ANDRITZ MFA for Guest Accounts

GUIDE FOR ANDRITZ GUESTS TO SETUP AND MANAGE MFA

TABLE OF CONTENT

Summary

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

1.1   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.
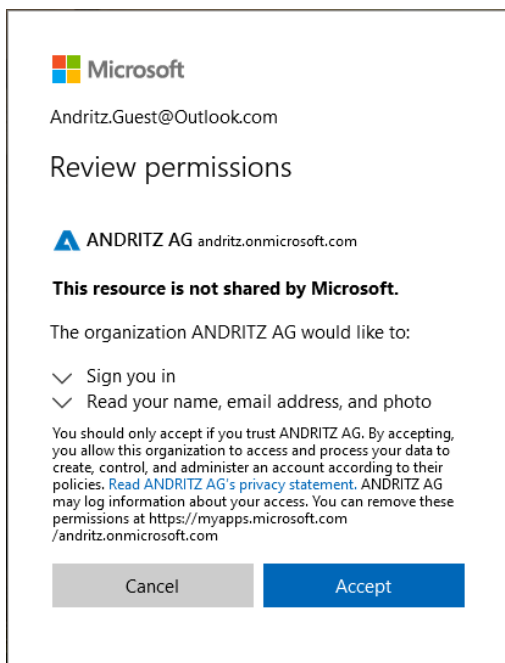
1.2   SETTING UP MFA FOR GUESTS

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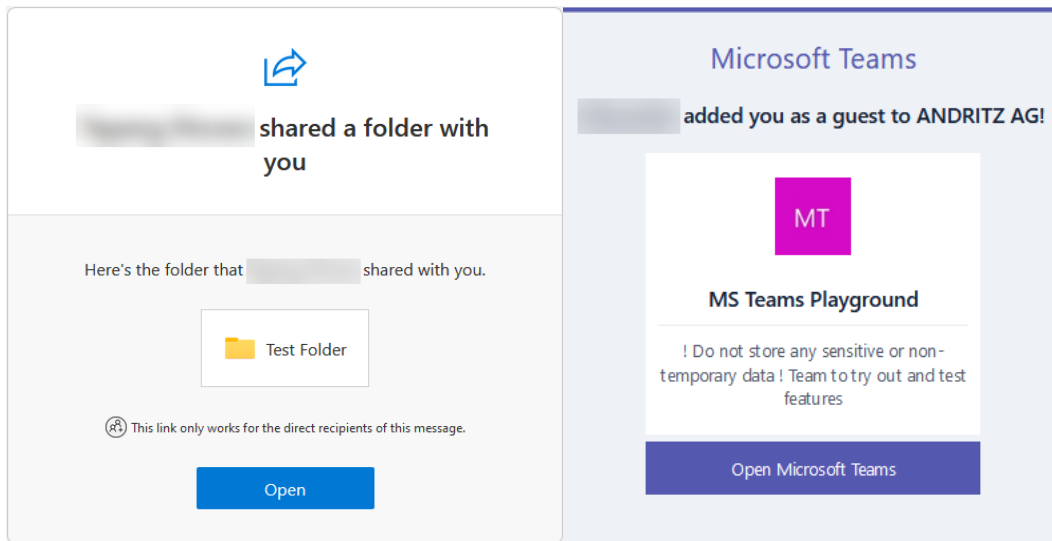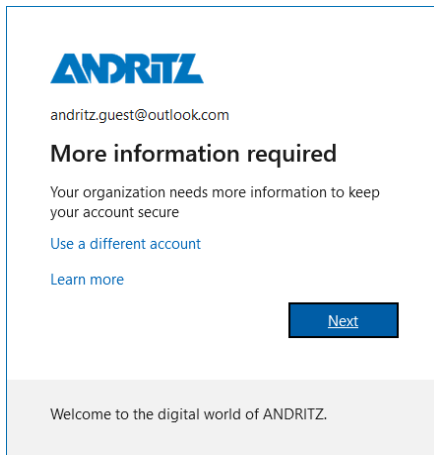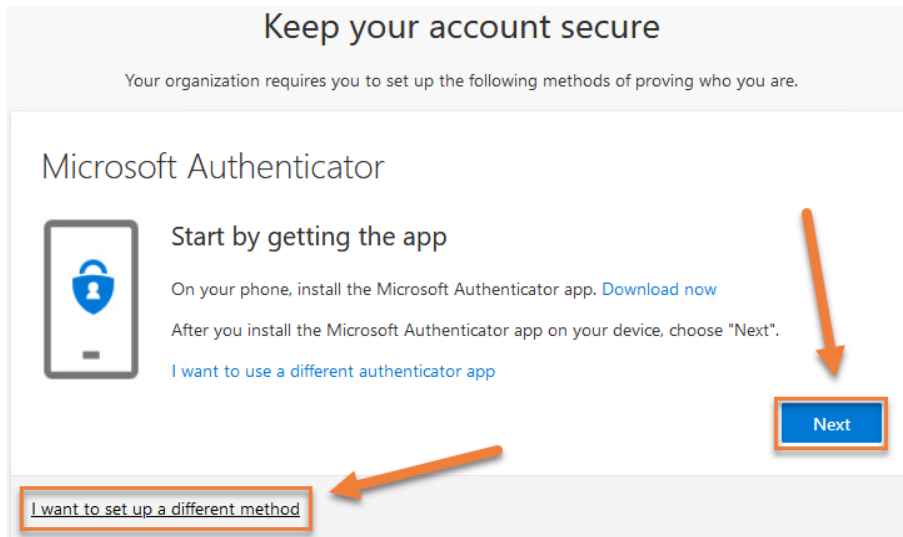

