Multi-Factor Authentication (MFA) and Password Reset

Quick Reference Guide

MFA, also known as two-factor verification, is an additional security step that helps protect your account from access by unauthorized users. When you open a new session with your Chorus username and password, and log into a Chorus application, you'll be prompted to verify your identity.

You can set up MFA to call you on your mobile, or sign in via the **Microsoft Authenticator app**. We recommend setting up both methods as a backup in case you lose or damage your phone. (You can put your sim into a new phone if its damaged or get a new sim issued with your existing phone number if its stolen and use MFA with the phone call method).



Scan the QR code to download Authenticator for Android.

GOOGLE PLAY





Scan the QR code to download Authenticator for Apple (iOS)







Set up your authentication method

1. Go to <u>https://myaccount.microsoft.com/</u> and log in with your Chorus username and password.

On your account page select the **Update Info** link in the Security Info tile.

Security info



Keep your verification methods and security info up to date.

UPDATE INFO >

2. Click +Add sign-in method.

My Sign-Ins \smallsetminus

Security info

These are the methods you use to sign into your account or reset your password.

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Default sign-in method: Microsoft Authenticator - notification Change

+ Add sign-in method









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Change default method	×
Which method would you like to use to sign in?	
App based authentication - notification $$	
Phone - call +64 21	1770
App based authentication - notification	
App based authentication or hardware token - code	

Select your preferred method of contact by the Authenticator from the dropdown menu.

Click **Confirm**.

Sign into apps using MS authenticator

When you sign into an application requiring MFA, it will display a sign-in request window with a randomly generated number.

With Microsoft Authenticator set as your default sign-in method, a prompt will appear on your mobile device's screen. Be aware that the prompt is time sensitive.

Open Authenticator by swiping the prompt, enter the number shown on the request, then enter the six-digit code you use to unlock your mobile device.

At the prompt, choose to sign into that app only. That signs you into the application.

Set up your phone as an authentication method

1. Go to <u>https://myaccount.microsoft.com/</u> and log in with your Chorus username and password.

On your account page select the **Update Info** link in the *Security Info* tile.



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5. Click the Next Button and answer the phone call f	rom Microsoft.
6. Follow the instructions on the phone call to compl	ete the registration.
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Call answered. Your phone was registered successfully.	
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 Verification step 1 > choose a new password

 Please choose the contact method we should use for verification:

 C Email my alternate email

 Text my mobile phone

 Call my mobile phone

 Call



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