How to set up Multi-factor Authentication (MFA) using SMS Authentication

1. Log into <u>myHR</u> or <u>Outlook Web App (OWA)</u>

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- 2. Type in your username and password
- 3. Click the Sign in button





For security reasons, we require additional information to verify your account. (MFA Set Up)

4. Click Configure factor button



- 6. Insert your **mobile number**
- 7. Click Send code



- 8. Enter the verification code that you received via SMS
- 9. Click the Verify button



10. You will now successfully be logged into myHR or Outlook Web App (OWA)