



Multi-Factor Authentication Project

The Multi-Factor Authentication (MFA) Project is responsible for providing all Oxford Single Sign-On (SSO) users with additional verification methods when accessing materials which are currently protected by Single Sign-On. This guide will assist you in setting up an additional authentication factor for your Single Sign-On.

The project is adopting a phased approach to the second factor being switched on. You will receive communications in set intervals informing you of when you are due to go-live with your second factor.

When this is switched on, your access to existing applications will be suspended.

This guide will show you how to set up App Passwords. App Passwords can only be set up once your initial multi-factor authentication method has been set up, such as the authenticator app or a phone.

There is [guidance on how to set this up](#) on the multi-factor authentication project website.

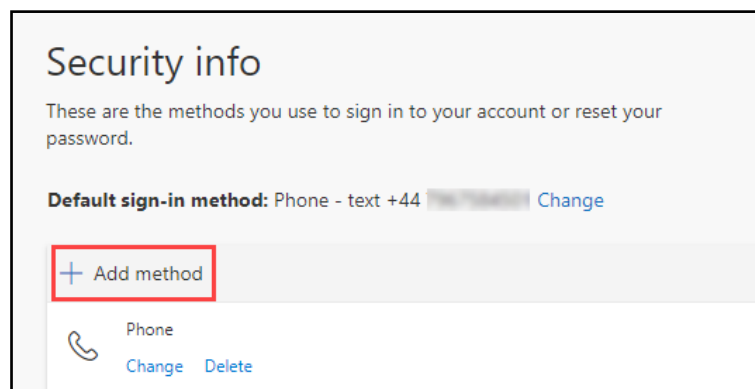
An App Password is required in situations where you use apps or older devices that are incompatible with the multi-factor authentication method. The App Password proves to the system that you have multi-factor authentication set-up. When accessing an older application, such as Outlook 2013, you will be prompted for your multi-factor authentication details.

You must enter the App Password in place of your Single Sign-On password for the application or device you have created it for.

You can create up to 40 App Passwords. Each App Password is unique to an application.

Once this is done you will no longer be prompted for MFA for that specific application.

1. Following the successful set-up of a multi-factor authentication method go to the [Microsoft Account page](#)
2. Click **Security Info**
3. On the security info screen click **Add Method**





4. Click the **drop-down menu** and select **App Password**

A screenshot of a 'Add a method' dialog box. The title is 'Add a method'. Below the title is the question 'Which method would you like to add?'. There is a drop-down menu with 'App password' selected and highlighted in grey. Other options in the list include 'Authenticator app', 'Alternative phone', 'Security key', and 'Office phone'.

Add a method

Which method would you like to add?

App password

Authenticator app

Alternative phone

App password

Security key

Office phone

5. Click **Add**
6. Enter an App Password name

A screenshot of an 'App password' dialog box. The title is 'App password'. The text says 'Start by creating a name for your app password. This will help differentiate it from others.' Below that is the question 'What name would you like to use? Minimum length is 8 characters.' There is a text input field with the placeholder text 'Enter app password name'. At the bottom right are two buttons: 'Cancel' and 'Next'.

App password

Start by creating a name for your app password. This will help differentiate it from others.

What name would you like to use? Minimum length is 8 characters.

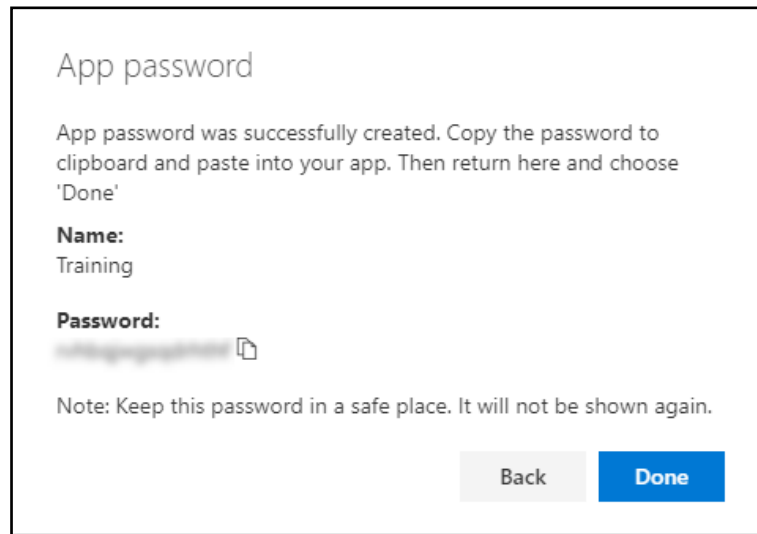
Enter app password name

Cancel Next

7. Click **Next**



8. The App password screen will display



9. Click **Done** to complete the process
10. The App Password will now appear in your list of sign-in methods
11. **The App Password can now be entered for the relevant application or device instead of your Single Sign-On password**