TOI-OHOMAI
Institute of Technology

Multi-Factor Authentication (MFA)

How-to Guide

Multi-Factor Authentication (MFA)

Toi Ohomai requires that all students register for MFA (Multi-Factor Authentication) to ensure secure and safe access to our systems when they are not using a Toi Ohomai device or if the student is off-campus

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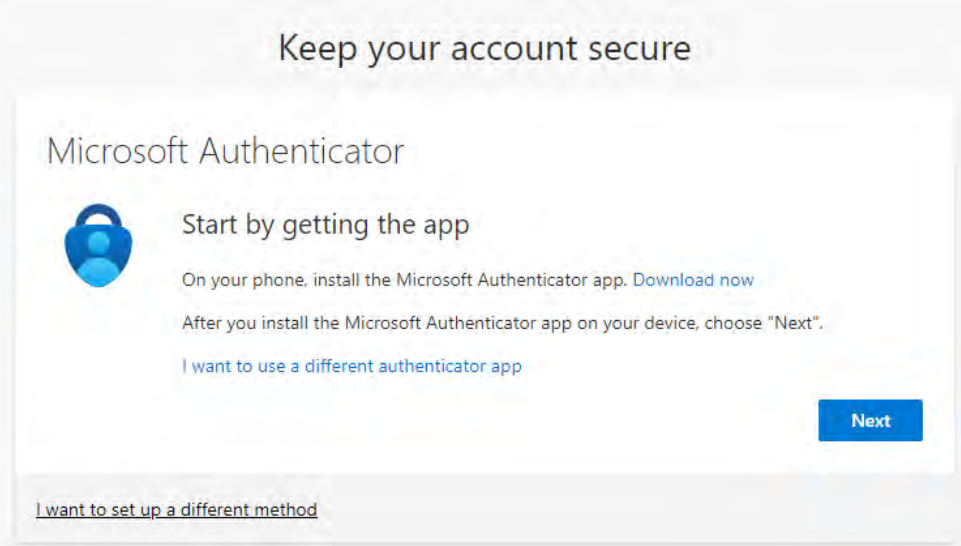
New Student – Set up MFA using Authenticator App (Microsoft preferred option)

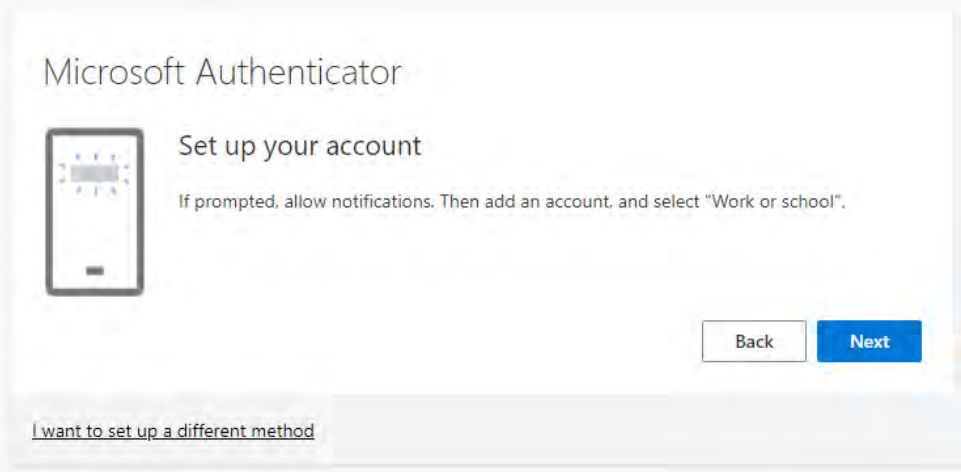
Existing Student – Set up MFA using Authenticator App (Microsoft preferred option)

Sign-in with your Toi Ohomai supplied email and password.

