

Multi Factor Authentication (MFA)



STARK

Setting up your Multi Factor Authentication (MFA)

To access various apps with your STARK Build account, you will need to complete the first-time login process and configure additional security measures, including MFA.

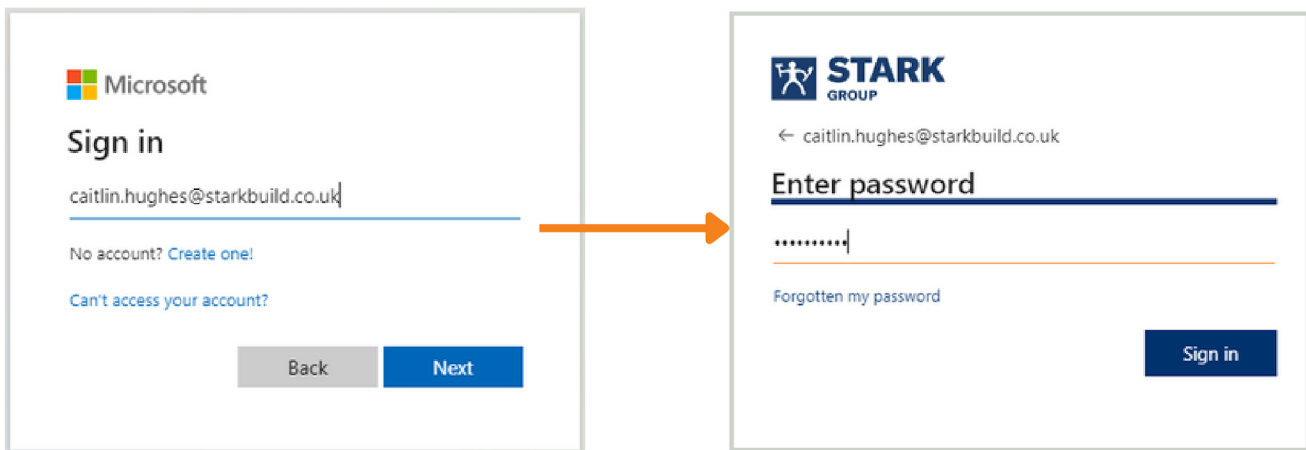
MFA (Multi Factor Authentication) is used to enhance security on your online STARK UK account and allow access to your online account resources on devices outside of STARK systems and computers.

There are two ways to set up MFA:

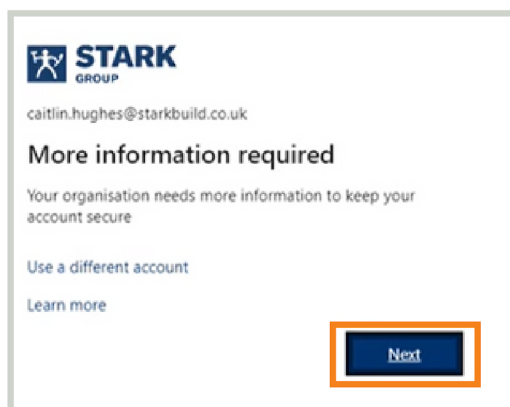
You can either use the **Microsoft Authenticator App**, or **set up SMS verification via a mobile phone number**. Whilst the SMS option is easier to set up, using the App provides enhanced security levels

Using the Microsoft Authenticator App

1. Open Microsoft 365 in your browser and log into your new STARK Build account.



2. You will be brought to a screen that looks like this. Click '**Next**'.



Setting up your MFA using Microsoft Authenticator

Screenshots and popups may vary depending on the make of your device - the process is the same

If you wish to use Microsoft Authenticator as your preferred MFA method and do not already have the Microsoft Authenticator app, you will need to download this on your preferred device. See below:

Scan QR Code to download app for android:



