

# MFA Guide

Duo is being replaced with Microsoft's MFA tools



Old Duo App



MS  
Authenticator  
App



One Time  
Passcode Fob



Windows Hello  
for Business

## Contents

Microsoft Authenticator App.....	2
Add your Trideum Account to the MS Authenticator App .....	3
Fresh Start with a OTP Fob .....	5
Set up Additional MFA Options .....	6
Windows Hello PIN .....	8

Download Microsoft Authenticator App to your personal electronic device

## Microsoft Authenticator App

# Download Microsoft Authenticator

Use simple, fast, and highly secure two-factor authentication across apps.

## Get the app on your phone

Scan the QR code with your Android or IOS mobile device.



*Trideum doesn't control the MS Authenticator App, you can use it for Trideum logins as well as for personal accounts.*

*For more information check out:*

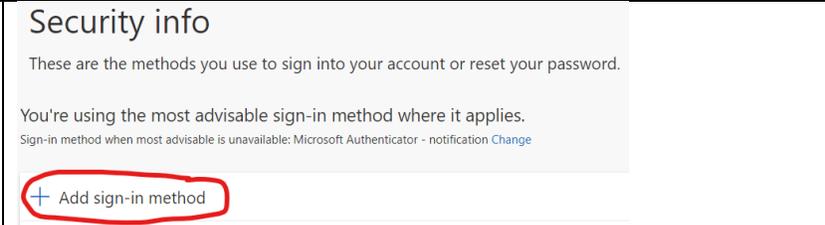
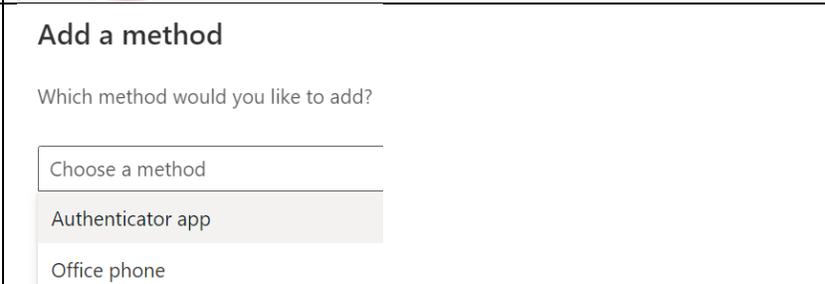
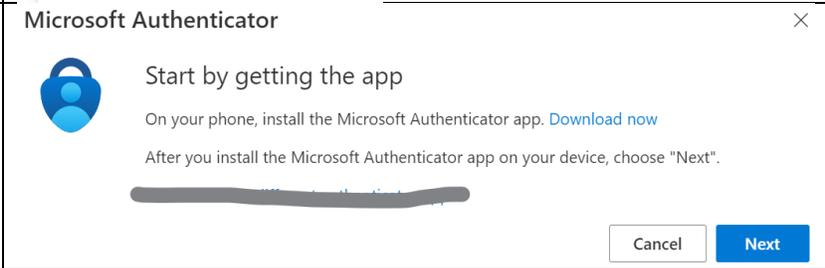
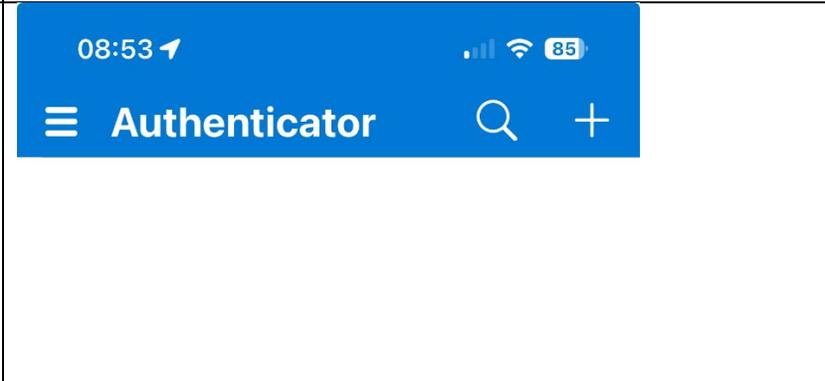
<https://www.microsoft.com/en-us/security/mobile-authenticator-app>

