

Multi Factor Authentication (MFA) registration manual

This document describes the steps required to register your account to use Multi Factor Authentication (MFA). The process will take no more than 5 minutes.

The following items are required to complete the MFA process:

- Windows 10 or 11 computer or Apple computer with browser (Brave, Edge or Chrome);
- Mobile phone (Android/iPhone) for the installation of the Microsoft Authenticator app;
- Internet connection on the Windows 10 or 11 computer or Apple computer and mobile phone.

After the MFA registration is complete, you will be asked for a verification code to log in every week. If you log in from abroad, you will be asked for a verification code every day. An additional advantage of this registration is that you can now reset and recover your password by yourself if necessary.

Step 1

First, install the Microsoft Authenticator app on your mobile phone. To do so, scan the QR code for the type of mobile phone you are using.

You can also follow this link in the browser on your computer:
<https://www.microsoft.com/nl-nl/security/mobile-authenticator-app>

Do nothing else in the app yet and follow the steps below.

Download de app op je telefoon*
Scan de QR-code met je mobiele Android- of iOS-apparaat.



Google Play



App Store

Step 2

Open a browser on the computer and navigate in the browser to:
<https://portal.office.com>

Enter your Codarts username (MyCodartsID) and click **Next** ('Volgende').

 Microsoft

Aanmelden

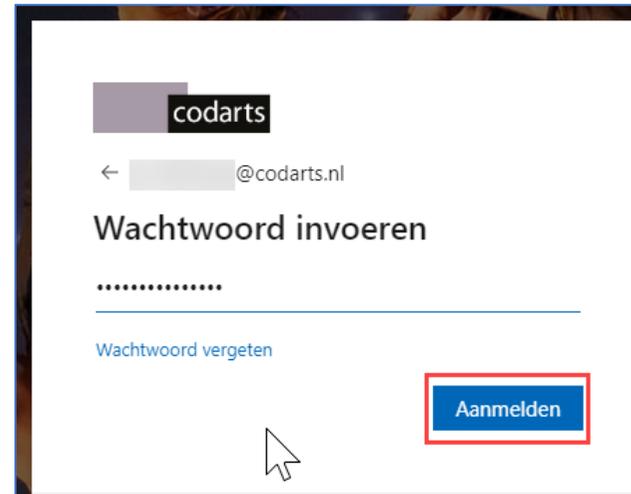
Geen account? [Maak nu een account](#)

[Hebt u geen toegang tot het account?](#)

Vorige Volgende

Step 3

Enter your password, then click **Sign In** ('Aanmelden').



Step 4

A window will appear called: "More information required". Click **Next** ('Volgende').



Step 5

Click **Next** ('Volgende').

Uw account veilig houden

Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.

De methode 1 van 2: App

App

2

E-mail

Microsoft Authenticator

 Download eerst de app

Installeer de Microsoft Authenticator-app op uw telefoon. [Nu downloaden](#)

Nadat u de app Microsoft Authenticator op uw apparaat hebt geïnstalleerd, kiest u Volgende.

[Ik wil een andere verificatie-app gebruiken](#)

Volgende

Step 6

This step links your account to the Microsoft Authenticator app. Click **Next** ('Volgende').

Uw account veilig houden

Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.

De methode 1 van 2: App

App

2

E-mail

Microsoft Authenticator

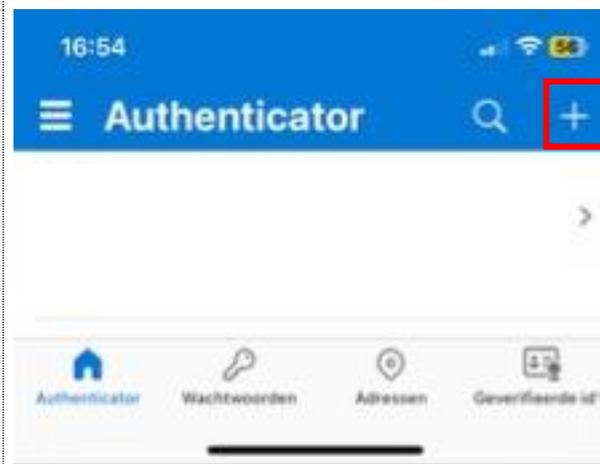
 Uw account instellen

Sta meldingen toe als hierom wordt gevraagd. Voeg vervolgens een account toe en kies Werk of school.

Vorige **Volgende**

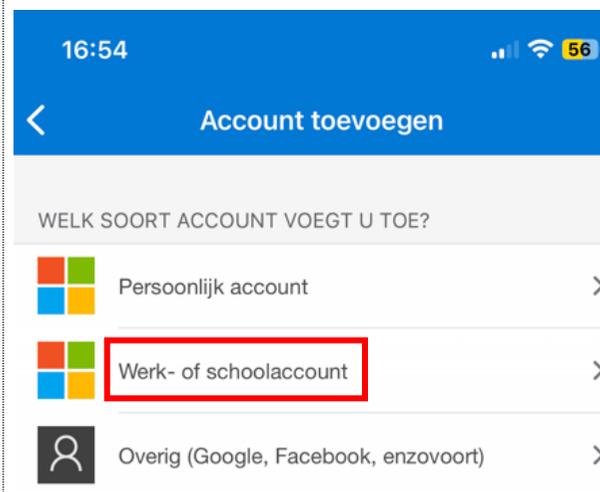
Step 7

On your mobile phone, launch the Microsoft Authenticator app.
Click on the **+** sign to add your account.



