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Authy: App based MFA for all your accounts

This document provides instructions for setting up Authy (https://authy.com/) as an MFA authenticator for your Dalhousie Account, and any other MFA enabled sites and services.

Authy is a cloud-based MFA solution that is available on the following platforms:

- Windows (32 & 64bit)
- MacOS
- Linux
- Android
- iOS

One of the chief benefits of Authy is that the MFA setup is stored in the cloud, and therefore can be sync'd to all of the locations you have the app installed.

Getting Authy:

1. Proceed in a browser to https://authy.com/download/
2. For mobile:
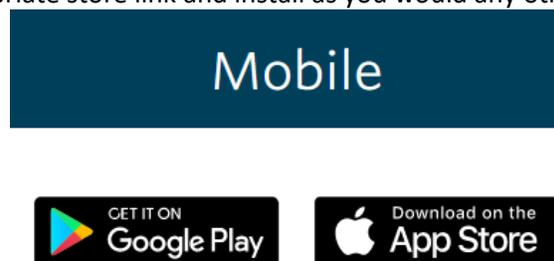   a. Click the appropriate store link and install as you would any other app (Figure 1).

Figure 1

3. For Desktop:
    a. From the dropdown, select your operating system (For Windows, when in doubt, **choose 64bit**) (Figure 2).
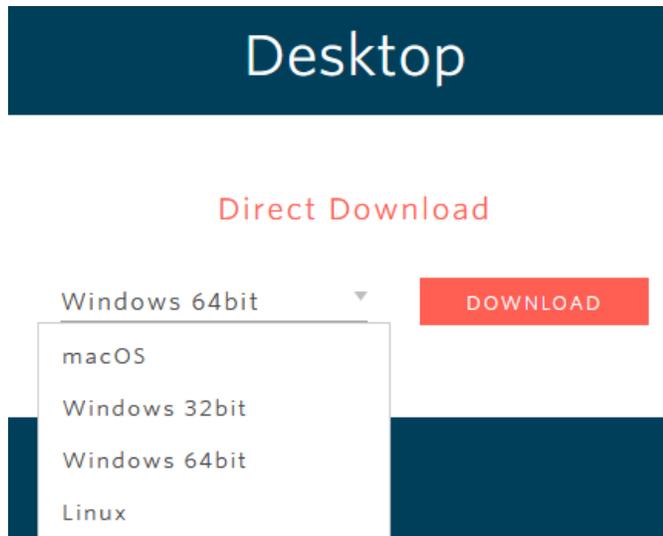

Figure 2

    b. Install the downloaded app via your operating systems normal procedure.
4. Launch Authy
5. Provide a phone number that will be your account number. It is recommended this be a personal number, as you can use Authy with many online accounts as well to better secure them. **NOTE: This number is only utilized as the account base and for verification when logging in from a new device** (Figure 3).
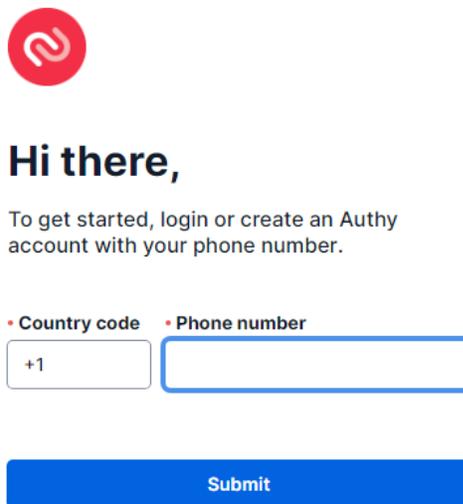

Figure 3

6. Confirm the number is correct (Figure 4).

Is **+1-902-4**██████ the correct phone number for
your Authy account?

No Yes

Figure 4

7. Confirm the login, you may use whichever method works best for you, inclusive of a Phone Call
   if there is concern about additional charge for the SMS message (Figure 5).

