

Set up and use MFA

Instructions for the installation and application of Multi-Factor-Authentication (MFA) SupplierNet Version



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1. Introduction

In the SupplierNet and the other applications, a further factor is required in addition to logging in with the email address and password.

This is then called Multi-Factor Authentication (MFA).

The following MFA methods can be set up:

- Authenticator app (recommended)
- SMS / Call

2. Login

Description	Image
Open the following URL in your Internet browser (Google Chrome, Microsoft Edge, Safari, etc.): https://mfa.migros.net	Chrome File Edit View History Bookmarks Profiles Tab Windo O O O New Tab x + ← → C
 1 - Enter your e-mail address here. 2 - Click on "Next". 	Microsoft Sign in Can't access your account? Can't access your account? Can't access your account? Can't access your account? Service desk Sign-in options
 1 - Enter the code you received on the e-mail address. P Also check your junk or spam mail folder. 2 - Click on "Log in". 	Microsoft ← Enter code We just sent a code to Enter code 1 2 Sign in

permissions.	Microsoft
	and and the part of the part o
	Permissions requested by:
	Migros migros.onmicrosoft.com
	By accepting, you allow this organization to:
	✓ Receive your profile data
	 Collect and log your activity
	Use your profile data and activity data
	You should only accept if you trust Migros. Read Migros's privacy statement. You can update these permissions at https://myaccount.microsoft.com/organizations. Learn more
	This resource is not shared by Microsoft.
	Ci 1 Accept
I - Click on "Next".	
	Microsoft
	and the second se
	More information required
	Your organization needs more information to keep your account secure
	Use a different account
	Learn more
	1 Next

3. Setup MFA

3.1 Authenticator app (recommended)

With the Authenticator app, you can log in without a password by receiving a notification on your personal cell phone.

The app "Microsoft Authenticator" app must be downloaded to your personal cell phone.

This route is **recommended** and is the **safest**.

Description	Image
1 - In this step, the "Microsoft Authenticator" app must be downloaded and installed from the App Store on the cell phone.	Keep your account secure Microsoft Authenticator
2 - Once downloaded and installed, please click on "Next".	Start by getting the app On your phone, install the Microsoft Authent 1, & Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app
	I want to set up a different method
1 - Click on "Next" to set up the account	Keep your account secure
	Microsoft Authenticator Set up your account If prompted. allow notifications. Then add an account. and select "Work or school".
	I want to set up a different method
1 - Scan the code with your cell phone.	Keep your account secure
	Microsoft Authenticator Scan the QR code Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code. choose "Next". Carit scan image? Livant to set un a different method



3.2 SMS / Call

Description	Image
1 - If you decide to use the other methods (SMS / Call), please click on "I want to set up a different method".	Keep your account secure Microsoft Authenticator Start by getting the app
	After you install the Microsoft Authenticator app obvinced how After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next Lwant to set up a different method 1
1 - Please select the "Telephone" method.	Choose a different method × Which method would you like to use? Choose a method ✓ Authenticator app Phone
1 - Please confirm.	Choose a different method × Which method would you like to use? Phone ×

1 - Enter your telephone number here	Keep your account secure
2 - Click on "Receive code" (SIMS) or "Call me" (call). 3 - Click on "Next".	Phone Vou can prove who you are by answering a call on your phone or receiving a code on your phone. What phone number would you like to use?
 Enter the code here via SMS or answer the call and follow the instructions on the phone. Click on "Next". 	Keep your account secure Phone We just sent a 6 digit code to Enter the code below. 1 Resend code
	Lwant to set up a different method
✓ 1 - The check has been completed. Click on "Next".	Keep your account secure
	Phone Verification complete. Your phone has been registered. Next
1 - The security information has been set up successfully. Click on "Done".	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 1 Done

Description	Image
Open the following URL in your Internet browser (Google Chrome, Microsoft Edge, Safari, etc.): https://mfa.migros.net	★ Chrome File Edit View History Bookmarks Profiles Tab Windo ◆ ◆ ◆ ◆ ◆ ◆ + + ← → C ● <
 Enter your e-mail address here. Click on "Next". 	Microsoft Sign in Can't access your account? Can't access your account? Can't access your account? Next If you have any questions, please contact your service desk Sign-in options
 1 - Enter the code you received on the e-mail address. 	Microsoft C Enter code We just sent a code to Enter code 2 Sign in
Click on "Add sign-in method".	My Sign-Ins ~ R Overview Security info These are the methods you use to sign into your account or reset your password. Devices + Add sign-in method
1 - In the drop-down menu, select the method "Authenticator app"	Add a method Which method would you like to add? Choose a method Authenticator app Alternate phone Security key Office phone