2. Accept the permission agreement

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.
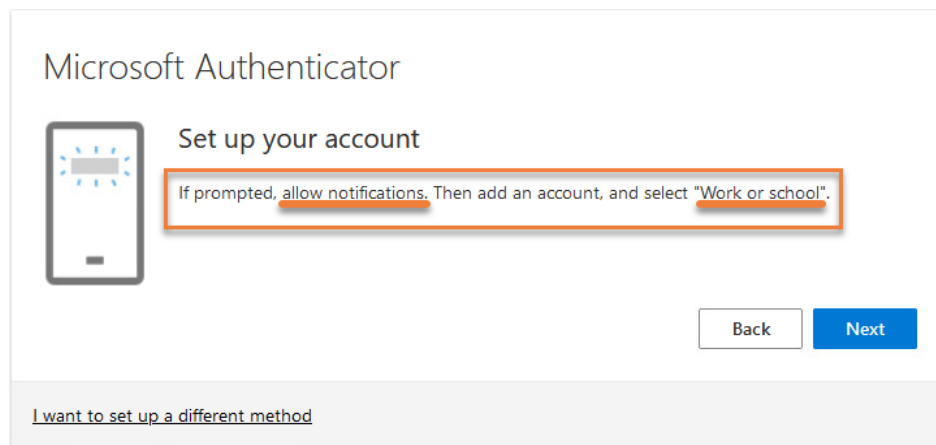
5. **Depending on which method follow the steps below** [skip to phone setup]
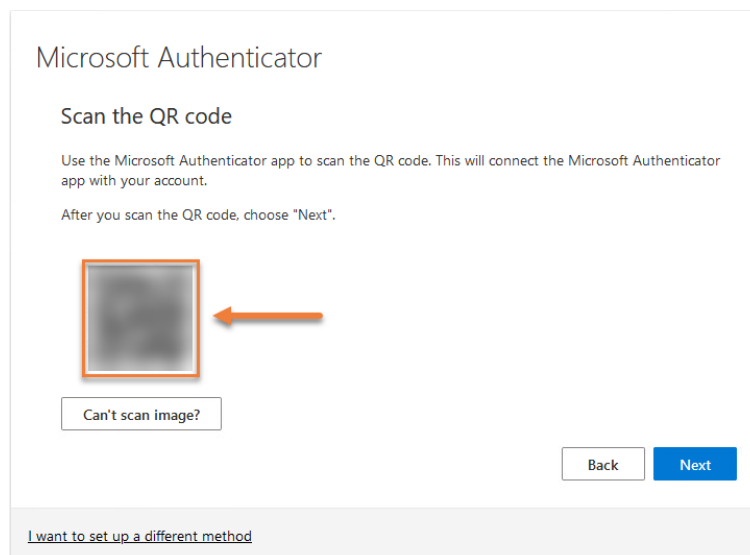
   MFA Phone APP Setup

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

   2. 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.

