

# Step 1



Use an internet browser & type in the web address

<https://apps.tees.ac.uk/mfa>





**MFA For  
RDS & VPN**



## Step 2

Enter your University  
email & password



Teesside  
University

Teesside University Sign In (Students -  
username@live.tees.ac.uk, Staff - your email address,  
Associates - UserID@tees.ac.uk)

Email Address

Password

[Sign in](#)

For guidance on logging on click [here](#).

If you have forgotten your password but have  
registered for self-service password recovery, please  
visit [Password Recovery](#).



# Step 3

Click Add A Device



Teesside University  
RDS MFA

## RDS MFA

It's easier than you think for someone to steal your password, once someone has it they potentially have access to everything you do - think about that for a moment. Multi-Factor Authentication (MFA) helps to keep the criminals at bay, even if they have your password.

How? Because the criminal will not only need to know your user ID and password but will also need access to a personal device in your possession, usually a mobile phone.

We are making a rolling introduction of MFA on web based services that are accessible offsite as these are particularly vulnerable to compromise. Once enabled you will be required to enter your ID and password and then respond to a security prompt that will be sent to a mobile device you have registered with us.

### How does it work?

When using one of Teesside University's website's off-campus you will still need to enter your User ID and password and login as normal, we will then provide you with a link called Multi-Factor Authentication, when you click on this link you will be provided with two options:

### Send notification to my mobile app

Your device will receive a push notification message from Microsoft asking you to verify your identity. Touching the message will open the authenticator app where you just simply touch the Approve button. After a couple of seconds the app should tell you that you have been approved and you should now have access to the website.

### Text me at +xxx xxxxxxxxxxxx

If you chose this option a 6-digit code will be sent via SMS to mobile device. You must then type the code into the box provided to verify your identity.

### Which one should I choose?

We strongly recommend choosing the app option rather than SMS as this is the simplest and most convenient method plus your network provider may charge you for messages.

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First Name:	XXXXX	 <b>My Devices</b>
Last Name:	XXXXXX	Manage your phones and tablets
Email Address:	XXXXXXXXXXXX@teesside.ac.uk	 <b>Add A Device</b>
Phone:	XXXXXXXXXXXX	Click here to download the app and register new devices
Application Enabled:	YES	 <b>Edit My Details</b>
SMS Enabled:	NO	Edit your MFA details



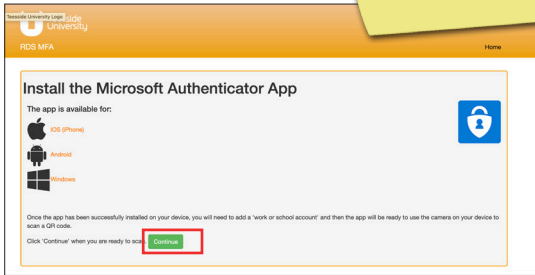
## Step 4

Download the Authenticator app on your mobile phone.



# Step 5

Click the Continue button




The screenshot shows a web page for RDS MFA. At the top left is the Seaside University logo and 'Seaside University' text. Below that is 'RDS MFA' and a 'Home' link. The main heading is 'Install the Microsoft Authenticator App'. Underneath, it says 'The app is available for:' followed by icons for 'iOS (iPhone)', 'Android', and 'Windows'. To the right is a blue shield icon with a white padlock and a person silhouette. Below the platform options, a paragraph states: 'Once the app has been successfully installed on your device, you will need to add a 'work or school account' and then the app will be ready to use the camera on your device to scan a QR code.' At the bottom, it says 'Click 'Continue' when you are ready to scan' with a green 'Continue' button highlighted by a red rectangle.



# Step 6

Open the Authenticator app & Scan QR Code


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RDS MFA Home

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## Scan the code

Point your device at the QR code below so that the app can scan it. Once the scan is complete so should see your MFA account in a list.



Code: 383746518

URL: <https://mfportal.tees.ac.uk/MultiFactorAuthMobileAppWebService>

If you cannot scan the code you can also create an account by manually adding the number and URL provided above.




# Step 7

Select My Devices to view added devices.

Which one should I choose?

We strongly recommend choosing the app option rather than SMS as this is the simplest and most convenient method plus your network provider may charge you for messages.

First Name:	XXXXX	<a href="#">My Devices</a> Manage your phones and tablets
Last Name:	XXXXX	
Email Address:	XXXXXXXXXXXX@XXXX.co.uk	
Phone:	01XXXXXXXXXX	
Application Enabled:	YES	<a href="#">Add A Device</a> Click here to download the app and register new devices
SMS Enabled:	NO	<a href="#">Edit My Details</a> Edit your MFA details

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RDS MFA

## My Devices

Please note: If you are deleting your only or last device you will need to re-register for MFA to work.

<input type="checkbox"/> SM-0930F
<input type="checkbox"/> TU-F9FZ6XXXXXX

[Delete](#)

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