Step-by-Step - Configure MS Authenticator for spse.dxc.com

Step-by-step description to install and configure Microsoft Authenticator App (or WinAuth) for use with multi factor authentication for user IDs <first>.<last>@spfmfa.dxc.com

Last update 24.Aug 2023

General Information

URL   https://spse.dxc.com/sites/xxxx

New Login User   xxx.xxx@spfmfa.dxc.com

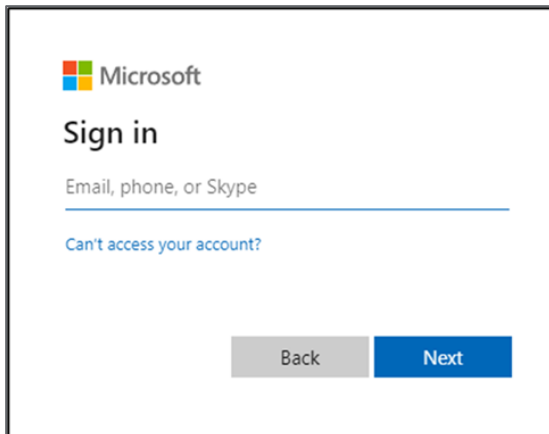Old Login User   HPUSS\xxx.xxx

Password is the same for both logins.

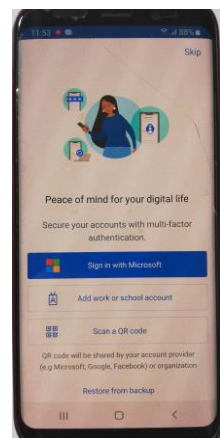Please address questions and issues related to the multi factor login to your DXC account contact.

IMPORTANT!!!

This document describes tasks and actions on both devices PC **and** mobile device.

Screen prints of messages displayed on the PC are left aligned.

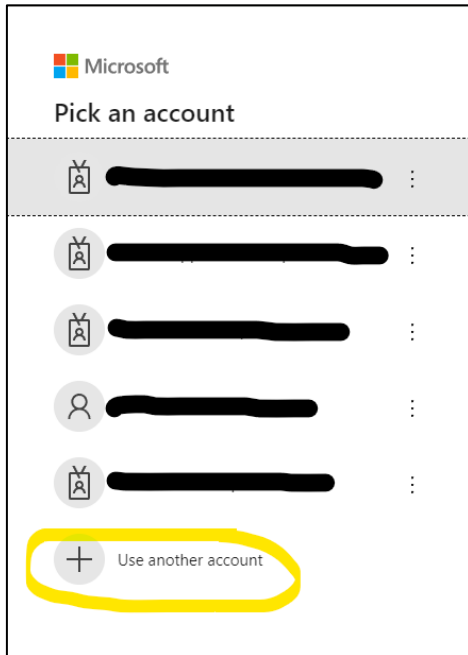Pictures of screens of the mobile phone are aligned to the right:
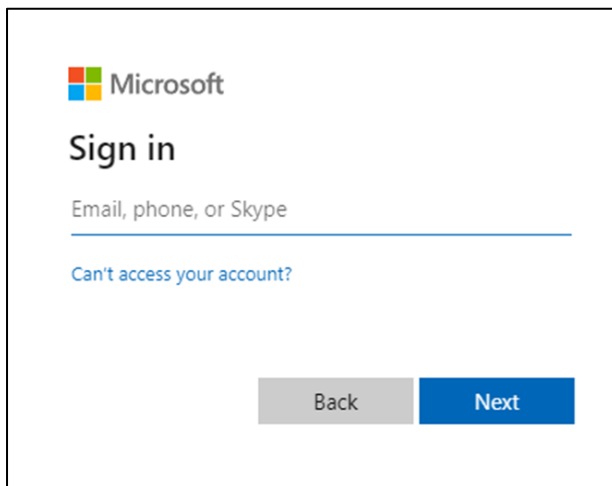
Installation Instructions