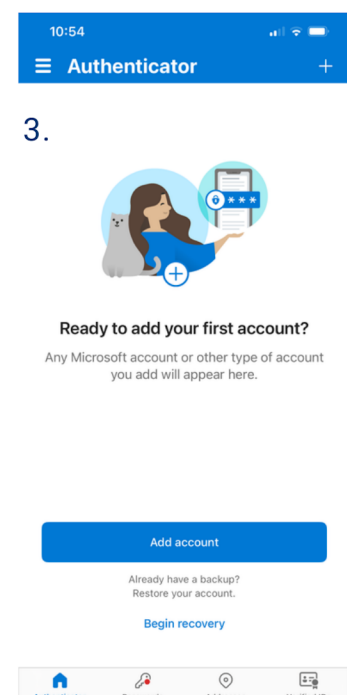
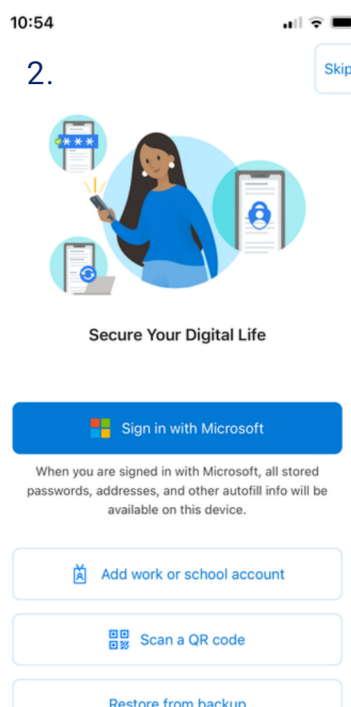
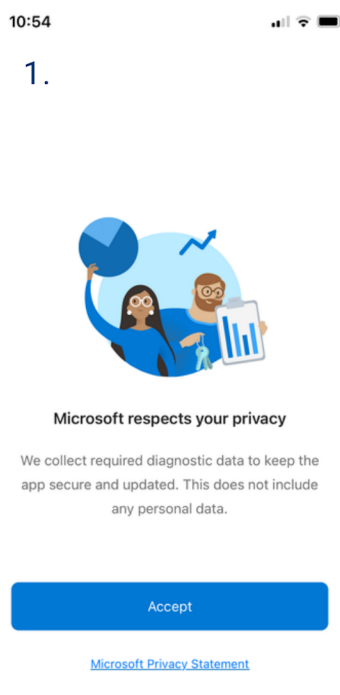
or [CLICK HERE](#) to download if viewing this from a mobile device

Scan QR Code to download app for iOS:



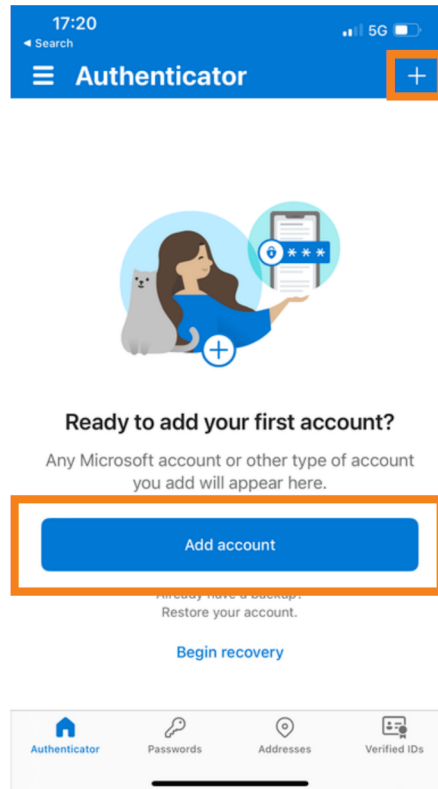
or [CLICK HERE](#) to download if viewing this from a mobile device

1. When you first open the app, you will receive the below prompts, '**Accept**' the privacy statement, '**Skip**' the next screen until you end up with the third screen (Add Account)