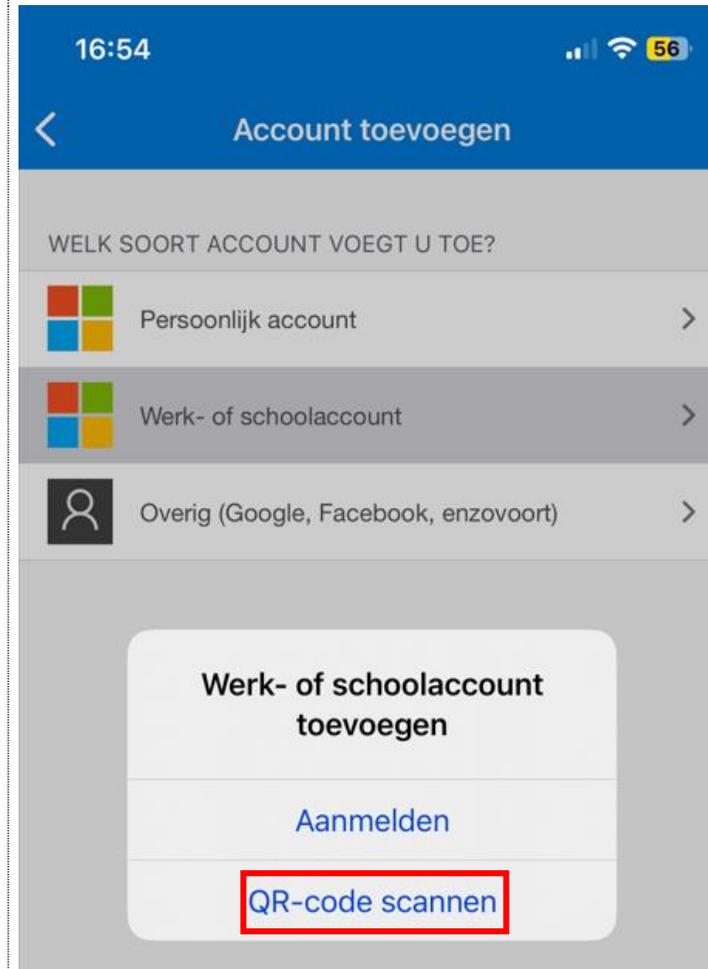
Step 8

Click on **Work or school account** ('Werk- of schoolaccount').



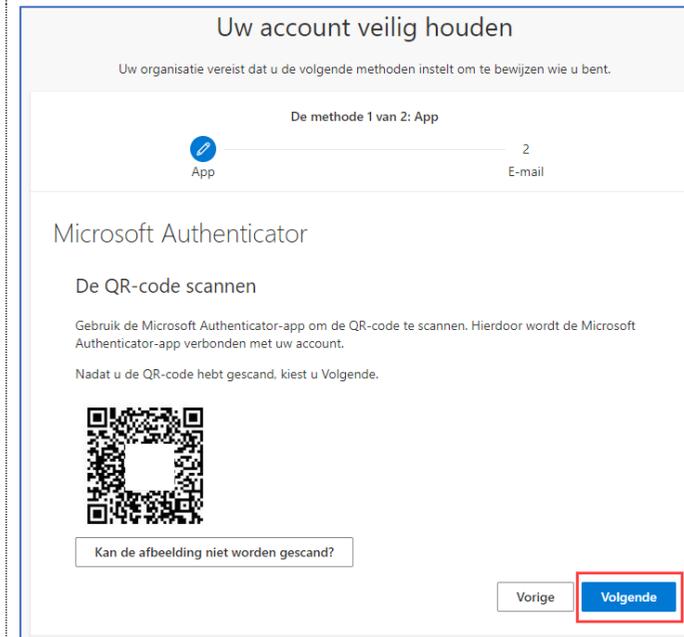
Step 9

Click **Scan QR-code** ('QR-code scannen').