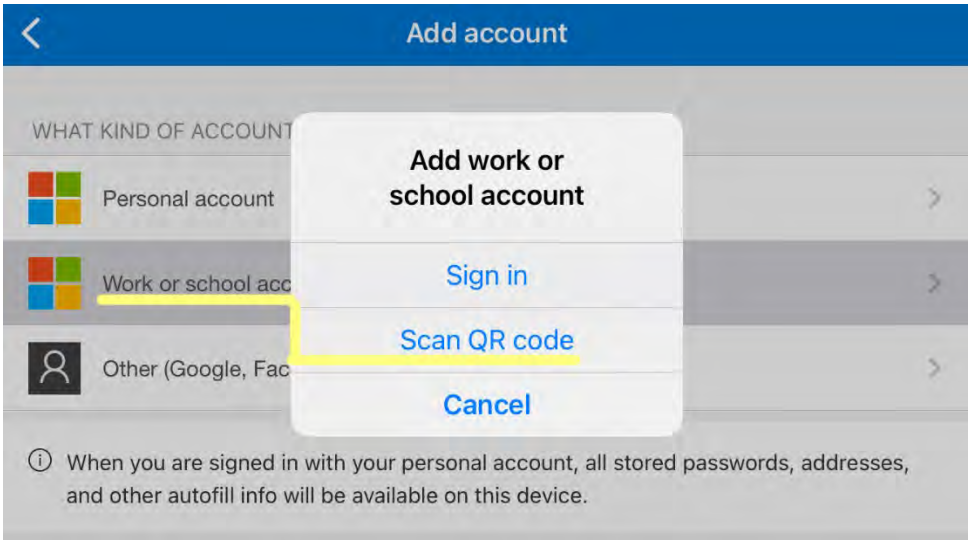
And continue Next for the authenticator app



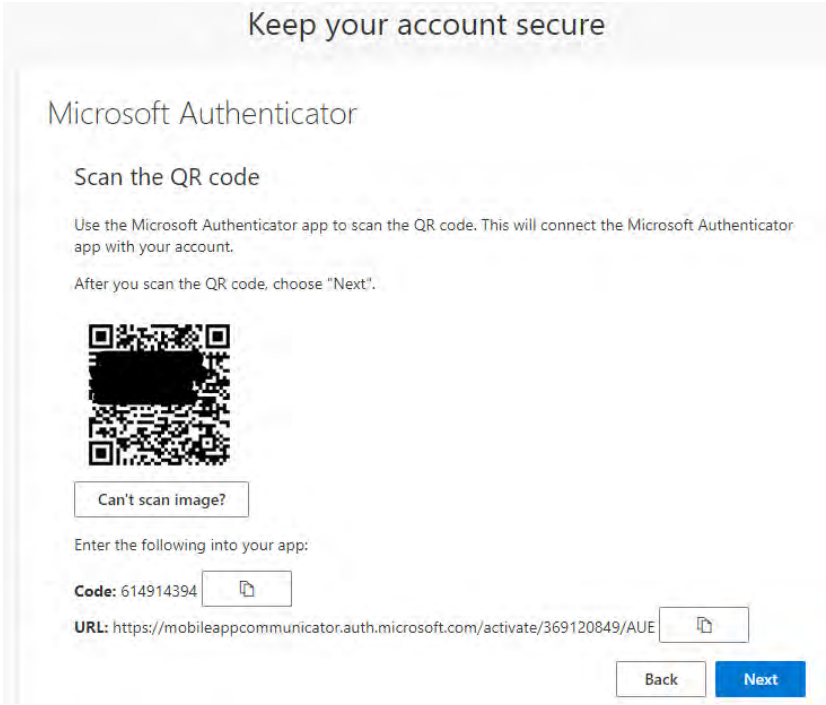
Once installed, use the app to set up an account



