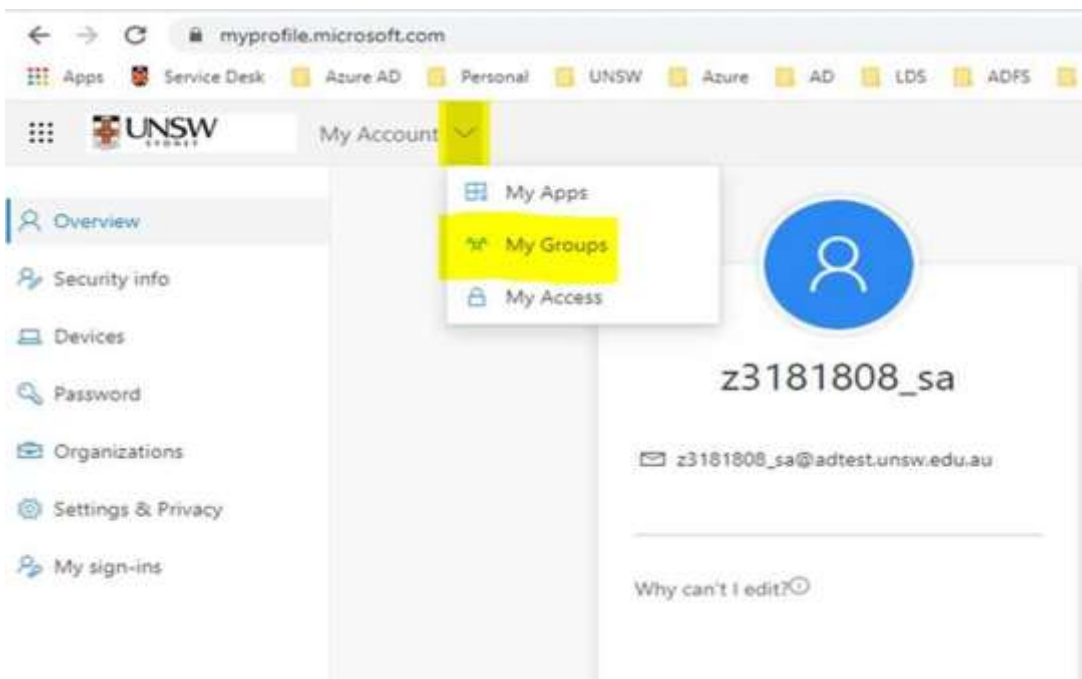


User Self Service for AAD Group - Multi-Factor Authentication (MFA) Membership

This quick reference guide is for users self servicing for AAD Group – MFA Membership.

1. Login to: <https://myprofile.microsoft.com/>
2. From drop down menu choose My Groups



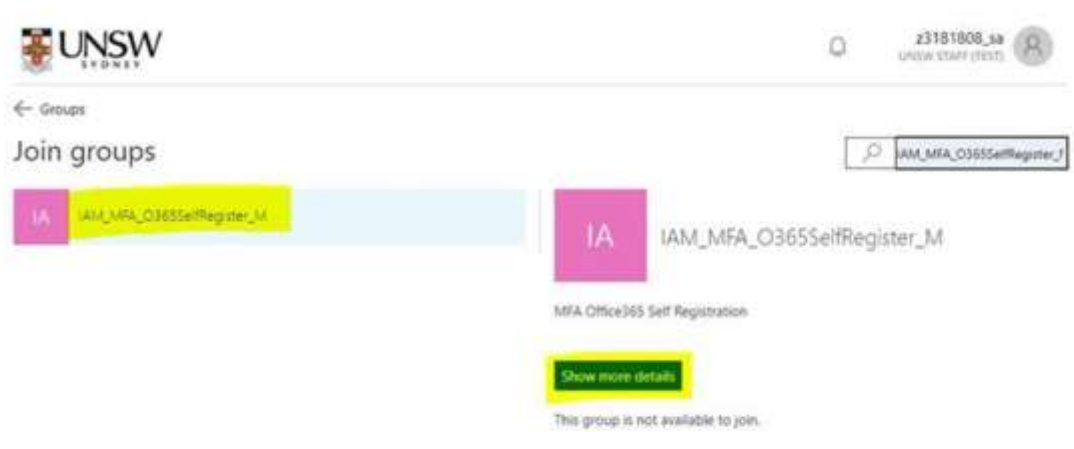
3. Click on “Join Group”.



