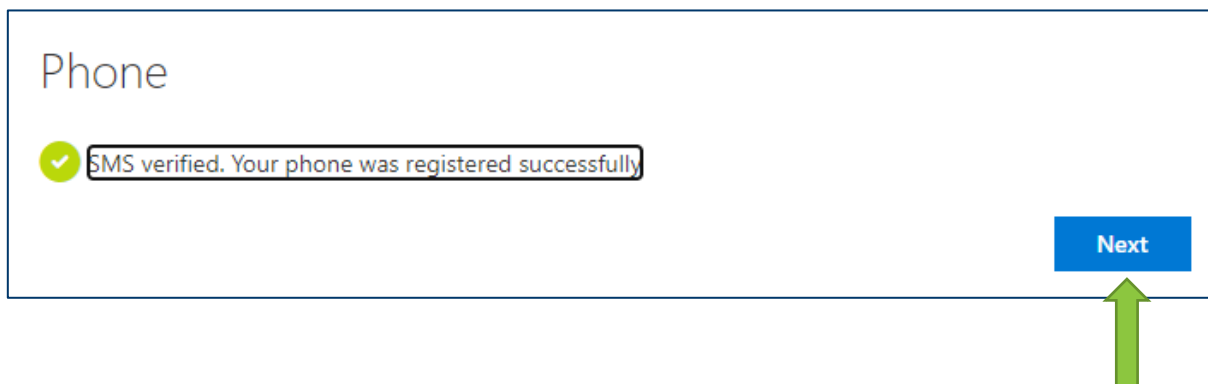
393791

Resend code
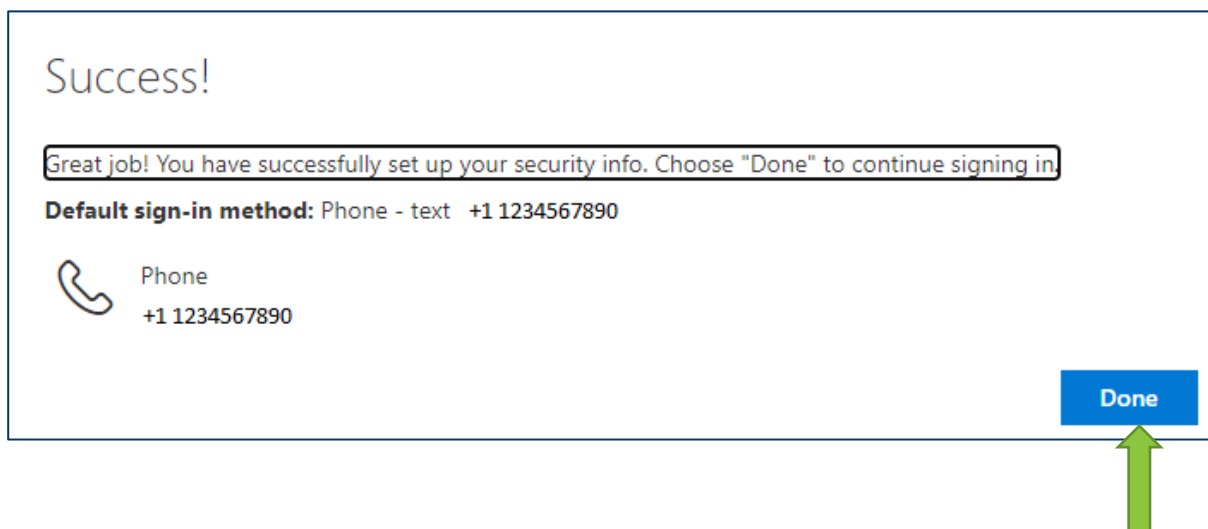
Back   Next

I want to set up a different method

Step 8

Microsoft will verify the code you entered. Click Next.

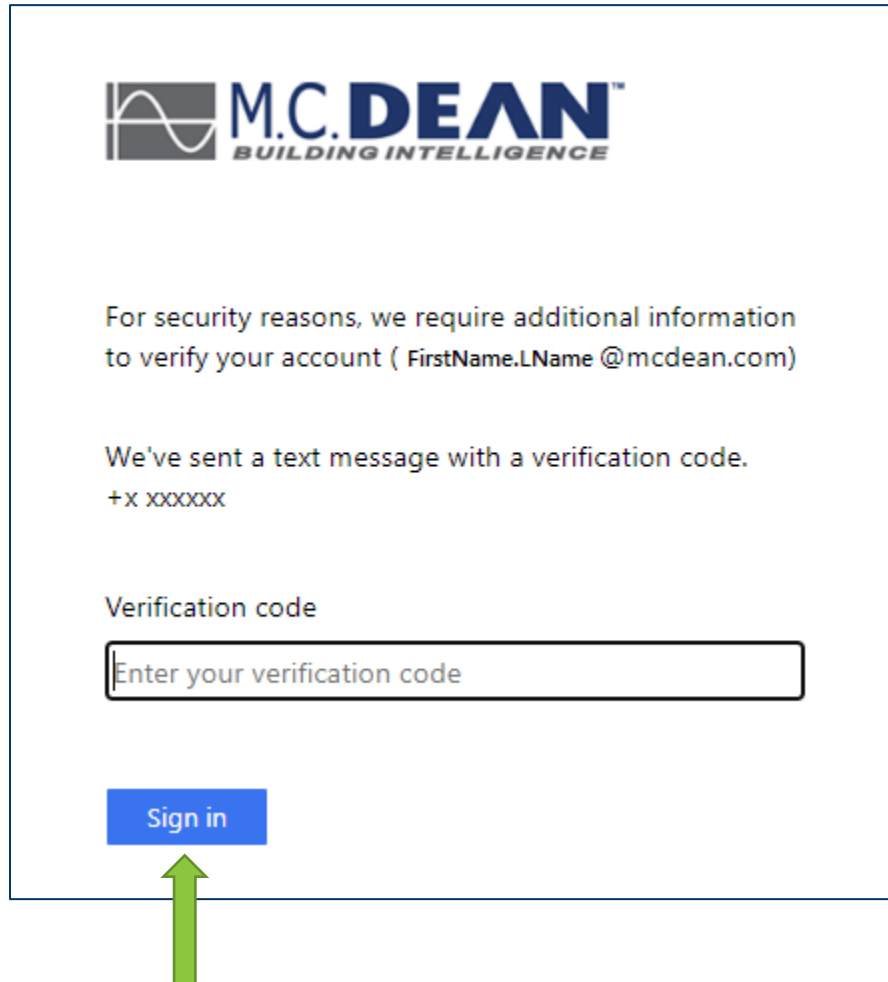Phone

✓ SMS verified. Your phone was registered successfully

Next

Step 9

You will see a verification prompt stating you have completed sign-in. Click Done.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method: Phone - text   +1 1234567890

📞 Phone
   +1 1234567890

Done

Logging with Multi-Factor Authentication

When logging into VPN, Timesheet, POL, and Benefits, you will see the following prompt. Input code you received via SMS and click Sign-In.

Important Information

- Keep your phone on hand when attempting to log into any application. You will need it every time you login to VPN or any other application outside M.C. Dean network, such as Timesheet, POL, and Benefits.

- Your phone must have service and capable of receiving an SMS in order to login.

- If you fail to sign in through SMS, you will have to repeat the sign in process and make sure to enter the code correctly.

- If you get a new phone number, please repeat the above setup process to register the new number.

- If you get a new phone, with the same number, you do not need to make any changes.