

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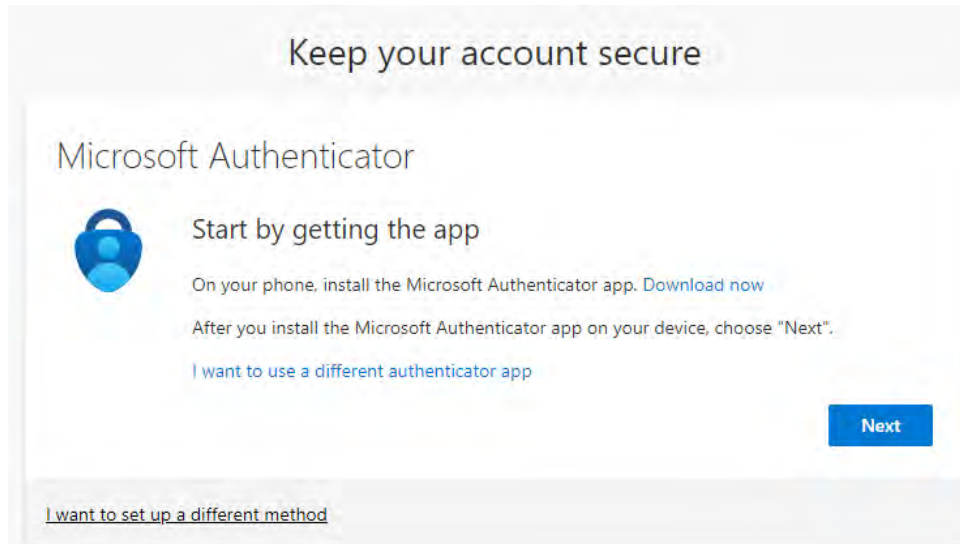
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New Student – Set up MFA using Authenticator App (Microsoft preferred option)

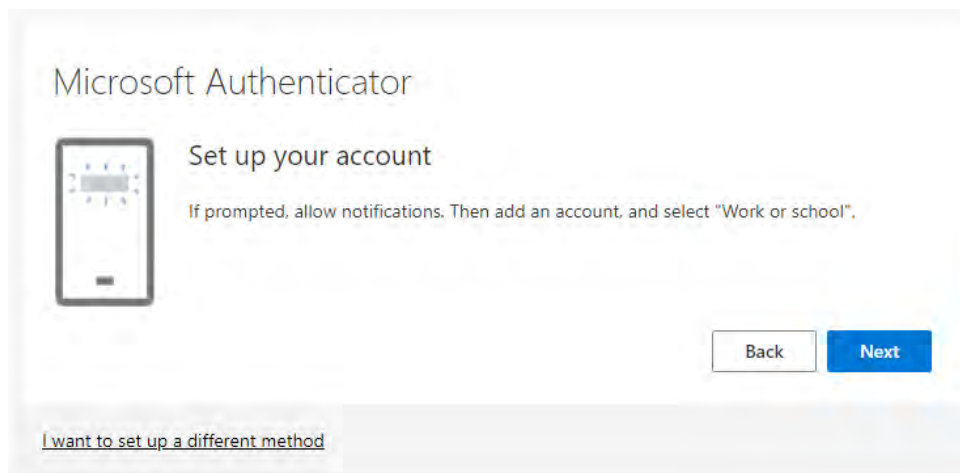
Existing Student – Set up MFA using Authenticator App (Microsoft preferred option)