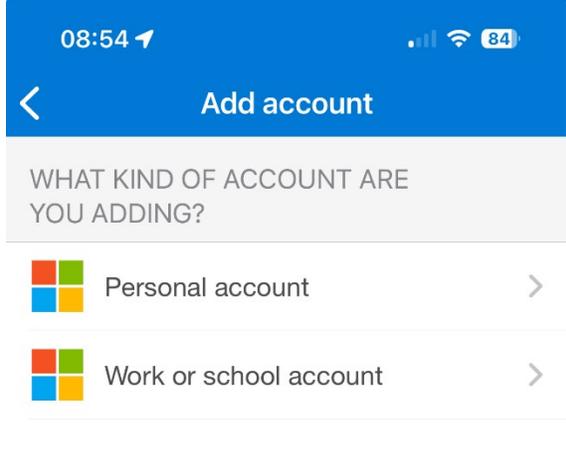
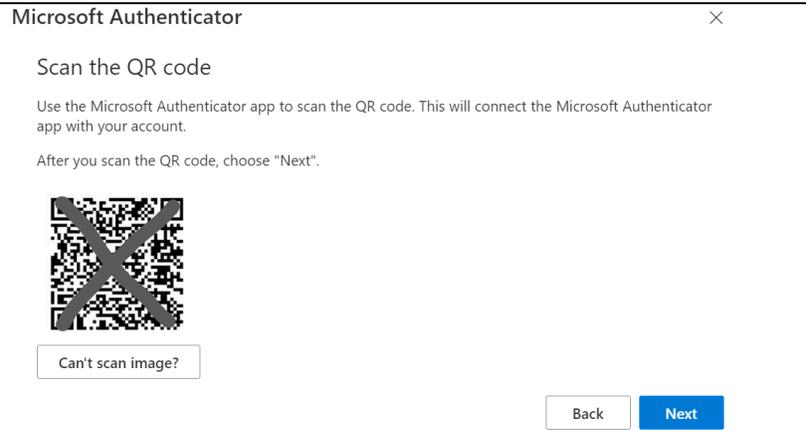
## Add your Trideum Account to the MS Authenticator App

Microsoft will prompt you to download the [Microsoft Authenticator app](#) during initial login to your Windows device or into a Microsoft service. You can follow a full **Fresh Start Guide (coming soon!)**, or follow the abbreviated instructions below:

On your computer, go to the **Security info** page of your “[My Account](#)” dashboard. [Sign in](#)

NOTE: IF YOU DON'T SEE THE SECURITY INFO PAGE, GO TO ADDITIONAL SECURITY VERIFICATION, THEN SELECT THE CHECKBOX NEXT TO AUTHENTICATOR APP, AND THEN SELECT CONFIGURE TO DISPLAY YOUR QR CODE.

<p>Select <b>Add sign-in method</b>.</p>	
<p>Choose <b>Authenticator app</b> from the dropdown and select <b>Add</b>.</p>	
<p>If you already have Authenticator installed on your phone, select <b>Next</b> to display a QR code.</p>	
<p>If not, download the App then follow these steps:  Open Authenticator on your phone and select the plus icon and select <b>Add account</b>.</p>	

<p>Select <b>Work or school account</b> then tap <b>Scan a QR Code</b>.</p>	
<p>Back to the <b>Security info</b> page of your “<a href="#">My Account</a>” - you’ll get a QR Code to finish adding your work account to the MS Auth App.</p> <p>Done!</p>	

## Fresh Start with a OTP Fob



If you were issued a Deepnet Security one-time password token / Fob, You will not be prompted to configure Microsoft Authenticator on first login, you will instead be prompted to **enter a code from your fob**