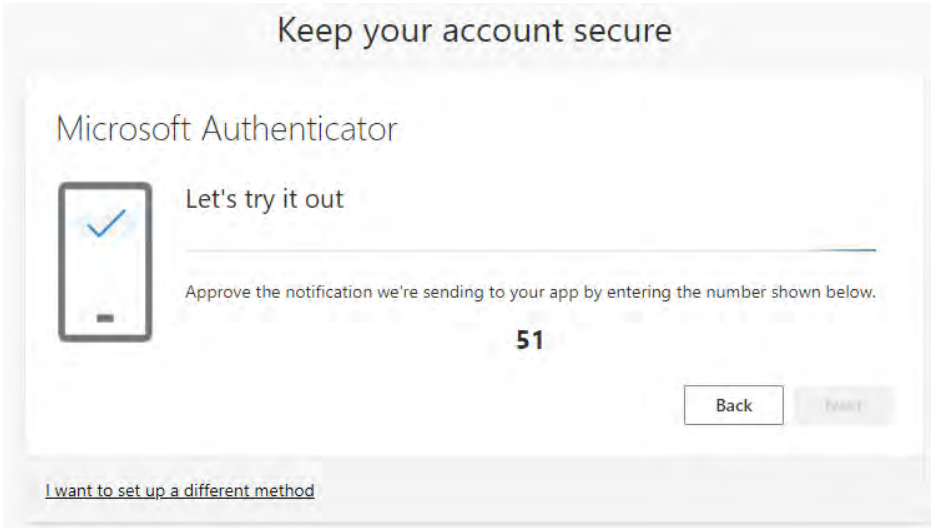
Add Account



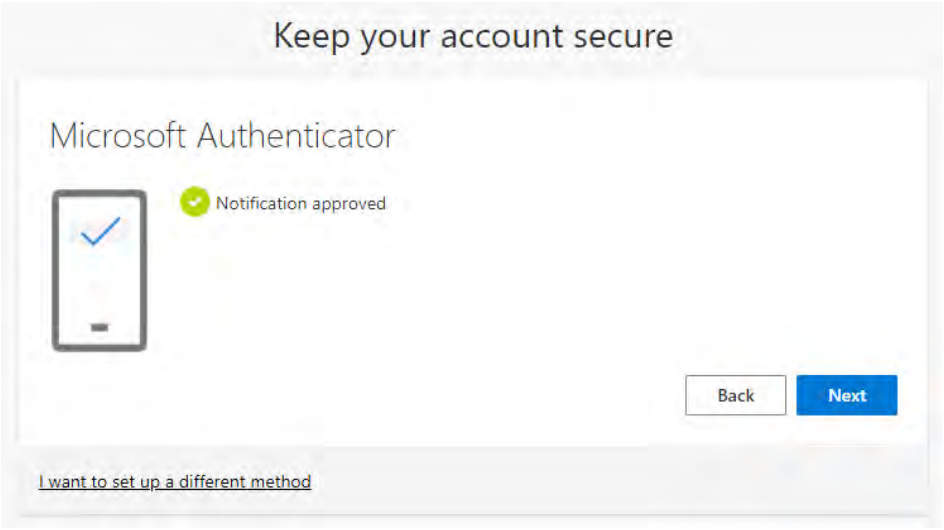
Scan the code

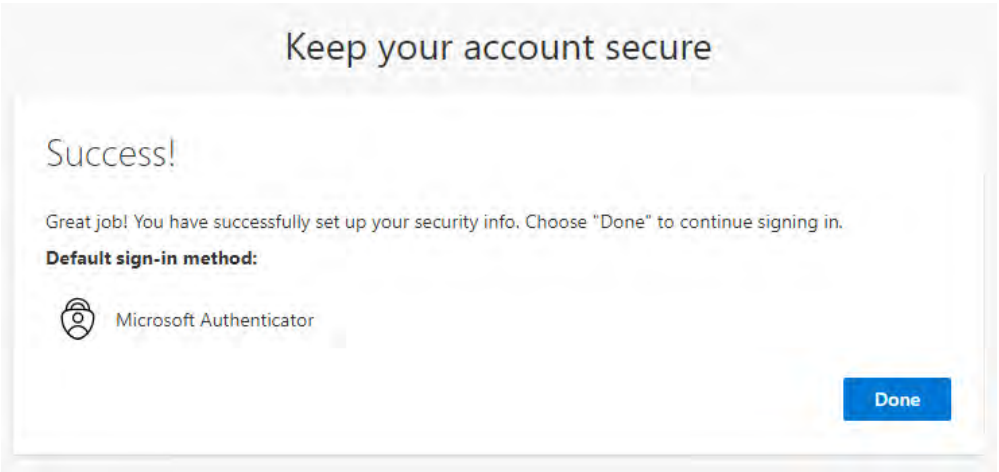


Enter the code sent to the phone



Complete. MFA is set on your phone.

