

Enabling Multi-Factor Authentication at Mount Sinai College

Overview

The purpose of this guide is to provide assistance when enabling Multi-Factor Authentication to access the [Mount Sinai College](#) parent login portal.

Enabling Multi-Factor Authentication adds an extra level of protection to your information by requiring an extra PIN code before accessing the Parent Lounge on a new computer or device. This minimises the risk that someone might guess your password and then access you and your child's information.

The portal can use many Multi-factor Applications, including Microsoft Authenticator, Google Authenticator, Authy or 1Password. If you don't already have one of these apps, we have provided instructions for the Microsoft Authenticator below.

This guide has been set into sections for your convenience.

Section 1. Provides a guide to download and set up the [Microsoft Authenticator application](#).

Section 2. Provides a guide to link the Microsoft Authenticator application to the Mount Sinai College parent portal. These instructions have also been tested to work with other common authenticator apps.

Section 3. Shows the final end result and tips for using the Authenticator application.

Section 1. – Microsoft Authenticator

The Microsoft Authenticator app is an app that is installed on your iPhone, iPad or Android phone handset, If you already have an authenticator application downloaded, you may skip this section and proceed to section 2.

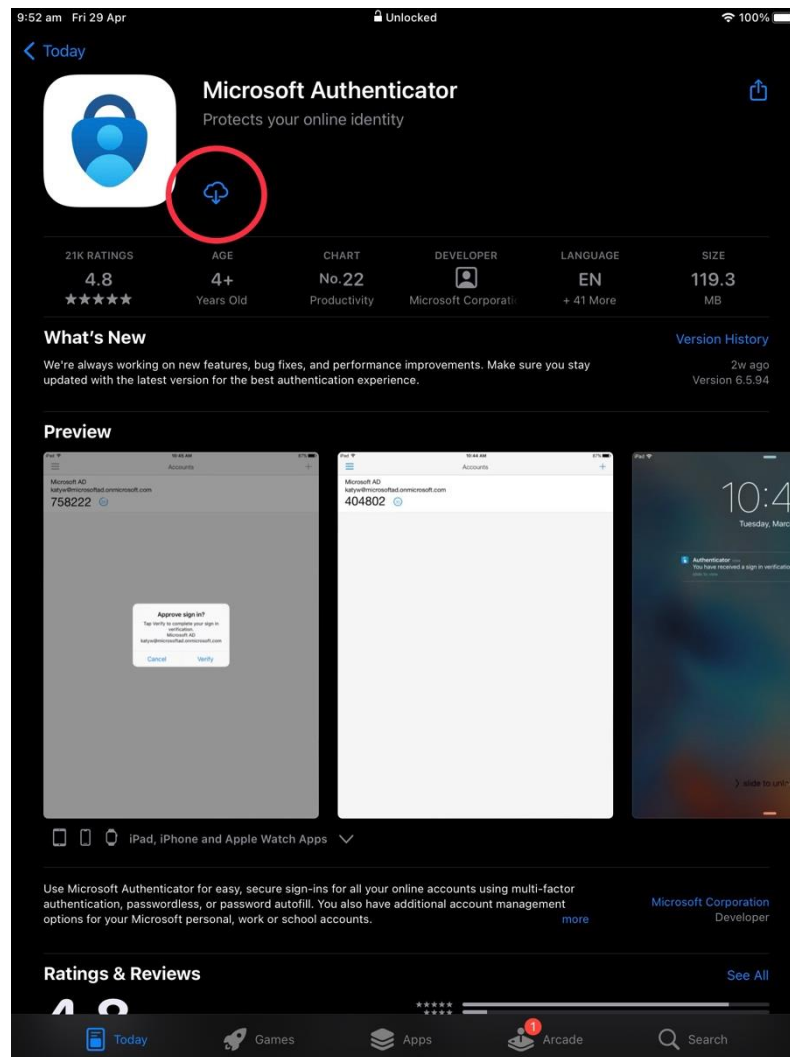
1. On your phone go to this link: <https://www.microsoft.com/en-us/security/mobile-authenticator-app> - or scan the below code on using your telephone's Camera.