Click on "Add".	Add a method $ imes$
	Which method would you like to add?
	Authenticator app \checkmark
	c 1 Add
1 - In this step, the "Microsoft Authenticator" app must be downloaded and installed from the App Store on the cell phone.	Keep your account secure Microsoft Authenticator
2 - Once downloaded and installed, please click on "Next".	Start by getting the app On your phone, install the Microsoft Authenticator app. Download now 1 After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app 2 Next
	I want to set up a different method
1 - Tap the plus sign on your cell phone (+).	08:36 ⋈ ∞ ● ¤ ⊀ ╗ ╖ ■ Authenticator • ← Q :
1 - Tap on "work or school account".	in i i i i i i i i i i i i i i i i i i
	What kind of account are you adding?
	Personal account
	Work or school account
	Q Other (Google, Facebook, etc)
1 - Click on "Next" to set up the account	Keep your account secure
	Microsoft Authenticator
	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
	Lwant to set up a different method

1 - Scan the code with your cell phone. 2 - Click on "Next"	Keep your account secure
2 - Click on Next .	Microsoft Authenticator Scan the QR code Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account. After you scan the QR code. choose "Next". Can't scan image?
	I want to set up a different method
The account for authentication via app has been set up successfully.	E Authenticator Q +

4.2 SMS / Call

Description	Image
Open the following URL in your Internet browser (Google Chrome, Microsoft Edge, Safari, etc.): https://mfa.migros.net	★ Chrome File Edit View History Bookmarks Profiles Tab Windo ◆ ◆ ◆ ◆ ◆ ◆ + + ← → C ● <
 1 - Enter your e-mail address here. 2 - Click on "Next". 	Microsoft Sign in Can't access your account? 2 Next If you have any questions, please contact your service desk
	🖓 Sign-in options
 1 - Enter the code you received on the e-mail address. Also check your junk or spam mail folder. 2 - Click on "Log in". 	Microsoft C Enter code We just sent a code to Enter code 2 Sign in
1 - Select the "phone" method.	Choose a different method × Which method would you like to use? Choose a method ✓ Authenticator app Phone

1 - Click "Add" / "Confirm".	Choose a different method $~ imes$
	Which method would you like to use? Phone V
	Confirm
1 - Enter your telephone number here. 2 - Click on "Receive code" (SMS) or "Call me"	Keep your account secure
(call). 3 - Click on "Next".	Phone
	You can prove who you are by answering a call on your phone or receiving a code on your phone.
	What phone number would you like to use?
	Receive a code
	Call me Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and confine statement
	3 Next
	Lwant to set up a different method
1 - Enter the code here via SMS or answer the call	
and follow the instructions on the phone.	Keep your account secure
	Phone
	We just sent a 6 digit code to Enter the code below.
	Resend code
	Lwant to set up a different method
1 - The phone number has been successfully registered.	Keep your account secure
	Phone
	Verification complete. Your phone has been registered.
	1 Next
1 - The security information has been set up successfully. Click on "Done"	Keep your account secure
Successionly. Cher Off Dorie .	Success!
	Great job! You have successfully set up your security info. Choose "Done" to continue signing in.
	Phone Phone
	1 Done

5. FAQs

5.1 What is MFA?

Multi-factor authentication is an authentication method that requires the user to provide two or more verification factors to gain access to resources or applications.

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5.2 Why MFA?

MFA is used to increase safety. After entering the e-mail address and password, it is necessary to enter another factor to confirm the login attempt.

5.3 Where can I change my settings?

You can make settings via the following link: <u>https://mfa.migros.net/</u>. If you have any difficulties, please contact us with the subject 'Supplier MFA' at <u>itsupport4ext@mgb.ch</u>.

5.4 Where can I change my telephone number?

You can change the telephone number under the following link: <u>https://mfa.migros.net/</u>. If you have any difficulties, please contact us with the subject 'Supplier MFA' at <u>itsupport4ext@mgb.ch</u>.

5.5 Where can I change my language?

You can change the language under the following link: <u>https://mfa.migros.net/</u>. If you have any difficulties, please contact us with the subject 'Supplier MFA' at <u>itsupport4ext@mgb.ch</u>.

5.6 Changing devices - I have a new cell phone

Please change the cell phone or number via the following link: <u>https://mfa.migros.net</u> If you have any difficulties, please contact us with the subject 'Supplier MFA' at <u>itsupport4ext@mgb.ch</u>.

5.7 How does logging in via the Authenticator app work?

If you want to log in to SupplierNet and the other applications with the Authenticator app, the message "Approve login" appears:



Open the Authenticator app and enter the generated number from the desktop window "Authorize login":



Once you have entered your details, you will automatically be logged in successfully.

6. Contact

If you have any questions or queries, please contact our Service Desk:

E-Mail: <u>itsupport4ext@mgb.ch</u>

