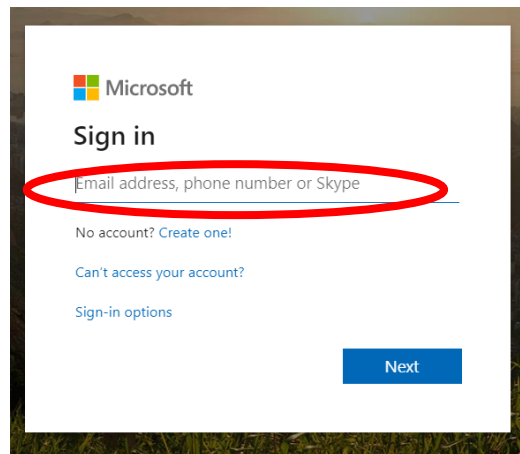
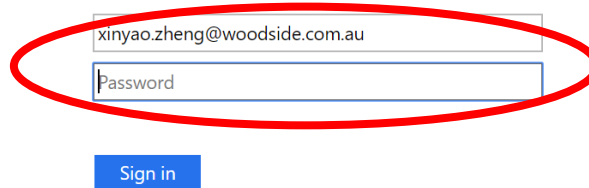


Enrol for Multi-Factor Authentication (MFA) in Microsoft My Sign-Ins for SSPR (Self Service Password Reset)

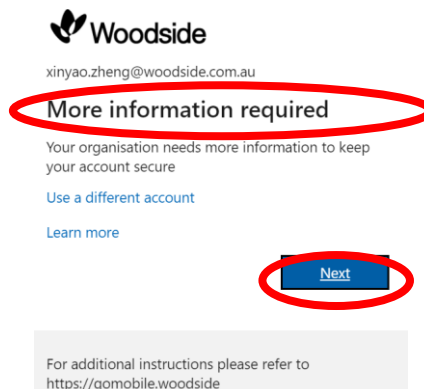
- The requirements for this scenario are your **Laptop, Mobile Phone and the Microsoft Authenticator App.**
1. Go to <https://mysignins.microsoft.com/> on your **Laptop**
 2. Enter your **Woodside Email address** and click on **Next**, enter your password in the password field, and click on **Sign in**.



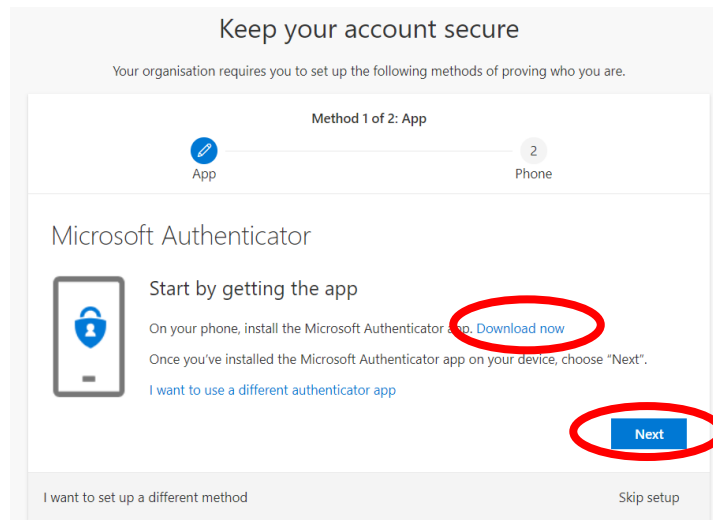
Sign in with your organizational account



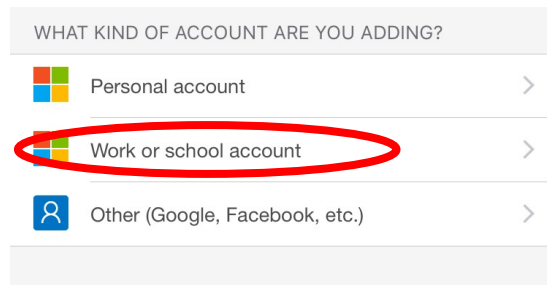
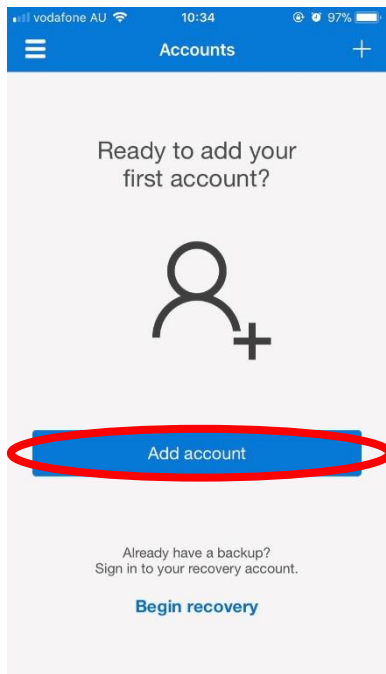
3. Click on **Next** to set up **Security methods**.