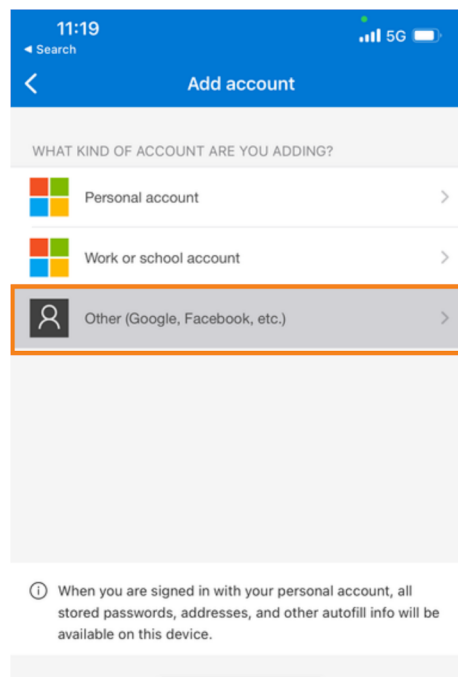


Setting up your MFA using Microsoft Authenticator

2. Open the authenticator app on your preferred mobile device.
3. Within '**Add Account**' (+ in top right hand corner of your screen) or press 'Add account' button.

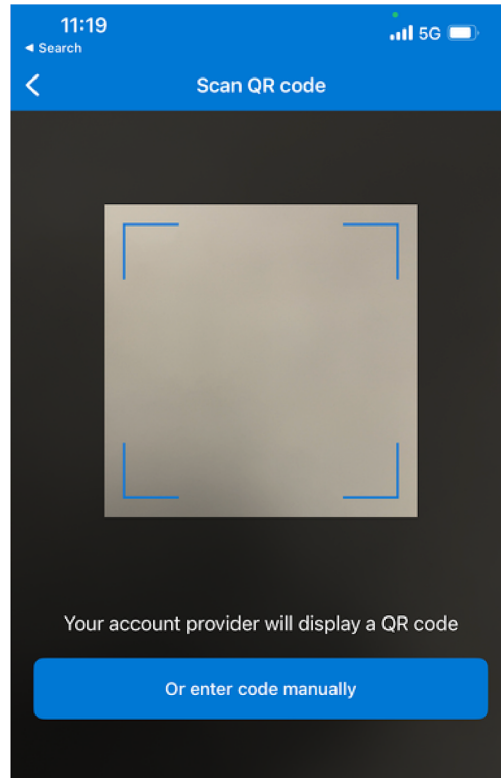


3. Select the '**Other**' option



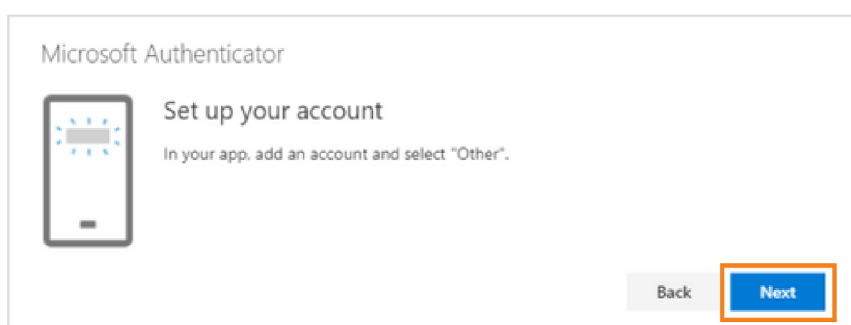
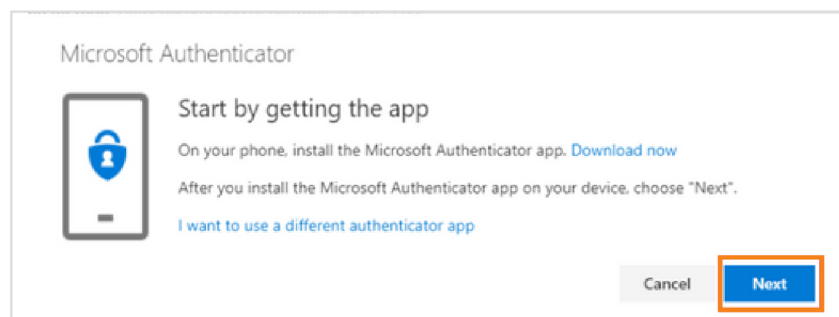
Setting up your MFA using Microsoft Authenticator

4. The below screen will appear on your mobile device.



5. **Go back to your computer screen** and make sure you're at the 'Start by getting the app' stage, then click 'next' on your next two screens.

