



CentricIT – Multi Factor Authentication (MFA) Set Up

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What is Multi Factor Authentication MFA?

Centric requires **Multi-Factor Authentication (MFA)** for all user accounts. MFA is a security system that verifies a user’s identity by requiring multiple credentials. MFA is an effective way to provide enhanced security. Individual usernames and passwords can be stolen and are more vulnerable to security attacks.

Set-Up Steps for MFA:

1. Read the instructions entirely and complete the individual pre-work
2. Log into accounts and authenticate using a mobile device.

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Individual Pre-work

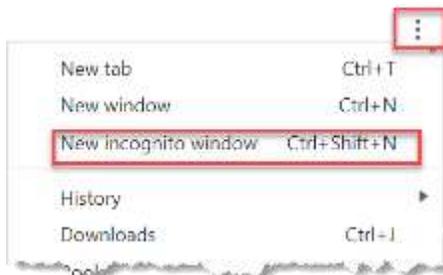
NOTE: “On PC” refers to tasks performed in a browser on a PC or laptop. “On Mobile Device:” refers to tasks performed on a mobile phone.

1. On PC: Quit all Office applications and Browsers.
2. On Mobile Device: Download Microsoft Authenticator application from Apple App Store (iPhone) or Google Play (Android).



3. On PC: Open a browser in incognito/private mode.

Windows: Click on the **three lines or dots** in the top right corner of the browser window or press the keyboard shortcut **Control+Shift+N**.



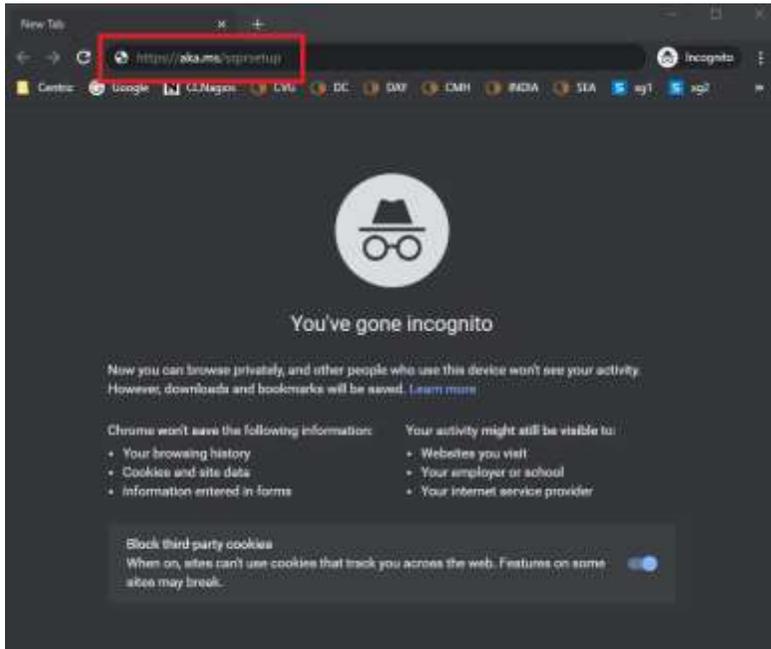
Mac: Click on the **three lines or dots** in the top right corner of the browser window or press the keyboard shortcut **Command+Shift+N**.



4. On PC: Type the following URL in the browser window: <https://aka.ms/ssprsetup>



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5. On PC: Start by **entering your Centric email login and password** information.

6. On PC: More information required. Click on **Next**.





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7. On PC: Select “Receive notifications for verification” and then click the “Set up” button

CENTRIC

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next

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8. On Mobile Device: Open the “Microsoft Authenticator” application.

A) **On Apple device** press **+ sign** in the top right corner and **allow notifications** and **access camera** for the app.

B) **On Android device**, click the **top-left hamburger icon** and choose **Add account**.

When you click to add a new account, you may be prompted for the type of Microsoft account, “Personal,” or “Work.” **Select “Work” account.**

9. On Mobile Device: You will see a QR code reader square. Hold your mobile device up to the laptop screen and scan the QR code.

Note: It may take a couple of tries to scan the QR code, camera motion is quick to snap a pic.



10. On Mobile Device: You should then receive a notification on your device asking you to accept or deny the request. Tap **“Accept.”** Once you see the rolling code on the app, you have set up the app. Ignore the rolling code.