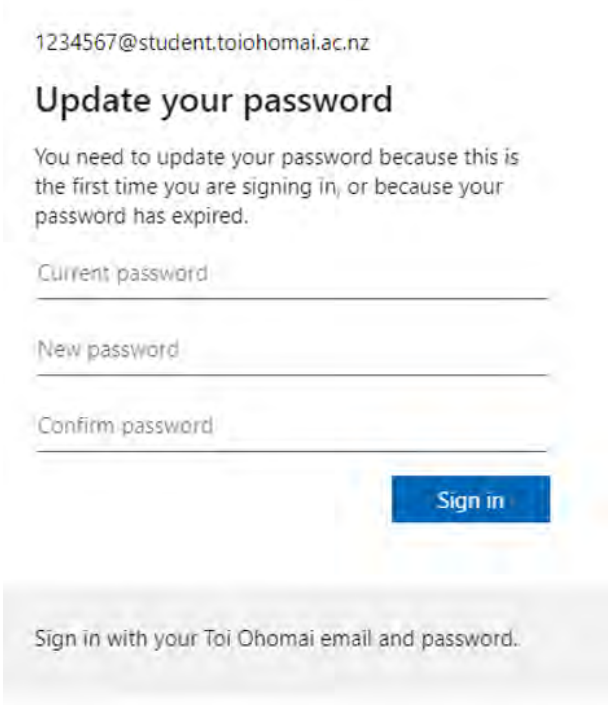


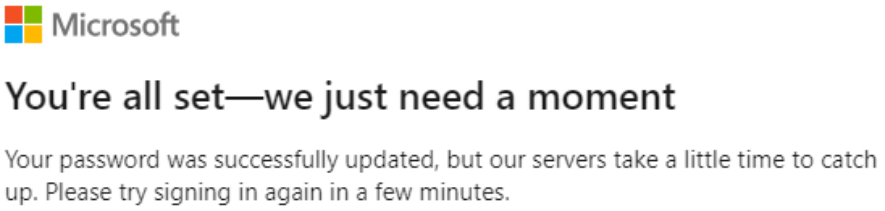


Next step is to Sign in!

New Student – Password Change

For the first logon you will be prompted to change your password



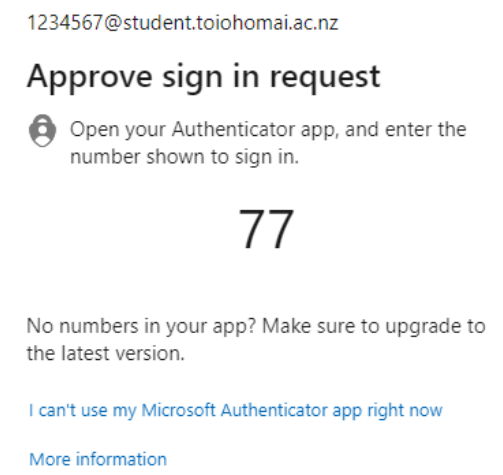


MFA in action – Sign in using Authenticator App

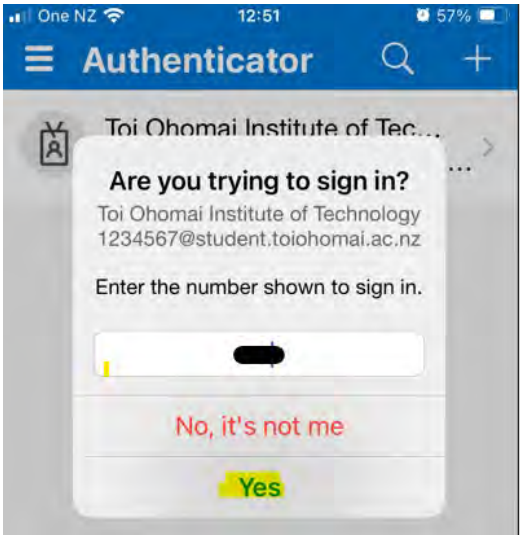
Logon to Toi Ohomai Hub

https://hub.toiohomai.ac.nz

And enter the displayed code on the App on your phone



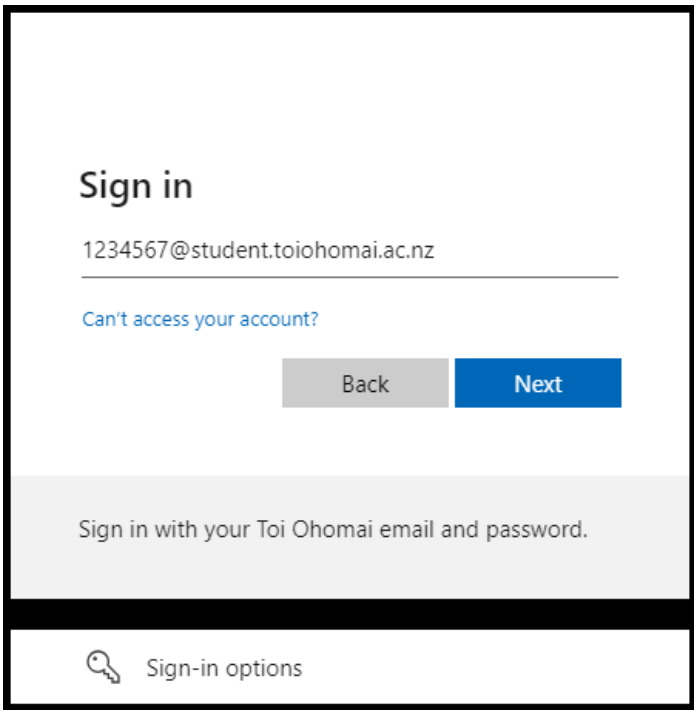
Sign in with your Toi Ohomai email and password.