If you have a message on the screen advising the session timed out, just re-load the site and go back through the steps of adding your device

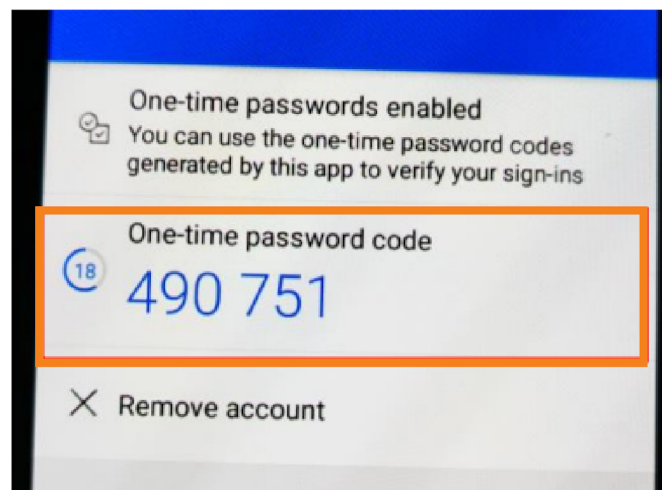
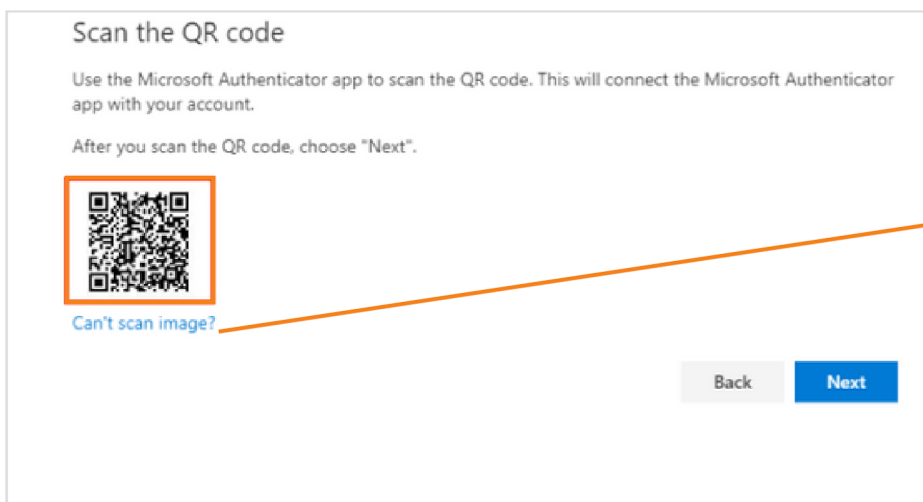


Setting up your MFA using Microsoft Authenticator

6. Scan the code on your device. This will take you to the next screen that will generate a one time code.

This one time code has a time limit of 30 seconds. Please ensure you do this next step within that time frame.

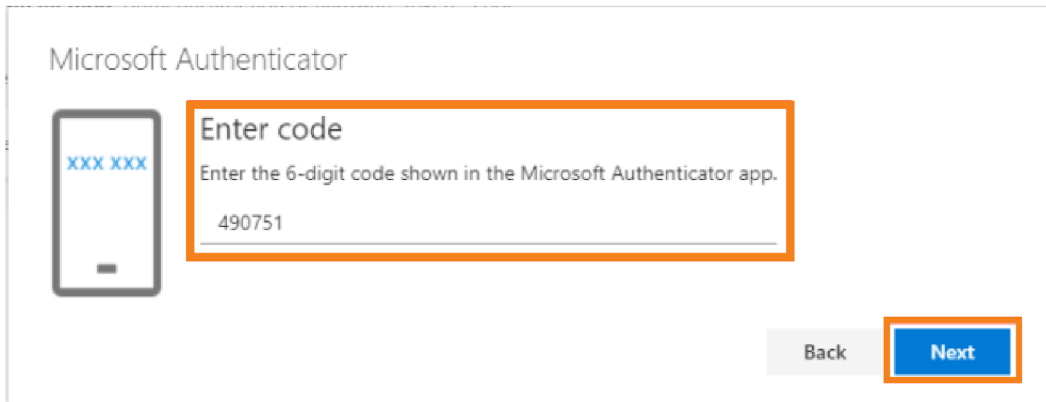
Go back to your computer, and click '**Next**'



