

# Multi-Factor Authentication (MFA) and P&M

## Multi-Factor Authentication

Using MFA significantly increases the security of accounts, and therefore helps keep your personal data, and the University's data secure. Tasks you will do that will trigger MFA include any Microsoft 365 product and also tasks such as viewing your payslip on People and Money.

## Multi-Factor Authentication (MFA) Registration

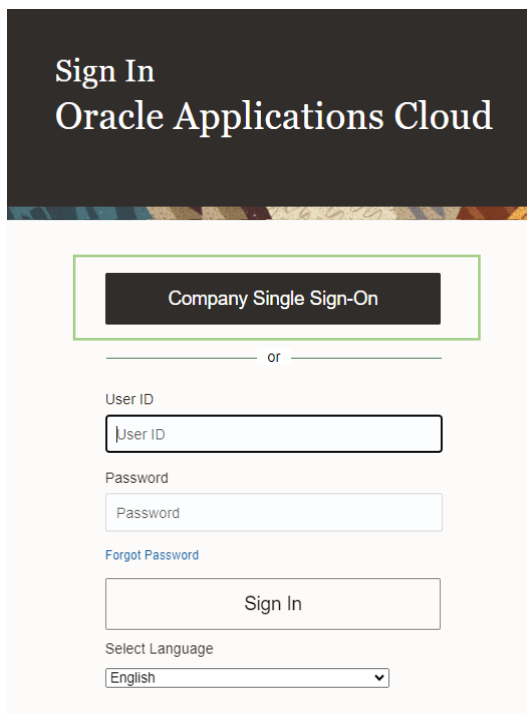
As a part of the rollout of MFA to the University, there was a requirement for everyone who used Microsoft 365 products to register method(s) of authentication to allow them to continue to use the products. MFA is now being rolled out to the People and Money service, meaning that anyone who uses that system will now need to do 2 factor authentication when they log into it.

## User Journey for a non-registered user

1. Go to <https://www.ed.ac.uk/human-resources/business-systems/self-service> or scan the QR code below:



2. Click **Log in to People and Money**
3. Click on **Company Single Sign-On**

A screenshot of the Oracle Applications Cloud sign-in page. The page has a dark header with the text "Sign In Oracle Applications Cloud". Below the header, there is a white box containing a "Company Single Sign-On" button. Underneath this button, there is a horizontal line with the word "or" in the center. Below the line, there are two input fields: "User ID" and "Password". Below the "Password" field, there is a link for "Forgot Password". At the bottom of the form, there is a "Sign In" button and a "Select Language" dropdown menu currently set to "English".

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User ID

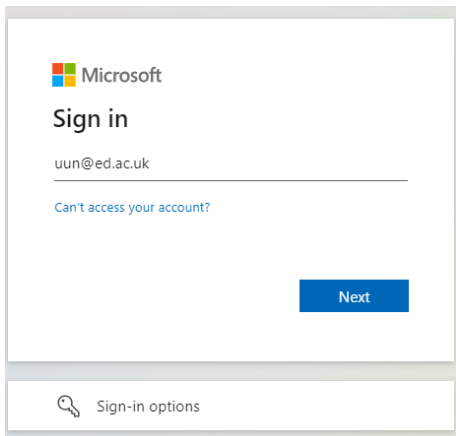
Password  
Password

[Forgot Password](#)

Sign In

Select Language  
English

4. Sign into your account using [uun@ed.ac.uk](mailto:uun@ed.ac.uk) and click next



Microsoft  
Sign in  
uun@ed.ac.uk  
[Can't access your account?](#)  
Next  
Sign-in options

5. You will be taken to the institutional log in page for University of Edinburgh. Complete your login password and click sign in



Sign in

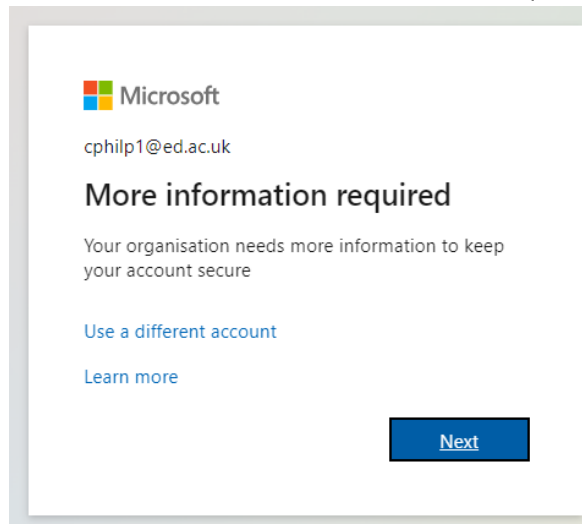
Sign in

**Important**

Enter your login name in the format uun@ed.ac.uk, e.g jbloggs@ed.ac.uk or s1234567@ed.ac.uk

This is the University of Edinburgh's official login page to Office 365. By using this service you agree to abide by the University of Edinburgh [Computing Regulations](#).

6. Click **Next** on the More Information Required screen



Microsoft  
cphilp1@ed.ac.uk  
More information required  
Your organisation needs more information to keep your account secure  
[Use a different account](#)  
[Learn more](#)  
Next

7. Download the Microsoft Authenticator App on your mobile device by clicking **Download now** and scanning the QR code once you have installed the app on your phone click **Next**. If you wish to set up an alternative method of authentication, click on, **I want to set up a different method** and follow the on-screen instructions.