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

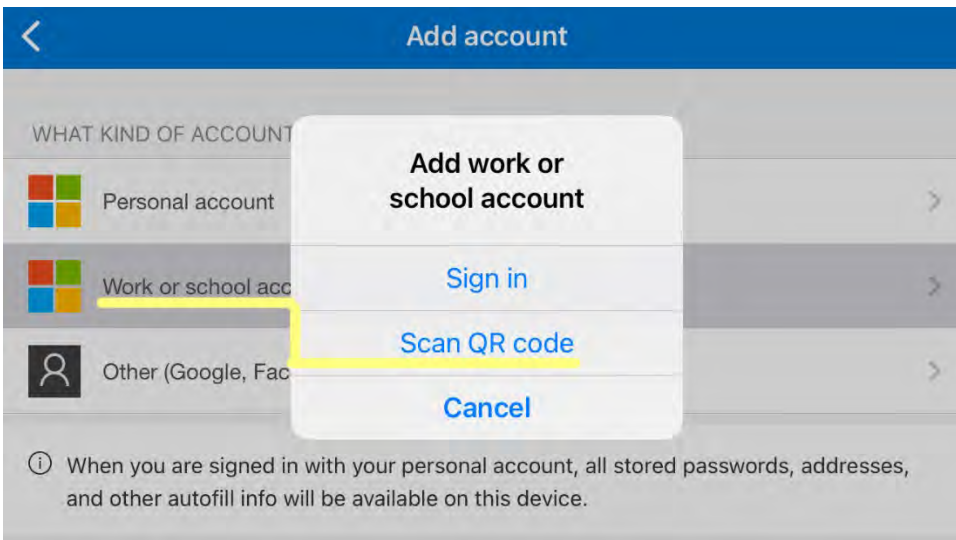
And continue Next for the authenticator app



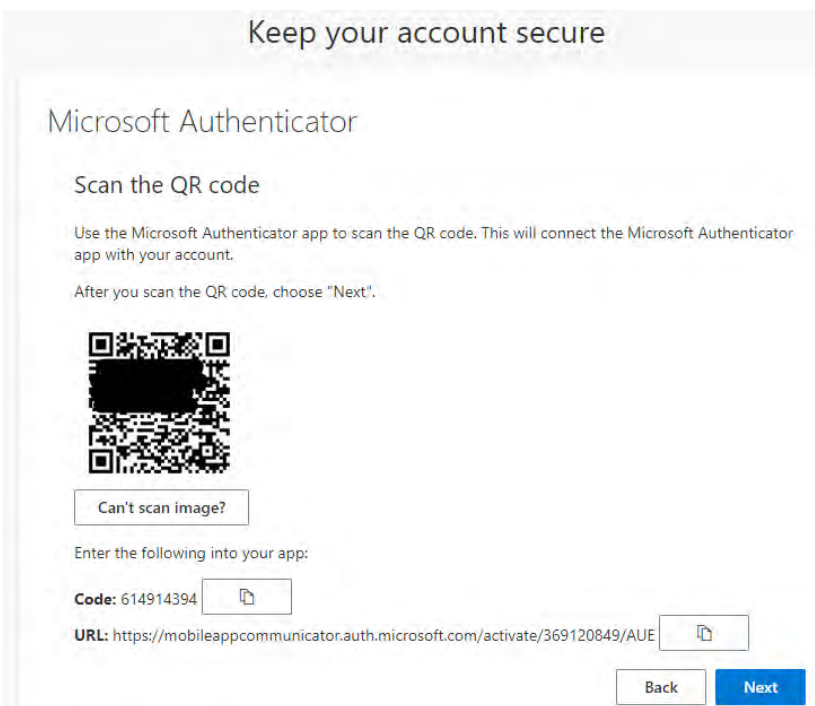
Once installed, use the app to set up an account



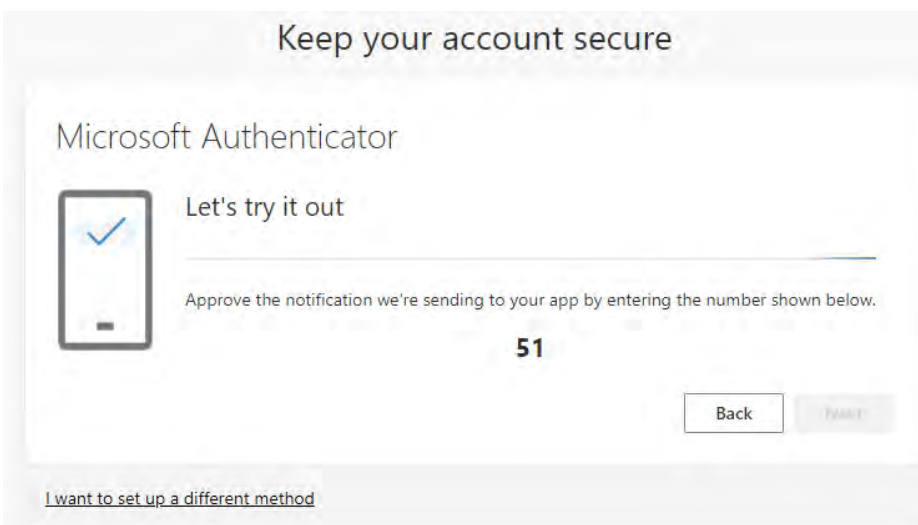
Add Account



Scan the code



Enter the code sent to the phone




Complete. MFA is set on your phone.