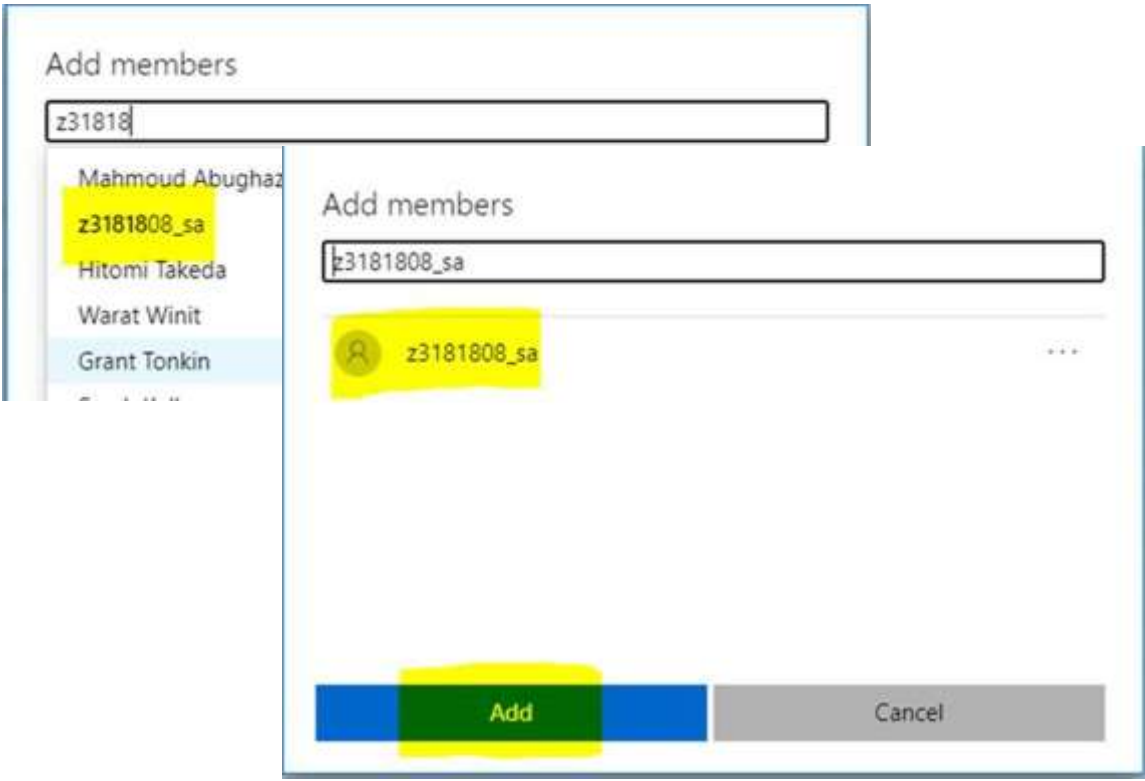
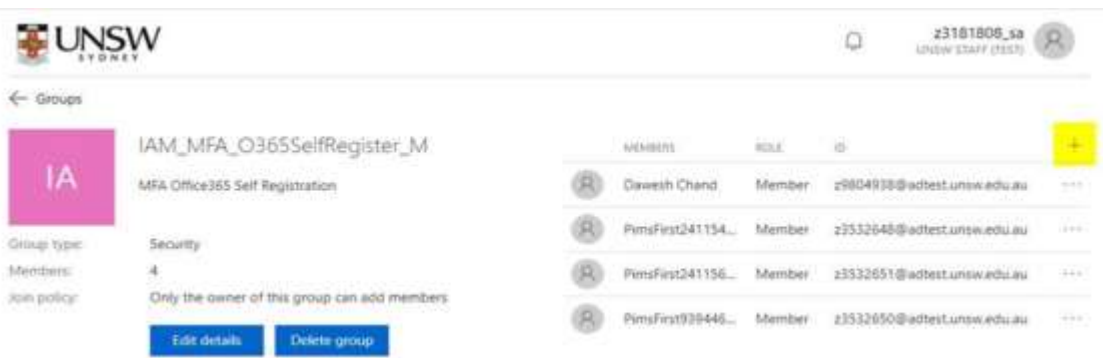
User Self Service for AAD Group - Multi-Factor Authentication (MFA) Membership