- You will be prompted to set up your 2 security methods.

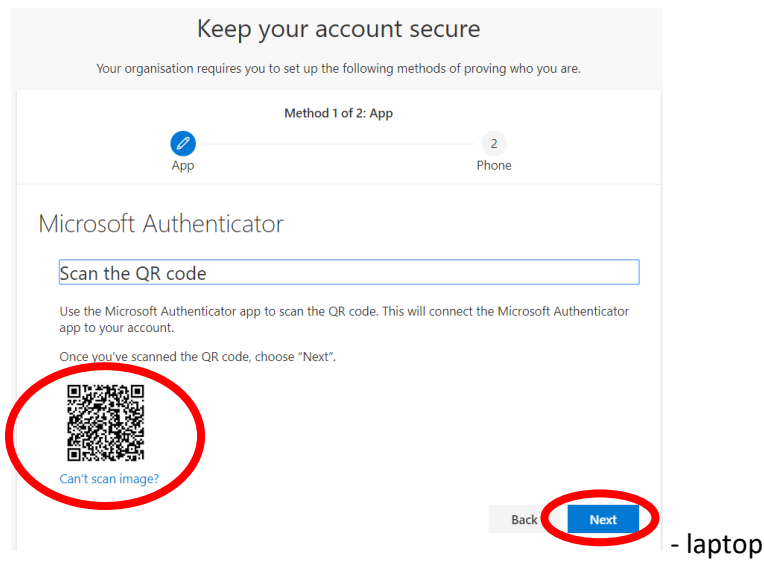


- Step 1: Set up Microsoft Authenticator app on your phone**
 - On your **mobile phone**, install the **Microsoft Authenticator app**: Depending on your mobile device, open the App store (iPhone) /Play store (Android) and search for 'Microsoft Authenticator', and install on your mobile device.
 - Open the Microsoft Authenticator app and follow the on-screen prompts.
 - If prompted, tap '**Allow Notifications**'.
 - Then **Add account** - Select the option '**Work or School account**', your **phone** will open the camera.

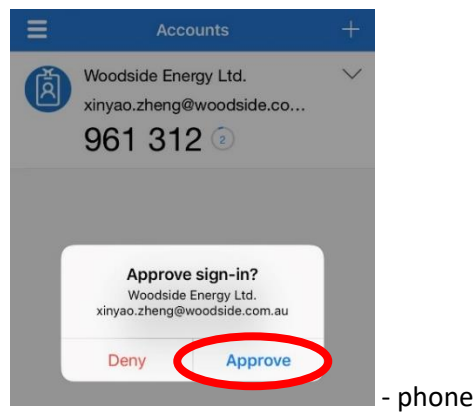


- phone

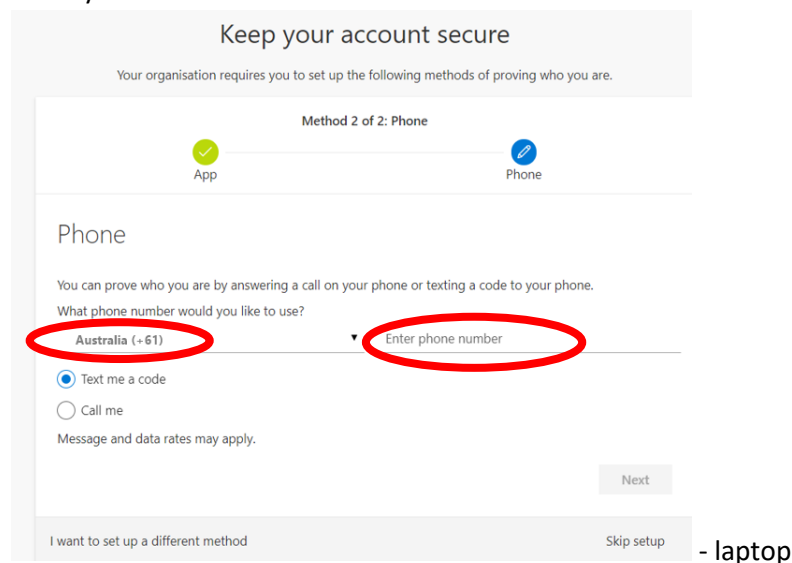
- d) The following screen on your **laptop** will show a QR code, use your Authenticator app to **scan the QR code**, choose **Next**



