You can use any Authenticator app

These instructions relate to the **Microsoft Authenticator app** as this app is supported by the college. You can choose to use an alternative authentication app, like Google Authenticator, however there are no college-made resources to support the app set-up. There will still be support for troubleshooting if there are problems with MFA and logging in.

Installing MFA with the Microsoft Authenticator App

Step 1 – Download the Microsoft Authenticator App

To install the app, scan the QR code below or open the download page from your mobile device. Or refer to Webpage ANZCA | Protecting your data

IOS Devices: Android devices:

or click this link: or click this link:

You can get additional support on the Microsoft Support website.

Step 2 - Log in to the ANZCA service and opt in for MFA

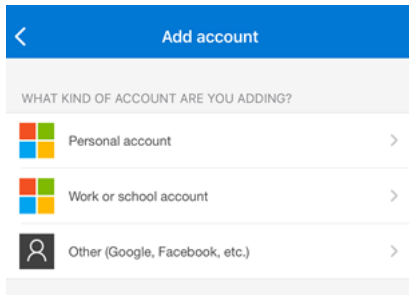
*Pop up screen only available during 'opt in' period

ANZCA
FPM

Step 3 – Set up authenticator and add ANZCA as an account
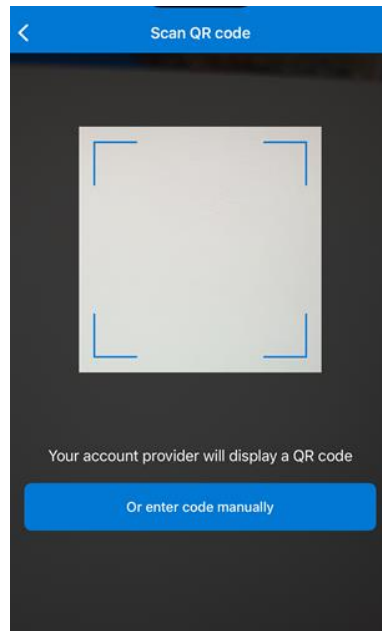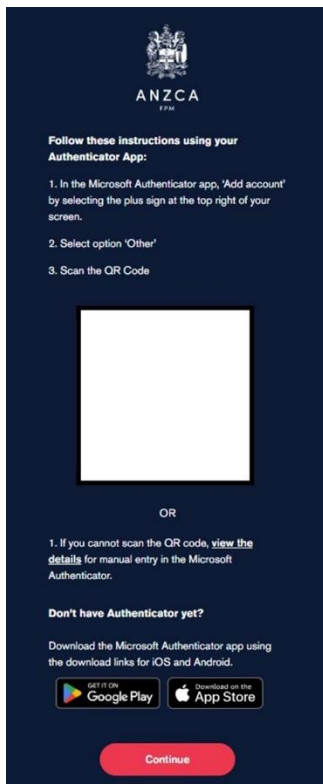
    a)   Open the Authenticator app.

    b)   Select (+) in the upper right corner.

    c)   Select 'Other' as account type.

    d)   Point your camera at the QR code provided on the ANZCA Log in Screen.


Or if you can't scan the QR code, 'View the Details to access and enter your code manually.

You will enter the details as provided to MS Authenticator

e) You will see the ANZCA account is now set up and showing the College ID or email address used to set up MFA. You have the option to change the account name from your college ID or email address by clicking on the account, selecting the setting cog, and changing the account name.

f) You will also see a one-time password with a 30 second count down timer. Copy or memorise the code, then enter the code in the log in screen and click verify.
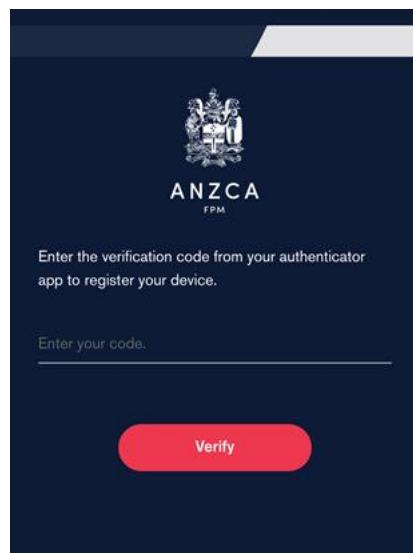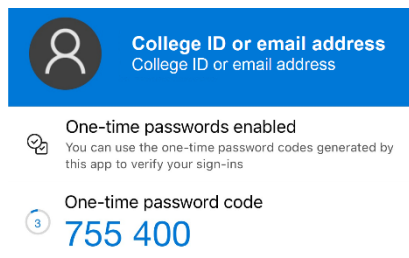

You are now set up to use MFA.

Using MFA

Now that you have installed MFA, here is how to retrieve a code and use MFA:

Step 1 - Open your Authenticator app

Step 2 - Select your ANZCA account (as shown above)

Step 3 - The 'One Time Password' will be in blue

a. Copy or memorise the code. Note, this code refreshes every 30 seconds
(If you are using a touchscreen, you can copy by pressing your finger on the code for 1 second.)

b. Go back to the ANZCA log in screen
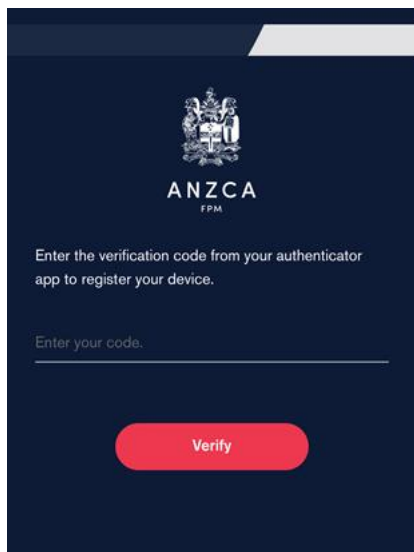
c. Enter the code from MS Authenticator and Press Verify