Microsoft  
ttrideum2@trideum.onmicrosoft.us

### Enter code

Enter the code displayed on your authentication token

Code

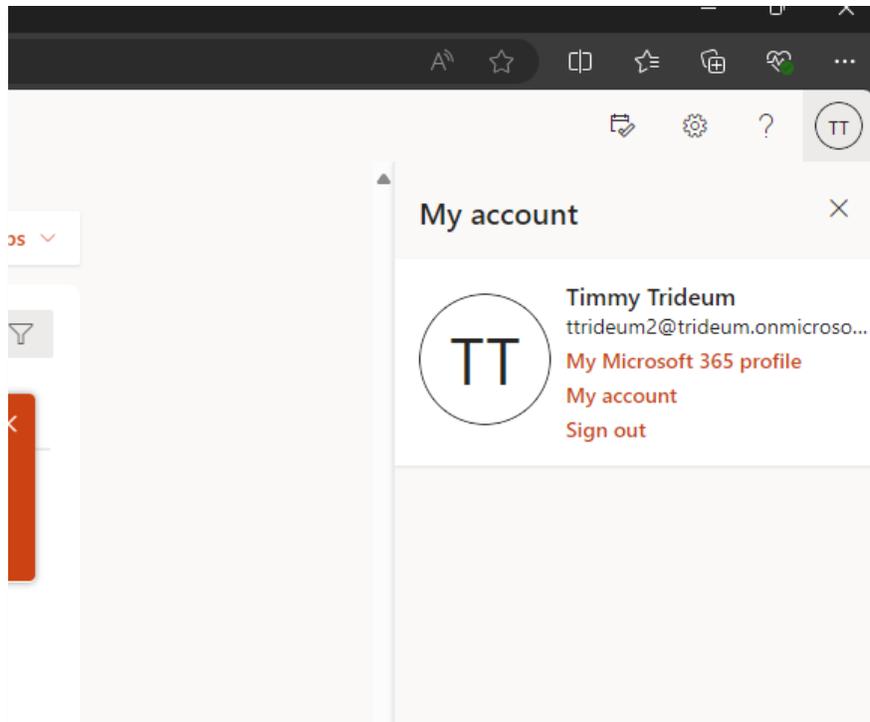
[More information](#)

Cancel Verify

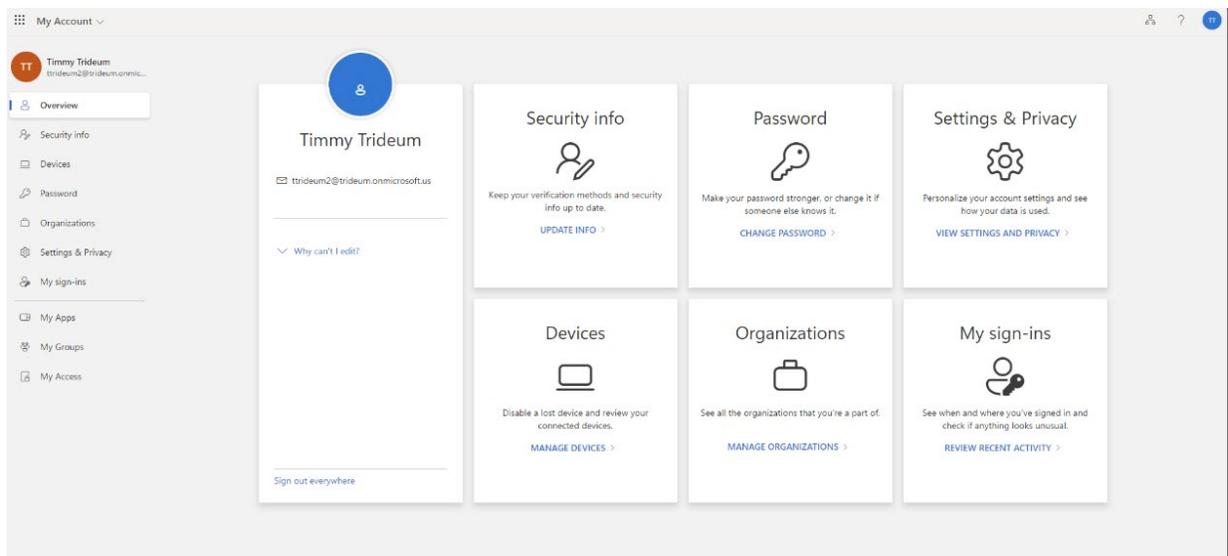
We recommend you add Microsoft Authenticator as another MFA method in your Microsoft account. See [Setting up Additional MFA Options:](#)