3. 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 app

   - **Apple iOS:** On your Apple iOS device, go to the App Store
     to download and install the Microsoft Authenticator app

4. Once the App is finished downloading, open it
5. When prompted to allow notifications select "Allow"

   This allows the application to give pop-up notifications for simple confirms.
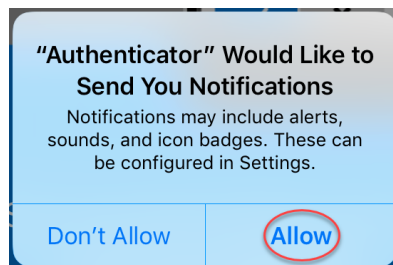
6. Select Add account from the button in the center or the + symbol in the top right
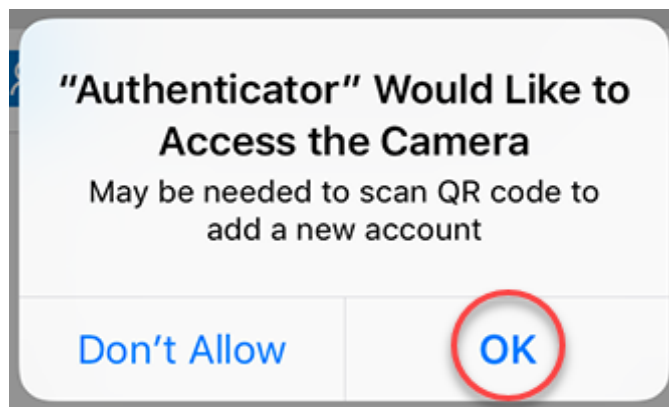
   When asked what kind of account to add select "Work or school account" and then "Scan QR code"
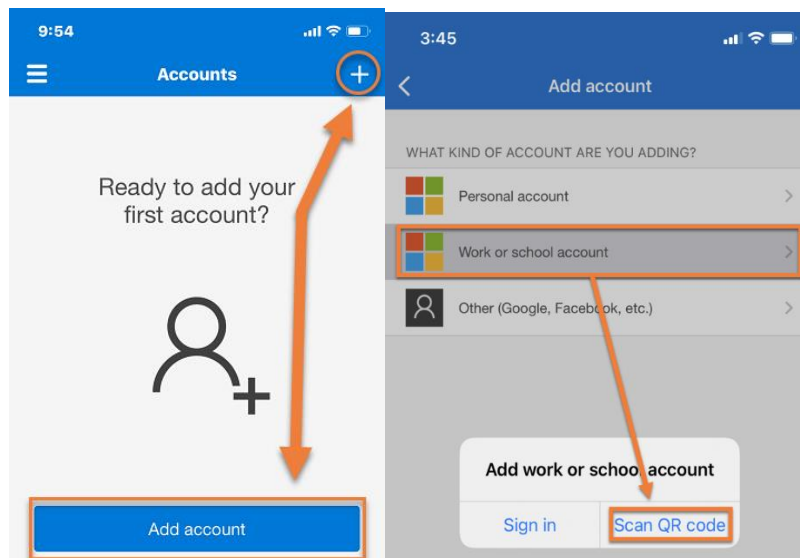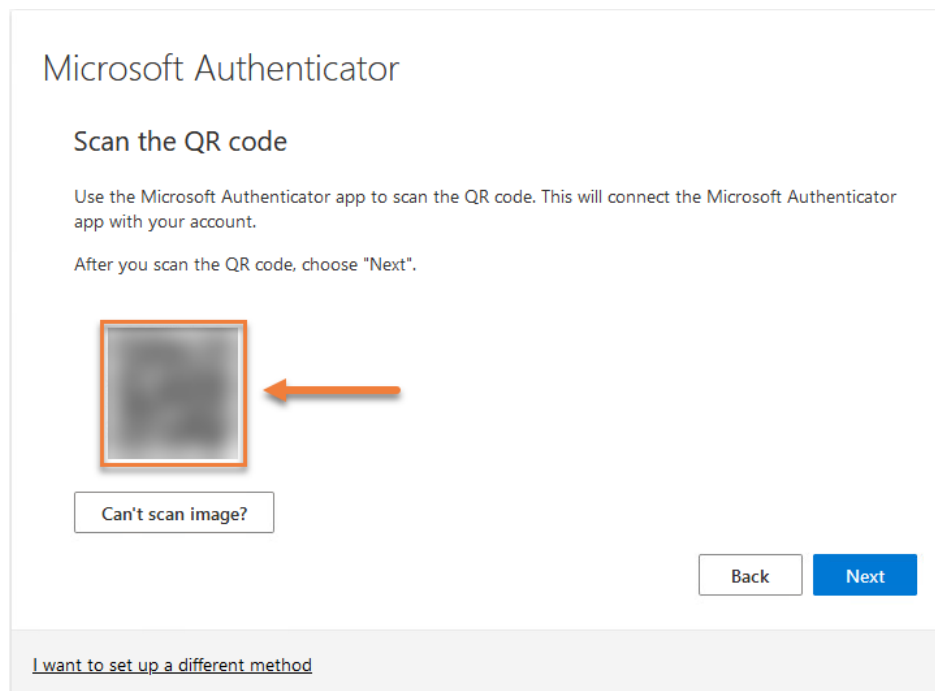
7. When prompted for access to your camera select OK

