



CENTRUM INFORMAČNÝCH
TECHNOLÓGIÍ
Univerzita Komenského
v Bratislave

User Tutorial

Comenius University in Bratislava

MULTI - FACTOR AUTHENTICATION – MFA TECHNOLOGY

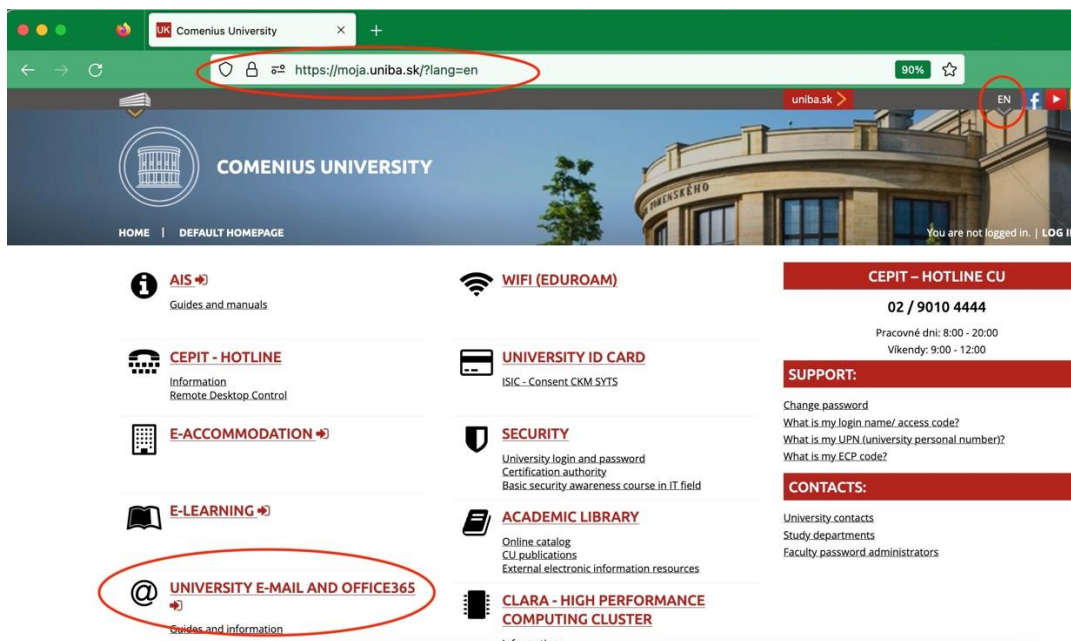


In most cases, when a user logs into an online account, they need a username and password. This authentication is not always sufficient to verify O365 user's identity – that is what MFA technology is for. Multifactor authentication helps to prevent various types of cyber-attacks, and hence, increases protection of user accounts.

THE FIRST IDENTITY VERIFICATION

If you wish to log into your Comenius University O365 account from abroad (any country except for Slovakia, Czech Republic, Austria, and Hungary), you need to set up the multifactor authentication. You will not be able to access your account otherwise. You need to go through the set-up process only once, then the verification is required once every 30 days.

You can access your account via the site www.moja.uniba.sk using your login and university password:

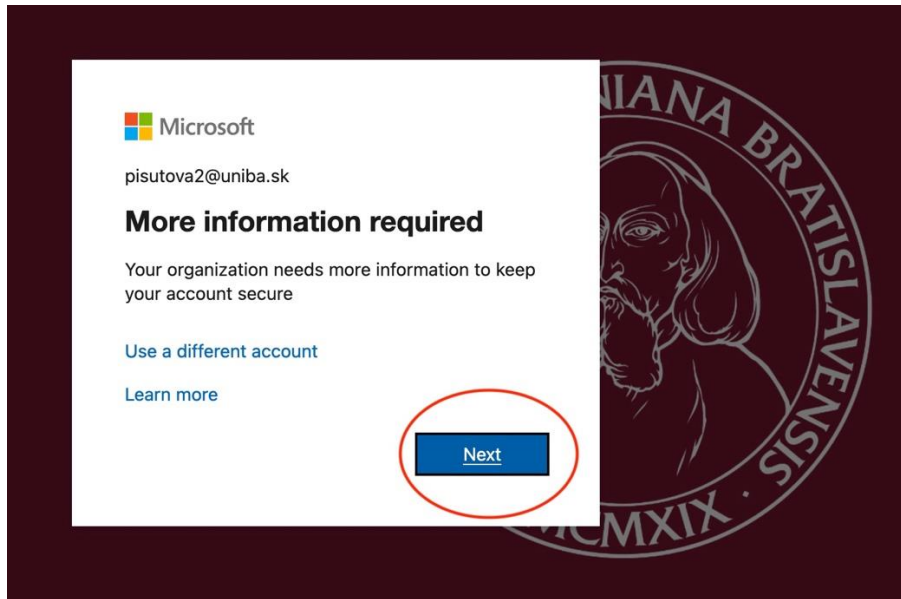


Note: If you want to set up the MFA technology within Slovakia or countries where it is not required, please contact CEPIT at 02/90 10 4444.