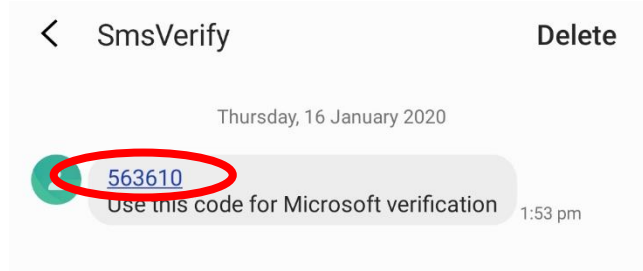
- e) You will be prompted to 'Approve Sign-in' – Tap on **Approve** on your **phone**



- **Step 2: Add Phone** into your Security methods
 - ✓ From the **Country list**, choose the relevant country code, *e.g. (Australia +61)*
 - ✓ Enter your **Phone number** and click on Next.

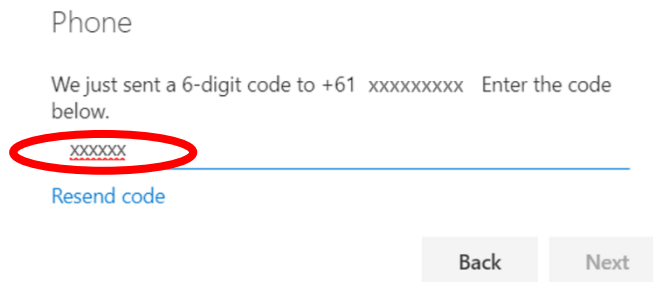


- ✓ You will receive a text message to your **mobile phone** with a 6-digit code



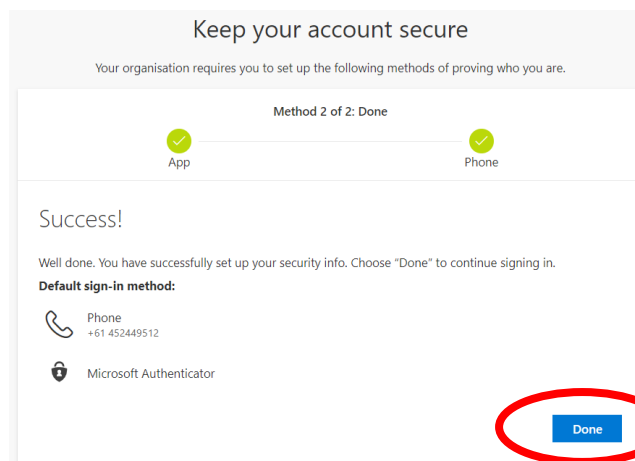
- phone

- ✓ Enter this **verification code** where prompted on your **laptop**.



- laptop

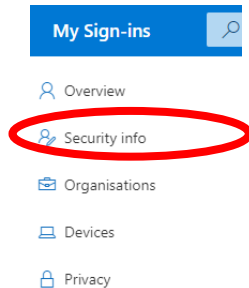
4. Click on **Done**



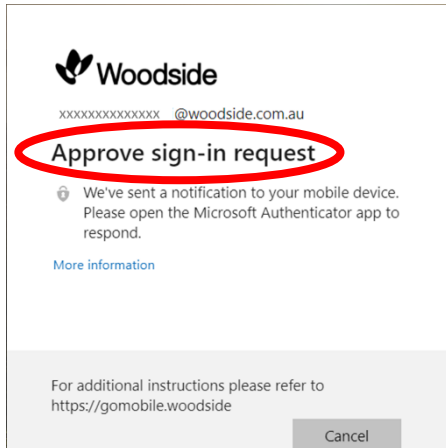
- laptop

5. **Optional:** You can also navigate to **Security info** on your laptop, and add a third security method which is **Email**

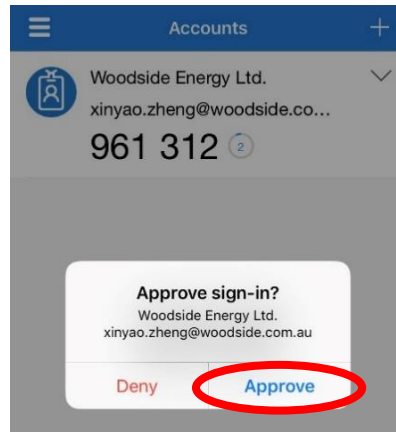
- Click on **Security info**.



