



## Multi-factor authentication (MFA)

### Guide

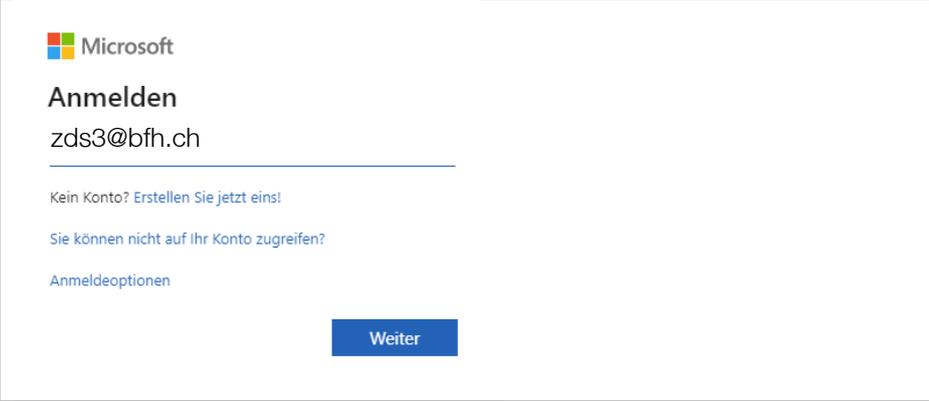
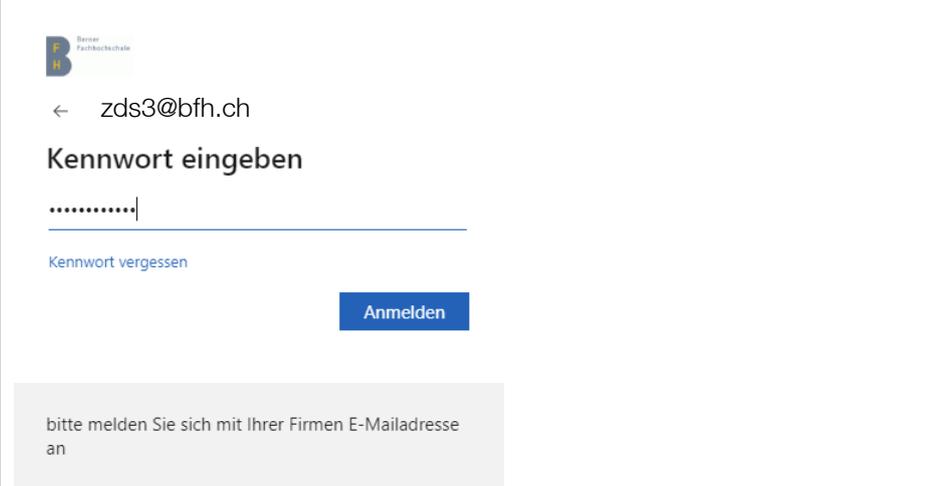
#### Logging on to a Microsoft 365 service using MFA

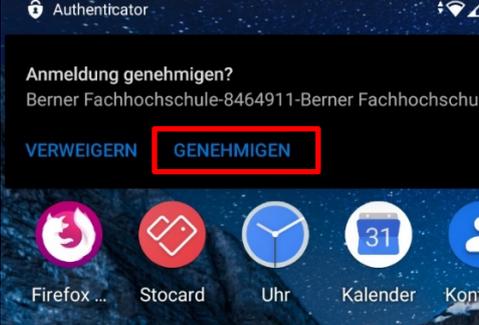
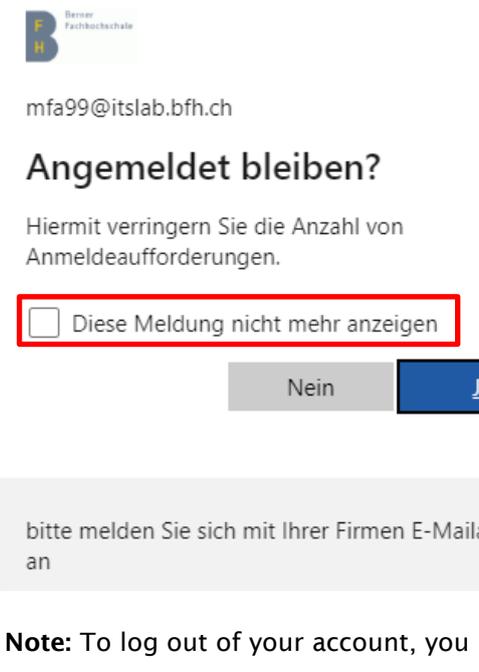
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At BFH, all Microsoft 365 services are protected by multi-factor authentication (MFA). In addition to your BFH username and password, you have to identify yourself with an additional factor (usually MS Authenticator App) in order to access these services.