1. Open URL in browser of your PC

Choice of previous user IDs for Login is shown (optional screen)
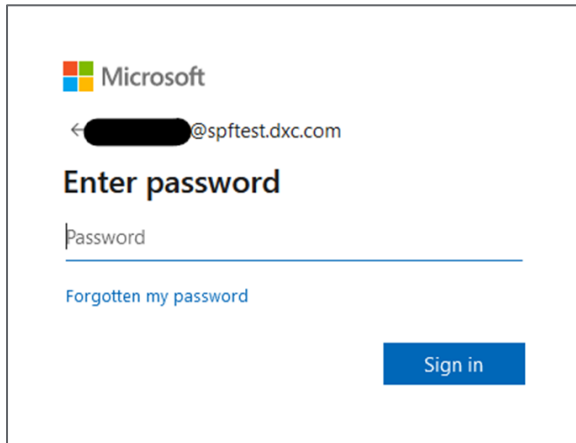
Please click ‚use another account'

2. Login screen shows:

3. Please enter the new login user and click 'Next'

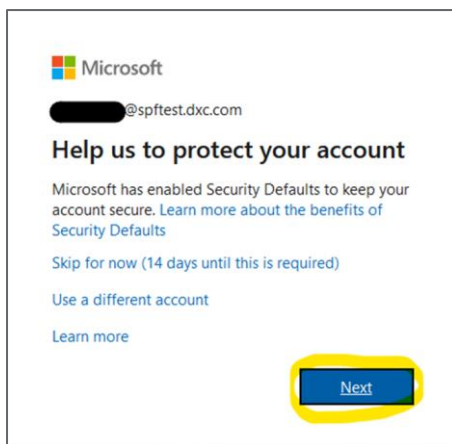Format of new UserID: xxx.xxx@spfmfa.dxc.com

You will be asked for a password:

4. Enter password (identical to password of old login user)
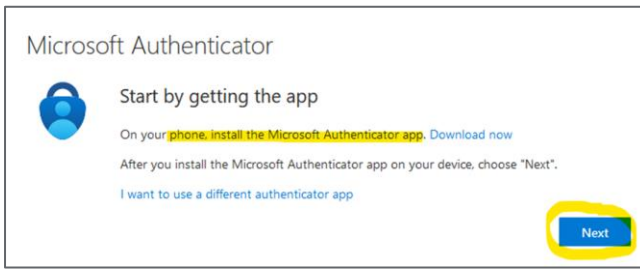
Click ‚sign in'.

The next screen will look like this:

The option 'skip for now' offers to log in without authenticator app. The configuration of multi factor authentication can be postponed for some days if necessary.

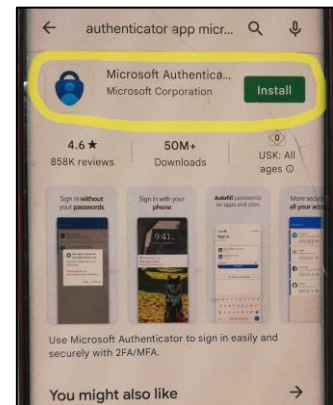## 5. Click ‚Next' to proceed to next screen

If you cannot use a mobile phone, please proceed to section 'Appendix – Use a different authenticator app' on page 14.

6. Take your mobile phone and install the app "MS Authenticator" from Google PlayStore
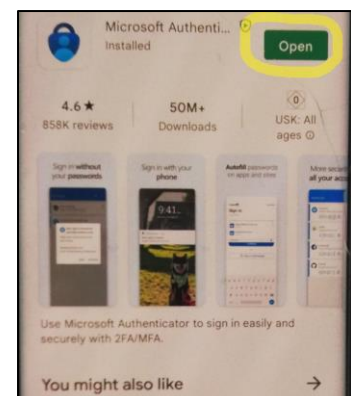
In case the app is already installed, skip this step.

Search in PlayStore for 'authenticator app Microsoft'.

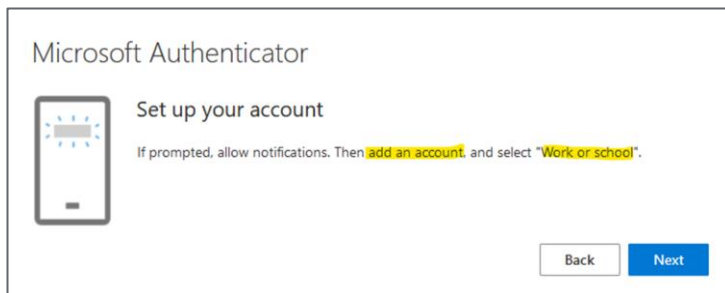Make sure the logo of the app matches the logo in the screen print.