This quick reference guide is for users self servicing for AAD Group – MFA Membership.

4. Search for the **IAM_MFA_O365SelfRegister_M** , then click on Show more details

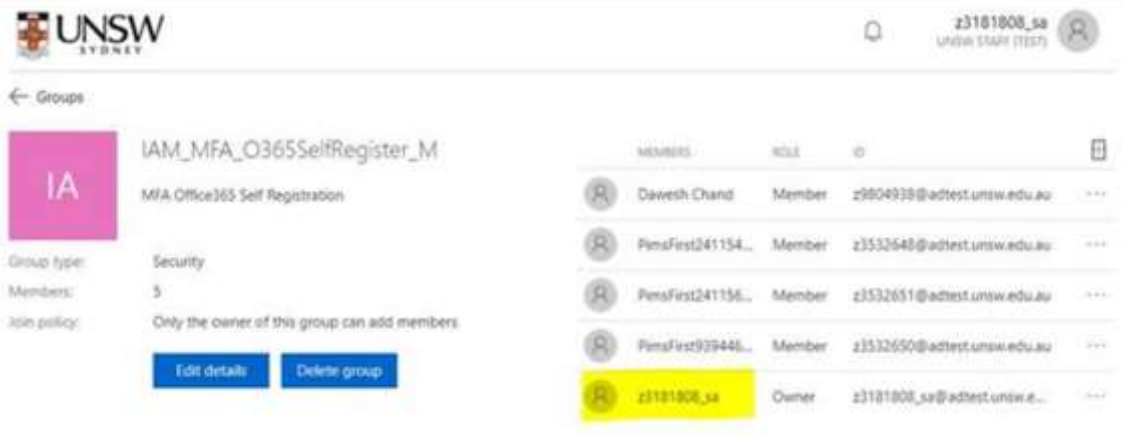
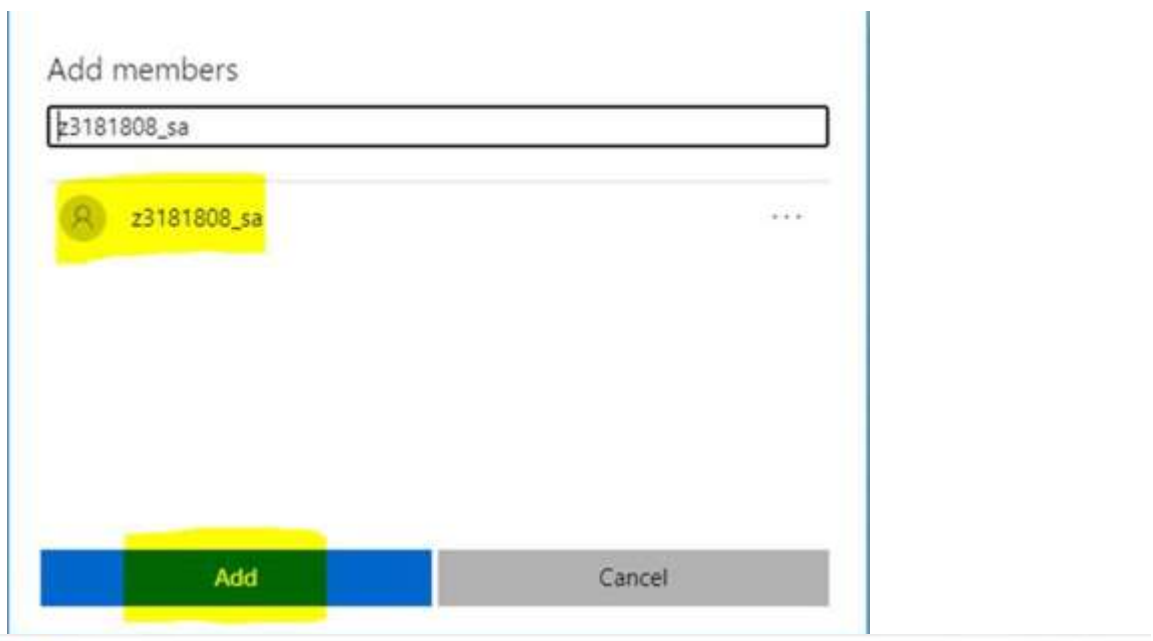