2. Once directed to your device store you will be given the option to 'Download' or "Purchase" the Microsoft Authenticator application.

Please note: The image depicted shows the icon for an account that has already downloaded the Microsoft Authenticator application. If you have not previously downloaded this

application it will state 'Download' instead of the blue cloud icon.




3. When the Authenticator application has finished downloading tap on its icon to open the application. Follow then in app prompts until you reach the page shown below. Select The skip button in the top right corner

Skip



Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

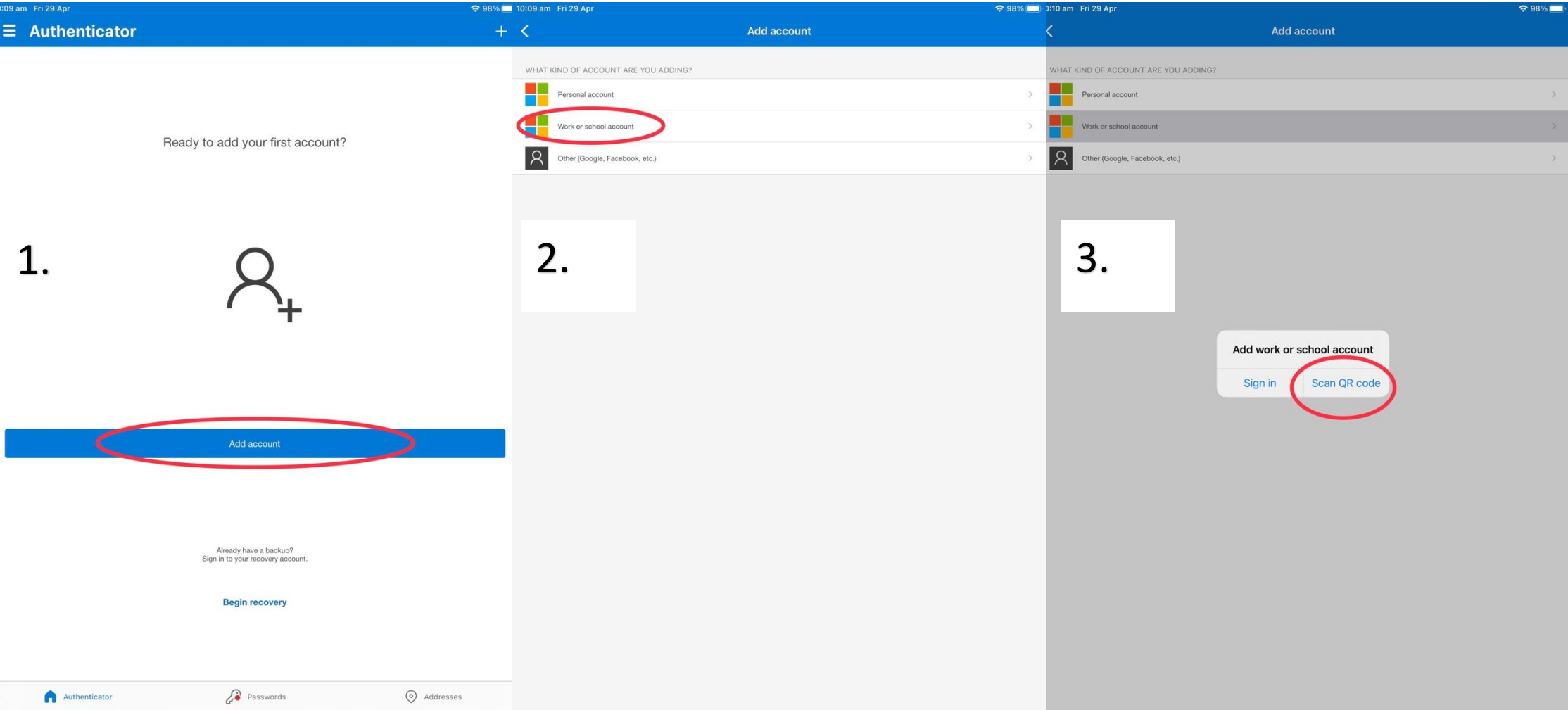
 Add work or school account

 Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

[Restore from backup](#)

