

Setting up a Multi-Factor Authentication App

If you have any questions or issues, please contact:

EJOT IT HelpLine

Tel.: +49 (0)2751 529 555

Email: it-helpline@ejot.com

Requirements

To set up an app for using Multi-Factor Authentication (TOTP) as an alternative to an SMS code, you will need the following:

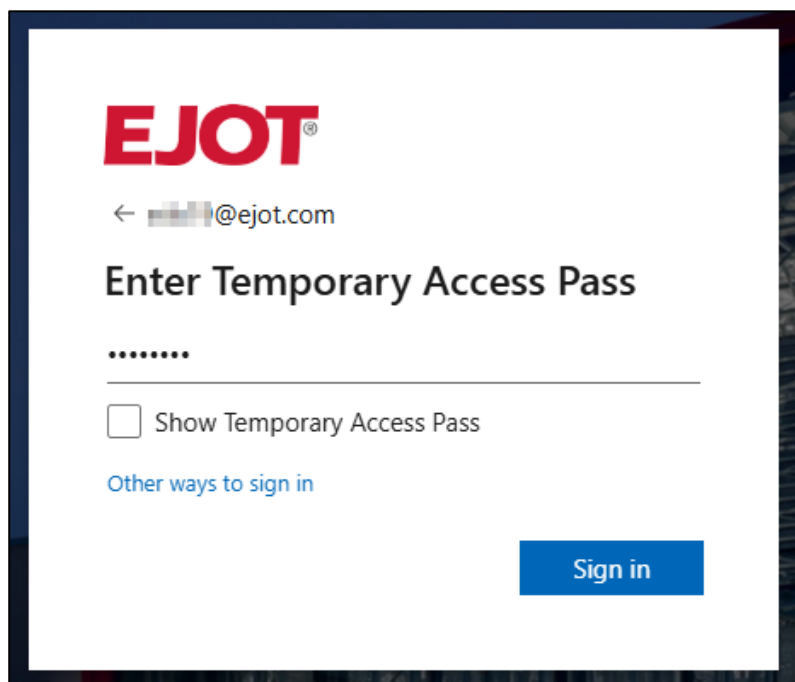
- your mobile phone with an "Authentication App" (e.g. Google Authenticator or Microsoft Authenticator)
- your EJOT mail address
- your "Temporary Access Pass" (TAP)

If you have not yet received a Temporary Access Pass from us but want to use a Multi-Factor Authentication app, please contact the IT HelpLine!

Step 1: Logging into the Office Portal

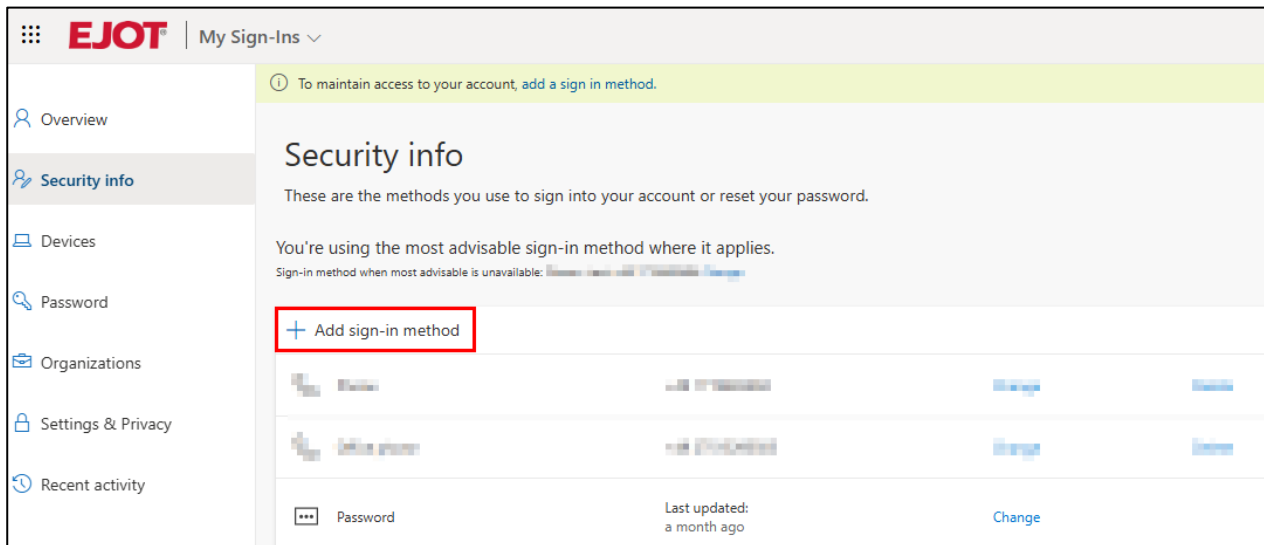
Navigate to <https://aka.ms/mysecurityinfo> in your web browser (e.g. in an incognito tab).