5. Click on the sign + to add yourself

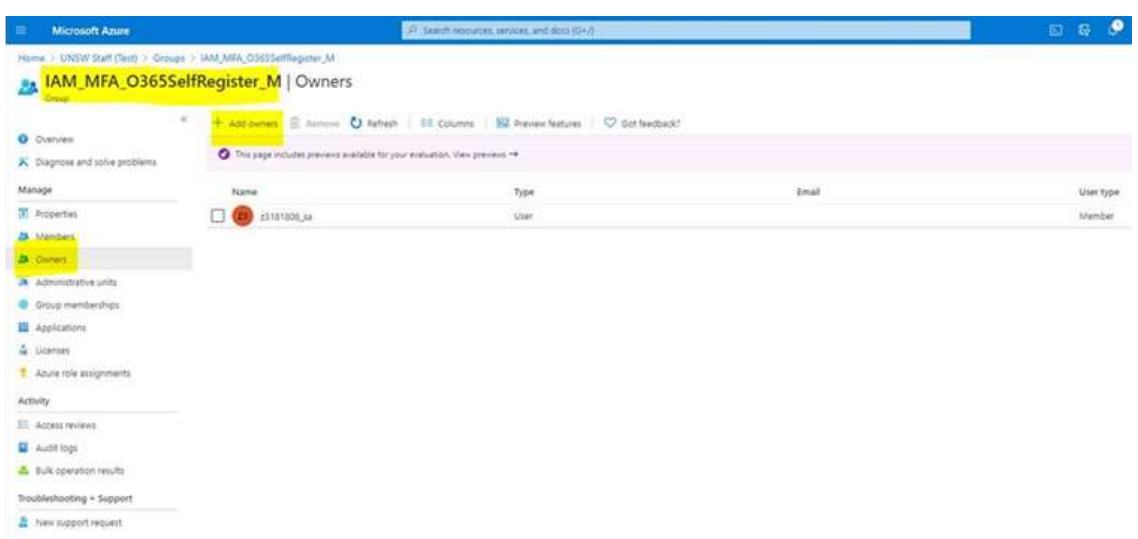


User Self Service for AAD Group - Multi-Factor Authentication (MFA) Membership

This quick reference guide is for users self servicing for AAD Group – MFA Membership.



NOTE: Only the owner of this group can add members (you need to add the users as owners of this group or few who will add the rest)



Registering for Multi-Factor Authentication (MFA)

This quick reference guide is for users registering for MFA for the first time.

* **Please note** - After signing in with MFA, you will not be asked to sign in again for 60 days unless you change devices

Additional Tips and Hints

If you have problems putting yourself into a membership group, as a first point of check, please make sure you have entered your ID (zID) correctly.

Please contact the IT service centre helpdesk for urgent issues or **if you have lost your phone.**

End Document