Multi-Factor Authentication

Registration | Adding Authentication Methods

UserGuide
Overview

This article provides the steps on how to register for Multi-Factor Authentication (MFA) and the steps for adding authentication methods.

Table of Contents

Registration ..................................................................................................................................................3
Adding Authentication Methods ...................................................................................................................5
  Phone .......................................................................................................................................................5
  Email .........................................................................................................................................................8
  Security Questions ......................................................................................................................................10
  Microsoft Authenticator app .....................................................................................................................12
1) Registration

Step 1: Go to [login.virtusa.com](http://login.virtusa.com) and under ‘Manage My Account’ click on ‘Register Now’ to register for MFA.

Step 2: Login using your credentials and click on ‘Next’ to sign in.
Note: You will be directed to the ‘My Sign-Ins’ page.
2) Adding Authentication Methods

Phone

Note: Please set ‘Phone - text’ as the default method for verification.

Step 1: Go to ‘Security Info’ and click on Add Method’ and select ‘Phone’ from the drop down.

Step 2: Click on ‘Add’ to get started.
Step 3: Enter your Phone number, select ‘Text me a code’ and click on ‘Next’ to proceed.

Step 4: Enter the 6-digit code received to your mobile and click on ‘Next’ to proceed.
Step 5: Once the verification is successful click on ‘Done’ to complete the process.
Email

Step 1: Go to ‘Security Info’ and click on Add Method’ and select ‘Email’ from the drop down.

Step 2: Click on ‘Add’ to get started.
Step 3: Enter the preferred email address and click on ‘Next’ to proceed.

Step 4: Enter the code received to your email and click on ‘Next’ to complete the process.
Security Questions

Step 1: Go to ‘Security Info’ and click on Add Method’ and select ‘Security questions’ from the drop down.

Step 2: Click on ‘Add’ to get started.
Step 3: Select the preferred questions, fill in the answers and click on ‘Done’ to complete the process.
Microsoft Authenticator app

Step 1: Go to ‘Security Info’ and click on Add Method’ and select ‘Authenticator app’ from the drop down.

Step 2: Click on ‘Add’ to get started.
Step 3: Download the ‘Microsoft Authenticator’ app on your mobile device and click on ‘Next’ in the registration portal once the installation is completed on your mobile.

Step 4: Open the ‘Microsoft Authenticator’ app on your mobile device.
Step 5: Again, click on ‘Next’ in the registration portal to proceed to the next step.

Step 6: Allow ‘Notifications’ on your mobile device.
Step 7: Click on ‘Add account’ on your mobile device.

Step 8: Select ‘Work or school account’ on your mobile device.
Step 9: ‘Allow’ ‘Access the Camera Notification’ and scan the QR code which is displayed in the portal using your mobile app.

Step 10: Click on ‘Next’ in the registration portal after you scan the QR code from your mobile.
Note: You will be directed to the below screen in the registration portal and a ‘Notification’ for approval will be sent to your mobile. If the approval notification doesn’t appear on your mobile in 30 seconds go ‘Back’ and repeat the step.

Step 11: ‘Approve’ the ‘sign in Notification’ on your mobile device.
Step 12: Click on ‘Next’ in the registration portal once the Notification is approved to complete the process.