

Multi Factor Authentication

Set-Up Instructions

7 February 2022 New Zealand Steel



Contents

OVERVIEW	2
INTRODUCTION TO SETTING UP MULTI-FACTOR AUTHENTICATION	2
PART 1: ACCEPTING AN INVITATION TO JOIN THE BLUESCOPE AZURE NETWORK	6
PART 2: SET-UP MULTI-FACTOR AUTHENTICATION	8
1. USING MICROSOFT AUTHENTICATOR APP	9
2. TEXT CODE VIA SMS	15
3. PHONE CALL BACK	18



OVERVIEW

Threats to cyber security are an ever-present danger to organisations around the world, reminding us that we must be vigilant at all times.

BlueScope is taking action to increase its cyber security, to keep your data safe and secure by changing how you login to our portals. Multi Factor Authentication ('MFA') will be introduced to nzsteelconnect.com to provide a more secure layer of security where the user accessing the system has a 2-step authenticated login.

To be able to login using the MFA 2-step authentication each user is required to have a Microsoft account.

This manual provides instructions on how to set-up a Microsoft Account and also set-up the second factor authentication option.

INTRODUCTION TO SETTING UP MULTI-FACTOR AUTHENTICATION

The process to set-up Multi-factor authentication consists of;

Part 1: Accepting an invitation to join the BlueScope Azure network

Part 2: Set-up Multi-factor authentication

To join the Azure environment, you will require a <u>Microsoft account using the registered email address</u> the invitation was sent to.

If you do not have a Microsoft account, you will be guided through setting one up in Step 1 (page 3)

If you already have a Microsoft account, then go directly to Step 2 (Page 5)



Step 1

a) If the email address has not been registered with Microsoft, a new Microsoft account will need to be created by going to <u>https://login.microsoftonline.com</u> and click the link "Create one" and follow the instructions to create one.



b) Enter password (Use your Microsoft password not SteelConnect portal password). Click 'Next'

← <email address=""></email>	
Create a password Enter the password you would like to use with your account.	Enter your password here
Show password	
Next	Click <u>Next</u>



c) If your password is incorrect, reset your password.

Click "Forgot my password"

Once password is reset, Click 'Sign In'

Microsoft	Email Address in reference
Enter password	
Your account or password is incorrect. If you don't remember your password, reset it now. Password	A message notification that your password is incorrect.
Forgot my password Sign in	
Click <u>Forgot my password</u> once	Click <u>Sign In</u> e password is correct

d) An email will be sent with a verification code.

Enter Code from the email

Click 'Next'

Microsoft		
\leftarrow <email address=""></email>		
Verify email	Enter Co	de in ema
Enter the code we sent to <email address=""> If you didn't get the email, check your junk ford</email>	er or	
try again. Enter code		
I would like information, tips, and offers ab	out	
Microsoft products and services.		
Choosing Next means that you agree to the Microsoft Sen Agreement and privacy and cookies statement.	ices	
Nex	Click Next	
I CA		



e) A quiz will pop up to authenticate the registration is not completed by a robot.

Click 'Next'



f) A notification will appear to indicate the account to access BlueScope Steel Connect® has been created.

Another pop up box will appear to ask if you want to stay signed in.

 Microsoft < email address Create account 	Microsoft <email address=""> Stay signed in so you don't have to sign in again next time. Don't show this again No Yes</email>
Indicated the account has been created	Click Yes if you want to stay signed in.

Go to step 2



PART 1: ACCEPTING AN INVITATION TO JOIN THE BLUESCOPE AZURE NETWORK

Step 2

a) A Microsoft Invitation on behalf of Blue Scope will be sent to you to join the BlueScope Azure instance.