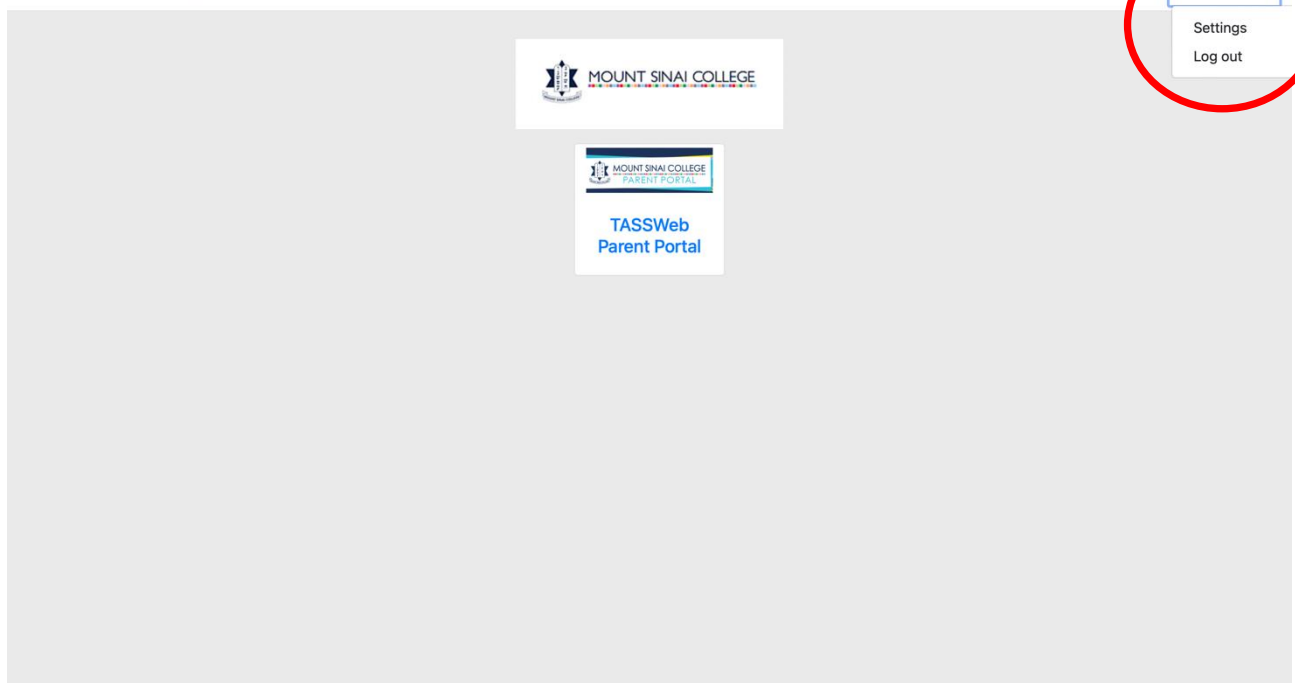
4. Follow the images from left to right.



