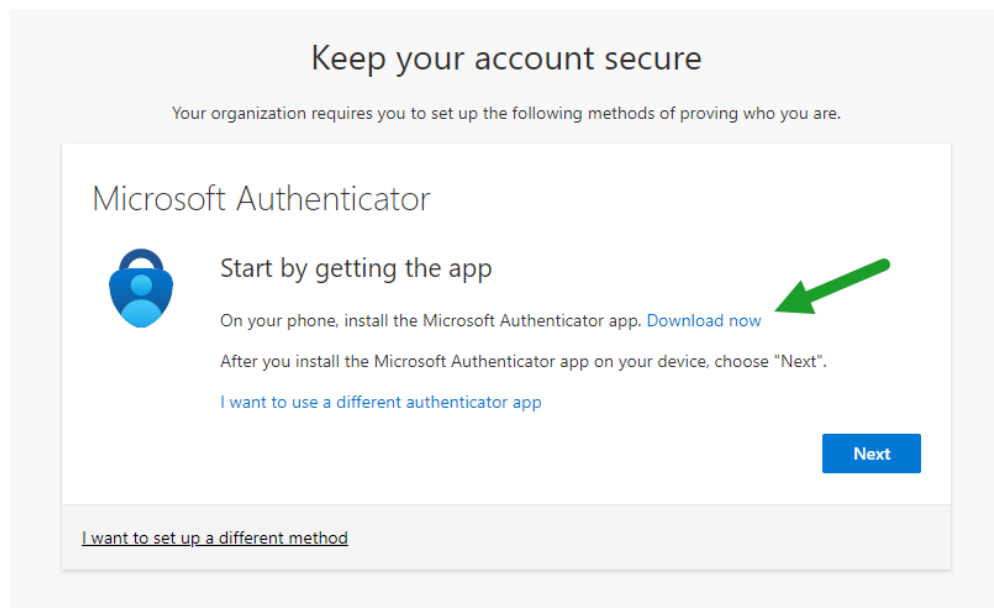


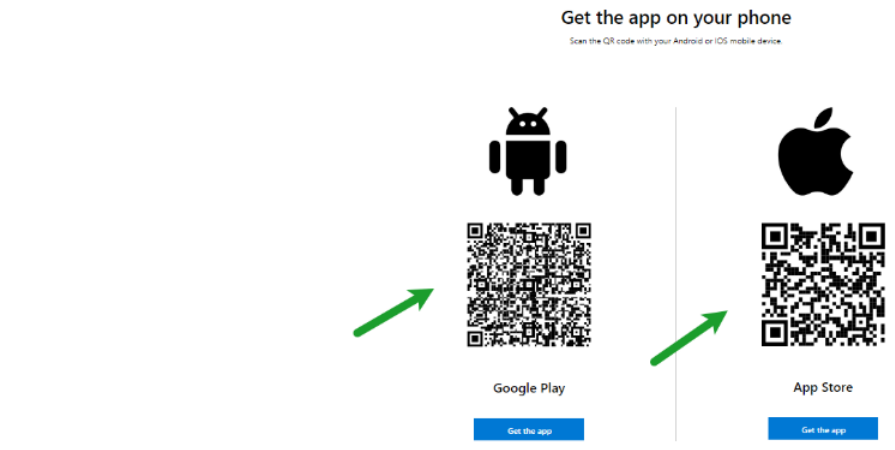
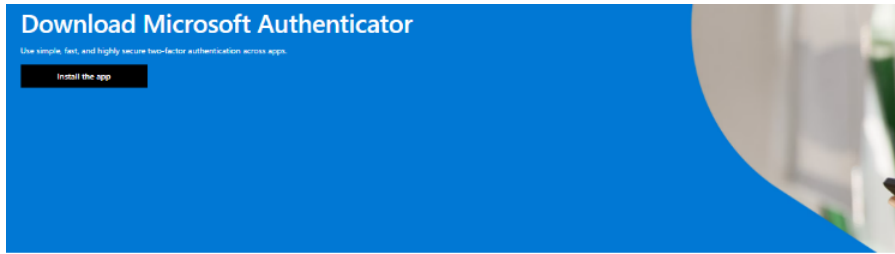


Setting up your MFA

1. Login to the biBerk BSP as you normally would. Once your account has MFA enforced, it will automatically detect if you have MFA configured or need to complete a new MFA setup. If you already use Entra\Azure AD for your main account and have MFA configured, you should not need to do anything as it will use your existing MFA method.
2. On the Start page, click Download now. If you are unable to use the Microsoft authenticator application, biBerk will also allow you to use email OTP for MFA if your account is not using email OTP as the first factor. To setup email OTP select the option "I want to set up a different method". biBerk recommends the Microsoft Authenticator option since it is a more secure MFA method.



