



MACQUARIE  
University

# MFA (Multi-Factor Authentication)

Macquarie University FoRA



# What is MFA

## (Multi-Factor Authentication)

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- MFA (Multi-Factor Authentication) adds a layer of security to your account with the addition of a security challenge after your username and password are accepted on a login.
- the process of verifying the identity of a user by asking them to demonstrate at least two distinct proofs of their identity.
- These proofs fall into three categories or factors:
  - what you know (e.g., your password),
  - what you have (e.g., your mobile phone),
  - and what you are (e.g., your fingerprint).
- It is only required when you are outside of MQ University Campus

# MFA- Coming Soon

(Multi-Factor Authentication)

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**MFA (Multi-Factor Authentication) is being made mandatory for users signing into FoRA whilst they are not connected to the Macquarie University OneNet.**

**Important:** if you have already setup MFA for Okta when you started with Macquarie University or for accessing Workday, no further action is required. You will simply be prompted to provide your 2nd factor authentication when you attempt to sign into FoRA.

If you have not already set-up MFA for your Okta account, please [click here](#) for a step-by-step guide.



# MFA- Set Up

required to be performed once only

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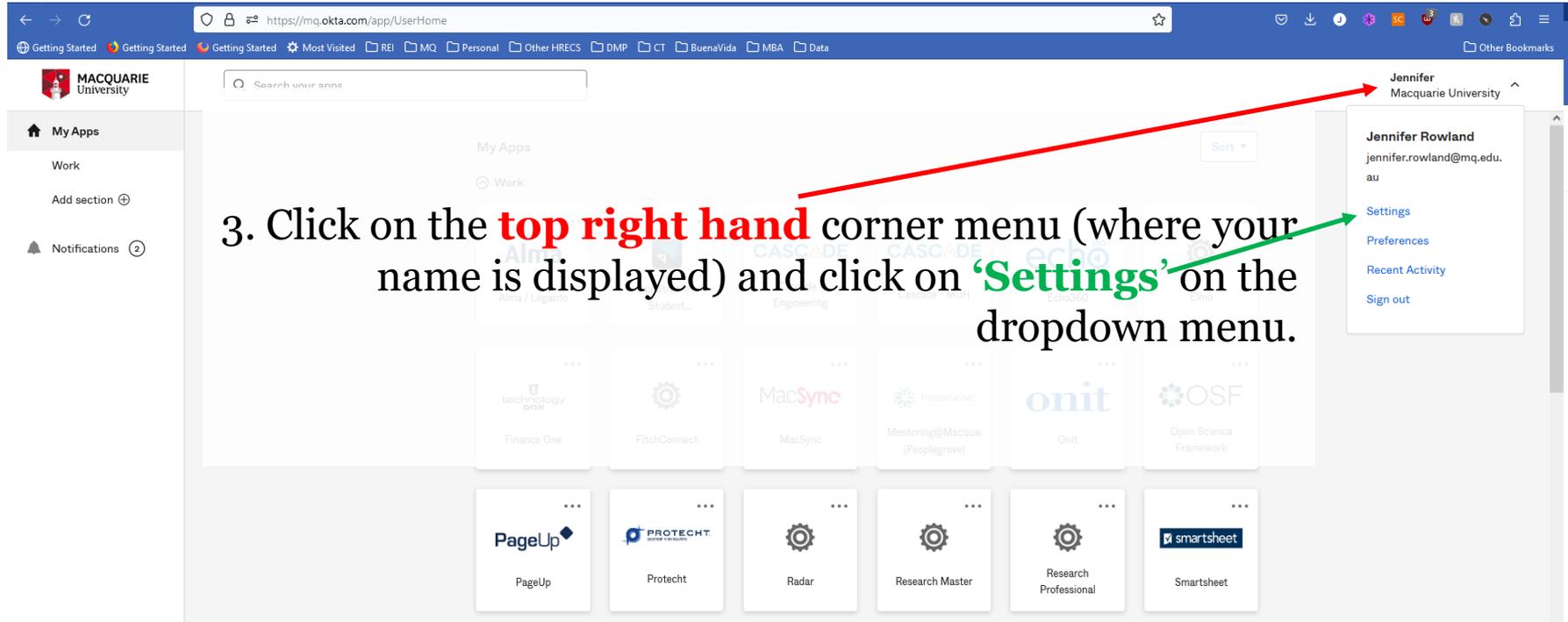
1. Visit the [MQ Okta page](#) using any browser on your computer device:

