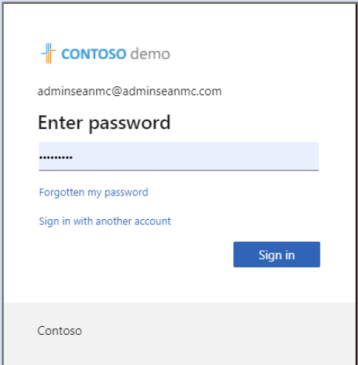
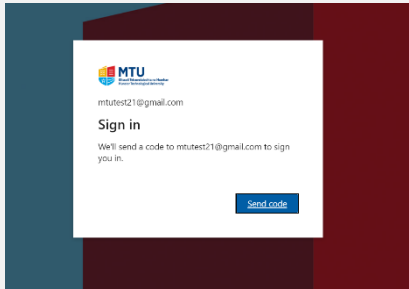
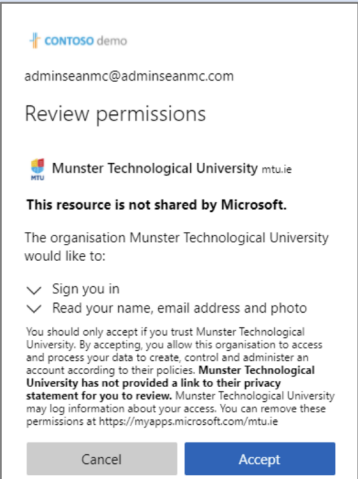
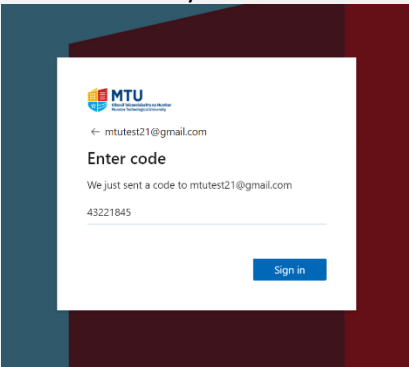
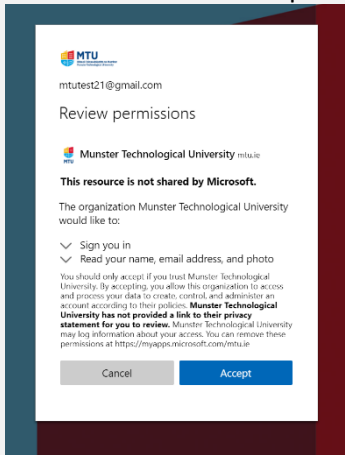


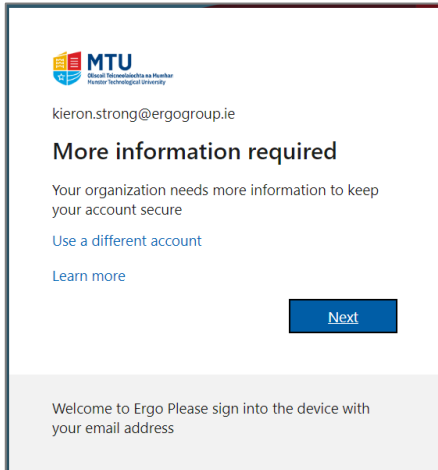
External Guest Access


Set up MFA using the Authenticator App

1. Click on the invite link you have received to set up your guest access to MTU resources.
2. Follow the steps below; if you are using a Microsoft account (Office 365, Outlook, Live) to access the MTU resource, or if you are not using a Microsoft account (gmail, yahoo)

If your using a Microsoft account..	If you are not using a Microsoft account...
<p>View your email address, enter your password and click Sign in</p> 	<p>Click on the link to Send Code</p> 
<p>Review the permissions and click Accept</p> 	<p>Enter the code sent to your email address</p> 
	<p>Review permissions and click Accept</p> 