Keep your account secure

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

8. On your mobile device **allow notifications if prompted** and then **add an account** and select **"Work or school"**. Once completed click **Next** on your computer screen

Keep your account secure

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](#)

9. Using your mobile device scan the QR code, once done, click **Next**


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".

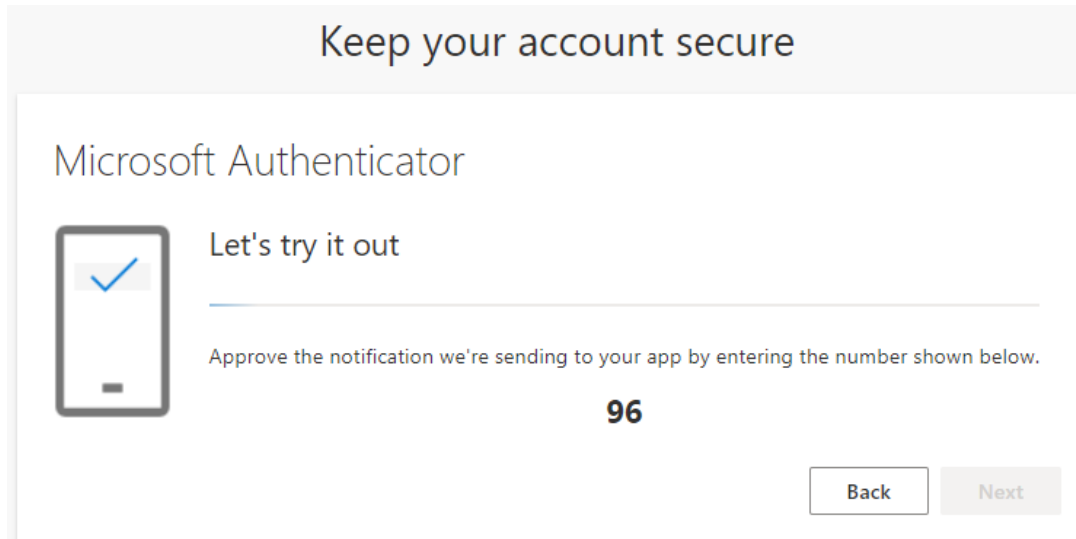


Can't scan image?

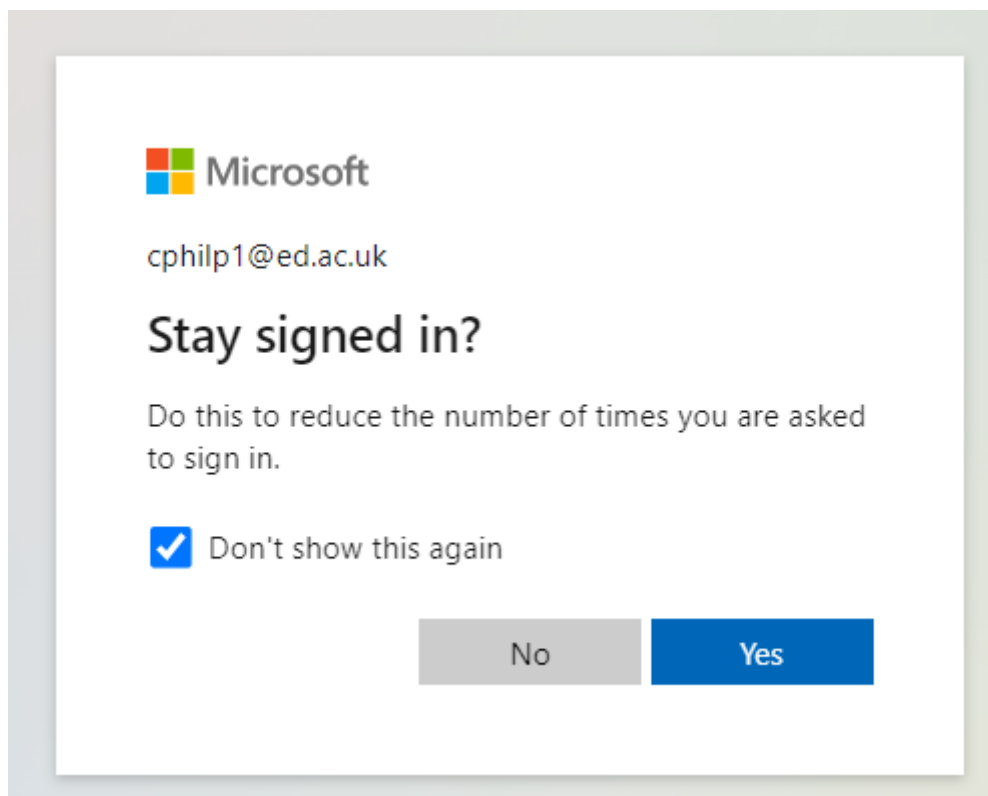
Back Next

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

10. You will now be presented with an authentication request. Enter the number shown on screen into your authenticator app on your mobile device and click **Next**



11. The notification will be approved and then click **Next** and then click **Done** on the success screen.
12. You will be asked if you wish to stay signed in. Tick the **Don't show this again** check box and then click **No**



13. You will now be taken into your P&M home page. Once you have completed your tasks in P&M ensure you log out to ensure your account remains secure. Click your **initials or photo** at the top right-hand side of the screen and click **Sign Out**
14. Click on **Confirm** on the Logout Consent screen to confirm sign out