Keep your account secure

Microsoft Authenticator



 Notification approved

Back

Next

[I want to set up a different method](#)

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:



Microsoft Authenticator

Done

Next step is to Sign in!

New Student – Password Change

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

1234567@student.toiohomai.ac.nz

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Sign in with your Toi Ohomai email and password.



You're all set—we just need a moment

Your password was successfully updated, but our servers take a little time to catch up. Please try signing in again in a few minutes.

MFA in action – Sign in using Authenticator App


Logon to Toi Ohomai Hub

<https://hub.toiohoma.ac.nz>

And enter the displayed code on the App on your phone

1234567@student.toiohoma.ac.nz

Approve sign in request

 Open your Authenticator app, and enter the number shown to sign in.

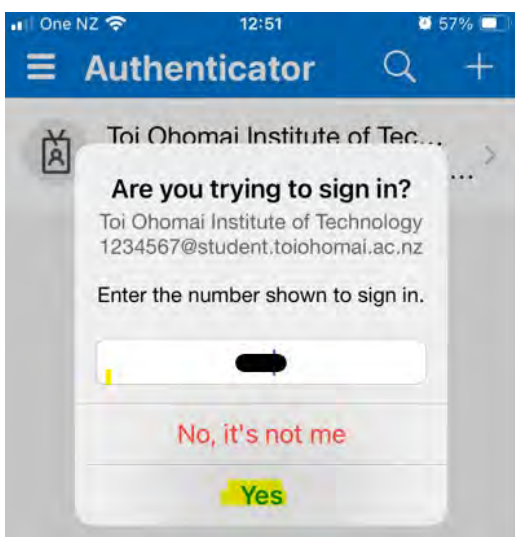
77

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

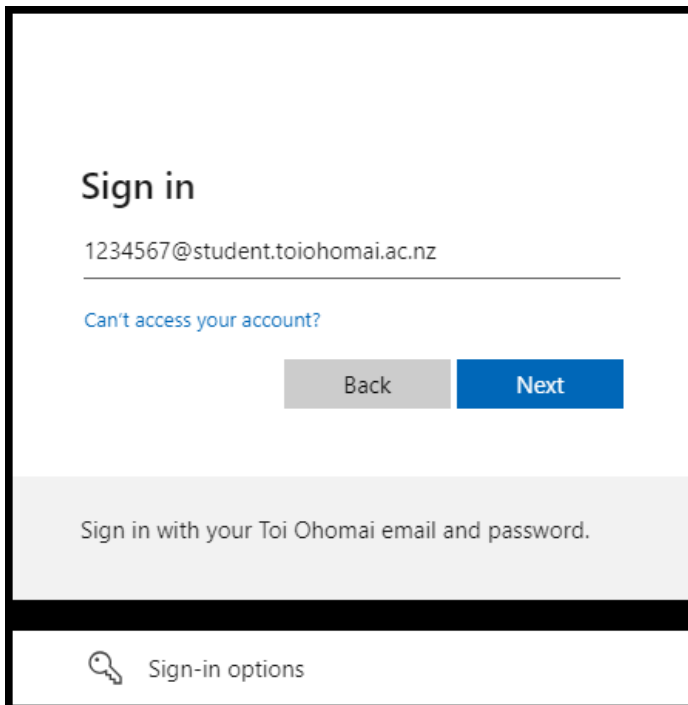
Sign in with your Toi Ohomai email and password.