3. A message will appear that more information is required, click Next



 MTU
Munster Technological University

kieron.strong@ergogroup.ie

More information required

Your organization needs more information to keep your account secure

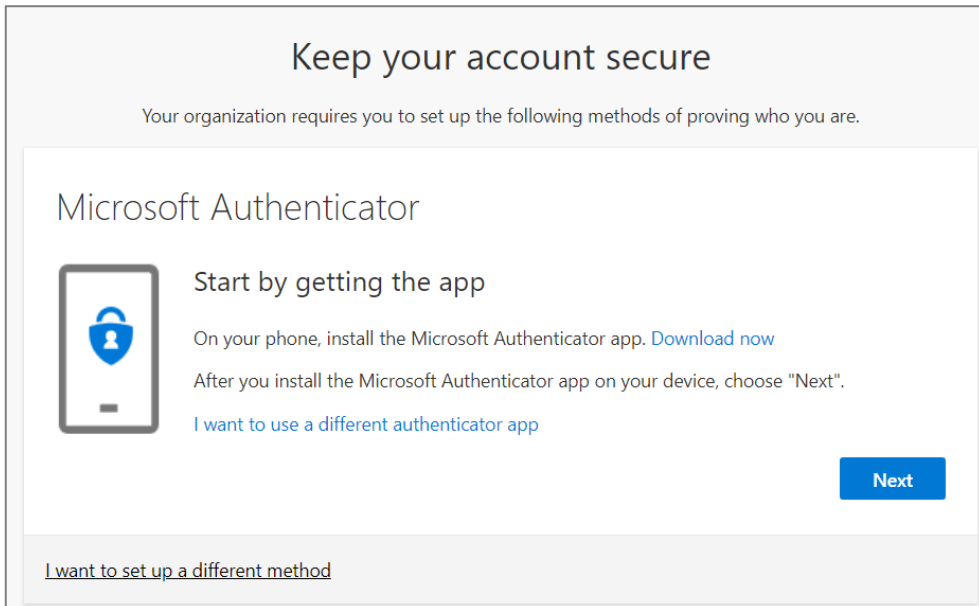
[Use a different account](#)

[Learn more](#)

[Next](#)

Welcome to Ergo Please sign into the device with your email address

4. Click Next



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

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

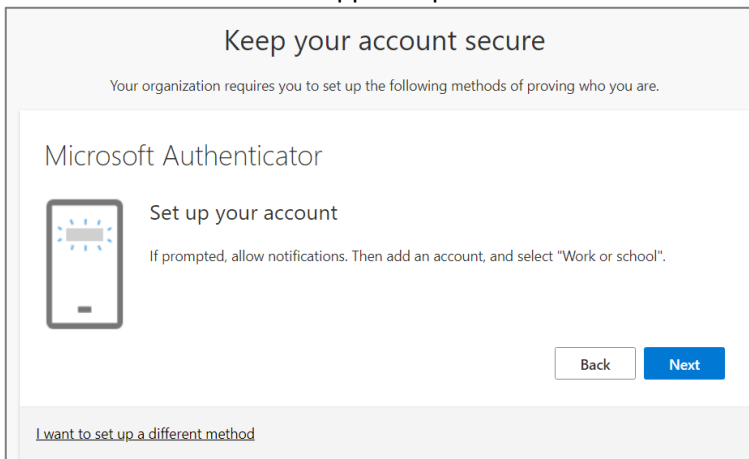
After you install the Microsoft Authenticator app on your device, choose "Next".

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

[Next](#)

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

5. To continue the Authenticator app set up - click Next



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account

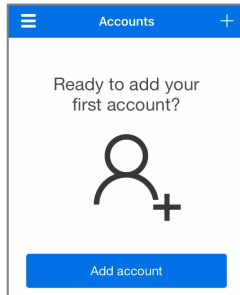
If prompted, allow notifications. Then add an account, and select "Work or school".