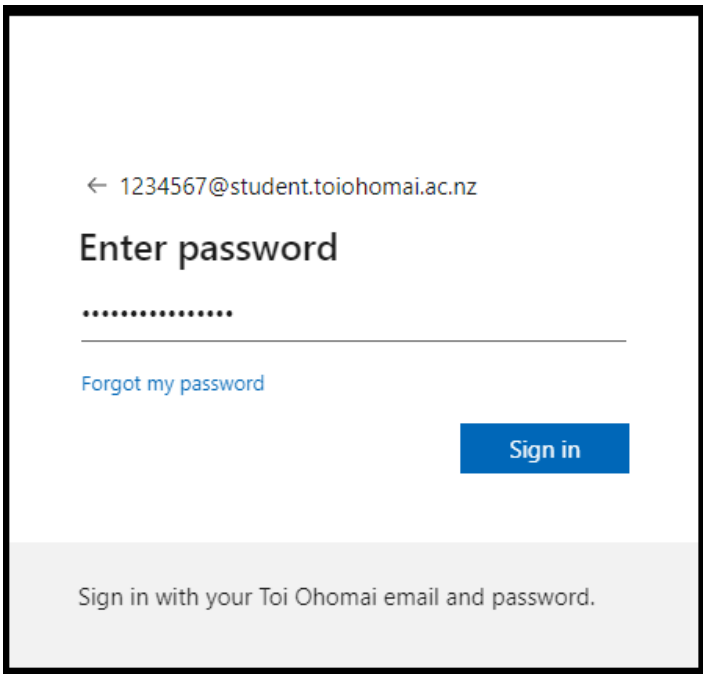
New Student – Set up MFA using Phone

Existing Student – Set up MFA using Phone

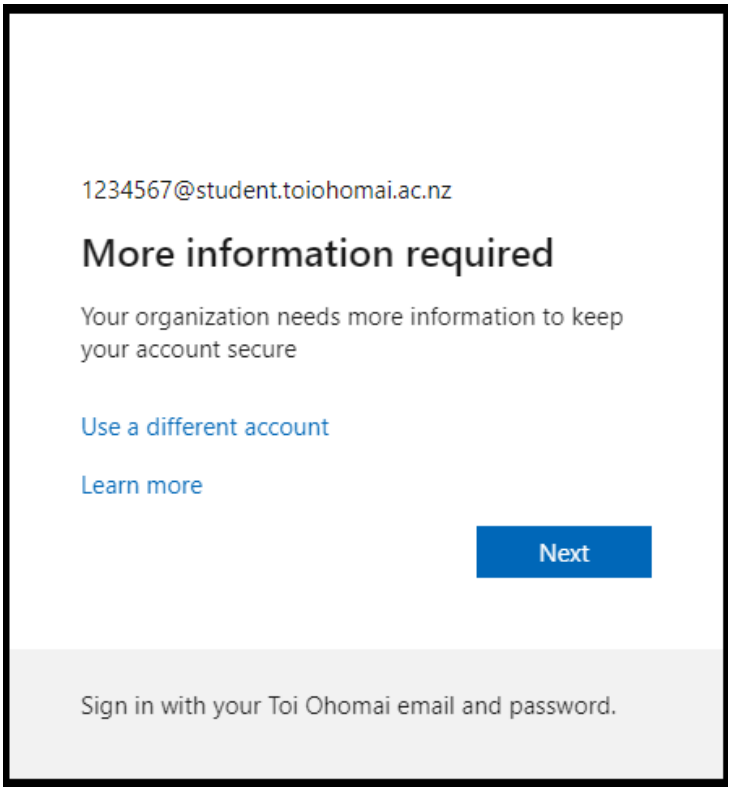
Sign-on with your Toi Ohomai supplied email and password.