New Student – Set up MFA using Phone

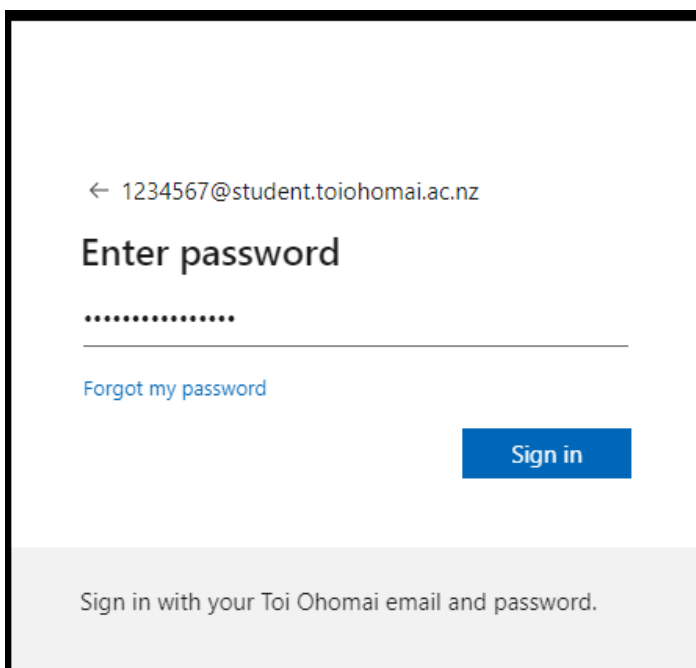
Existing Student – Set up MFA using Phone

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



The screenshot shows a 'Sign in' page. At the top, the title 'Sign in' is displayed. Below it, the email address '1234567@student.toiohoma.ac.nz' is entered in a text field. A link for 'Can't access your account?' is visible. There are two buttons: a grey 'Back' button and a blue 'Next' button. A footer bar contains the text 'Sign in with your Toi Ohomai email and password.' and a 'Sign-in options' link with a key icon.

Enter Password....



The screenshot shows an 'Enter password' page. At the top, there is a back arrow and the email address '1234567@student.toiohoma.ac.nz'. The title 'Enter password' is prominently displayed. Below it, a password field is shown with a series of dots. A link for 'Forgot my password' is present. A blue 'Sign in' button is located at the bottom right. A footer bar contains the text 'Sign in with your Toi Ohomai email and password.'

More Information is required to set up MFA registration

1234567@student.toiohoma.ac.nz

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)


Sign in with your Toi Ohomai email and password.

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"

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

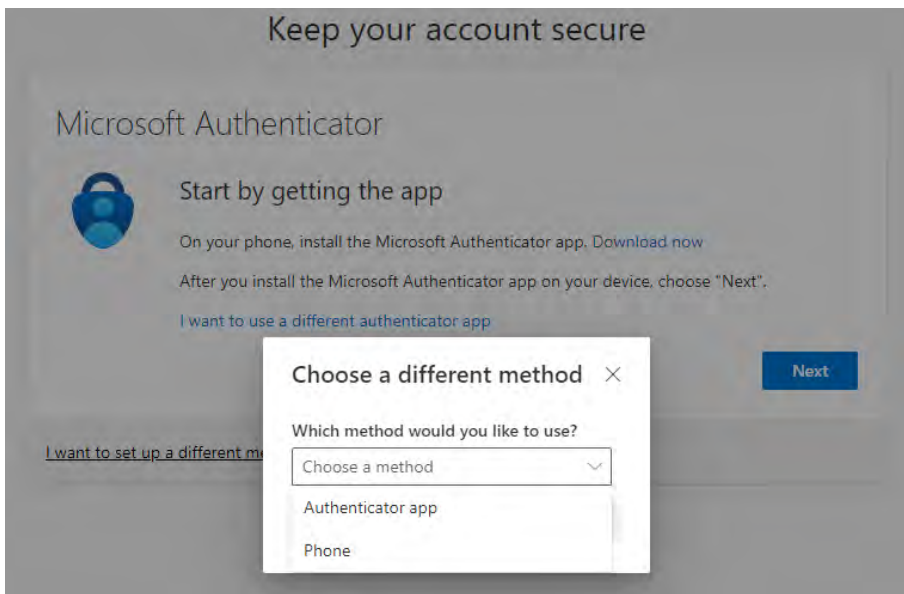
[I want to use a different authenticator app](#)

[Next](#)