[Back](#) [Next](#)

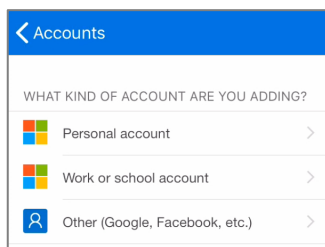
[I want to set up a different method](#)

On your mobile phone:

6. To install the Authenticator App on your phone, open [App Store for iOS](#) or [Google Play for Android](#) and download **Microsoft Authenticator** app
7. Open the Microsoft Authenticator app on your mobile phone and click **+ Add account**

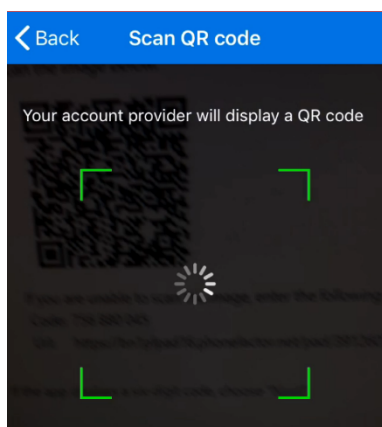


8. Select **Work or school account**



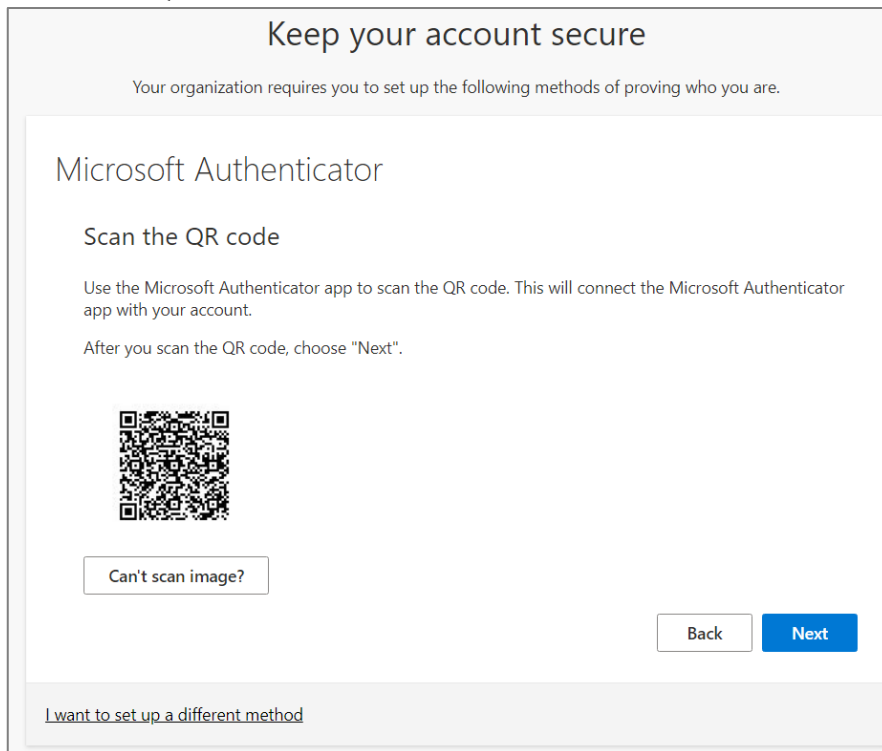
Note: Your device may display several notifications that require approval (this is to grant the Microsoft Authenticator App permission to notify you and to use your camera to scan the QR code)

9. Your camera will open to capture a QR code (this is located on your PC/Laptop device)

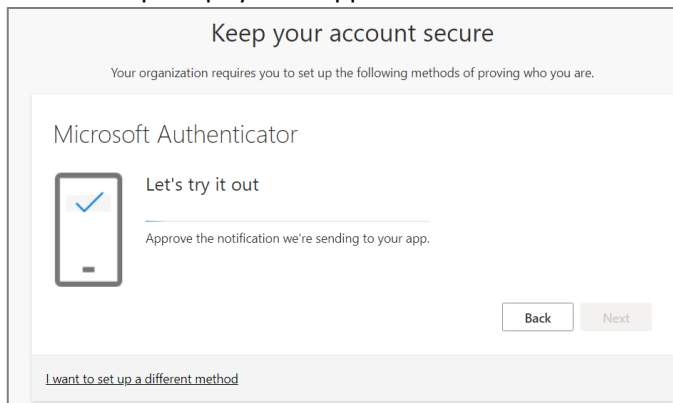


Back on your device (PC/Mac/Tablet):