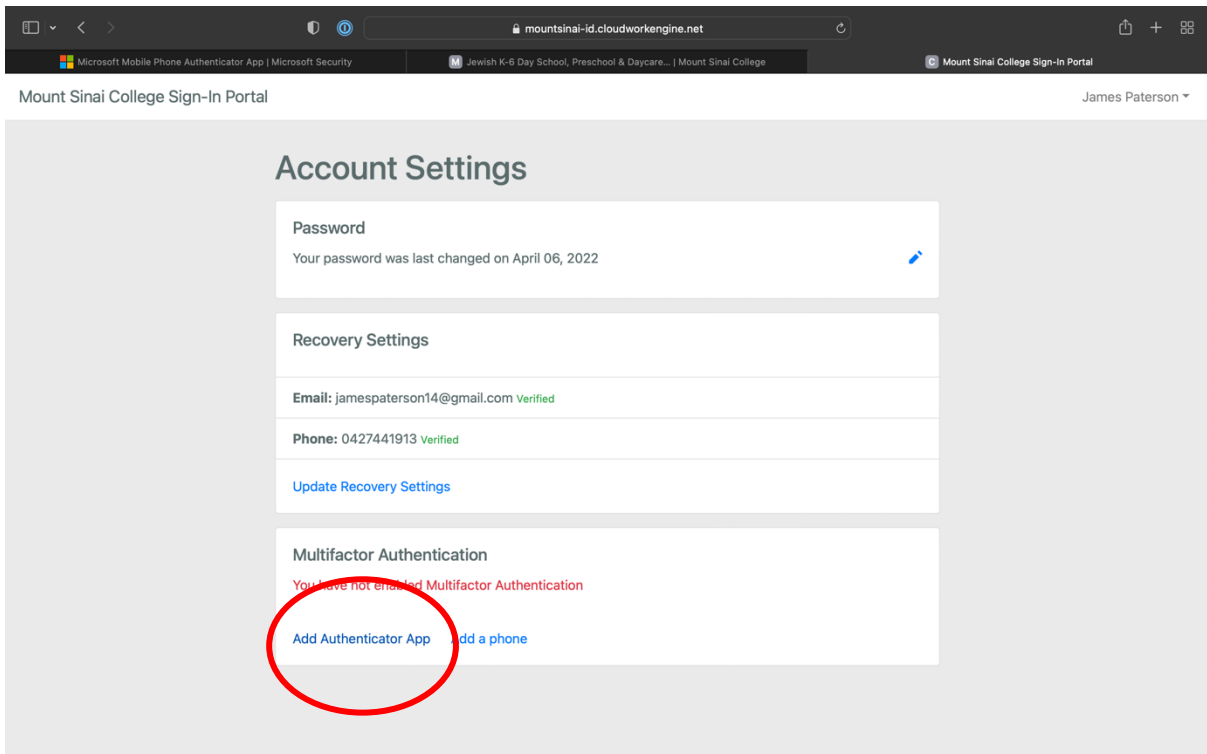
Section 2. – Linking the Microsoft authentication application with the Mount Sinai College portal.

1. Once you have the QR reader activated on your phone you will now need a second device such as a laptop or an iPad. You configure the Multi-factor Authentication through the Sign-In Page of the parent portal log in available at this link: [Sign-In Page link](#). This page includes a quick link that transfers you across to the Parent Lounge itself.
2. It is important that you either use the link above or login through the parent portal sign in page located on the Mount Sinai College website. The reason for this is that the authenticator set-up will not show up if you access the site through a different method. It is important you do not click the TASSWeb Parent Portal link but instead click your name and then settings in the top right corner.