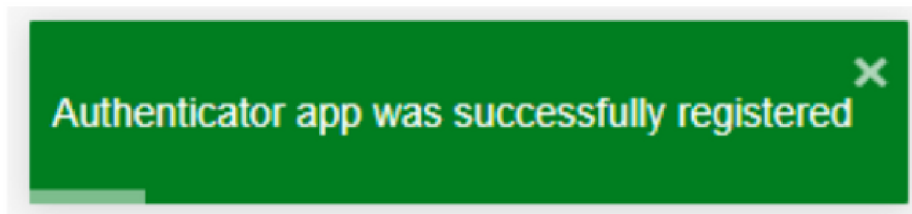
You will then see a 6-digit code on your phone in the Microsoft Authenticator app (see above)

Setting up your MFA using Microsoft Authenticator

7. Enter the code displayed on the **Authenticator app** into **your computer**, and click '**Next**'

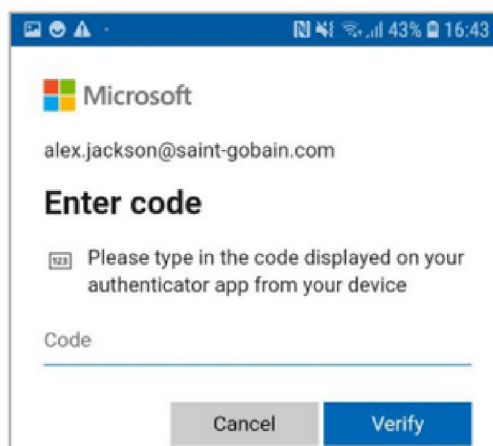


8. You will then receive a notification that the Authenticator App was **successfully registered**.



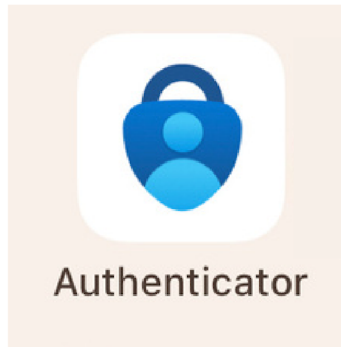
Now in future when prompted for the authentication code when signing into Apps, you can generate this on your mobile device using the **Authenticator**.

This will prompt you to input a code from the authenticator app.