After successful **registration** for the multi-factor authentication (the instructions for this can be found here: [bfh.ch/MFA/EN](https://bfh.ch/MFA/EN)), you can log in to a **Microsoft 365 service** of the BFH. You still need to confirm the login with the additional factor you have chosen.

**Note:** In the following example, we assume that you selected the option "**Notification for verification**" recommended by the BFH when registering for MFA (a notification with approval function is displayed on your smartphone).

<p>Log in with your abbreviation e-mail address: e.g. <a href="mailto:abcd1@bfh.ch">abcd1@bfh.ch</a>.</p> <p>Your abbreviation corresponds to your BFH username that you received with the entry mail.</p> <p>Confirm with "Next".</p>	 <p>The screenshot shows the Microsoft login page. At the top is the Microsoft logo. Below it is the heading "Anmelden" followed by the email address "zds3@bfh.ch" entered in a text field. There are three links: "Kein Konto? Erstellen Sie jetzt eins!", "Sie können nicht auf Ihr Konto zugreifen?", and "Anmeldeoptionen". A blue "Weiter" button is at the bottom right.</p>
<p>Enter your BFH password.</p> <p>Confirm with "Login".</p>	 <p>The screenshot shows the BFH password entry page. At the top left is the BFH logo. Below it is a back arrow and the email address "zds3@bfh.ch". The heading is "Kennwort eingeben" followed by a password field with masked characters ".....". There is a link "Kennwort vergessen" and a blue "Anmelden" button. At the bottom, there is a grey box with the text "bitte melden Sie sich mit Ihrer Firmen E-Mailadresse an".</p>

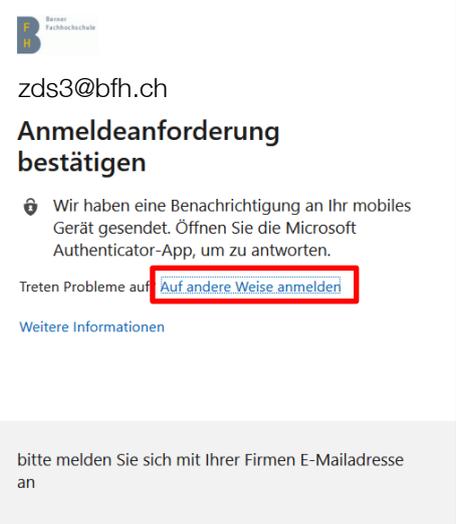
<p>You will now be asked to confirm your login on your smartphone.</p>	 <p>The image shows an email confirmation screen from the Berner Fachhochschule. It includes the email address zds3@bfh.ch, the title 'Anmeldeanforderung bestätigen', and a message in German: 'Wir haben eine Benachrichtigung an Ihr mobiles Gerät gesendet. Öffnen Sie die Microsoft Authenticator-App, um zu antworten.' There is a link 'Auf andere Weise anmelden' and a footer with the text 'bitte melden Sie sich mit Ihrer Firmen E-Mailadresse an'.</p>	
<p>A corresponding message will be displayed on your smartphone.</p> <p>You can confirm the message with "Approve" and you will be logged in to your account.</p>	 <p>The image shows the Microsoft Authenticator app interface. It asks 'Anmeldung genehmigen?' for the account 'Berner Fachhochschule-8464911-Berner Fachhochschule IT..'. There are two buttons: 'VERWEIGERN' and 'GENEHMIGEN', with the latter highlighted by a red box. The phone's home screen with various app icons is visible at the bottom.</p>	
<p>You have the option of reducing the number of logins required:</p> <p>Answer the question "Stay logged in?" with "Yes".</p> <p>Activate the check box "Do not show this message again".</p> <p>If you select "Yes", you will remain logged in to your account even after you have closed the browser.</p>	 <p>The image shows an email confirmation screen for mfa99@itslab.bfh.ch. The title is 'Angemeldet bleiben?'. The message asks to reduce the number of login prompts. A checkbox labeled 'Diese Meldung nicht mehr anzeigen' is highlighted with a red box. There are 'Nein' and 'Ja' buttons. The footer contains the text 'bitte melden Sie sich mit Ihrer Firmen E-Mailadresse an'.</p>	
<p>You are now logged in and can use the services as usual.</p>		