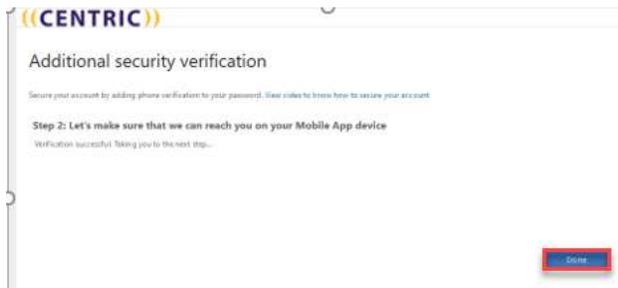


11. On PC: Press **“Next”** in the browser. Note: there may be a delay as this process completes, please be patient.

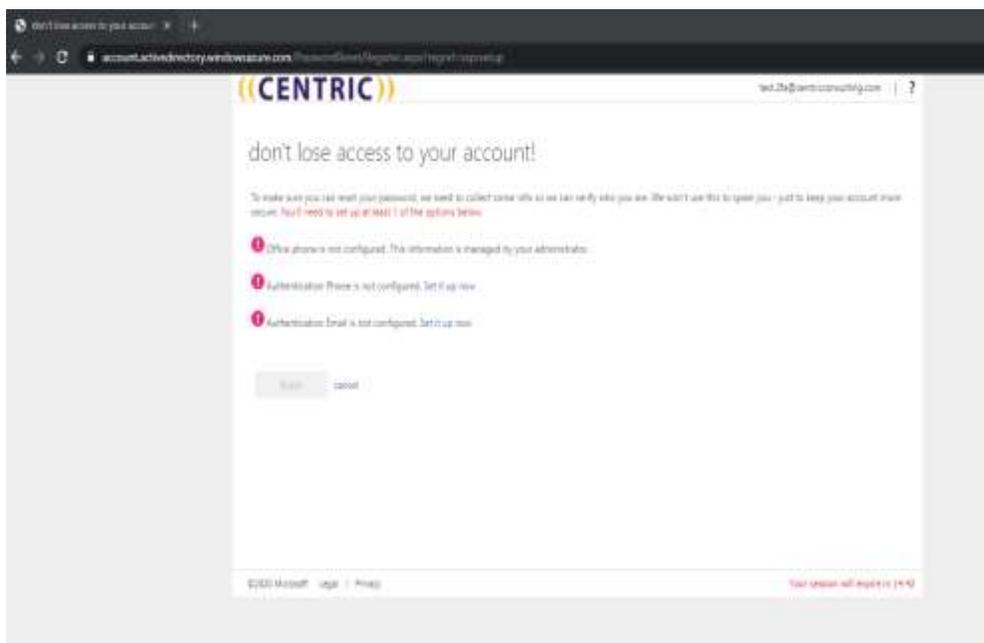
12. On PC: Click **“Done.”**



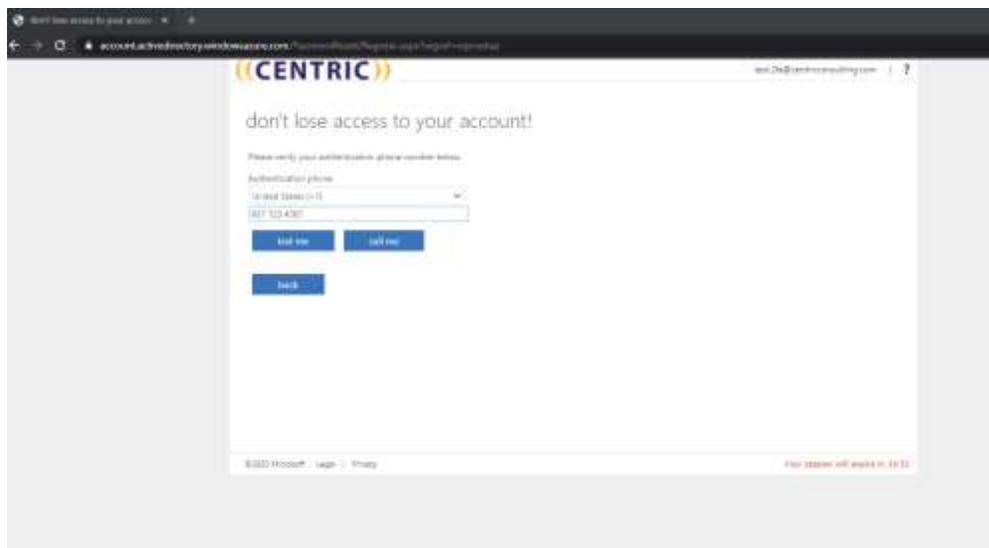
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13: On PC: **Dont lose access to your account** Please add an alternate phone or non-Centric email address.