## Set up Additional MFA Options

Log into a Microsoft Online (<https://www.office365.us/>) ▶▶

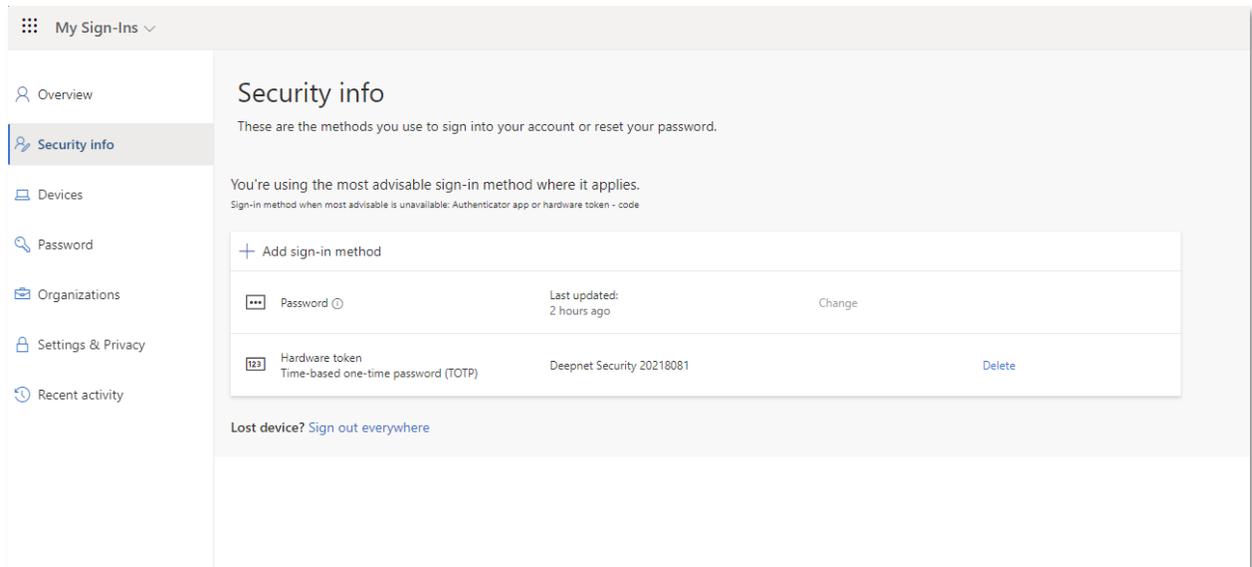


click your **user icon** in the top right corner and choose the **My Account** option from the menu ▶▶