10. The previous step on your device (step 7) displayed a QR code. **Point the camera on your mobile phone over the QR code** and then click **Next**



11. The screen will prompt you to approve the notification sent to the app on your phone



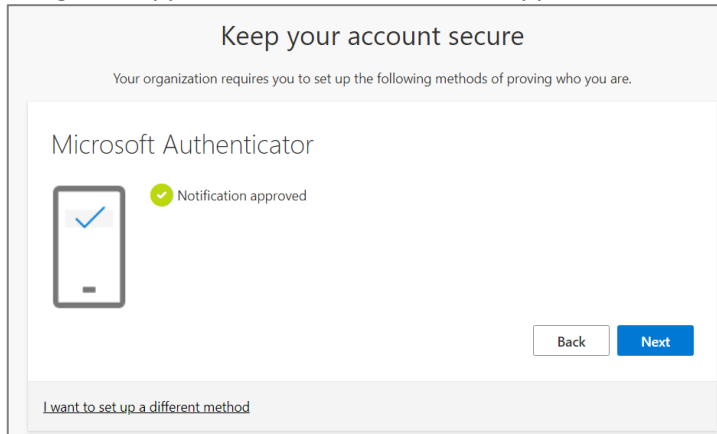
On your mobile phone:

12. Click on Approve

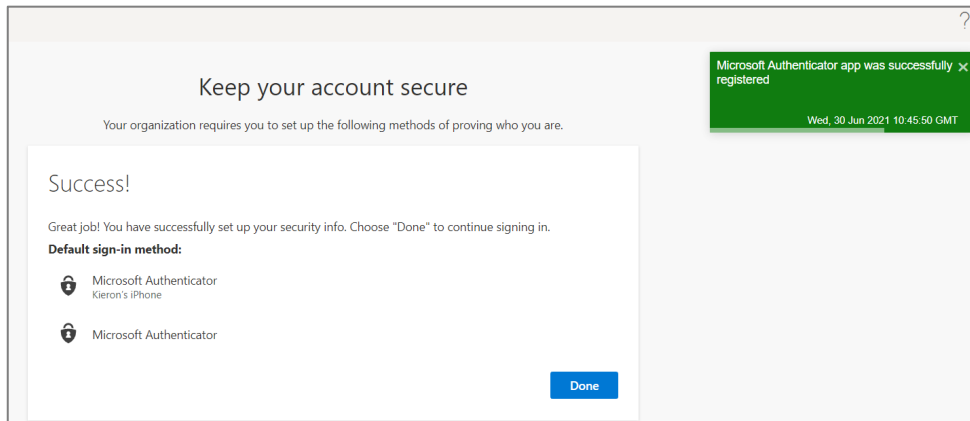


On your device (PC/Mac/Tablet)

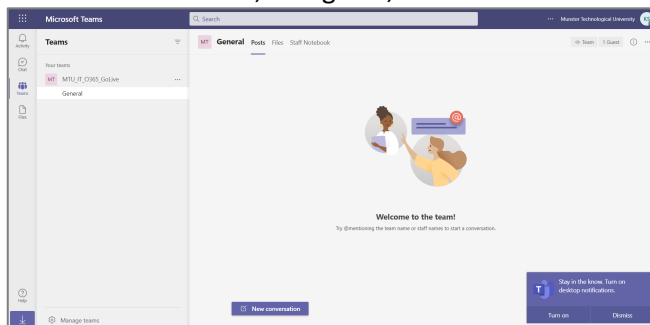
13. A message will appear that the Authenticator App has been successfully added, click **Next**



14. A confirmation message will appear that the authenticator app set up has been successful. Click **Done**



15. You will now have access, as a guest, to the MTU Team or document shared to you



Any time that you wish to access MTU resources you will be prompted to sign in with MFA.

- If using the **Authentication App** – you'll receive a notification to your mobile phone and simply click 'Approve'

You can change your phone number or preferred method at a later time by visiting

<https://aka.ms/mfasetup>