

MFA FIRST SETUP INSTRUCTION

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Purpose of the document

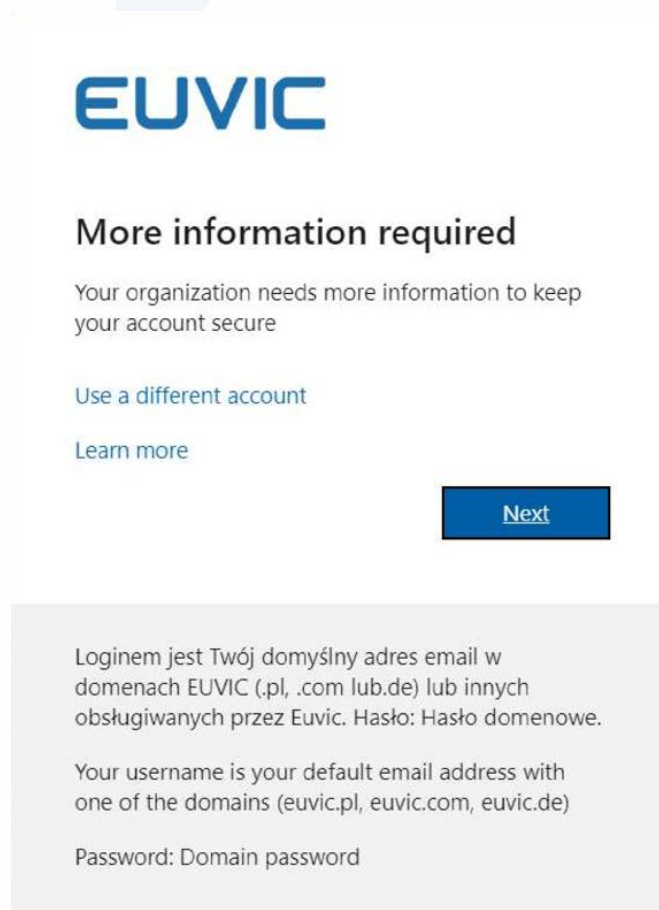
The purpose of the document is to instruct the user on how to configure two-factor authentication

Available authentication methods

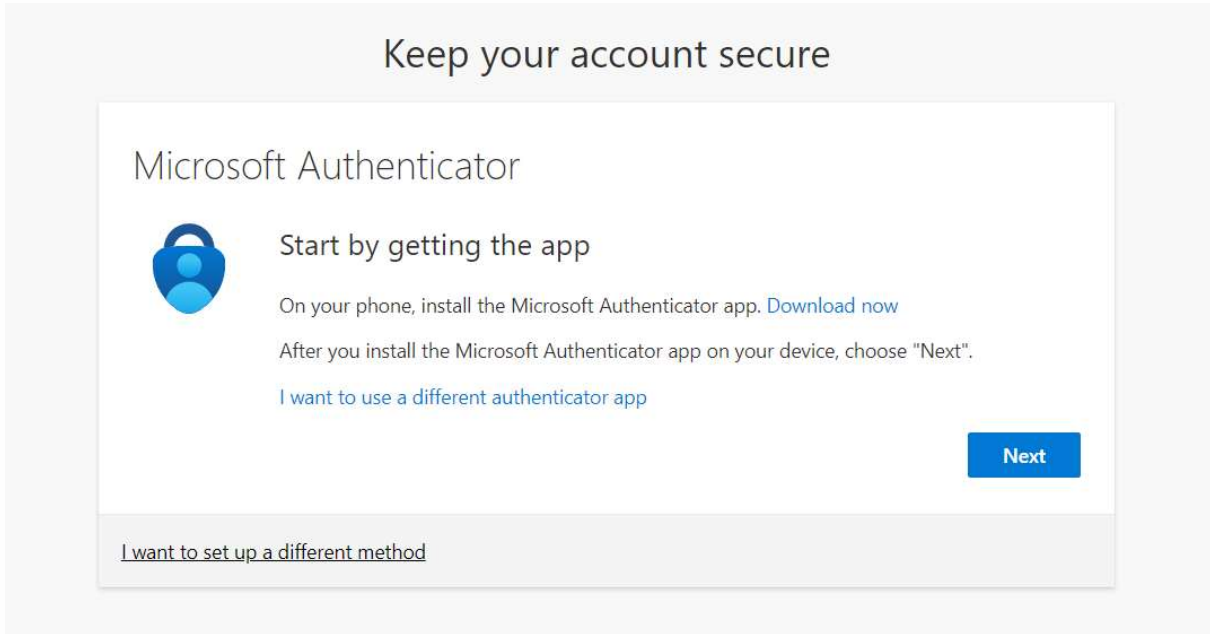
Currently, in the Euvic organization the only method of verifying two-step login is to confirm login using a dedicated application. We recommend using the Microsoft Authenticator or Google Authenticator applications for which we have prepared this manual.