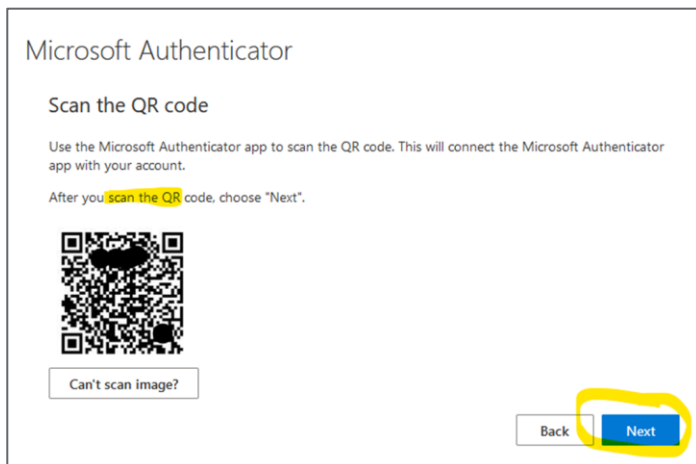Click „install" and then „open".

7. After installing the app 'MS Authenticator' on your mobile, click 'Next' to proceed

The next screen looks like this:

8. Click ‚Next' (PC browser) and you will see a QR code ready to be scanned with your mobile

You will be asked to scan the code later.

Special Case:

If you cannot scan the QR Code, please click ‚Can't scan image?'. This will expand the text to show a code, that can be entered in the MS authenticator app to proceed with the registration.
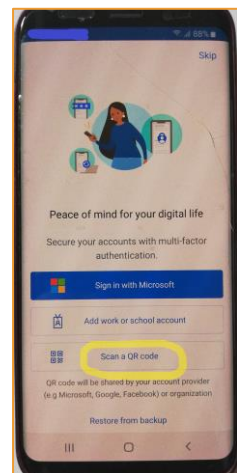
9. On your mobile, open the app „MS Authenticator"

Option 1: App was just installed:

If asked, please confirm privacy statement:

On first use of the app, you will see this screen:
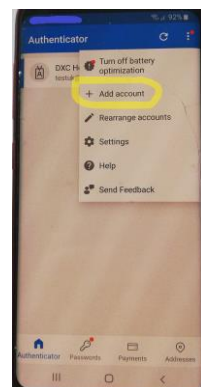

Please click ‚scan QR code'

(continue with step 10 – 'Option 2' can be skipped

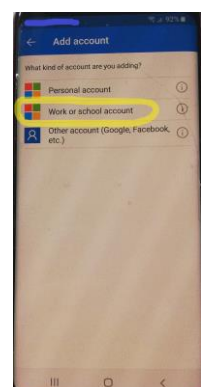**Option 2: app already in use on the mobile device:**

Please open the MS Authenticator App and click the 3 dots in the upper right corner to open the menu.
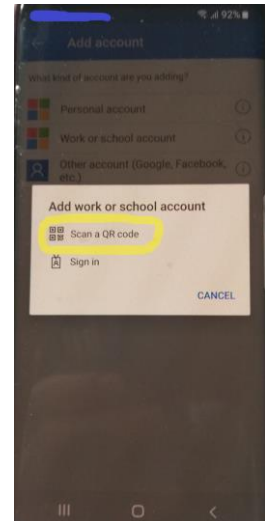

From the menu please select ‚add account'

Multiple options are shown:

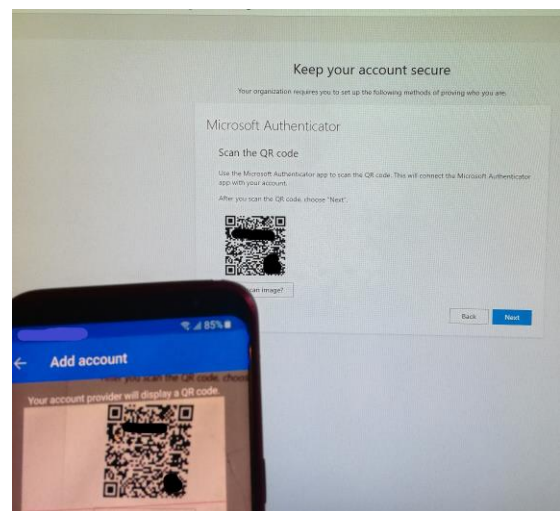Select ‚work- or school account' from the list.