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.
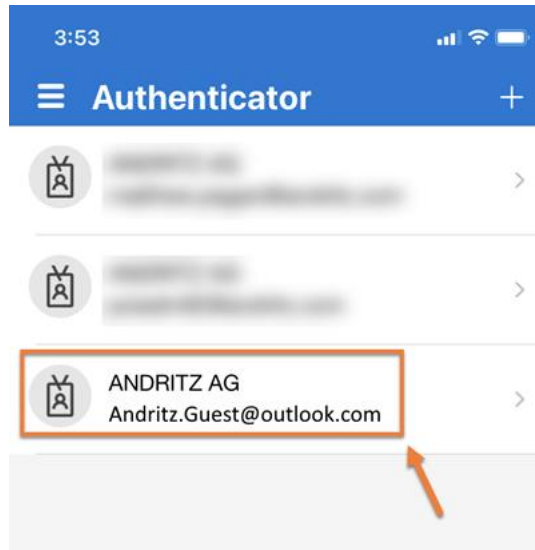

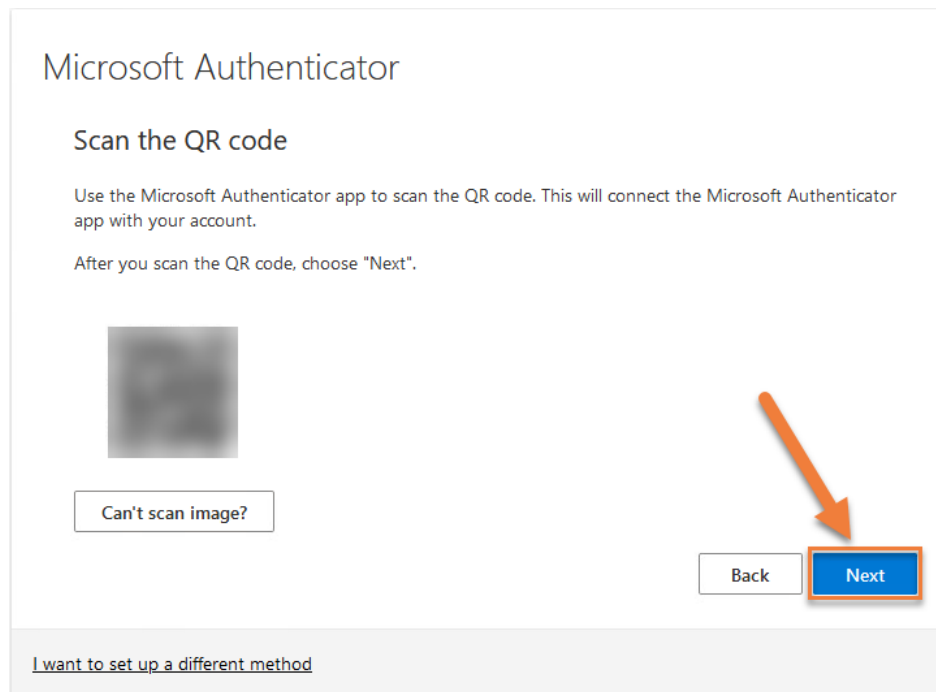8. Scan the QR code using the phone camera and click "Next"