Configuring the authentication method using Microsoft Authenticator

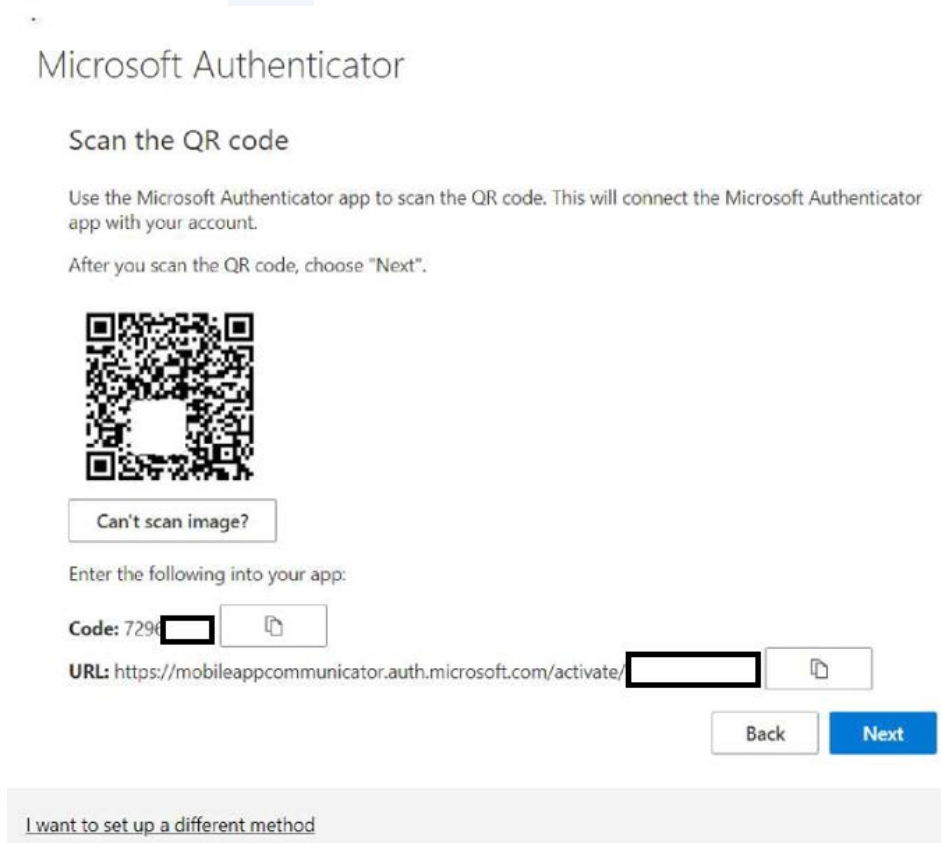
1. When you try to log in to your account for the first time or after restarting your MFA settings, the following message will be displayed. Select the 'Next' button if you want to configure authentication using the application.



2. After selecting 'Next', a message will appear informing you that you can configure the authentication method using Microsoft Authenticator or another application (e.g. Google Authenticator).

