How to Set up MFA using the phone call or text message Option

Click the “Office 365 Portal” link under Quicklinks on the AIT website. Enter user credentials as normal (as below). Click Sign In.

The window below appears. Click Next

The screen as below appears.
Select preferred method of contact as authentication phone.
Select Ireland from the country or region drop down list.
Enter your mobile number (without the leading zero i.e. if your number is 0871234567, enter 871234567.
Select “Send me a code by text message” or “Call me”.
Click Next.

Note: the above screen states that phone numbers will only be used for account security. This is the case and any numbers entered are not visible to any AIT staff (including technical staff). Please also note that no charges for calls or text messages are incurred by the user.

In the case of a call, the user will hear a recorded message. The user must press the hash key (#) on the phone to proceed with the authentication.
In the case of a text, the user will receive a 6 digit code via text message. The user must enter this code to proceed with the authentication.
Once this is done, the message below will appear. Click Done.

You have now successfully registered for MFA