

MFA for Guest Accounts

GIT Knowledge Base



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Manage MFA for Guest Accounts

Summary

Guest accounts are required to setup MFA on first time access to ANDRITZ resources.

Documentation for externals can be found here www.andritz.com/ webaccess¹ at the bottom of the page.

¹ http://www.andritz.com/webaccess



How can I get invited as a Guest?

Typically guests are invited via the following methods;

- Invitation by a Team Owner in MS Teams
- Invitation to collaborate in MS Sharepoint space
- Invitation to collaborate in MS OneDrive
- etc...

For more information please contact your ANDRITZ business contact and request that they open a ticket with the IT Service Desk.



Setting up MFA for Guests

1. Guest receives an invite at their email, click one of the links to begin (some examples shown below)

	shared a folder with you
Here's the	e folder that shared with you.
	Microsoft Teams added you as a guest to ANDRITZ AG! MT MS Teams Playground ! Do not store any sensitive or non- temporary data ! Team to try out and test features



2. Accept the permission agreement

Microsoft	
Andritz.Guest@Outlook.co	m
Review permissio	ns
ANDRITZ AG andritz.on	microsoft.com
This resource is not shared by Microsoft.	
The organization ANDRITZ AG would like to:	
 Sign you in Read your name, email address, and photo 	
You should only accept if you trust ANDRITZ AG. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. Read ANDRITZ AG's privacy statement. ANDRITZ AG may log information about your access. You can remove these permissions at https://myapps.microsoft.com /andritz.onmicrosoft.com	
Cancel	Accept

3. Select Next to begin setting up the MFA method





4. Select Next to continue setting up the Microsoft APP or select "I want to set up a different method" to set up a phone number.



5. Depending on which method follow the steps below



(Note that there are 2 tabs, select the appropriate tab)

MFA Phone APP Setup Phone Number Setup

a. After pressing next to select the app, note the information displayed below and select "Next"

Microsc	ft Authenticator
× · · · ·	Set up your account
1000	If prompted, allow notifications. Then add an account, and select "Work or school".
	Back
l want to set up	a different method

b. A page will be displayed with a QR code displayed, wait on this screen and proceed to set up the app on your phone in the next step.

This QR code will be needed once the app is downloaded and ready to scan.

Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
Can't scan image?
I want to set up a different method

- c. Go to the App Store / Play Store to download the Microsoft Authenticator App.
 - Google Android: On your Android device, go to Google Play to download and install the Microsoft Authenticator app²

² https://app.adjust.com/e3rxkc_7lfdtm?

fallback=https%3A%2F%2Fplay.google.com%2Fstore%2Fapps%2Fdetails%3Fid%3Dcom.azure.authenticator



- Apple iOS: On your Apple iOS device, go to the App Store to download and install the Microsoft Authenticator app³.
- d. Once the App is finished downloading, open it
- e. When prompted to allow notifications select "Allow" This allows the application to give pop-up notifications for simple confirms.



 f. Select Add account from the button in the center or the + symbol in the top right
 When asked what kind of account to add select "Work or school account" and then "Scan QR code"

 $^{3\} https://app.adjust.com/e3rxkc_7 lfdtm? fallback= https\%3A\%2F\%2F itunes.apple.com\%2F us\%2F app\%2F microsoft-authenticator\%2F id983156458$









g. When prompted for access to your camera select OK The app will need access to the camera to take a photo of the QR code, this is the only time it uses the camera.



h. Scan the QR code using the phone camera and click "Next"



Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
Can't scan image?
l want to set up a different method

i. Verify the authenticator was set up, it will be visible in the list



j. Select next in the browser window



Microsoft Authenticator
Scan the QR code
Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
After you scan the QR code, choose "Next".
Can't scan image?
I want to set up a different method

k. A test will be sent to the app to verify functionality

Microso	oft Authenticator	
-	Let's try it out Approve the notification we're sending to your app.	
		Back Next
I want to set up	a different method	

Selecting "Approve" when prompted on your phone will complete the activation.



l. Once the authenticator is verified select "Next"



Microsoft Authenticator	
Notification approved	Back Next
l want to set up a different method	

m. This will complete the process of setting up the authenticator and ANDRITZ resources may continue to be accessed.

MFA Phone APP Setup Phone Number Setup

a. After choosing "I want to set up a different method" select "Phone" and then "Next"

Choose a different method $~ imes$		
Which method would you like	to use?	
Phone	\sim	
Phone		
Authenticator app		

b. Select the appropriate country code and enter the phone number, selecting Next will initiate a phone call.



Phone	
You can prove who you are by answering a call on your What phone number would you like to use?	phone.
United States (+1)	Enter phone number
Call me Message and data rates may apply. Choosing Next mea and cookies statement.	ns that you agree to the Terms of service and Privacy
l want to set up a different method	

c. This notification will be displayed while the call is taking place, during this time the phone should ring.

Phone	×
We're calling now.	
	Back

d. Answer the phone call and press the # key to confirm



e. This completes the process of setting up the phone as an authenticator and ANDRITZ resources may continue to be accessed.

When will I be prompted to use this authenticator?

Once per session when attempting to access ANDRITZ resources.



Can I set up more than one method per organization?

Yes and we encourage it for backup reasons.

What should I do if it doesn't work anymore?

Send an email to your business contact and request that they open a ticket to have it reset.



Managing MFA for multiple organizations

When the account has MFA set up for multiple organizations this can be seen by navigating to https://myprofile.microsoft.com/ and selecting the "Organizations" tab on the left

(i)	For Guest accounts using One Time Passcode (OTP), to manage	
Ŭ	organization settings please use this link https://	
	myprofile.microsoft.com/?tenant=6785298f-	
	e857-464b-9b4b-807178402632	



The active organization will be indicated by noting "Signed in"

Authenticators shown at https://myprofile.microsoft.com/ under the "Security info" tab will only show authenticators for the selected organization.



Organizations			
You can leave organizations you no longer work with.	+		
ANDRITZ AG	Signed in	Leave organization	
۲. Constant and a second se		Leave organization	

To change Organizations select the profile icon in the top right and then "Switch organization"



A subsequent menu will be displayed, select the organization to be managed





The organization shown in blue indicates the active organization!