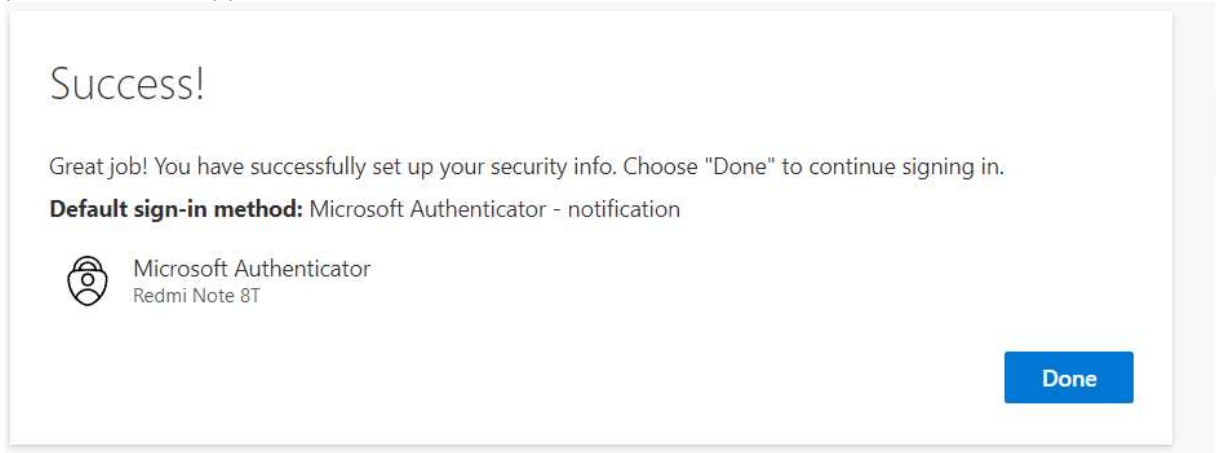


3. Select the 'Next' button, the following screen will be displayed:



IT Works

4. You have to download and install Microsoft Authenticator application on your mobile device.
5. You have to add an account in the application and select 'Work account'.
6. Using your mobile device's camera, scan the QR code displayed on the screen in step 3.
An alternative option is to rewrite the code displayed under the QR code.
7. When a 6-digit code appears on your phone, your account has been successfully added to the app. Select the 'Next' button on the QR code screen.
8. After clicking the 'Done' the configuration is complete and summary of the configured parameters will appear.



The browser window may be closed.

Configuring the authentication method using Google Authenticator

1. When you try to log in to your account for the first time or after restarting your MFA settings, the following message will be displayed. Select the 'Next' button if you want to configure authentication using the application.

EUVIC

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Loginem jest Twój domyślny adres email w domenach EUVIC (.pl, .com lub.de) lub innych obsługiwanych przez Euvic. Hasło: Hasło domenowe.

Your username is your default email address with one of the domains (euvic.pl, euvic.com, euvic.de)

Password: Domain password

2. After selecting 'Next', a message will appear informing you that you can configure the authentication method using Microsoft Authenticator or another application (e.g. Google Authenticator). Select the 'I want to setup a different method' button.

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

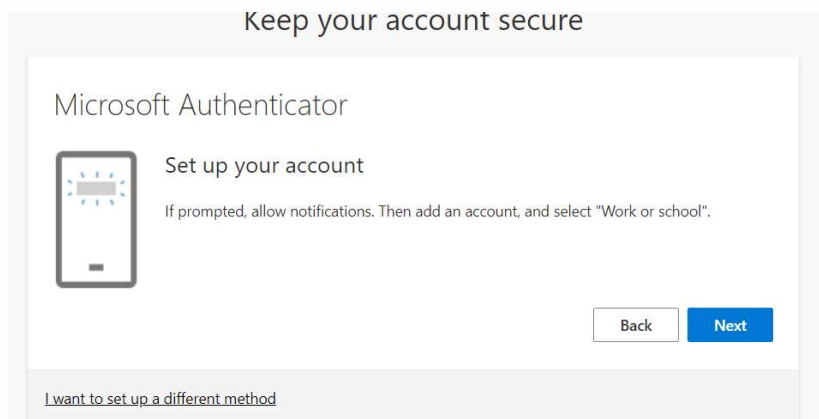
[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

3. The following window will be displayed. Select the 'Next' button

IT Works



4. The following window will be displayed.

Microsoft Authenticator

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".



Can't scan image?

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[I want to set up a different method](#)

5. Download and install the Google Authenticator application on your mobile device.
6. **Do not log in to the application with your work account**, select the option 'I want to set up a different method'.
7. A window with the 'Add code' and 'Login' buttons will be displayed. Click on 'Add code' and then 'Scan QR code'

IT Works

8. The phone's camera will be activated, you need to scan the code from the screen (screenshot in point 4.)
9. After scanning the code click 'Next'.
10. A 6-digit code will be displayed on the phone which you should rewrite to the new window displayed on the computer. The browser window may be closed.