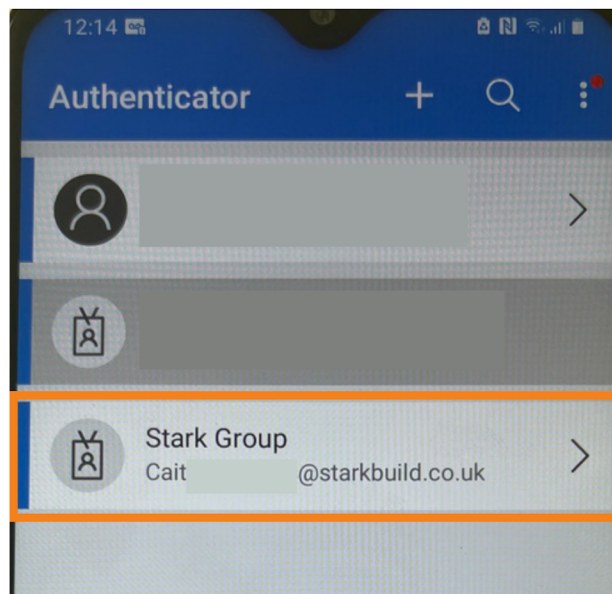


Office 365 Using Microsoft Authenticator

To generate the code, **open the App on your device**



Once the app opens, **tap your profile**



This will then generate a code which you input into your computer when prompted

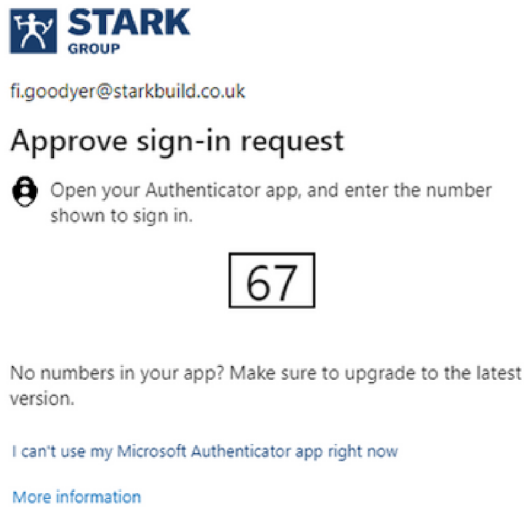


Office 365

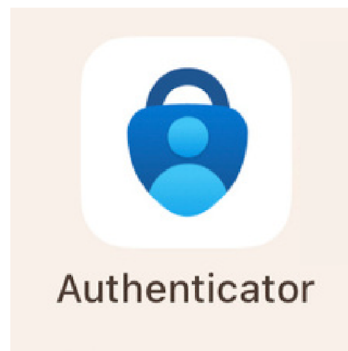
Using Microsoft Authenticator

OR this could look as demonstrated below:

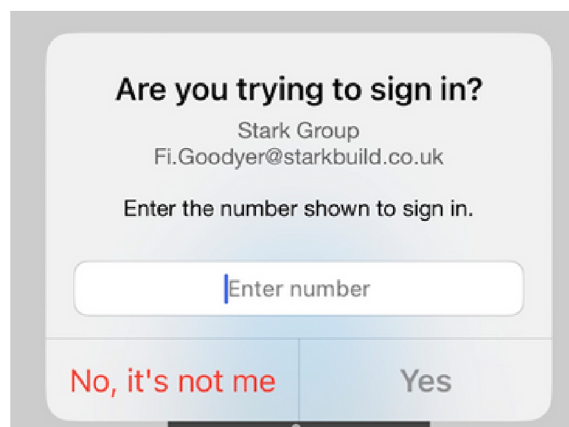
When you log in, you will be prompted to '**Approve your sign in request**' via the **Authenticator app**



To do this, open the Authenticator app



You will immediately be prompted to enter the 2 digit number as above. Then click '**Yes**'.

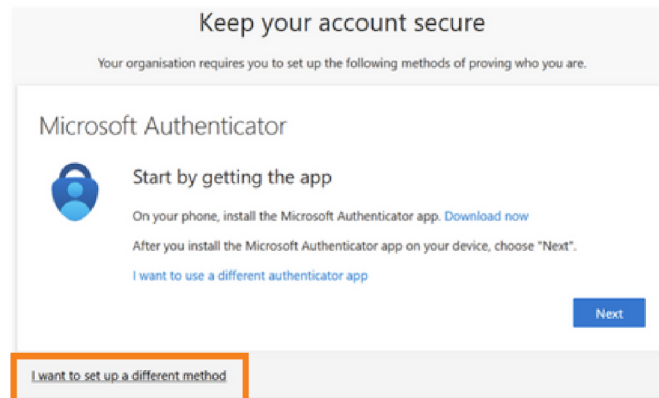


Setting up your MFA via a phone number

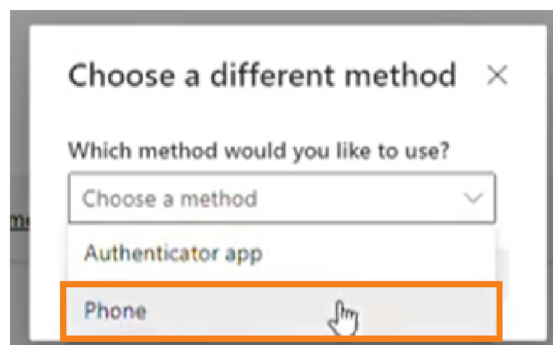
If you do not want to use the Microsoft Authenticator app, you can choose to set up a different MFA method - this will be verification via an SMS to your mobile phone.