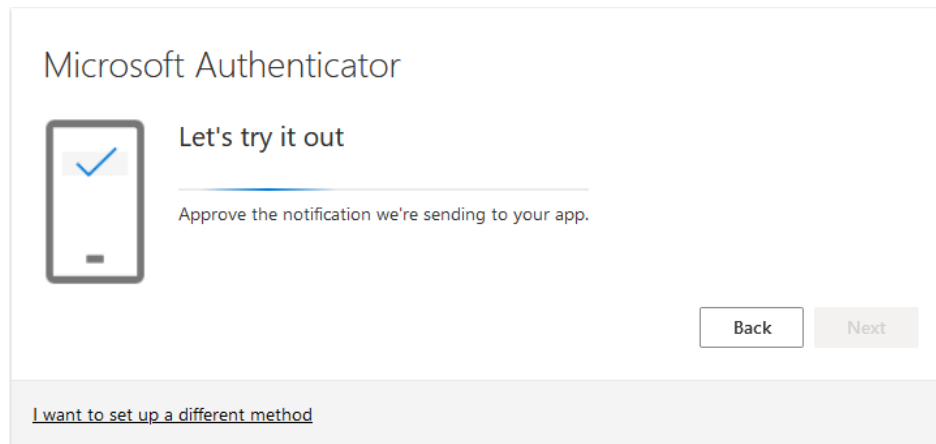9. Verify the authenticator was set up, it will be visible in the list

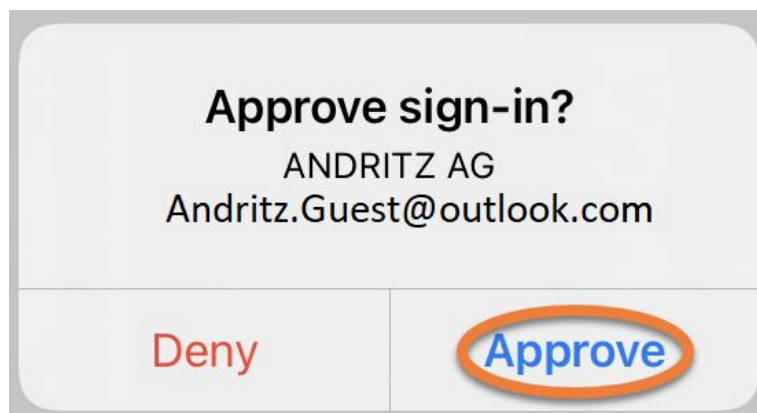10. Select next in the browser window

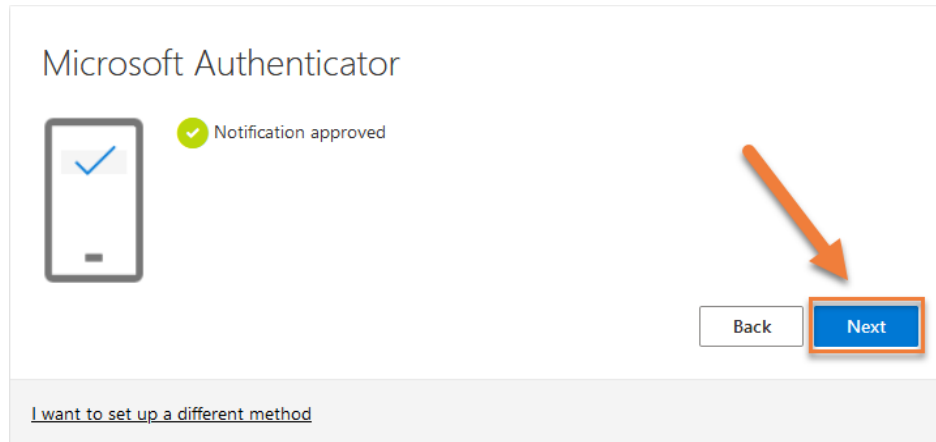11. A test will be sent to the app to verify functionality

