

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

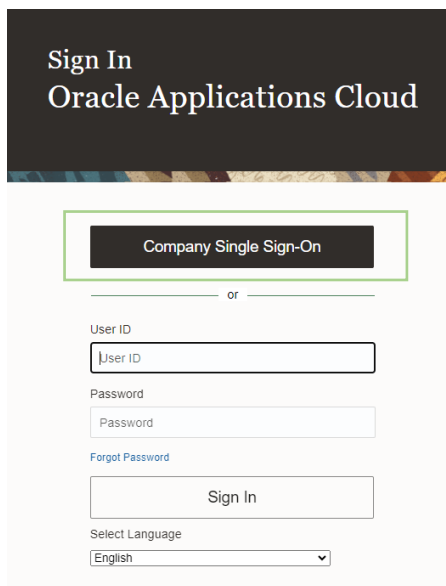
As a part of the rollout of MFA to the University, there was a requirement for everyone who used Microsoft 365 products to register method(s) of authentication to allow them to continue to use the products. MFA is now being rolled out to the People and Money service, meaning that anyone who uses that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

User journey for an MFA registered user

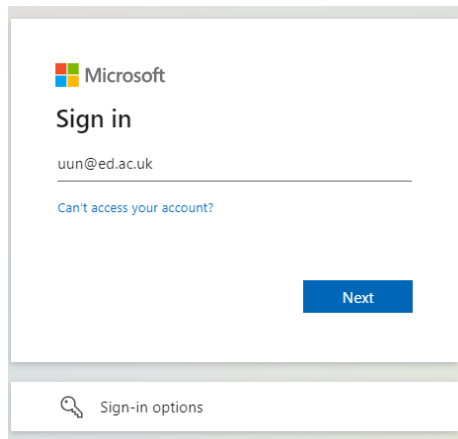
1. Go to <https://www.ed.ac.uk/human-resources/business-systems/self-service> or scan the QR code below:



2. Click on **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 box, the word "or" is centered. The main sign-in area includes a "User ID" label and a text input field, a "Password" label and a text input field, a "Forgot Password" link, a "Sign In" button, and a "Select Language" dropdown menu currently set to "English".

4. Sign into your account using uun@ed.ac.uk and click **Next**



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

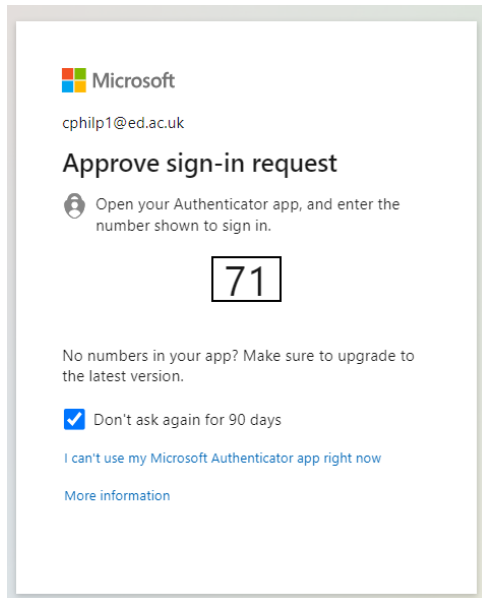
Sign in

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. You will be presented with an authentication challenge. Go to your authentication device and enter the number that appears in your challenge



7. Once the authentication request has been confirmed you will be taken into your P&M home page.
8. 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**
9. Click on **Confirm** on the Logout Consent screen to confirm sign out