10. Select option 'scan QR-Code'

Now the mobile's display shows a window to scan the QR code that is shown in the PC browser.

11. Scan QR Code

Point the camera of your mobile to the PC screen and let the app scan the QR code.

After successfully reading the QR-Code, the display on the mobile will change automatically.

In case you see an error message, please follow the steps in the following paragraph 'special case'.

If the code was read, please proceed to step 12 'A new account will be created and displayed in the list:'.

Special Case:

If the last step failed, probably a time-out has occurred, and you must go back the last steps to repeat the QR code scan.

On your mobile

Click 'cancel' / 'retry' and repeat the steps:
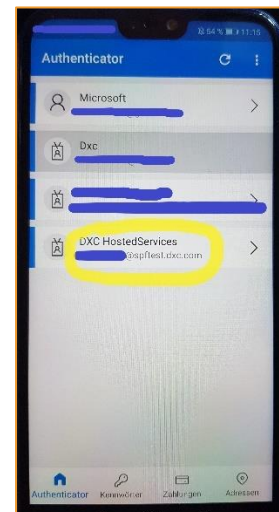
Select ‚work- or school-account '

Select ‚scan QR code‘
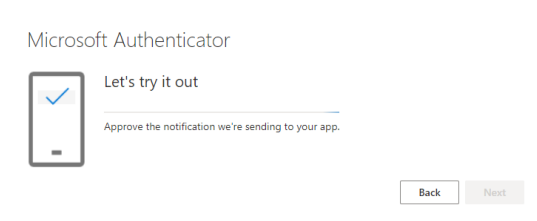
In browser

Click ‚back‘ to return to previous screen

Generate a new QR code by clicking 'next'

12. A new account will be created and displayed in the list:

13. In the browser of the PC the display changes automatically after the app has processed the QR code

If you still see the screen 'scan the QR code' please click 'next' to proceed to the next screen.

Special Cases:

If it the process takes too long, a timeout or session expired may occur.

If you see an error message, please read it carefully and follow the instructions.

You need to return to step 8 in this installation instruction and repeat the steps.

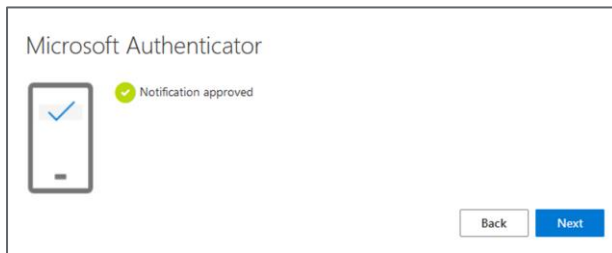## 14. Now a notification is sent to the mobile automatically

The mobile asks to confirm the login:

Carefully check the user ID displayed.

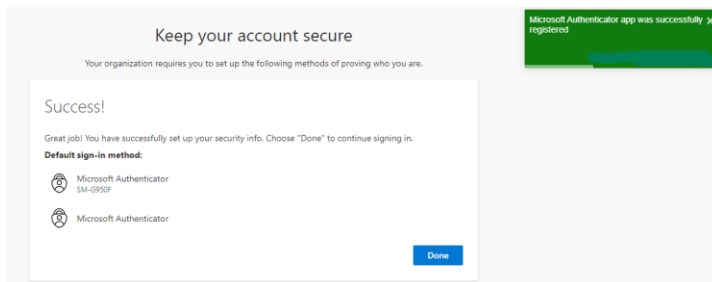If this is your user ID, click ‚confirm'.

15. After confirmation of the notification on the mobile, the message in the browser changes to:
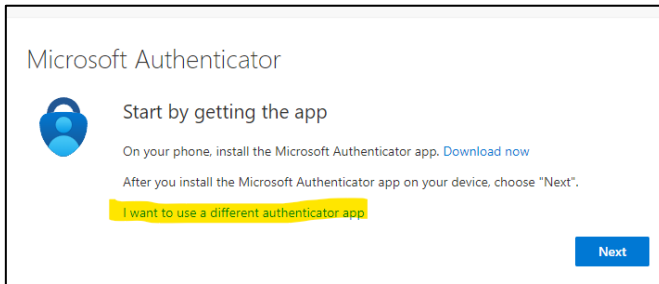

Click 'next' to proceed.