Selecting "Approve" when prompted on your phone will complete the activation.
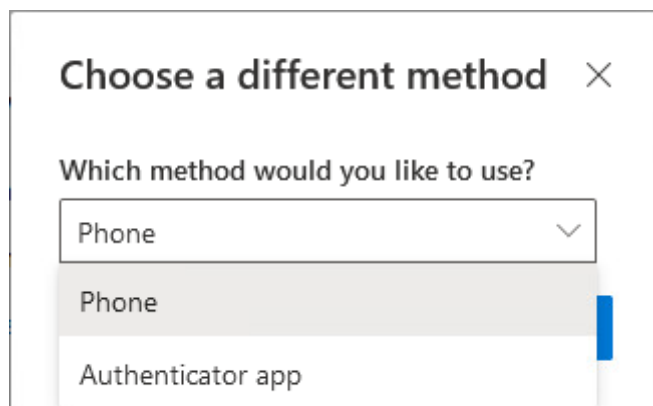
12. Once the authenticator is verified select "Next"

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

Phone Number Setup

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

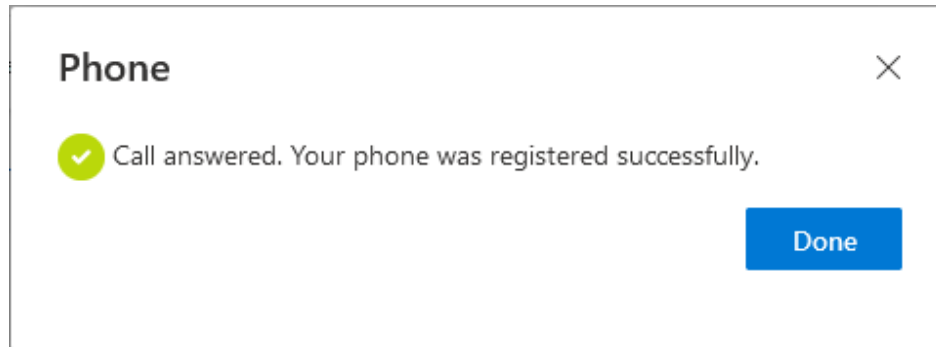15. Select the appropriate country code and enter the phone number, selecting Next will initiate a phone call.

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

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

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

1.2.1   WHEN WILL I BE PROMPTED TO USE THIS AUTHENTICATOR?

Once per session when attempting to access ANDRITZ resources.

1.2.2   CAN I SET UP MORE THAN ONE METHOD PER ORGANIZATION?

Yes, and we encourage it for backup reasons.

1.2.3   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.

1.3 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
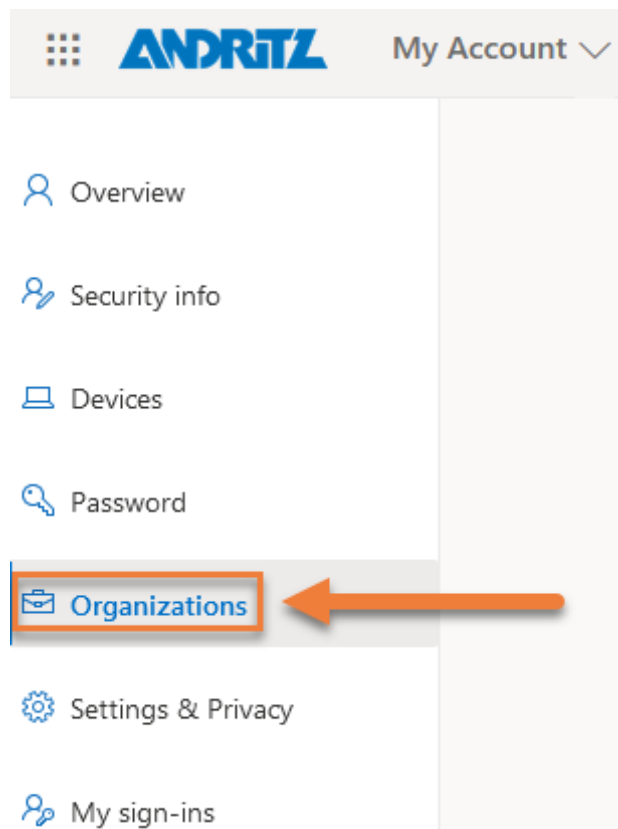
The active organization will be indicated by noting "Signed in"

Authenticators shown at https://myprofile.microsoft.com/ under the "Security info" tab will only show authenticators for the selected organization.
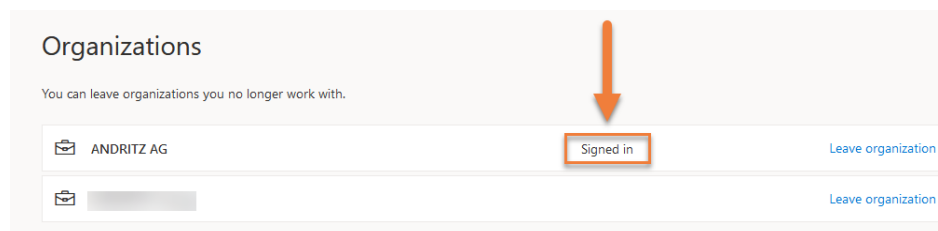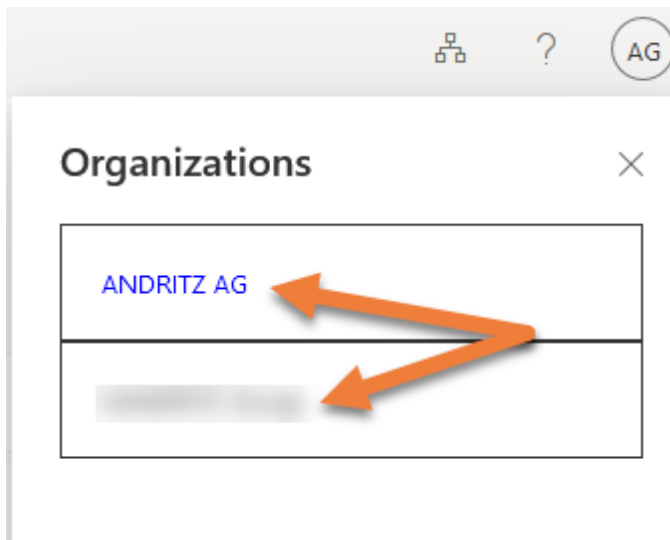
To change Organizations, select the profile icon in the top right and then "Switch organization"
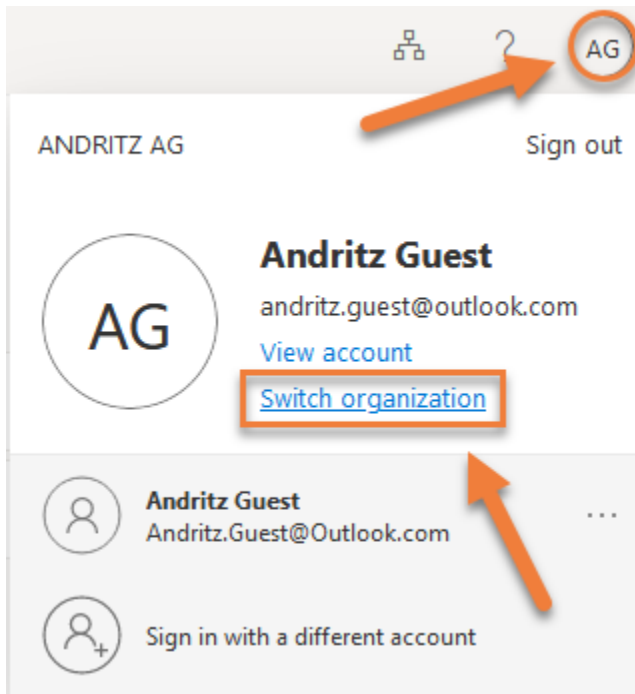
A subsequent menu will be displayed, select the organization to be managed

The organization shown in blue indicates the active organization.