

# MFA CONFIGURATION GUIDE

# 1. REGISTER MFA MULTIFACTOR AUTHENTICATION TOKEN

1.1. Install the **Microsoft Authenticator** app from <u>Apple AppStore</u> or <u>Google Play</u> store.



1.2. At the first login attempt please **change your old password** <u>https://sts.rbp.eu/adfs/portal/updatepassword</u>

BELARUS	REGIONAL BOOKING PLATFORM
	Update Password
	username@ext.rbp.eu
	Old password
	New password
45 man	Confirm new password
- 1 77 1	
	Submit Cancel

Please note new password activation might take a couple of minutes, furthermore username is key

sensitive.



1.3. Browse to Microsoft MFA Setup Portal and login with the user ID and password received.

Microsoft Sign in username@ext.rbp.eu No account? Create one! Can't access your account?	<ul> <li>Microsoft</li> <li>username@ext.rbp.eu</li> <li>Enter password</li> <li>Forgot my password</li> <li>Sign in</li> </ul>
Sign-in options	

1.4. On the screen where it states Action required click Next





1.5. As the next step download Microsoft Authenticator Mobile App on your phone and click Next.



Keep your account secure			
Your organization requires you to set up the following methods of proving who you are.			
Microso	oft Authenticator		
	Set up your account If prompted, allow notifications. Then add an account, and select "Work or school". Back Next		



1.6. Open Microsoft Authenticator on your phone. On the initial screen click Agree and tap Add account in the middle.



1.7. Choose work or school account and allow notifications in the next step.





1.8. Scan the QR code on the following screen with Microsoft Authenticator app on your mobile and click

next.

Keep your account secure			
Your organization requires you to set up the following methods of proving who you are.			
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?			
Back Next			

1.9. A verification code is displayed on your PC, please **enter** that **code in your phone** so Microsoft can verify the successful setup

Microso	oft Authenticator
	Let's try it out Approve the notification we're sending to your app by entering the number shown below.
	12
	b3 Back Next



#### 1.10. After entering the correct verification data, you will see the following windows



Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. <b>Default sign-in method:</b>	
Microsoft Authenticator	
	Done

#### 1.11. Recommended settings

We also recommend the following settings (e.g. in case you lose your phone)

🗰 My Sign-Ins 🗸				
A Overview	Security info			
₽ Security info	These are the methods you use to sign into your account or reset your password.			
므 Devices	Default sign-in method: Microsoft Authentica	tor - notification Change		
🔾 Password	Password	Last updated:	Change	
Organizations		3 days ago		
A Settings & Privacy	Microsoft Authenticator     Push multi-factor authentication (MFA)	iPhone SE (3rd generation)		Delete
3 Recent activity	Lost device? Sign out everywhere			



Add a method		×
Which method would you like to add?		
Phone		$\sim$
	Cancel	Add

Phone	×
You can prove who you are by text	ng a code to your phone.
What phone number would you lik	e to use?
Hungary (+36) 🗸	Enter phone number
Text me a code	
Message and data rates may apply agree to the Terms of service and P	Choosing Next means that you rivacy and cookies statement.
	Cancel Next

Phone	×
We just sent a 6 digit code to + Enter code	. Enter the code below.
Resend code	
	Back Next







## 2. LOGIN TO RBP USING MULTIFACTOR AUTHENTICATION

2.1 Open a new private window in your Chrome or Edge browser with **Ctrl+Shift+N** (Windows or Linux) or **ℋ+Shift+N** (Mac) key combination and go to <u>RBP Test</u> or <u>RBP Production</u> website. On the opening page, select **External Users**.



2.2 On the next screen add your username (Username@ext.rbp.eu) and the password you set, then click **Sign in**.











## 3. LOGIN TO IP USING MULTIFACTOR AUTHENTICATION

3.1 Open a new private window in your Chrome or Edge browser with **Ctrl+Shift+N** (Windows or Linux) or **ૠ+Shift+N** (Mac) key combination and go to <u>IP Test</u> or <u>IP Production</u> website. On the opening page, select **External Users**.

FGSZ A MOL-CSOPORT TAGJA			
P	External Users		
Internal Users (FGSZ)			

3.2 On the next screen add your username (Username@ext.rbp.eu) and the password you set, then click **Sign in**.







레 Telekom HU 중	14:20	74% 🗖		
Are you trying to sign in? RBP INagyonnagy@ext.rbp.eu Enter the number shown to sign in.				
Enter number 20 (Example) No, it's not me Yes Authenticator locked				
1	2 ABC	3 Def		
4 6H1	5 JKL	6		
7 PQRS	8 TUV	9 wxyz		
	0	$\otimes$		



## 4. LOGIN TO IP USING MULTIFACTOR AUTHENTICATION

4.1 Open a new private window in your Chrome or Edge browser with **Ctrl+Shift+N** (Windows or Linux) or **ℋ+Shift+N** (Mac) key combination and go to <u>TP Test</u> or <u>TP Production</u> website. On the opening page, select **External Users**.

FGSZ A MOL-CSOPORT TAGJA			
Р	External Users		
Á	Internal Users (FGSZ	)	

4.2 On the next screen add your username (Username@ext.rbp.eu) and the password you set, then click **Sign in**.

REGIONAL BOOKING PLATFORM				
Sign in with Certificate Sign in with a certificate				
Sign in with Username and Password (MFA)				
someone@example.com <b>username@ext.rbp.eu</b> Password Sign in				





레 Telekom HU 중	14:20	74% 🗖		
Are	<b>You trying to sig</b> RBP Nagyonnagy@ext.rbp.eu the number shown to si	ı <b>n in?</b> gn in.		
Enter number 20 (Example) No, it's not me Yes Authenticator locked				
1	2 ABC	3 Def		
4 6H1	5 JKL	6		
7 PQRS	8 TUV	9 wxyz		
	0	$\otimes$		