If you would like to set up MFA before traveling abroad (outside of SK, HU, CZ, or AT countries), it is possible to do so using the link: <https://account.activedirectory.windowsazure.com/Proofup.aspx>



You will be prompted for further verification; just click on the “Next” button.



Note. If you click on “Learn more”, you will get transferred to a page where you can learn about the most common problems with multi-factor authentication and how to address them.

You can select a method on how you want to be contacted to verify your identity. There are three options:

- A. Authentication phone
- B. Office phone
- C. Mobile app

Step 1: How should we contact you?

Authentication phone
 Office phone
 Mobile app

Method

Send me a code by text message
 Call me



A. Authentication Phone

If you select a contact option “*Authentication phone*”, you will need to select your country and to provide your phone number. The phone number can only contain numbers 0 – 9, dash, space, dot, and brackets.

At the same time, you select the way in which your verification will be conducted. There are two options:

- a) **Send me a code by text message:** verification code will be texted to the provided number
- b) **Call me** – verification by phone call

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?

Authentication phone

Slovakia (+421) 948123456

Method

Send me a code by text message

Call me

Next

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

If you select the option “*Send me a code by text message*”, you will receive a verification code via text. You will enter this code in Step 2:

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

Step 2: We've sent a text message to your phone at +421 948 [REDACTED]

When you receive the verification code, enter it here

379238

Cancel Verify

If you select the “*Call me*” verification, your identity will be verified by a phone call.



Office phone verification

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?

→ Office phone

Slovakia (+421) Extension



Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

If you select the verification option “*Office phone*”, you need to select your country and then provide your phone number and extension if needed. If you are using a VOIP phone, you can type your phone number and extension together as one number (you then won’t be filling in your extension in a separate window).

After you click the button “*Next*”, you will receive a verification call at the number you provided. After that, you will be successfully verified.

Note. If you select “*Office phone*” for verification, you need to know your verification will aim directly for the number provided. If you are not in your office during verification and your calls are not re-directed to your private number, verification will not be possible.



B. Mobile app

Another verification option is the mobile application **Microsoft Authenticator**. We recommend using this option.

[A Tutorial for Microsoft Authenticator installation can be found here.](#)





ADDITIONAL SECURITY VERIFICATION

MFA requires for you to select an “*Additional security verification*” to be set up in the next step after setting up the first one. This verification needs to be different from the one you selected before. You have a few options to choose from. This will enable you to have two options to select from during your verification.

Verify your identity



Text +XXX XXXXXXXX92



Call +XXX XXXXXXXX92

[More information](#)

Are your verification methods current? Check at
<https://aka.ms/mfasetup>

Cancel

Example: You can select “*Send me a code by text message*” as your first way of verification and as an additional verification, you can select “*Call me*”. Then each time you log in from abroad, you will be able to choose between these two ways of verification.

For each way of verification you select “*How should we contact you*” and “*Method*”. The inputs of these need to be different between your two selected ways of verification. If you want both ways to be text messages to your phone, you need to either select “*Office phone*” for the second way or “*Alternative phone*” and hence use two different numbers. Or your verifications can both use the same number, one for text message, one for phone call.



Additional security verification

When you sign in with your password, you are also required to respond from a register
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default

- Call my authentication phone
- Text code to my authentication phone
- Call my office phone
- Notify me through app
- Use verification code from app or token

Set up one or more of these options. [Learn more](#)

You have several options:

- A call to an authentication phone
- A code by text to an authentication phone
- A call to an office phone
- A Notification in the application
- A Verification code in the application or token

You will then select the device you want to use for your additional verification. Confirm your selections by clicking "Save".

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication phone

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone * Slovakia (+421) 948123456
 Office phone (do not use a Lync phone) Select your country or region Extension
 Alternate authentication phone Select your country or region

Authenticator app or Token [Set up Authenticator app](#)

Authenticator app - SM-G950F [Delete](#)

[Save](#) [Cancel](#)

Your MFA technology is now set up and using your account has become much safer.

Note: If you need to change the number used for your account verification (due to getting a new phone, theft, etc.), please contact CEPIT at 02/90 10 4444.