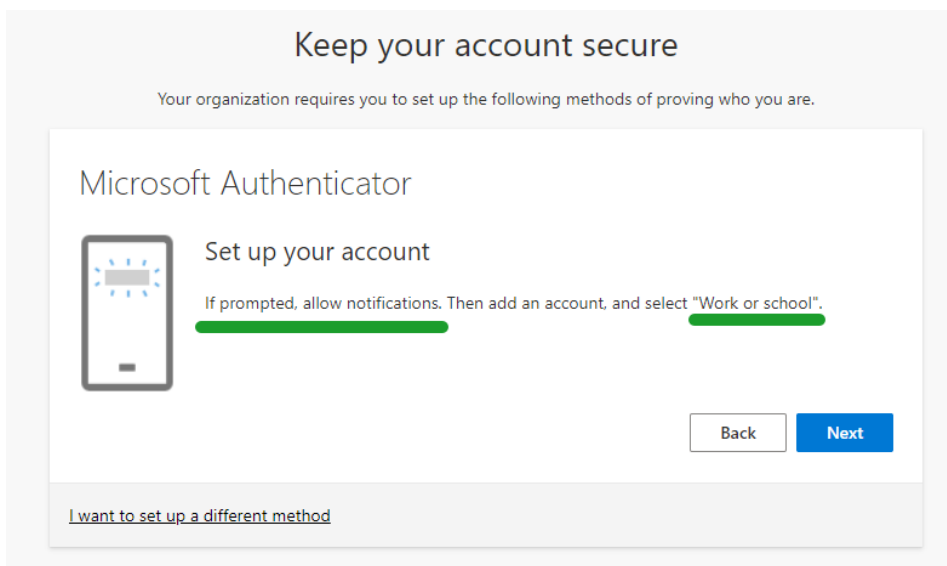
3. If you selected the Download now option, this will open a new webpage.
 - A. Scroll down and scan the appropriate QR code for your device.



B. Install the app on your mobile device.

4. Once installed on your device, follow the steps on the webpage.

On your device, Allow notifications and choose to add a Work or School account.



5. Scan the QR code presented on the screen 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

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

Your phone should flash an Activating message.

6. Once activated, Authenticator will send a test approval request to your phone which you will need to approve.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator



Let's try it out

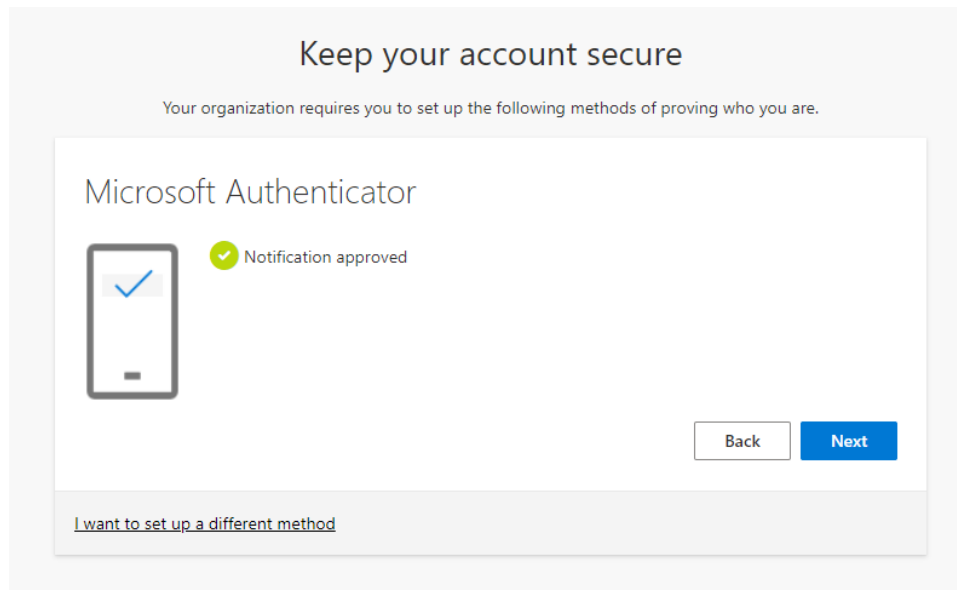
Approve the notification we're sending to your app.

Back

Next

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

Once you have approved the request on your phone, your webpage screen will update.



7. Click Next.
8. Click Done on the final completion screen.