**Note:** To log out of your account, you must perform an explicit logout.



## Selecting an alternative login method

If you would like to use a security check other than your default, you can do so as follows:

<p>Log in using your abbreviated e-mail address: e.g. <a href="mailto:abcd1@bfh.ch">abcd1@bfh.ch</a>.</p> <p>Your abbreviation corresponds to your BFH username that you received with the entry mail.</p> <p>Confirm with "Next".</p>	 <p>The screenshot shows the Microsoft login interface. At the top is the Microsoft logo. Below it, the text 'Anmelden' is followed by the email address 'zds3@bfh.ch' entered in a field. There are links for 'Kein Konto? Erstellen Sie jetzt eins!' and 'Sie können nicht auf Ihr Konto zugreifen?'. Below these is a link for 'Anmeldeoptionen' and a blue 'Weiter' button.</p>
<p>Enter your BFH password.</p> <p>Confirm with "Login".</p>	 <p>The screenshot shows the BFH password entry page. It features the BFH logo and the email address 'zds3@bfh.ch'. The main heading is 'Kennwort eingeben', followed by a password input field with dots. There is a link for 'Kennwort vergessen' and a blue 'Anmelden' button.</p> <p>bitte melden Sie sich mit Ihrer Firmen E-Mailadresse an</p>
<p>Click on the link "Sign in another way" in the window "Confirm login request".</p>	 <p>The screenshot shows the BFH login confirmation page. It features the BFH logo and the email address 'zds3@bfh.ch'. The main heading is 'Anmeldeanforderung bestätigen'. Below this is a message: 'Wir haben eine Benachrichtigung an Ihr mobiles Gerät gesendet. Öffnen Sie die Microsoft Authenticator-App, um zu antworten.' There is a link for 'Treten Probleme auf' and a link for 'Auf andere Weise anmelden' which is highlighted with a red box. There is also a link for 'Weitere Informationen'.</p> <p>bitte melden Sie sich mit Ihrer Firmen E-Mailadresse an</p>



You will be redirected to a selection of all available confirmation options.

Only the options you have set up in advance will be displayed.

Click on the desired option to confirm in this way.



zds3@bfh.ch

### Überprüfen Ihrer Identität

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 Eine Anforderung in meiner Microsoft Authenticator-App bestätigen

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 Prüfcode aus mobiler App verwenden

 SMS an +XX XXXXXXXX25

 Anrufen unter +XX XXXXXXXX25

[Weitere Informationen](#)

bitte melden Sie sich mit Ihrer Firmen E-Mailadresse an

You can manage your MFA settings at any time here: [My Sign-Ins \(microsoft.com\)](#).

### Additional information

You can find additional information on MFA on the intranet: [intranet.bfh.ch/MFA/EN](#)  
on the web: [bfh.ch/MFA/EN](#)

#### Contact

If you have any questions, please contact the IT Service Desk:  
[Online-Servicedesk](#)  
E-Mail: [servicedesk@bfh.ch](mailto:servicedesk@bfh.ch)  
Telephone: 031 848 48 48