**mq.okta.com/app/UserHome**

2. Log in using your Macquarie OneID and password.

# MFA- Set Up

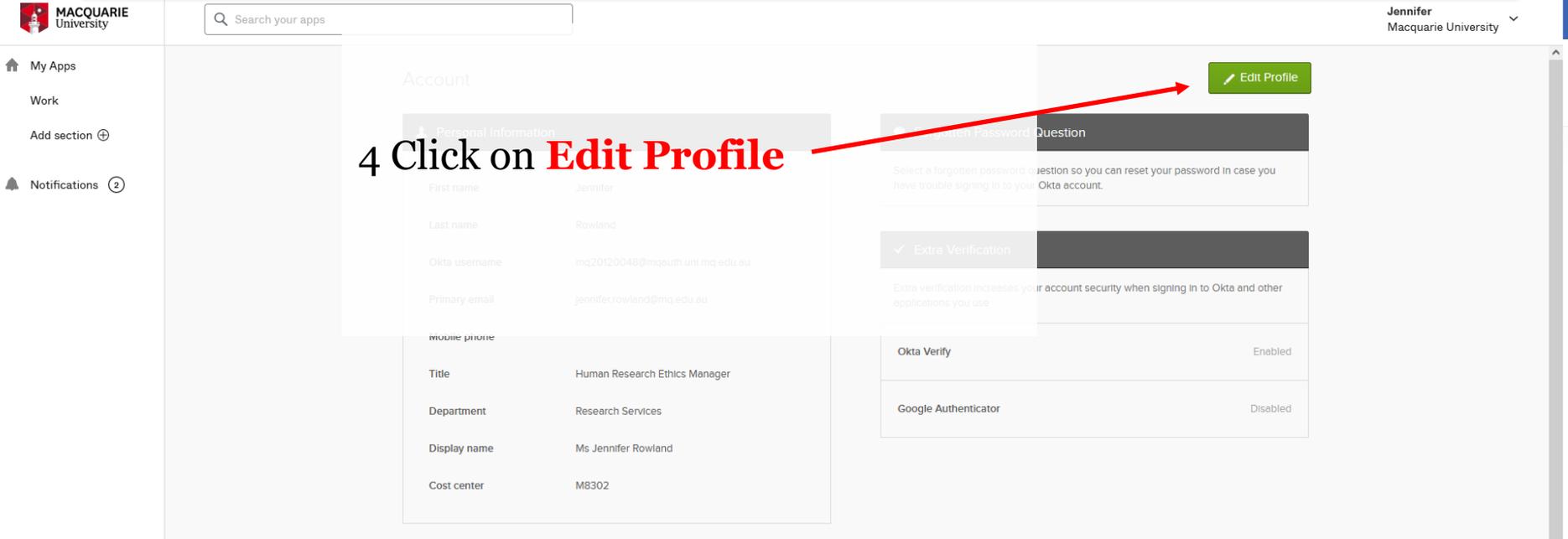
required to be performed once only



3. Click on the **top right hand** corner menu (where your name is displayed) and click on **'Settings'** on the dropdown menu.

# MFA- Set Up

required to be performed once only



MACQUARIE University

Search your apps

Jennifer Macquarie University

My Apps

Work

Add section ⊕

Notifications 2

### Account

Personal Information

First name	Jennifer
Last name	Rowland
Okta username	mq20120048@mqauth.uni.mq.edu.au
Primary email	jennifer.rowland@mq.edu.au
Mobile phone	
Title	Human Research Ethics Manager
Department	Research Services
Display name	Ms Jennifer Rowland
Cost center	M8302

Forgotten Password Question

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

Extra Verification

Extra verification increases your account security when signing in to Okta and other applications you use.

Okta Verify	Enabled
Google Authenticator	Disabled

[Edit Profile](#)

4 Click on **Edit Profile**

# MFA- Set Up

required to be performed once only

✓ Extra Verification

Extra verification increases your account security when signing in to Okta and other applications you use

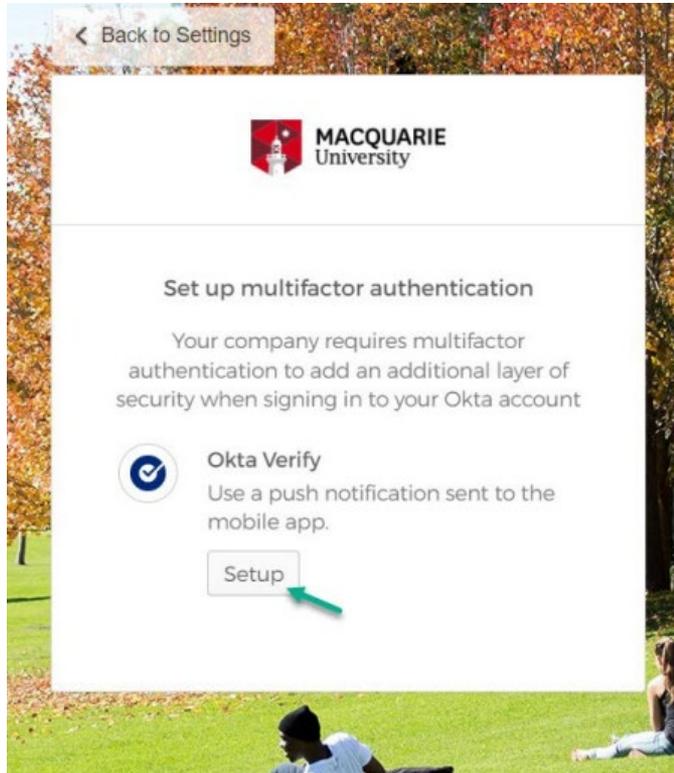
Okta Verify	Set up
Google Authenticator	Set up