16. Success

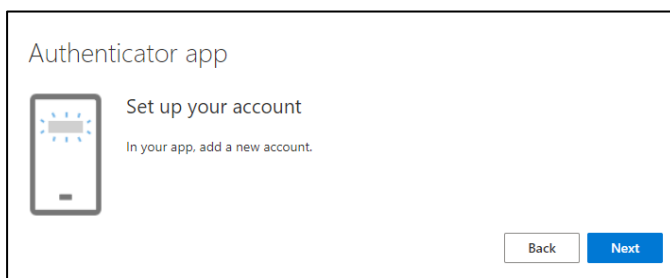In the browser window a message shows up to confirm the successful login.

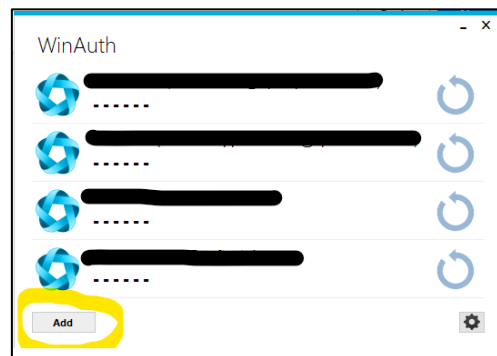Click ‚Done' to proceed to the page of the URL you opened in the beginning of the installation.
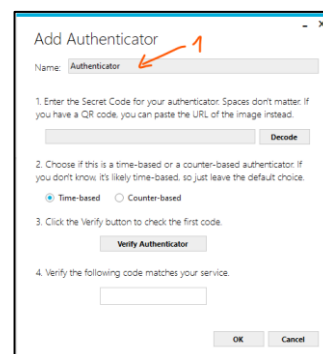
Appendix – Use a different authenticator app

Click 'I want to use…' to proceed to next screen:

Start WinAuth
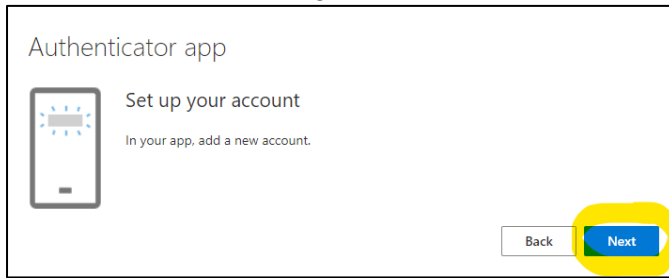(WinAuth is open source and free to download)

Click 'Add' and select 'Authenticator' to display the 'add authenticator' screen:
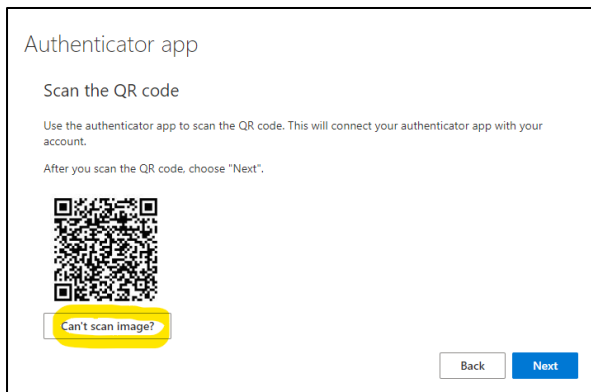

1 – insert a name for the new authenticator
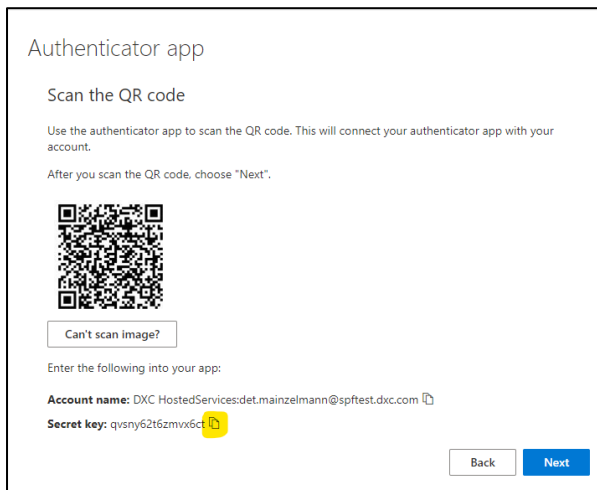for example: 'spfmfa.dxc.com'.