Log in with your EJOT email address (e.g. ext-test10@ejot.com) and your Temporary Access Pass, which you received from us. Please note: The token is only valid for a limited time. After this period (usually 8 hours), you will need a new token.

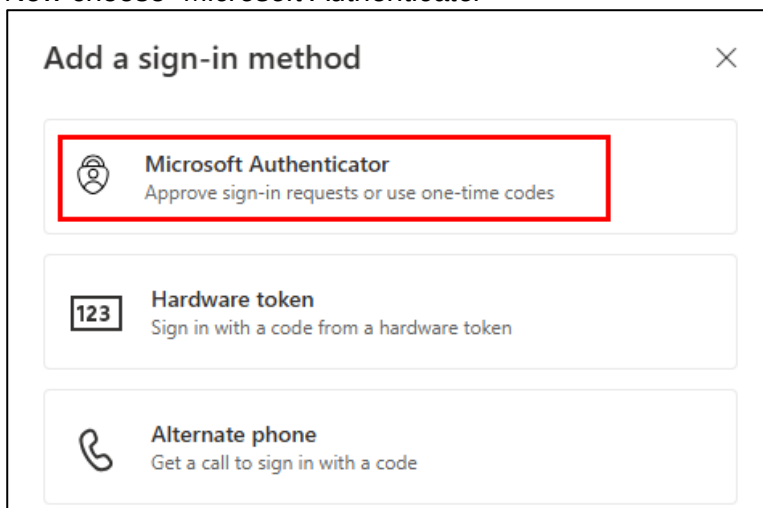


Step 2: Setting up your MFA method

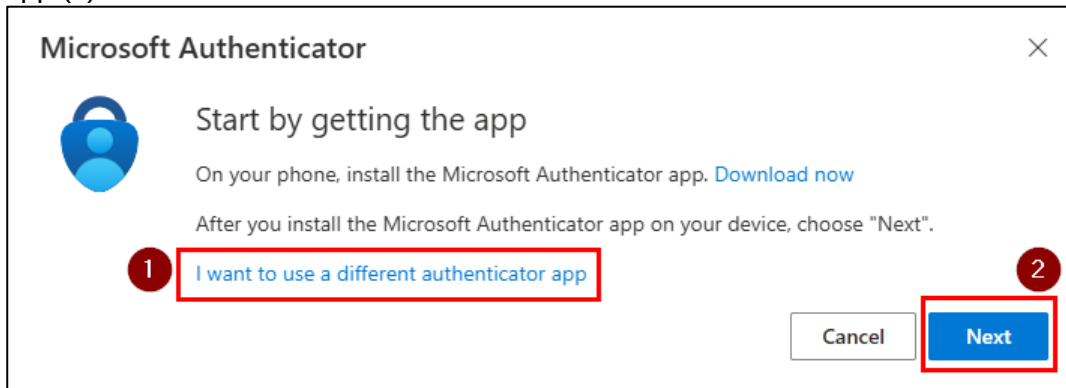
Now select "Add sign-in method" to add an Authenticator App:



Now choose "Microsoft Authenticator"



You have the option to choose whether you want to use the Microsoft Authenticator App (2) or another app (1).



To set up the Microsoft Authenticator App, click "Next" (2) and follow the instructions. If you want to use a different app, please click "*I want to use a different authenticator app*" (1). Follow the instructions for that as well.

After successfully completing the setup, you will have successfully added your app as a method for two-factor authentication.