Click 'Accept Invitation'

 Please only act the small if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitation, proceed with caution. Organization: BlueScope Domain: BlueScope Domain: BlueScope Internet the Musich Corporate. Message from BlueScope: Description of the server and is not from Musich Corporate. C C Boosting our cyber security protections BlueScope's controls and mitigate the risk of material impact to BlueScope's cortrols and mitigate the risk of material impact to BlueScope's cortrols and mitigate the risk of material impact to BlueScope's operations, information and reputation from BlueScope's security protections BlueScope's operations, information and reputation from BlueScope's sequence to register for a second factor authentication policy will be applied to the BlueScope's sequence to register for a second factor authentication bulk to BlueScope's security protections BlueScope's operations, information and reputation from Cyber-attacks. Multi factor authentication policy will be applied to the BlueScope Steeionneet portal on 200 of February 2022. Prior to this date, you will require to register for a second factor authentication bulks on BloeScope's operations. Please contact BlueScope Service deak on 1800 687 BSS if you have any questions or would like more information. Thank you for your cooperation with the important work of Program Abrea. 	BlueScope invited you to access applications within their organization Microsoft Invitations on behalf of BlueScope <invites@microsoft.com> To: <pre>cemail></pre></invites@microsoft.com>	
Domain: BlueScope: This message was provided by the sender and is not them Murstach Corporation. Message from BlueScope: Boosting our cyber security protections BlueScope is taking action, with the launch of Program Athena, a three year global program of work to improve controls and mitgate the risk of material impact to BlueScope security in the requestion and reputation from cyber-stacks. Muthi factor authentication policy will be applied to the BlueScope Service deak on 1800 667 855 if you have any questions, or would like more information. Thank you for your cooperation, with the important work, of	 Please only act on this email if you trust the organization represented below. In rare of receive fraudulent invitations from bad actors posing as legitimate companies. If you were 	
BL Message from BlueScope: Image: Secope is taking action, with the launch of Program Athena, a three year global program of work to improve controls and mitigate the risk of material impact to BlueScope's operations, information and reputation from cyber-attacks. 9.9 Multi factor authentication policy will be applied to the BlueScope's operations, information and reputation from cyber-attacks. 9.9 Prior to this date, you will require to register for a second factor authentication below. 9.9 Please contact BlueScope Service desk on 1800 687 855 if you have any questions or would like more information. 9.9 Thank you for your cooperation with the important work of 9.9	Organization: BlueScope Domain: BlueScopeLTD.onmicrosoft.com	
BlueScope it taking action, with the launch of Program Atheney are global program of work to improve controls and mitigate the risk of material impact to BlueScope's operations, information and reputation from cyber-attacks. Multi factor authentication policy will be applied to the BlueScope Steeiconnect portal on 2nd of February 2022. Prior to this date, you will require to register for a second factor authentication method by clicking on the accept invitation button below. Please contact BlueScope Service desk on 1800 687 B55 if you have any questions or would like more information. Thank you for your cooperation with the important work of	Message from	
BlueScope Steelconnect portal on 2nd of February 2022. Prior to this date, you will require to register for a second factor authentication method by clicking on the accept invitation button below. Please contact BlueScope Service desk on 1800 687 855 if you have any questions or would like more information. Thank you for your cooperation with the important work of	BlueScope is taking action, with the launch of Program Athena, a three year global program of work to improve controls and mitigate the risk of material impact to BlueScope's operations, information and reputation from	>>
you have any questions or would like more information. Thank you for your cooperation with the important work of	BlueScope Steelconnect portal on 2nd of February 2022. Prior to this date, you will require to register for a second factor authentication method by clicking on the accept	
	you have any questions or would like more information. Thank you for your cooperation with the important work of	
	Accept invitation	Invitation

Enter your Password and Click Sign In





b) Click 'Yes' or 'No' if you want to stay signed in.

<mail address=""></mail>	
Stay signed in?	
Stay signed in so you don't have to sign in next time.	n again Click <u>Yes or</u> <u>No</u>
Don't show this again	
No	Yes

c) Then Click 'Accept' to review permissions

Microsoft		
<email address=""></email>		
Review permission	ons	
B BlueScope BlueScopeL	TD.onmicrosoft.com	
This resource is not sha	red by Microsoft.	
The organization BlueSco	pe would like to:	
 Sign you in Read your name, email 	ail address, and photo	
You should only accept if you tr you allow this organization to a create, control, and administer a policies. BlueScope has not pro statement for you to review . If about your access. You can rem https://myapps.microsoft.com/f	access and process your data to an account according to their ovided a link to their privacy BlueScope may log information love these permissions at	
Cancel	Accept	Click <u>Accept</u>



PART 2: SET-UP MULTI-FACTOR AUTHENTICATION

Step 3The next steps are to register more information on the second factor authentication option.Click 'Next'

BlueScope	
<email address=""></email>	
More information required	
Your organization needs more information to keep your account secure	
Use a different account	
Learn more	
Next 4	Click <u>Next</u>

You will require a second authenticator option to login to BlueScope Steel Connect. You can select one of three options

- 1. Using Microsoft Authenticator App (page 9)
- 2. Text code via SMS (page 15)
- 3. Phone call back (page 18)



1. USING MICROSOFT AUTHENTICATOR APP

a) If you selected the Using Microsoft Authenticator App this section will outline how to set-up this option.

Click 'Next'

	Keep your account secure
Yo	ur organization requires you to set up the following methods of proving who you are.
Micros	oft Authenticator
	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
<u> </u>	I want to use a different authenticator app
	Next
l want to set u	<u>p a different method</u>
	Click <u>Next</u>

b) <u>Download Microsoft authenticator</u> on your mobile phone. This is available on most mobile devices from the App store for iOS devices and Play Store for Android devices

Click 'Get' to install on your mobile or 'Open' to open the app.

3:19 🗸	al 🖲 🛋		
Q microsoft authenticator	O Cancel		
Microsoft Authenticator Protects your online identity ***** 100	OPEN	Click <u>Get or Open</u>	
Authenticator App 2FA Authentication & MFA ★★★☆☆ 55	GET		
CALL AND CONC.	et e		



c) Open Microsoft Authenticator app to create an account

On the top right corner and

Click the ⁺ (Plus icon) on iOS devices and Click on the Account with the email address you registered

Click the **[** (three dots) on Android devices and Click 'Add an Account'



d) Select the account you want to create Click 'Work or School Account'





e) Go back to your computer to set-up the Microsoft Authenticator as your Multi Factor Authentication (MFA) mechanism.

Click Next

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator Set up your account If prompted, allow notifications. Then add an account, and select "Work or school".
Back Next I want to set up a different method
Click <u>Next</u>

f) You will need a QR Code to link the Microsoft Authenticator Account.On your computer Click 'Scan a QR Code'

_		н.	
Ad	d work or school account		
	Scan a QR code		Click <u>Scan a</u>
à	Sign in For passwordless enabled users only.		<u>QR Code</u>
	CANCEL	L	



g) A QR Code will appear on your computer.

Using your mobile phone, scan the QR code displayed in your computer and Click 'Next'.

BlueScope	
	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator
	Scan the QR code
	Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.
	After you scan the QR code, choose "Next".
	Can't scan i mage?
	Back Next
	I want to set up a different method
_	
	ing your mobile phone,
	Scan the QR Code
	Click <u>Next</u>

h) Wait for the notification on your authenticator app.

BlueScope	
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator Let's try it out Approve the notification we're sending to your app.
	Back Next
	I want to set up a different method

i) On your mobile approve the notification on your Microsoft Authenticator app.



 j) Once the notification on the Microsoft Authenticator app has been approved a green tick with 'Notification approved' will be displayed on the computer

Click 'Next'

BlueScope	Keep your account secure Your organization requires you to set up the following methods of proving who you are.
	Microsoft Authenticator
Notification	Indicates <u>has been approved on the</u> <u>mobile app</u>

k) **'Success'** will appear on your computer to indicate the set up for Multi factor Authentication using the authenticator app has been completed and is all ready to go.