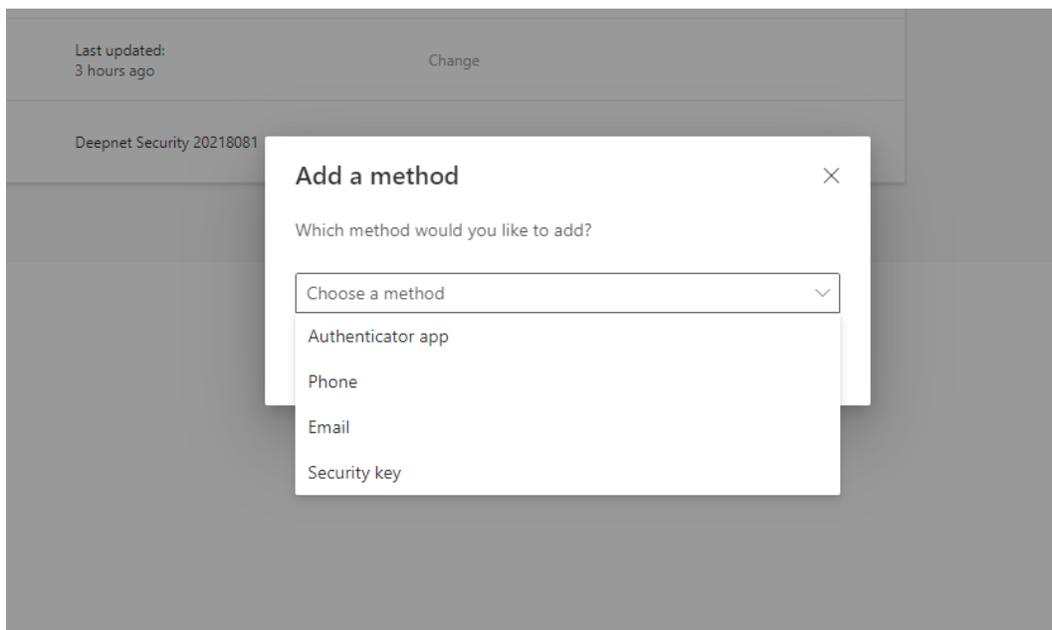


From the **My Account** menu click on UPDATE INFO under Security info ▶▶

## Setting up Additional MFA options



Click **+ Add sign-in method** >>

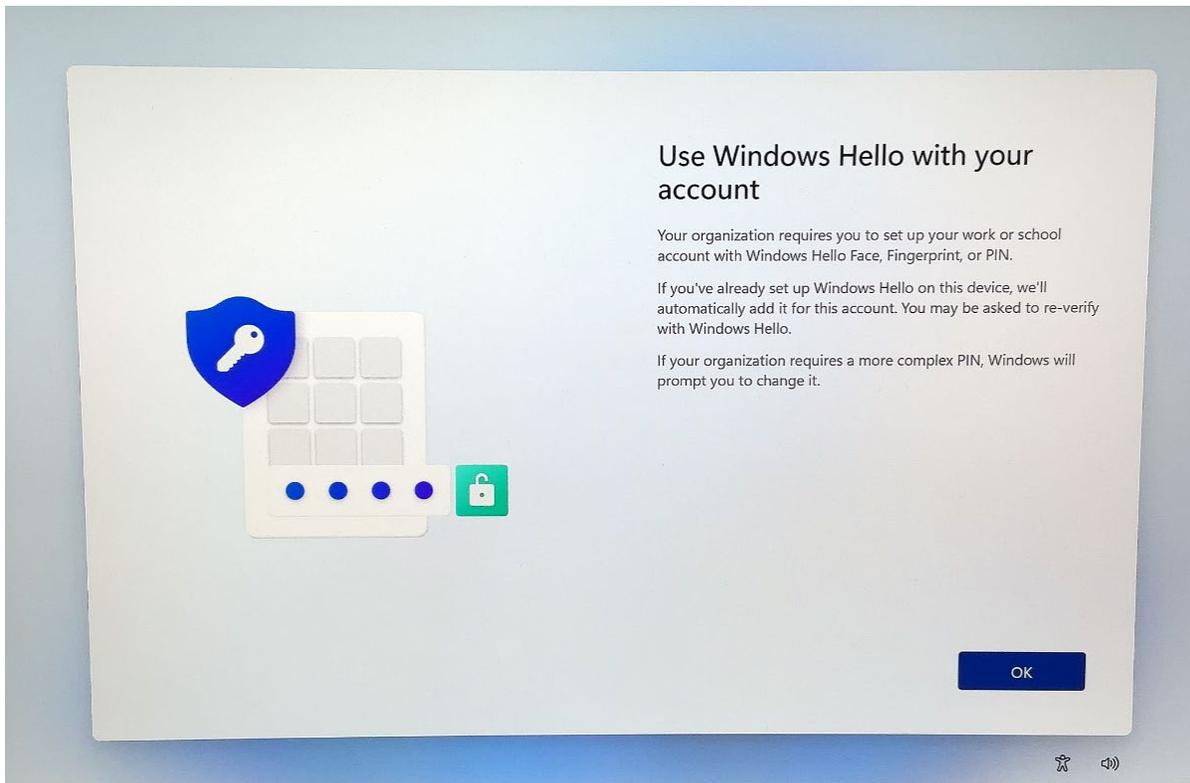


**Pick Authenticator App**, or add one of the other options & follow the instructions!

## Windows Hello PIN

During Fresh Start of a computer, you'll get an option to setup a device specific **PIN** >>