Switch back to the dialog in browser window:

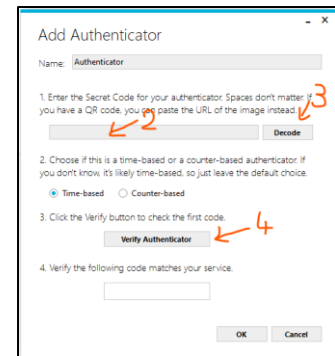Click 'next' to proceed to the QR code

Click 'can't scan image?' to expand additional options.

Click the copy-icon to copy the secret key to the clipboard.
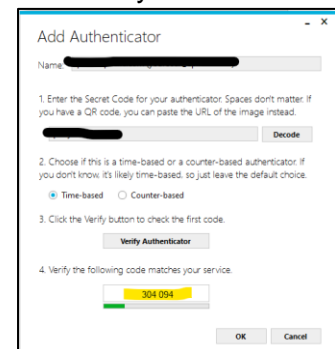
Switch to 'add authenticator' window

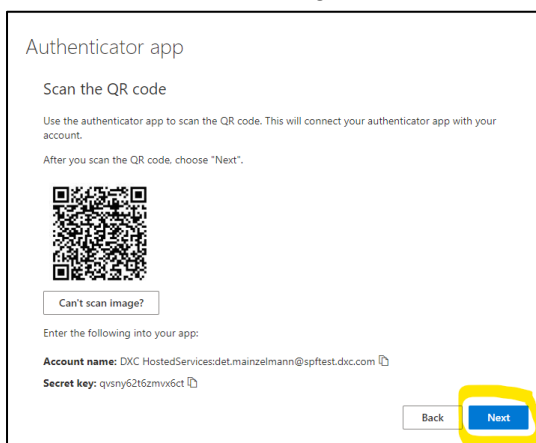2 – paste secret code from clipboard here

3 – click 'decode'

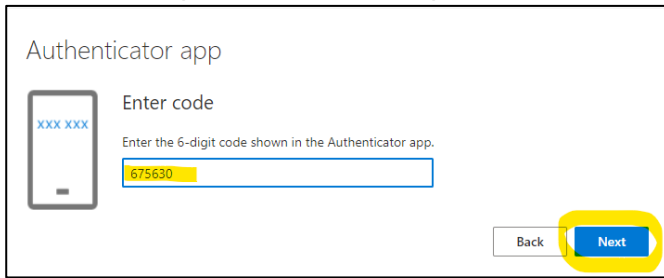4 – click 'verify Authenticator' to show a code for login.
The code expires after some time and a new code will be shown automatically.
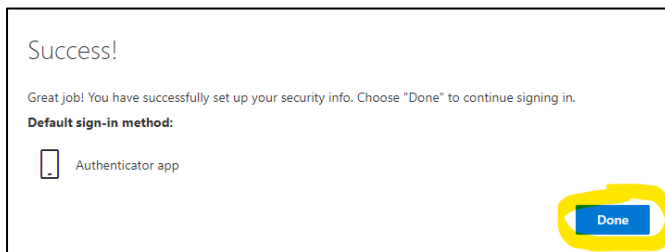

Switch back to the dialog in browser window
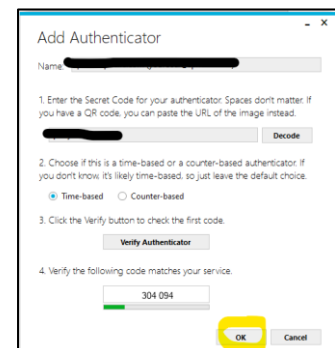
Click 'next' to proceed to next step:

Enter the code that is currently displayed int the 'Add Authenticator' window and click 'next'.
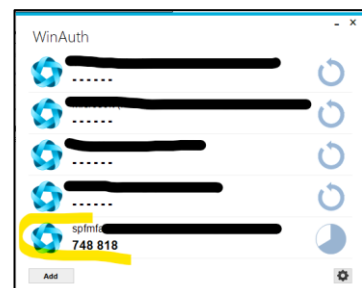

Click ‚Done' to proceed to the page of the URL you opened in the beginning of the installation.

Switch back to the authenticator app

Click 'OK' to create the new entry in WinAuth:

To generate a code for login, click on: