



Knowledge Management

Using your Microsoft MFA Token to login to Secure Durham University Services when Off-Site

Purpose of this Document –

This guide is to provide you a step-by-step process on how to use a MFA Token to login to Secure Durham University services when off-site.

Information –

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1.0 Introduction

This guide is to provide you a step-by-step process on how to use an MFA Token to login to Secure Durham University services when off-site.

2.0 Process

When accessing a number of services off-site (including the Oracle Portal, Worktribe, Raiser's Edge), you will be required to use an additional security method known as [Multi Factor Authentication](#). If you do not have a compatible smartphone to use the Microsoft Authenticator Application, we can provide a physical Token to help you login.

Once the Token has been setup and sent to you, please follow these steps to be able to login to the appropriate service –

- Type your **IT Username** in the format username@durham.ac.uk and press **Next**.
- Enter your **IT Password**, and press **Sign In**



- Code

The website will then request a Verification

- Press the grey button to the left of the screen on your Token.
- A 6-Digit Number will be displayed.
- Enter this 6-Digit Number into the website and press **Verify** to sign in.

Please Note – A code is required each time you login to these secure services and is different each time you press the button. Therefore, if you do not type the code into the sign in screen before it disappears, please press the button to generate another code to use.

If there are any further questions, please contact the [IT Service Desk](#).