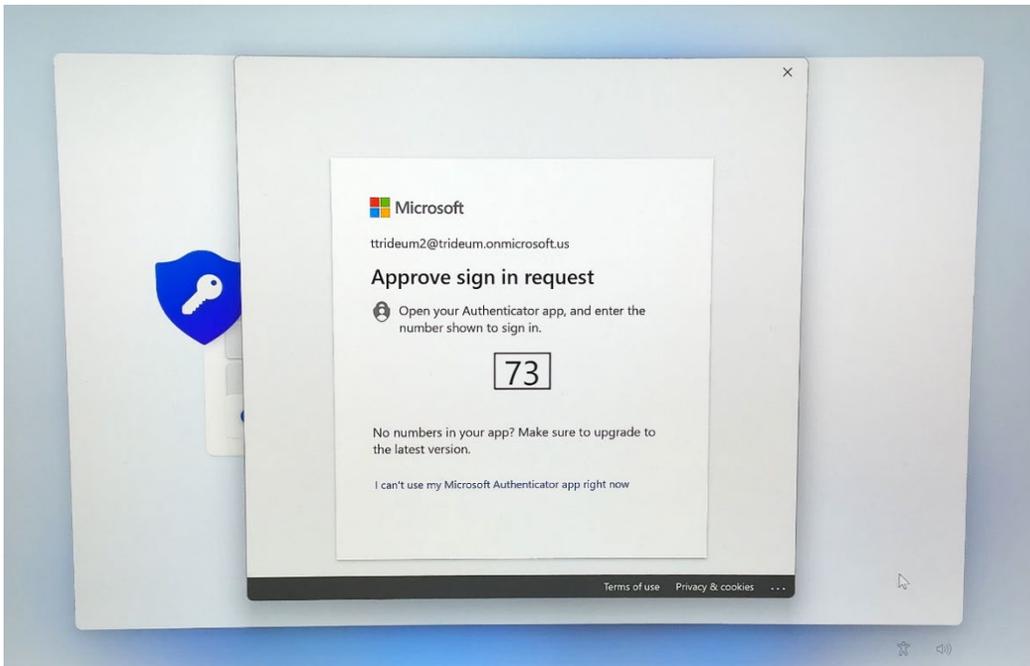
*Windows Hello is an authentication technology that allows users to sign in to their Windows devices using a PIN, instead of a traditional password. It provides enhanced security through phish-resistant two-factor authentication, and built-in brute force protection*



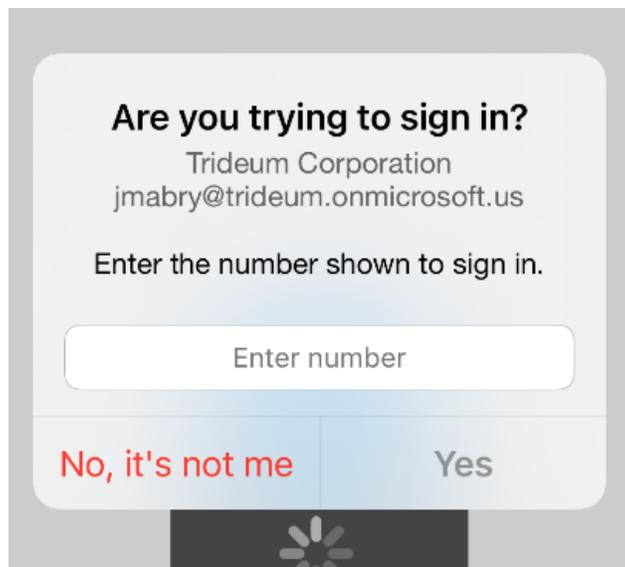
Click **OK** to continue >>

Hello for Business

You will receive a MFA challenge on your MS Authenticator App before setting the Hello PIN >>