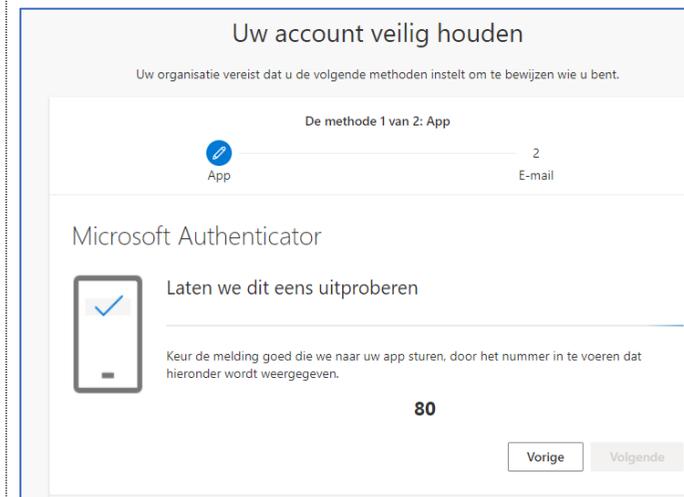
Step 10

Using your mobile phone in the Microsoft Authenticator app, scan the QR-code displayed in the browser on your computer. Then click **Next** ('Volgende').



Step 11

A push notification is now sent to the Microsoft Authenticator app. In the example on the right, this is the number 80 (but can be any number of two digits).



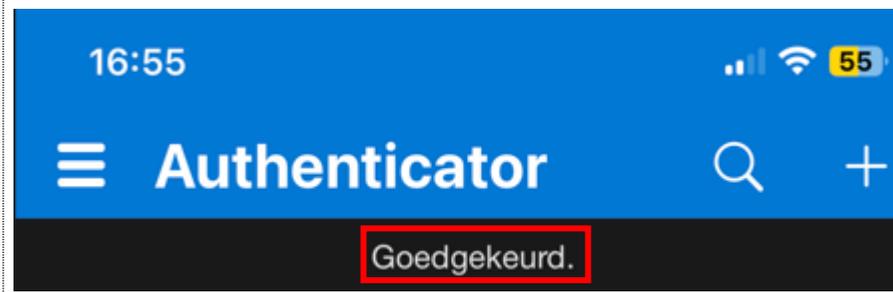
Step 12

Enter the number from step 11 in the Microsoft Authenticator app, and then click **Yes**.



Step 13

A notification appears in the Microsoft Authenticator app: **Approved** ('Goedgekeurd').



Step 14

In this step, the notification appears in the browser that the notification has been approved by the Microsoft Authenticator app. Click **Next** ('Volgende').

The screenshot shows the 'Uw account veilig houden' (Keep your account safe) screen. At the top, it says 'Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.' Below this, a progress bar indicates 'De methode 1 van 2: App' (Method 1 of 2: App). The 'App' method is selected and marked with a blue checkmark, while 'E-mail' is marked with a '2'. Below the progress bar, the 'Microsoft Authenticator' section shows a green checkmark and the text 'Melding goedgekeurd' (Notification approved), accompanied by an icon of a smartphone. At the bottom right, there are two buttons: 'Vorige' (Previous) and 'Volgende' (Next), with the 'Volgende' button highlighted with a red border.

Step 15

In this step, you will be asked to enter your private email address. This is requested to make it possible for you to recover your own password, should you ever forget it.

Enter your private email address and click **Next** ('Volgende').

The screenshot shows the 'Uw account veilig houden' (Keep your account safe) screen. At the top, it says 'Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.' Below this, a progress bar indicates 'De methode 2 van 2: E-mail' (Method 2 of 2: E-mail). The 'App' method is marked with a green checkmark, and the 'E-mail' method is selected and marked with a blue checkmark. Below the progress bar, the 'E-mail' section shows a red-bordered box containing the text 'Welk e-mailadres wilt u gebruiken?' (Which email address do you want to use?). Below this text is an input field containing the email address 'jouwpriveadres@gmail.com'. At the bottom right, there is a 'Volgende' (Next) button highlighted with a red border.

Step 16

A code will now be sent to the private email address entered. Enter this code and click **Next** ('Volgende').

Uw account veilig houden

Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.

De methode 2 van 2: E-mail

App E-mail

E-mail

Er is zojuist een code verzonden naar, [redacted]

648405

Code opnieuw verzenden

Volgende

Installatie overslaan

Step 17

Completed! Click **Done** ('Gereed').

Uw account veilig houden

Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.

De methode 2 van 2: Gereed

App E-mail

Voltooid

De beveiligingsgegevens zijn ingesteld. Kies Gereed om door te gaan met de aanmelding.

Standaardaanmeldmethode:

Microsoft Authenticator

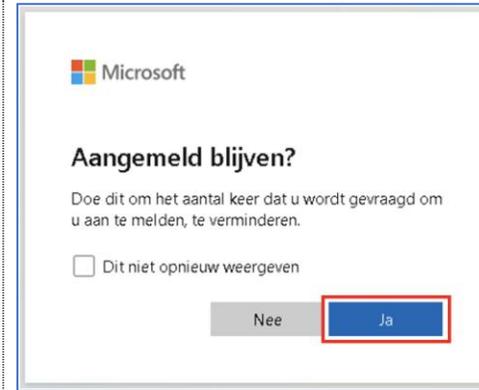
E-mail [redacted]

Gereed

Step 18

Now the MFA process is complete. You are now able to log into the Codarts systems.

Click **Yes**.



After this registration, you will be asked to enter the verification code in the authenticator app once a week during login. If you are abroad, it will be asked every day.