Click 'Done'

BlueScope		?
	Keep your account secure Microsoft Authenticator app was series for organization requires you to set up the following methods of proving who you are.	
	Success! Great obl You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method: Microsoft Authenticator Done	
Indica <u>Set-up is c</u>		



I)

You have successfully setup MFA in preparation for when nzsteelconnect begins to request the extra security

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Welcome to New Zealand S	teel's Transactional Website You are here » Login
Login Home About Us Terms of Use Terms of Sale Privacy Policy Membership Advantages	Log In To enter the NZSteelconnect Marketplace please click on the button below. By logging in you are agreeing to the Terms and Conditions of NZSteelconnect website. If you log in to NZSteelconnect Marketplace for the first time, you will be prompted to set up Multi-Factor Authentication on your NZSteelconnect account. See Multi-Factor Authentication setup instruction for more information. Click to Login
	For customer/technical support <u>email us.</u> Copyright © 2010 BlueScope Steel



2. TEXT CODE VIA SMS

a) You will be asked to select one of the three second factor authentication options.
 If you selected the Text Code via SMS, this section will outline how to set-up this option.
 Click 'I want to set up a different method'

Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next
--

b) Select 'Phone' from the drop down menu.





c) Enter the mobile number you would like the code to be sent via Text.Click 'Text me a code' and Click 'Next'

Кеер	o your account secu	ire
Your organization requires	you to set up the following methods o	f proving who you are.
Phone		
You can prove who you are by answe	ring a call on your phone or texting a c	ode to your phone.
What phone number would you like t		
Australia (+61)	Enter phone numl	ber
• Text me a code		
Call me	Choosing Next means that you agree to	the Terms of service and Privacy
and cookies statement.	moosing wext means that you agree to	the ferms of service and rividey
		Next
<u>l want to set up a different method</u>		/
Click Text me a code	Enter <u>Mobile</u>	Click <u>Next</u>
	<u>Number</u>	

d) You will receive a Code via Text to your mobile.

Enter the 'Code' and Click 'Next'

Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
Phone We just sent a 6 digit code to + Mobile No.> Enter the code below. Enter code Resend code	Next
Lwant to set up a different method Click Nex	ct
Enter <u>Code</u>	



 A notification will appear on your computer to indicate the set up for Multi factor Authentication using Text Code via SMS has been completed and is all ready to go. Click 'Next'

	Keep your account secure
	Your organization requires you to set up the following methods of proving who you are.
Phor	ne
SW2	verified. Your phone was registered successfully.
	Next
	Click <u>Nex</u> t

f) You have successfully setup MFA in preparation for when nzsteelconnect begins to request the extra security





3. PHONE CALL BACK

a) You will be asked to select one of the three second factor authentication options.
 If you selected the Phone Call Back, this section will outline how to set-up this option.
 Click 'I want to set up a different method'

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next I want to set up a different method
Click <u>I want to set up a different</u> method

b) Select 'Phone' from the drop down menu.





c) Enter the number you would like to be called on, this can be a mobile or landline.Click 'Call me' and Click 'Next'

кеер	your account secu	re
Your organization requires you	u to set up the following methods of	proving who you are.
Phone		
		the second s
You can prove who you are by answering What phone number would you like to u		de to your phone.
Australia (+61)	Enter phone number	۲
Text me a code	Ī	
Call me		
Message and data rates may apply. Choo and cookies statement.	osing Next means that you agree to t	he Terms of service and Privacy
		Next
I want to set up a different method		1
I want to set up a different method		1



d) You will receive a call to verify the number.

Answer the Call and press the # key on your mobile or landline'

	Microsoft	
← <	Email address>	
Ap	prove sign in request	
~	We're calling your phone. Please answer it to continue.	
More	information	

 A notification will appear on your computer to indicate the set up for Multi factor Authentication using Phone Call Back has been completed and is all ready to go. Click 'Done'





f) You have successfully setup MFA in preparation for when nzsteelconnect begins to request the extra security

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Membership Advantages	For customer/technical support <u>email us.</u> Copyright © 2010 BlueScope Steel	NEW ZEALAND STEEL