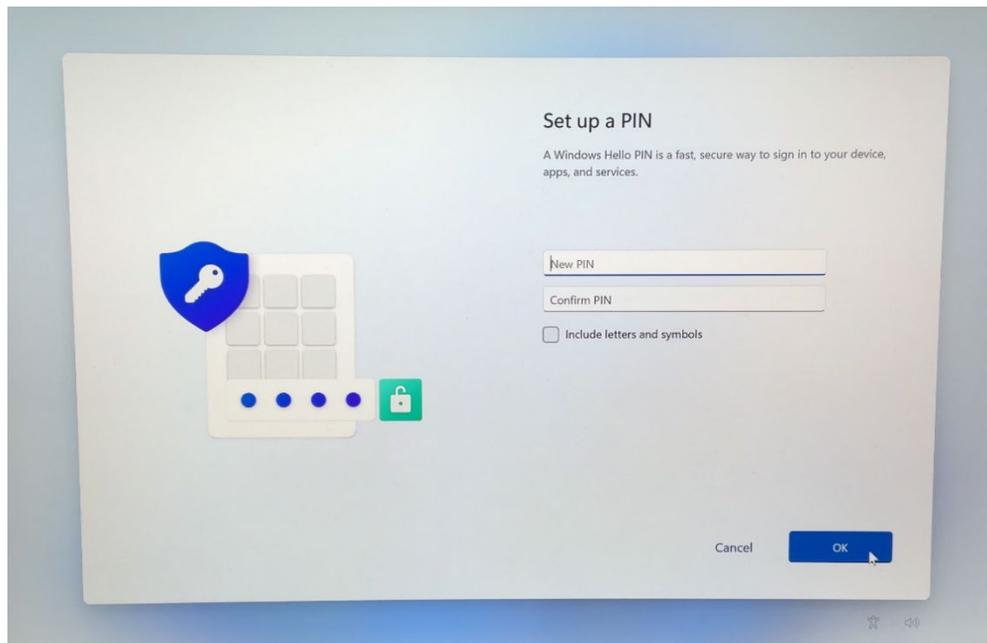


**Enter the number** in the Microsoft Authenticator prompt on your phone >>



Hello for Business

The next screen will prompt you to create a “Windows Hello” PIN >>



The PIN must be 6 digits minimum, but can be as complex as you prefer

**Enter your New PIN >>**

**Confirm your PIN >>**

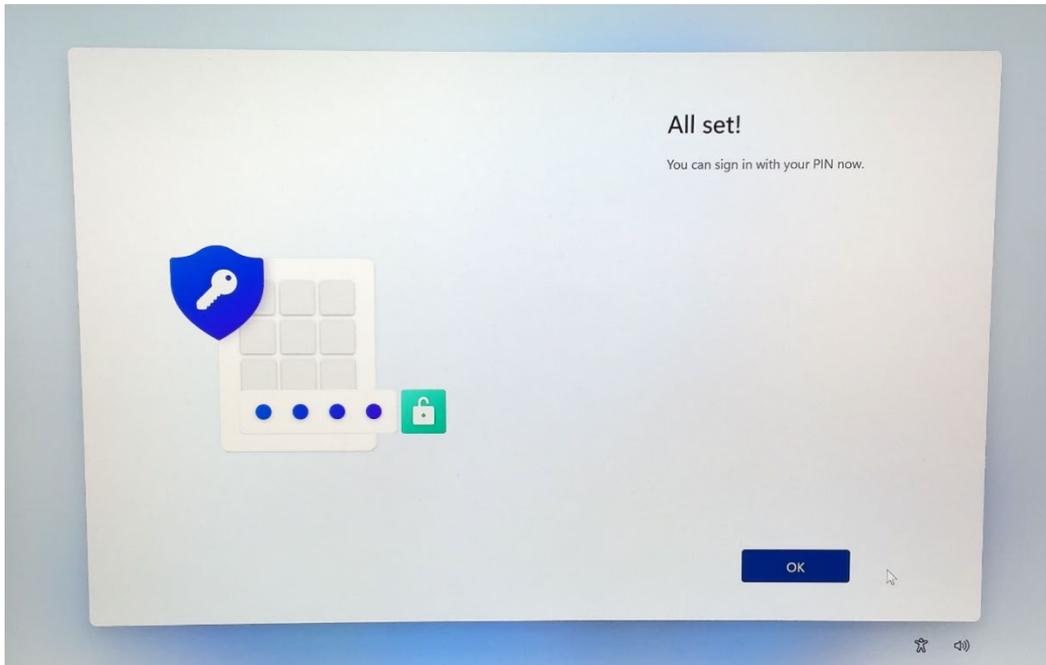
Select **OK >>**

*\*Note this PIN is a secure multi-factor authentication method that binds to your machine only, it will not be available on other machines you may login to\**

Hello for Business

If your PIN is acceptable, you have completed the process:

Select **OK** >>



You will be prompted to sign in with your Hello PIN >>