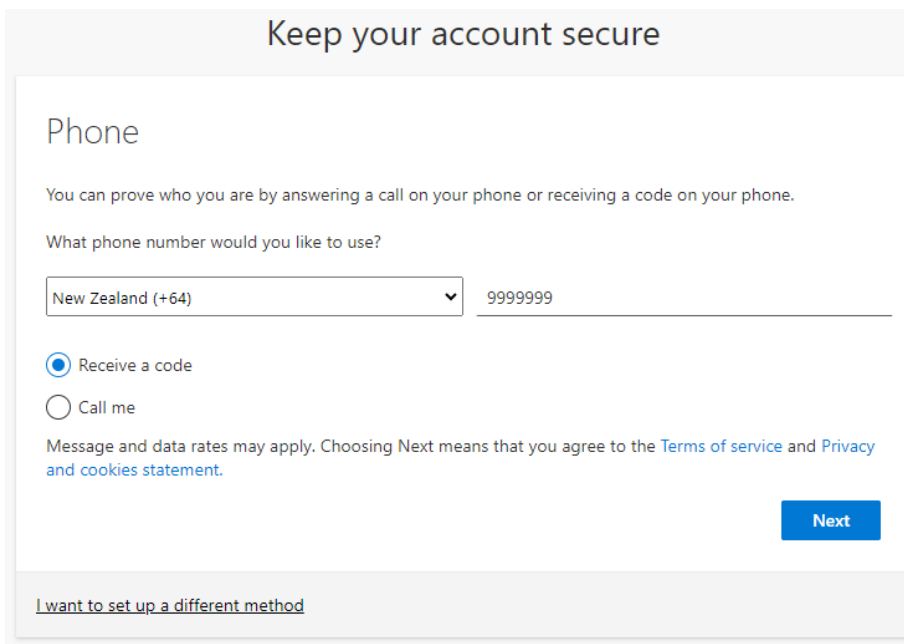
[I want to set up a different method](#)

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....

Keep your account secure

Phone

We just sent a 6 digit code to +64 [REDACTED]. Enter the code below.

Enter code


[Resend code](#)

[I want to set up a different method](#)

Enter the code on the phone.

Keep your account secure

Phone

 Verification complete. Your phone has been registered.


MFA setup by phone complete!

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+64 [REDACTED]

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).

1234567@student.toiohomai.ac.nz

Verify your identity



Text +XX XXXXXXX49



Call +XX XXXXXXX49

[More information](#)

Are your verification methods current? Check at
<https://aka.ms/mfasetup>

Cancel

Sign in with your Toi Ohomai email and password.

Enter the code supplied to your phone

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

TOI-OHOMAI HUB

The screenshot displays the Toi Ohomai Hub home screen, which is a grid of colorful tiles providing access to various student services. At the top left, there is a search icon and a home icon. The top right corner features the 'TOI-OHOMAI HUB' logo. The main content area is organized into four rows of tiles:

- Row 1:** A large banner for 'MOKOIA RAINBOW GROUP' with a 'LEARN MORE' button; 'Student Services'; 'Moodle'; 'Te Pūkenga Te Pae Ora'; 'Google Classroom'; and 'IT Help'.
- Row 2:** 'Library'; 'Events'; 'Careers & Employability'; 'Health Centre'; 'Ākonga/Student Voice'; and 'Ākonga Māori'.
- Row 3:** 'Accessibility'; 'On Campus Services'; 'Fun & Goodies'; 'Print Balance'; 'Printing Help'; 'My Timetable'; 'LinkedIn Learning'; 'Office 365'; and 'Update Personal Details'.
- Row 4:** 'My Results'; 'My PIN'; 'SOS Emergencies 07 557 8888'; 'My Email'; 'Password Reset'; 'Campus Maps'; and 'Attendance'.

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).

1234567@student.toiohomai.ac.nz

Verify your identity



Text +XX XXXXXXX49



Call +XX XXXXXXX49

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

Sign in with your Toi Ohomai email and password.

Enter the code supplied to your phone

1234567@student.toiohomai.ac.nz

Enter code

We texted your phone +XX XXXXXXX49. Please enter the code to sign in.

Having trouble? [Sign in another way](#)

[More information](#)

Verify

Sign in with your Toi Ohomai email and password.

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.

TOI-OHOMAI
Institute of Technology