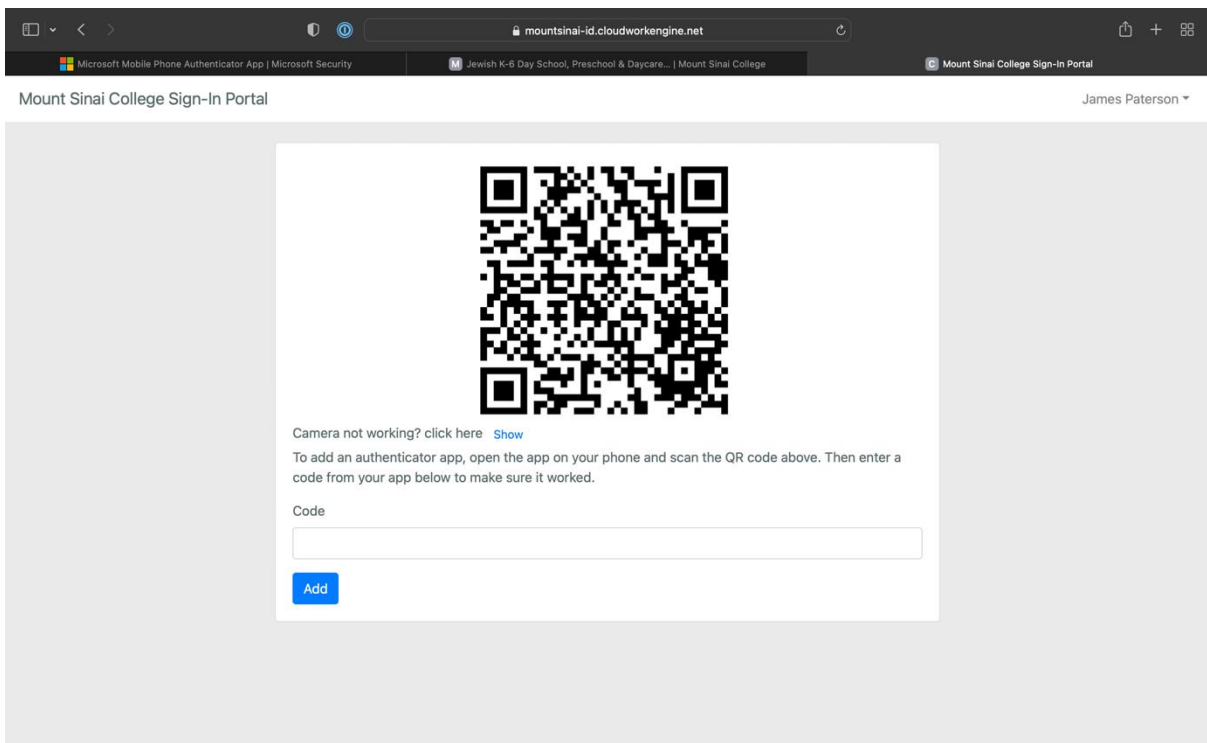
Mount Sinai College Sign-In Portal



3. Now select the ‘add authenticator app’ on the bottom left of the screen.

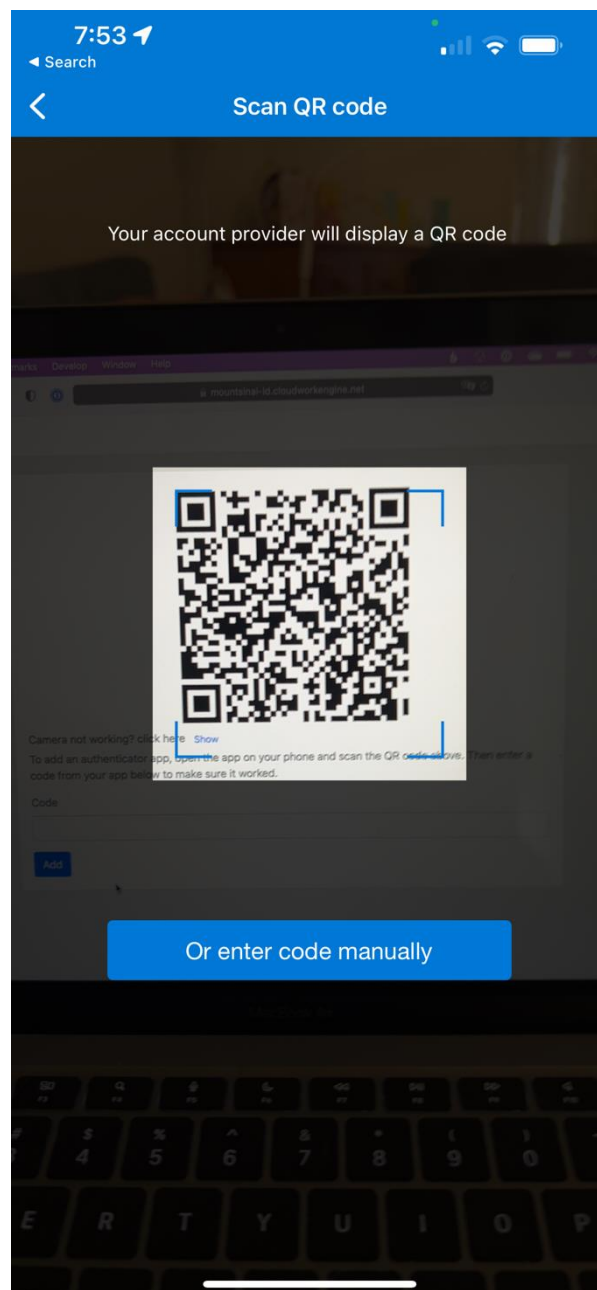


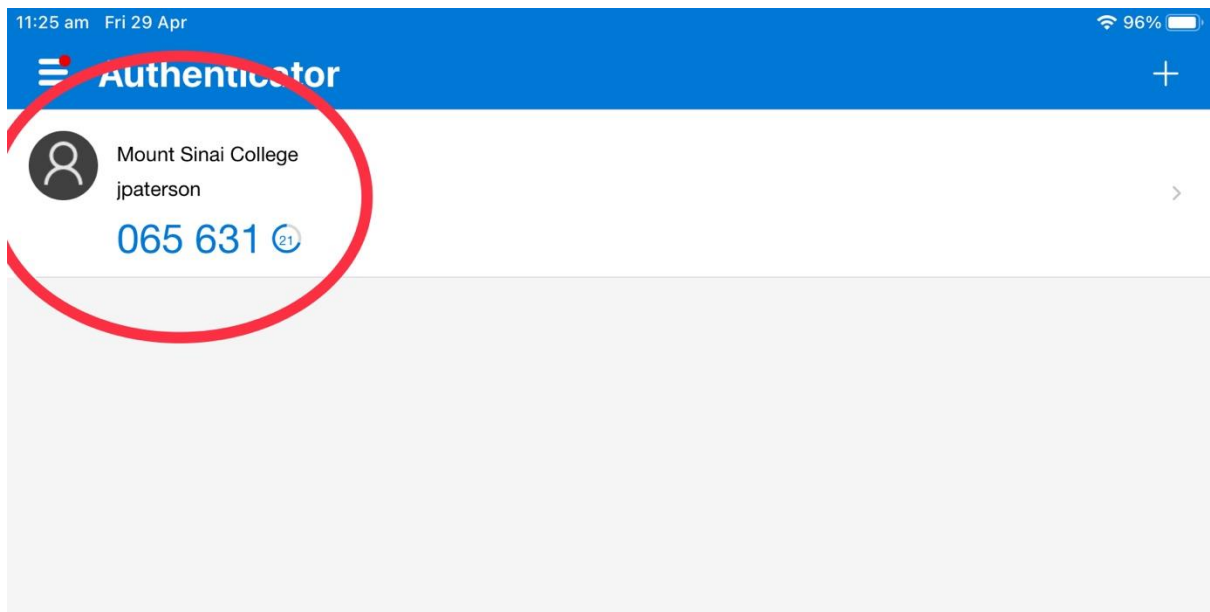
4. This option will bring up a QR code (shown below).



5. Please note: This QR code does not work like a normal Service NSW or other covid safe check in codes. You need to use the QR scanner located within the authenticator application. Using your device camera or video application will not work.

Pick up your device that has the authenticator QR scanner open and scan the QR code with it. You should then be redirected to the main page of the Authenticator application which should now display a code.





6. Enter this code into the page, and push “Add”.



Camera not working? click here [Show](#)

To add an authenticator app, open the app on your phone and scan the QR code above. Then enter a code from your app below to make sure it worked.