Verify your account

Select one of the following methods to verify
your account:

🗔 **Use existing device with Authy installed**

ⓢ Receive WhatsApp message

🖹 Receive SMS message

📞 Receive call

Figure 5

8. Once you enter the code provided on the next screen, you'll be taken to your account, which
   would be blank to begin with. In order to start adding your Dal account, we'll first go to
   https://mfa.its.dal.ca/ , login if required, and choose "Configure MFA settings". **NOTE: Do not
   enable yet if it's not already done, doing so will require a contact to the Helpdesk in order to
   fix your account and may cause temporary loss of access** (Figure 6).
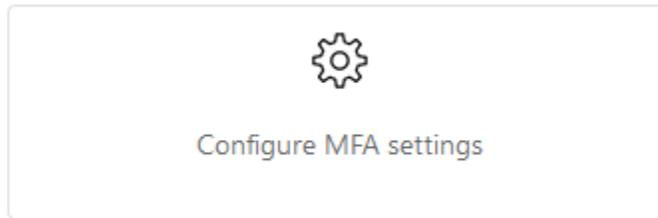
Figure 6

9. Add a sign in method (Figure 7).

Figure 7

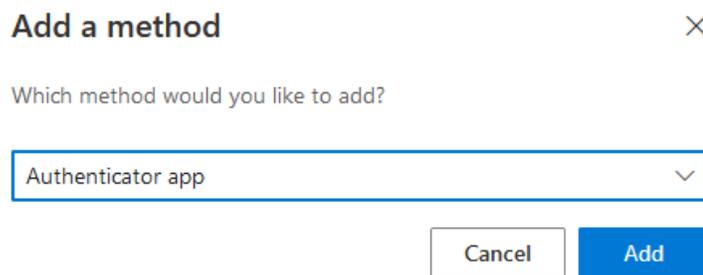10. Select **Authenticator App** from the dropdown (Figure 8).

Figure 8

11. Click the link indicating you wish to use a different authenticator app (Figure 9).
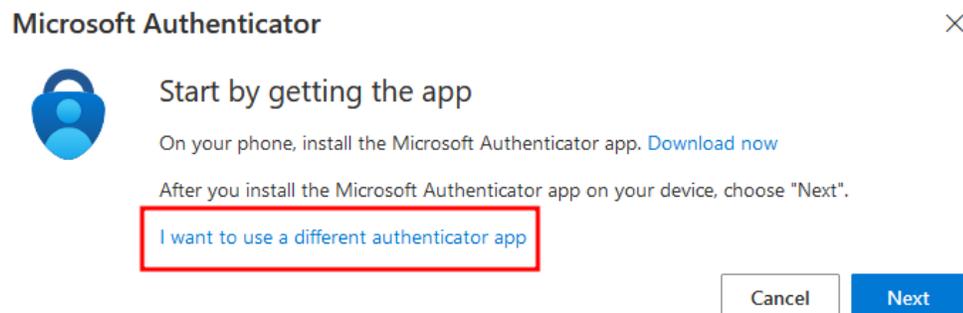

Figure 9
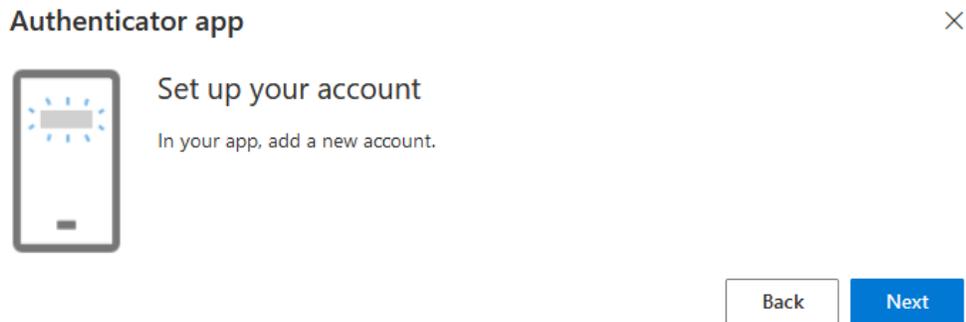
12. Choose Next (Figure 10).