**NOTE: The Okta Verify Authenticator app is the recommended app for convenience and security. You do not require to enter a one-time code for approval, as it will send a push notification approval request to your smartphone**

5. Scroll down to view the section 'Extra Verification'. Click on the 'Set up' button next to Okta Verify or Google Authenticator. You can choose whichever you prefer, or already have downloaded.

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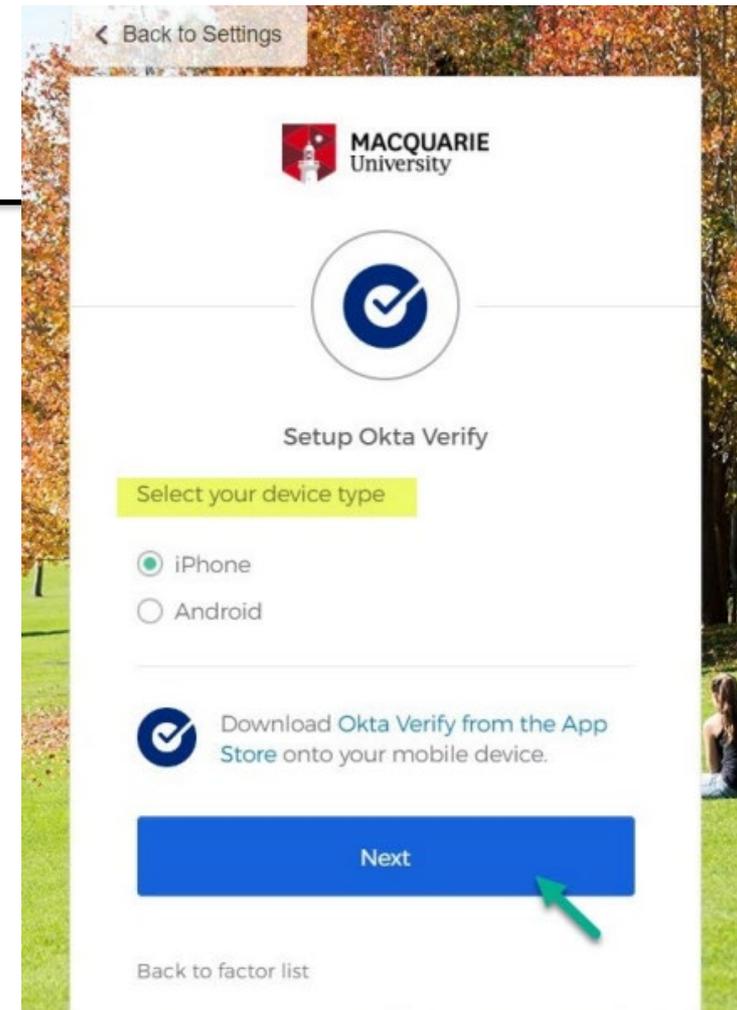
6. You will be presented with “Set up multifactor authentication” screen, as shown below. Click on **Setup.**

# MFA- Set Up

required to be performed once only

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7. Select your device type (iPhone or Android). Please make sure that you have your preferred authenticator app installed on your mobile phone (such as Okta Verify or Google Authenticator or Authy or Microsoft Authenticator) before proceeding to the next step. Click **'Next'** to go to the Scan QR code page.



# MFA- Set Up

required to be performed once only

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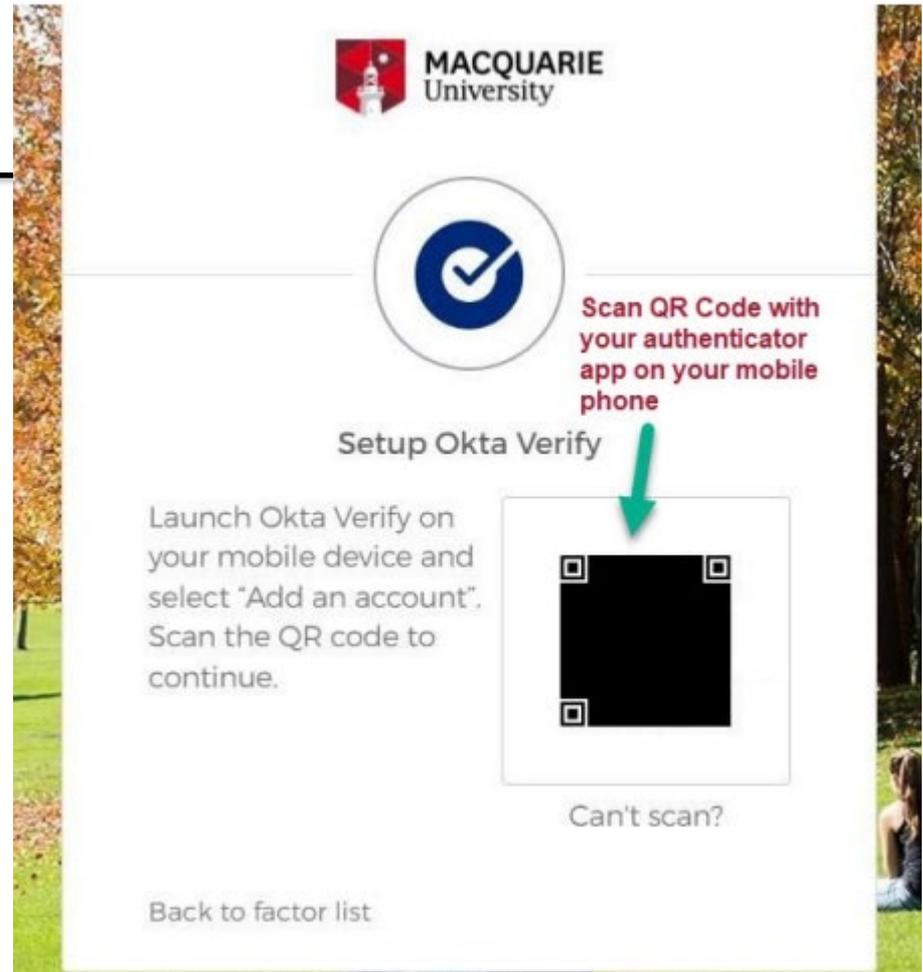
8. On your phone open your selected authenticator app.
9. Select the options to 'add an account', selecting 'Work or School account' where prompted. If you have used this app in the past, and have another account already registered on it, click the '+' sign either in the bottom right corner or the top right corner.
10. Select 'Scan a QR code' when prompted on your phone .

# MFA- Set Up

required to be performed once only

11. Scan the QR code shown on the QR code page of your computer screen. This will add your account to the Authenticator app on your mobile phone and will prompt you to confirm.

12. Click on the Next button on your computer screen to take you back to the Settings page. A message pop up will appear on your computer screen confirming that the MFA setup has been completed.

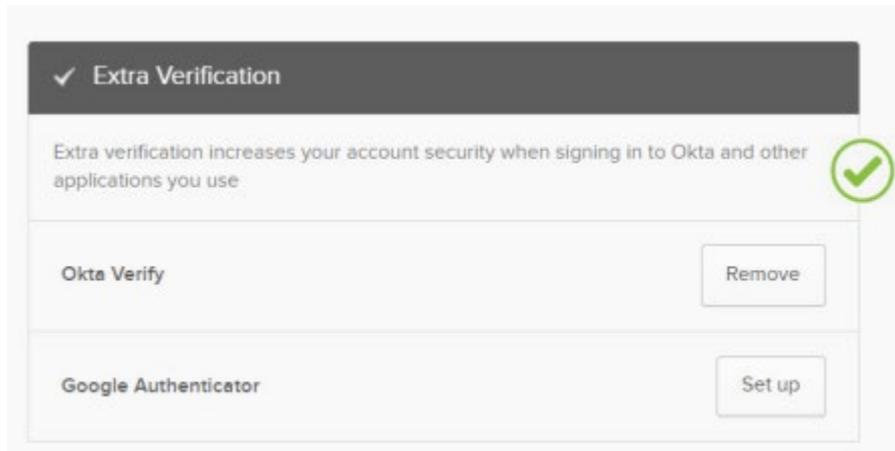


# MFA- Set Up

required to be performed once only

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12. Click on the Next button on your computer screen to take you back to the Settings page. A message pop up will appear on your computer screen confirming that the MFA setup has been completed.



# MFA- Sign In

required EVERY time you sign in OFF - CAMPUS

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Make sure you ALWAYS have your phone with you