Code

Add

7. If you have completed the process successfully, you will see the section that says “Multifactor Authentication is on” in Green text. The next time you sign into the portal – you will be prompted to also enter the code.

Multifactor Authentication

Multifactor Authentication is on

Code from Authenticator App



[Add a phone](#) [Turn Off Multifactor](#)

Section 3. – Completion and use

This concludes the set-up of the multifactor authentication application for the Mount Sinai College parent portal. The next time you try to sign into the parent portal you will be prompted to enter a code. This code is the one displayed in the authenticator application.

The codes displayed change randomly every 30 seconds, a timer is shown for you convenience. Keep the authenticator application on a device you have easy access to such as your mobile phone. Once this feature is enabled, you will have to enter the code when logging in.

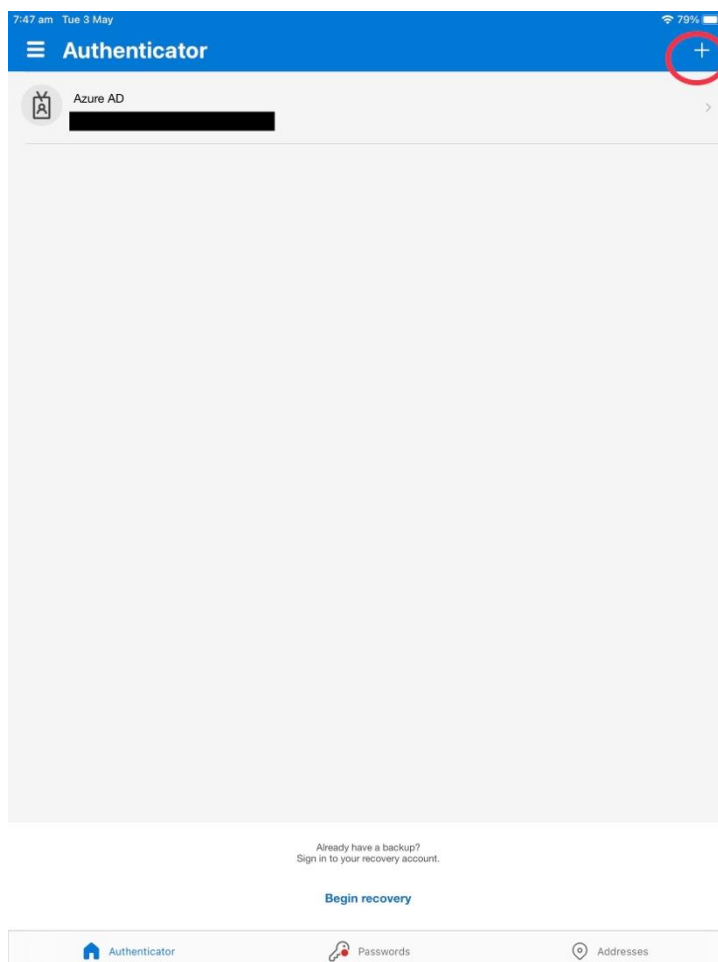
Troubleshooting

Some commonly asked questions include:

Q. “I already have an authenticator application; how do I just add my Mount Sinai College login?”

A. This is quite a simple process.

1. Log into your chosen Authenticator application (for the purpose of this guide, image references will be of Microsoft Authenticator)
2. Select the. ‘+’ icon at the top of the screen. (Sometime located in a drop-down menu), and choose “Scan a QR Code”



3. Refer to Section 2 of the Guide above, follow the steps to add the authentication application to your Mount Sinai College parent portal login.

Q. Why does the code change all the time?

A. To minimise the risk of someone using your code again for you, you usually have 30 seconds per code.

Q. I want to set up two devices with Authenticator.

A. If you'd like to use both your iPad and phone, for instance this does take a little extra setup but can be done. In order to do this – at “Step 4” in the process above – Scan the QR Code on both of the devices you'd like to set up. If you've done this right, you'll see they'll be generating the same code. Enter the code as you would normally into the login portal and they'll both be registered correctly