Multi-Factor Authentication (MFA)

How to set up MFA (Multi-Factor Authentication)

MFA – Multi-Factor Authentication when signing into IT systems and IT services

SDU has implemented Multi-Factor Authentication (MFA) on various IT systems and IT service sites.

Traditionally, you enter your username and a password to access systems and services. To add another level of protection of some logins, we use multi-factor authentication that can verify your identity when signing in.

You know this procedure from "NemID/MitID" where you - besides your username and a personal password - must use a code card or an app in order to gain access to different services.

At SDU, you will be asked to provide an additional confirmation after having signed in with your SDU-login (e.g. when signing in outside SDU's campuses).

You can perform this additional login in three different ways:

1) by receiving a text message with a one-time code

2) by receiving a phone call where you must confirm login by pressing #

3) by using the Microsoft Authenticator app

We recommend you setup your MFA at aka.ms/mfasetup

MFA-registration via login on Microsoft or SDU service (browser)
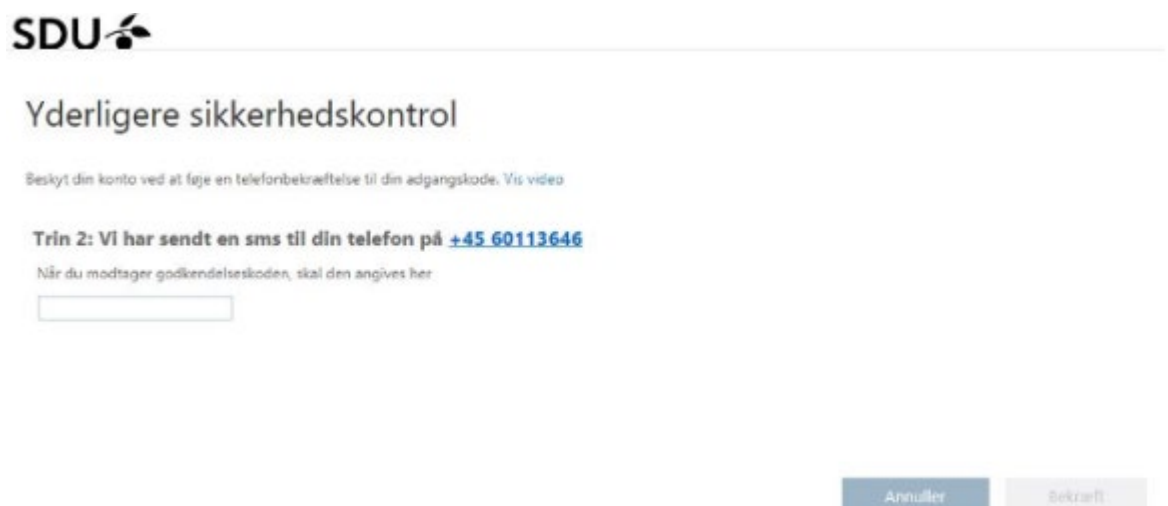
- 1: First login

  First time you sign in on a Microsoft service-site or an SDU-site via your browser, you will see this screen:
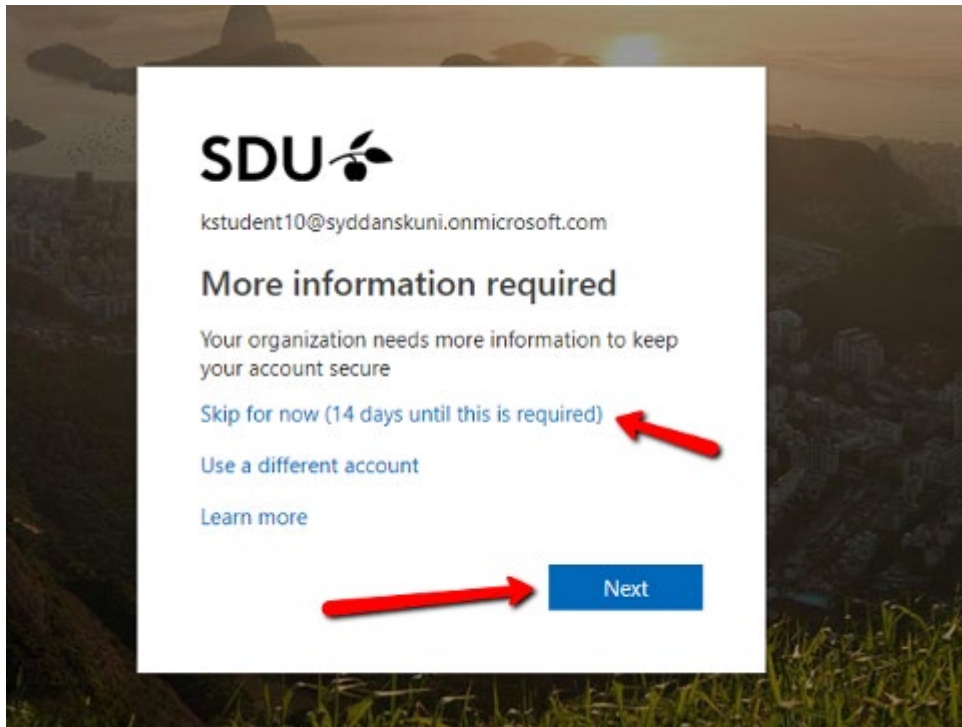
Now, you will be asked if you want to setup MFA right now or if you want to skip for 14 days – **we recommend that do so right away.**

Choose 'Next' to start the setup procedure.

- 3: Approve setup

Your setup must now be approved, and you will receive an SMS-message or a telephone call (depending on what you have chosen) and you can approve your setup.

Your MFA is ready for use

- 2: Choose approval method

Select 'Mobile number (approval)' and enter the phone number you want to use.

Choose whether you want to receive a phone call or an SMS-message, and click 'Contact me'

Setting up the Microsoft Authenticator App

- 1: Download the app

Find and download the app in App Store or Play Butik

- 2: Set up MFA via browser

Before you can use the app, go to aka.ms/mfasetup and choose 'Mobilapp' as contact method and select
'Configure mobile app'

- 3: Configure App

From the app, scan the QR code and follow the instructions

Your MFA is ready for use

You may download the instructions in PDF below

MFA Setup – Instructions PDF