Using Mobile Number Verification

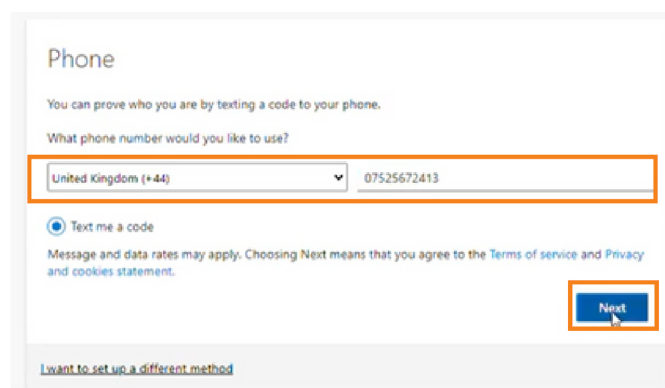
1. To start, click on the '*I want to set up a different method*' hyperlink at the bottom of the dialog box.



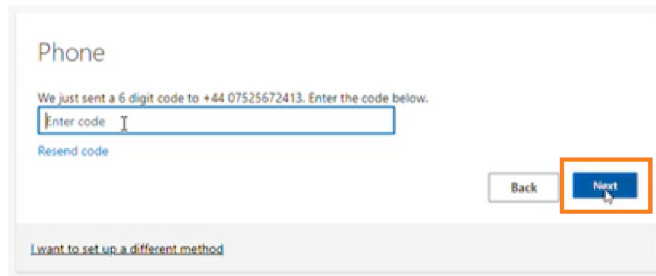
2. This will prompt you to choose a MFA Method - here you will select '**Phone**'.



3. Ensure you have the '**United Kingdom (+44)**' selected, enter your preferred mobile number, then click '**Next**'. This **does not** have to be a company-provided phone.

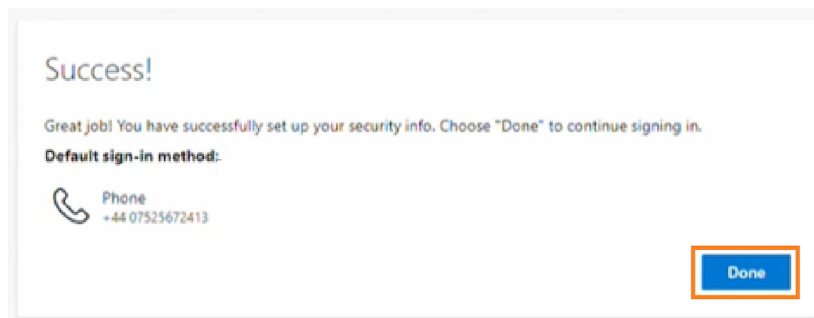
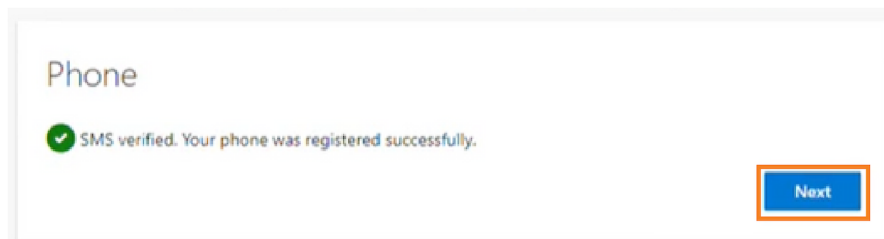


- Once you have received your verification code **by text**, input where it says '**Enter Code**' and click '**Next**' again.



- There will be two more pop ups confirming your SMS verification was successful.

Select '**Next**' and '**Done**' on these.



You will then be taken to the application you are trying to access.