Figure 10

13. If setting up on your mobile device, you can scan the QR code. If setting up on desktop choose
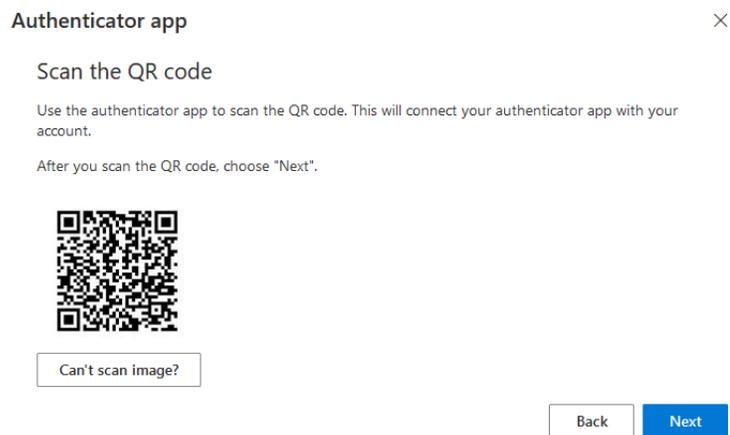   **Can't scan image?** (Figure 11).

Figure 11

14. Copy the secret key to your clipboard, by either highlighting and pressing **CTRL+C** or clicking the
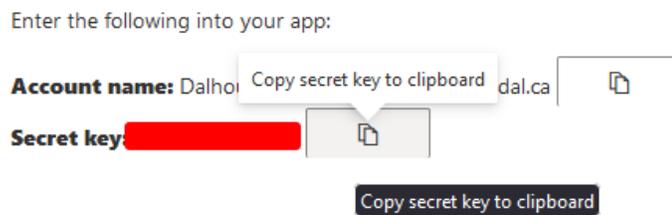   icon next to it (Figure 12).

Figure 12

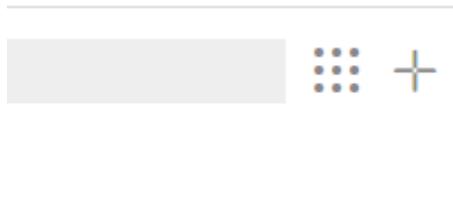15. Go back to the Authy app, and click the **+** in the top right (Figure 13).

Figure 13

16. Paste in the secret key from the Microsoft site and click **Add Account** (Figure 14).

Figure 14

17. Give the account a name and click **Save** (Figure 15).

Figure 15

18. This will bring up a code, on the Microsoft site in your browser click **Next** then enter the code as requested to add the app to your account (Figure 16).
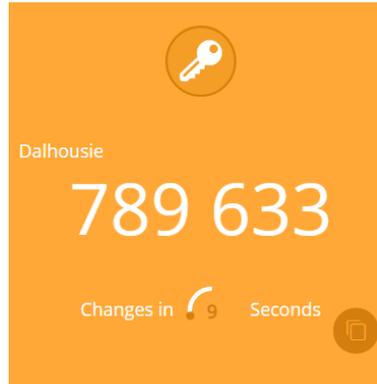

Figure 16

19. You should now see it listed on your account as an **Authenticator App** (Figure 17).
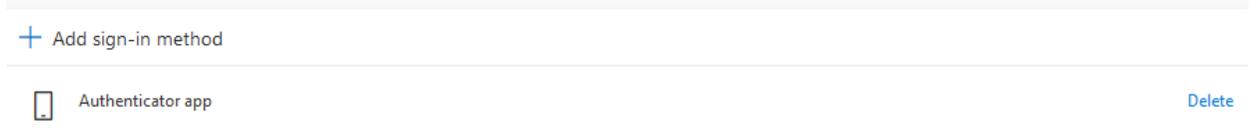

Figure 17