Enter Password….

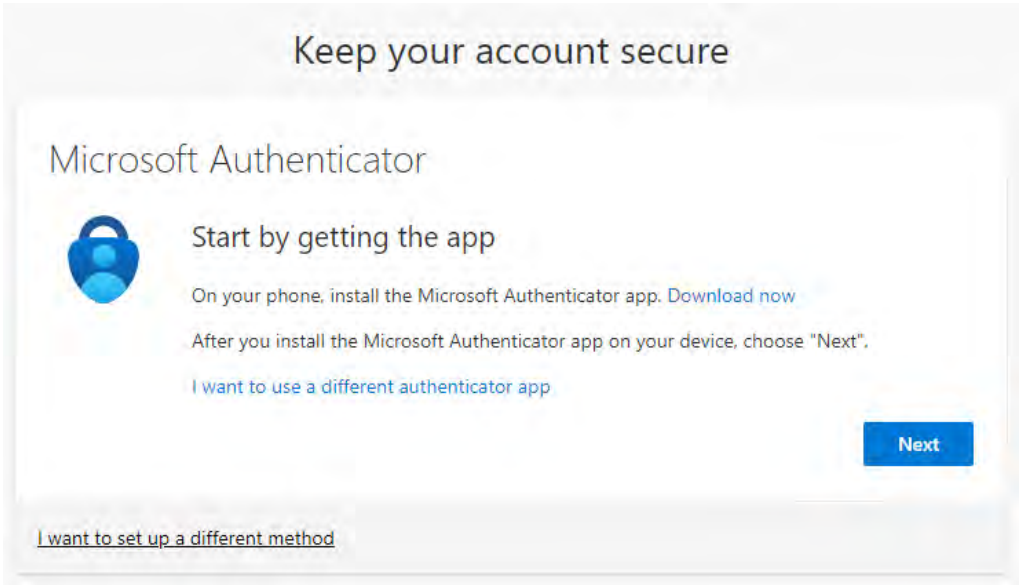


More Information is required to set up MFA registration



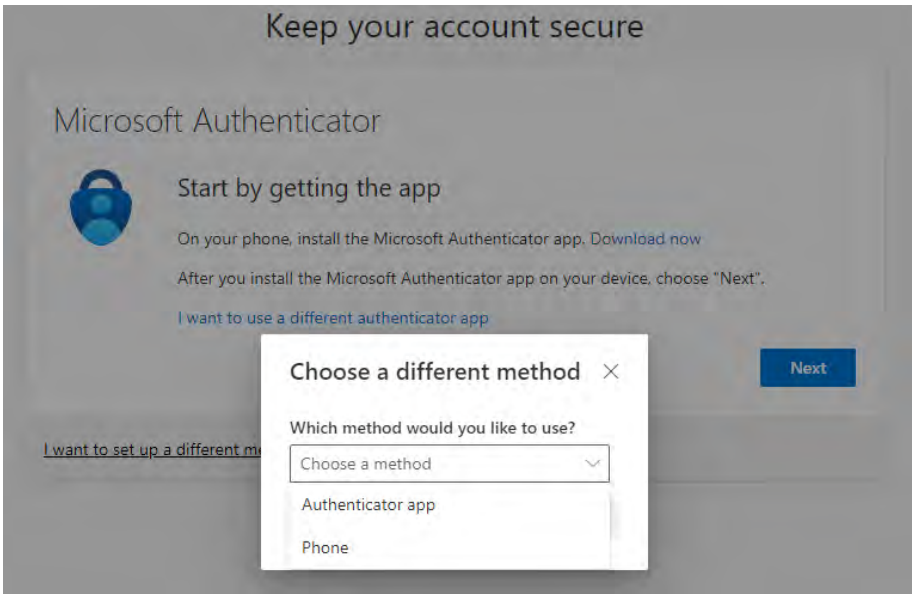
MFA can be set up by the Authenticator App, which is a Microsoft preferred method.

Select “I want to set up using a different method”

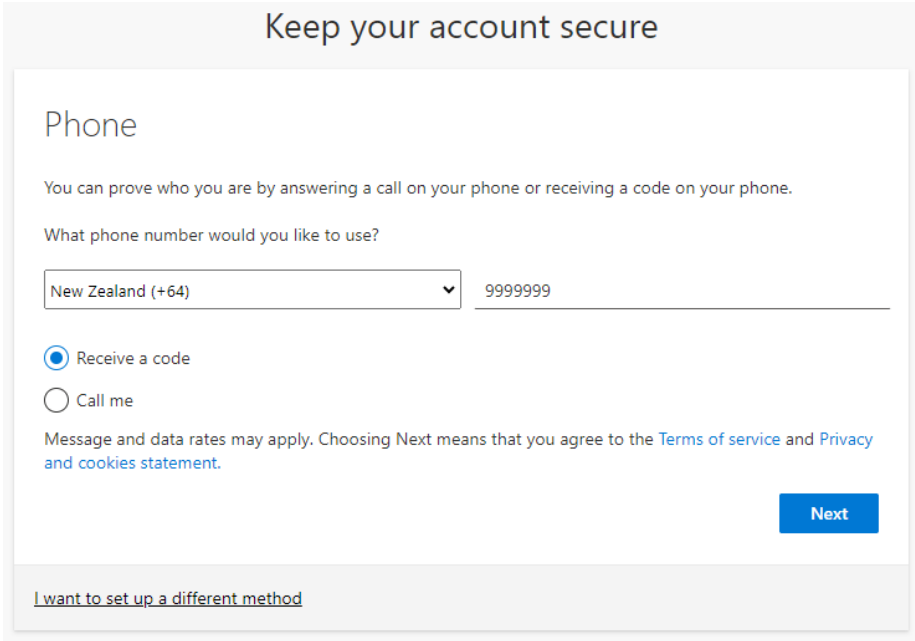


Select “Phone”

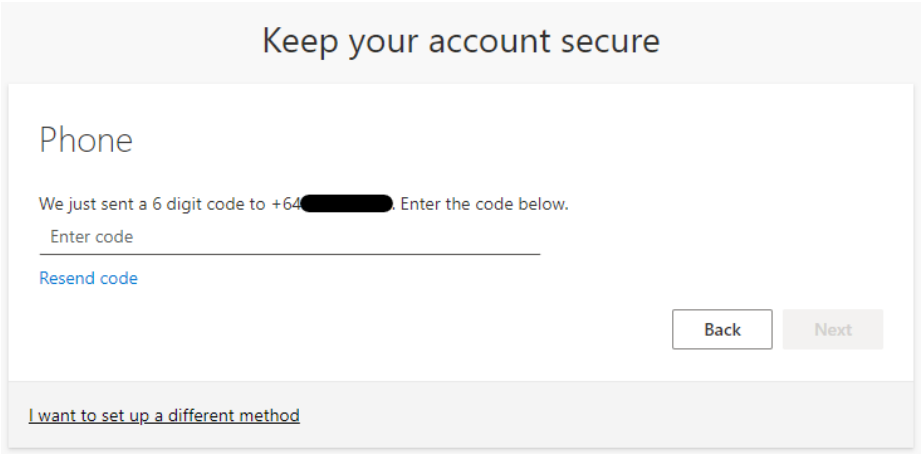
This will be the phone number you have supplied to Toi Ohomai when enrolling or re-enrolling, and you must have this phone with you when logging in.



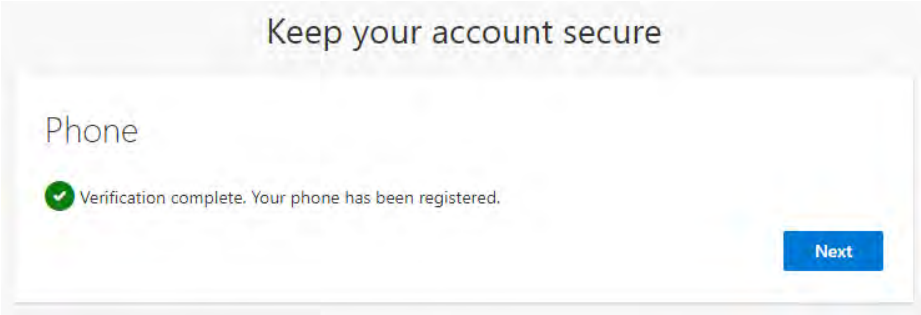
Enter Phone details and receive a code.



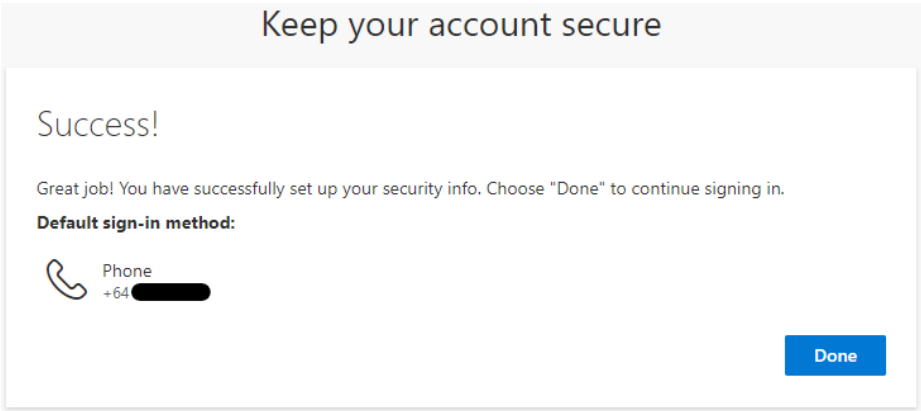
Enter Code received on your phone….



Enter the code on the phone.



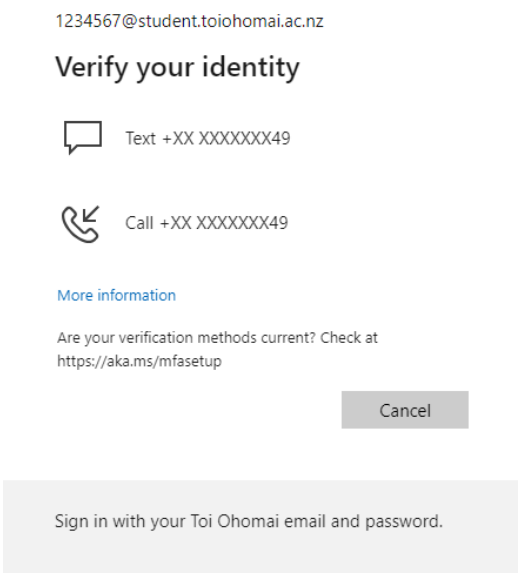
MFA setup by phone complete!



The phone number entered will now be used to verify your account when using your own device.

When you next logon, you will be prompted to verify your identity.

Select method (Text is most common).



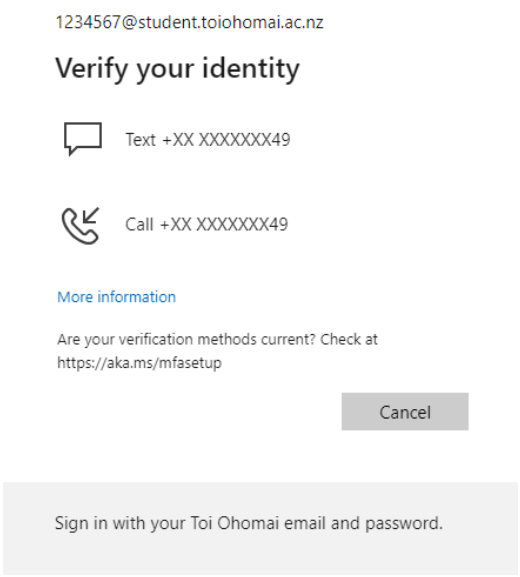
Enter the code supplied to your phone

Authorisation is complete and you will go to your Toi Ohomai home screen.

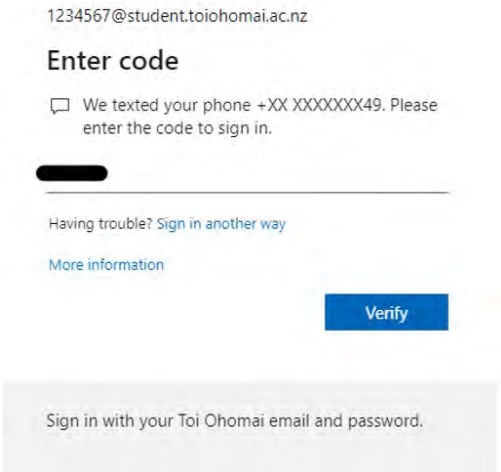
MFA in action – Sign in using Phone

When you next logon, you will be prompted to verify your identity.

Select method (Text is most common).



Enter the code supplied to your phone



Authorisation is complete and you will go to your Toi Ohomai home screen.

What if you do not own a mobile phone?

If you do not have a mobile phone but need to access Toi Ohomai systems on your own PC/laptop, then please contact your student support team.

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