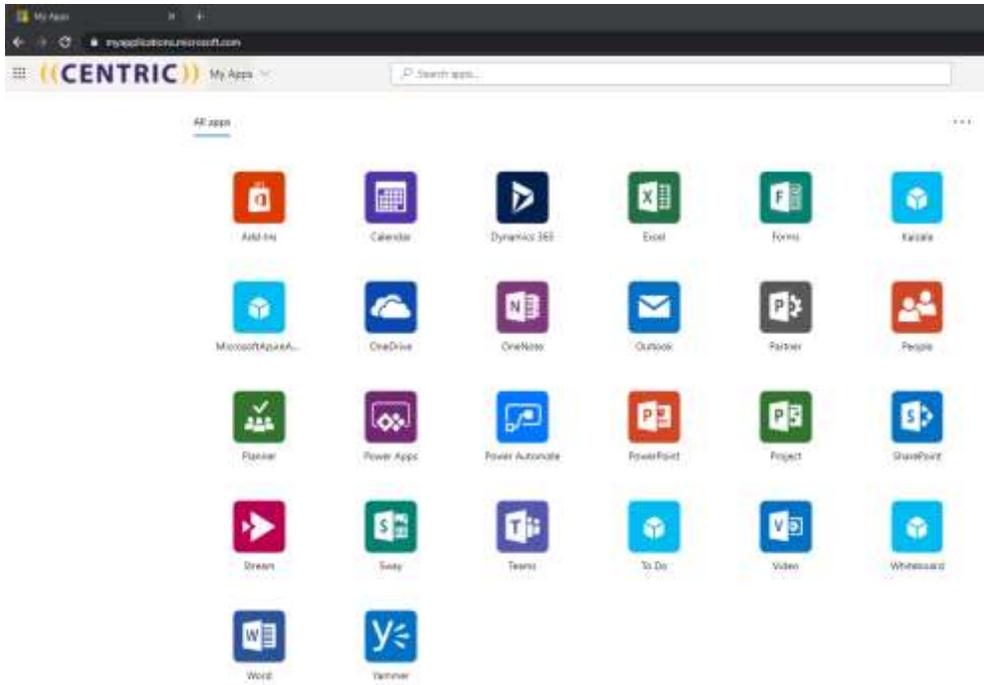
14: On PC: Complete the verification step as needed for phone or email.





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15: On PC: Process complete. Click **Outlook** to access your Centric email account.

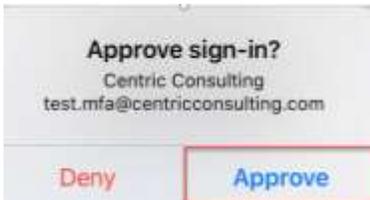




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Logging In

1. As you begin logging back into your applications, log in as you typically would by using your Centric **firstname.lastname@centricconsulting.com** account and **password**. After entering your Centric password, you should receive a notification on your device from the “**Microsoft Authenticator**” app to **approve or deny** the request. Tap the notification or open the app to approve the request. You will be logged in.



2. You can check the “**Yes,**” and it will keep the credentials for seven days and then request authentication via the **APPROVE** button again.



test.mfa@centricconsulting.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again



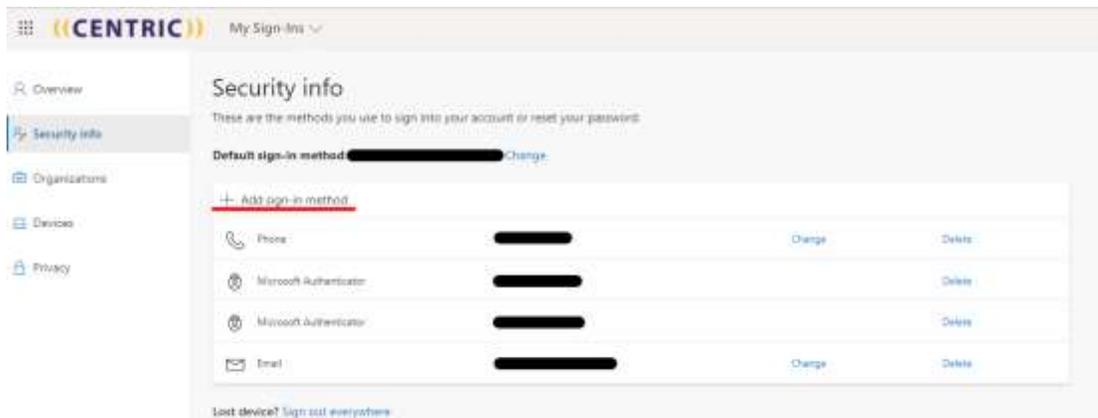
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Important Reminders

1. If you get a request to approve a login and you are not actively trying to log in, please deny the request.
2. You have 30 seconds to approve the request, or that request will expire. You will have to log in again if you miss this window.
3. Be aware of applications requesting reauthentication. OneDrive will put a red line thru the blue cloud icon in your taskbar. Teams will request sign in via banner at the top-center of the application.

Changing your Device

1. **Really, Really Important! This must be done before getting rid of or turning in your old device!!!**
If you are going to be changing or upgrading your phone, go to the following site [My Sign-Ins | Security Info | Microsoft.com](#) on your Centric laptop and click “**Add sign-in method**”. It will step you through adding your new phone to the account.



2. Once you have added your new device, remember to delete your old one, by clicking “Delete” next to it.