- You will be prompted to **Approve sign-in** on the Authenticator App. Click on **Approve**.

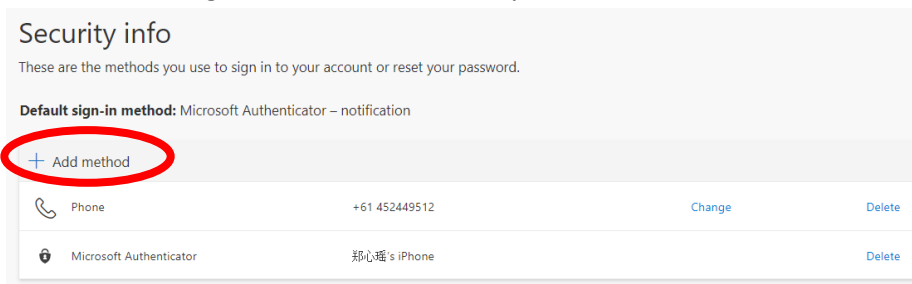


- laptop



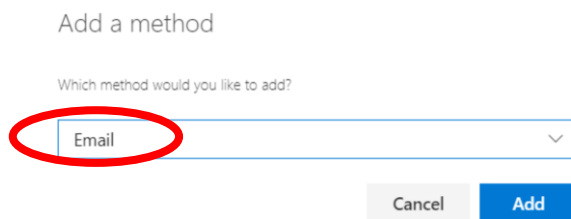
-phone

- You will then be granted access to 'Security Info'. Click on **+ Add method**

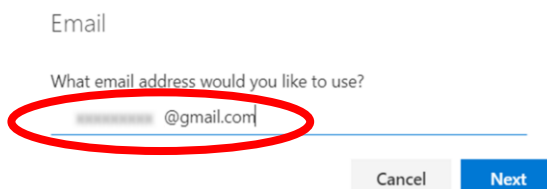


- laptop

- Choose **Email** from the dropdown list



- Enter your **Personal Email Address** (e.g. joebloggs@gmail.com)



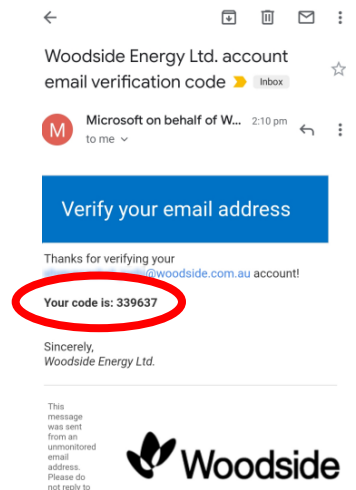
- A verification code will be sent to your **personal email account**.

Email

We just sent a code to [redacted] @gmail.com

[Resend code](#)

[Back](#) [Next](#)



- Enter the **verification code** in the relevant field as shown below.

Email

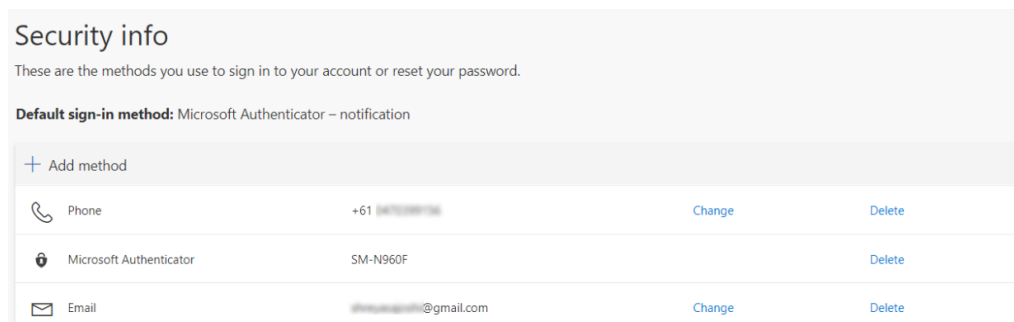
We just sent a code to [redacted] @gmail.com

123456

[Resend code](#)

[Back](#) [Next](#)

- From the image below, you can see that we have set up 3 security methods.



6. **Congratulations! You have finished the Microsoft My Sign-Ins setting and secured your account.**