



Multi Factor Authentication

Set-Up Instructions

7 February 2022

New Zealand Steel

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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

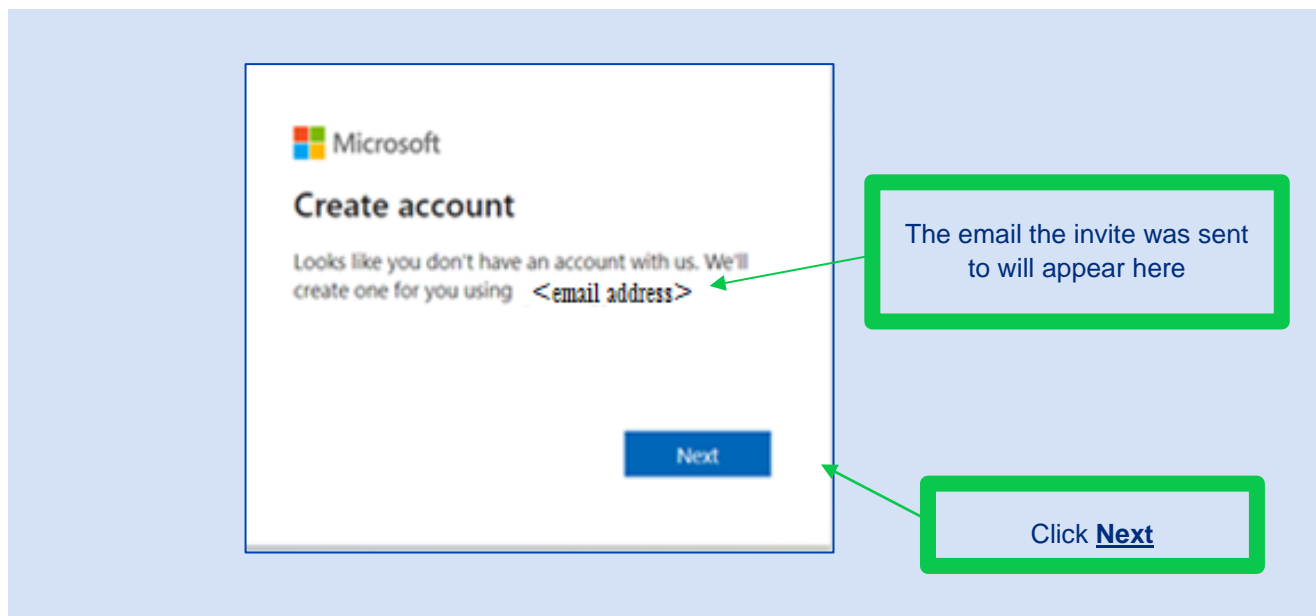
To join the Azure environment, you will require a [Microsoft account using the registered email address the invitation was sent to.](#)

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

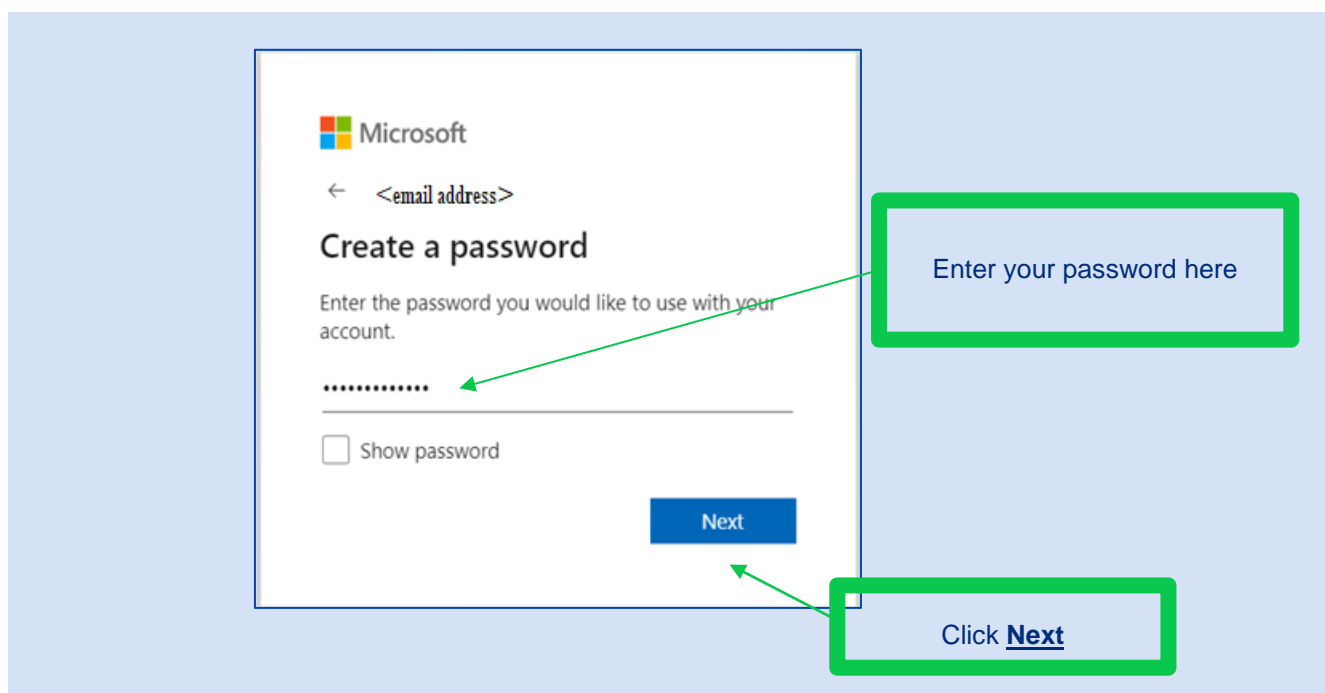
If you already have a Microsoft account, then go directly to Step 2 (Page 5)

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 <https://login.microsoftonline.com> and click the link "Create one" and follow the instructions to create one.



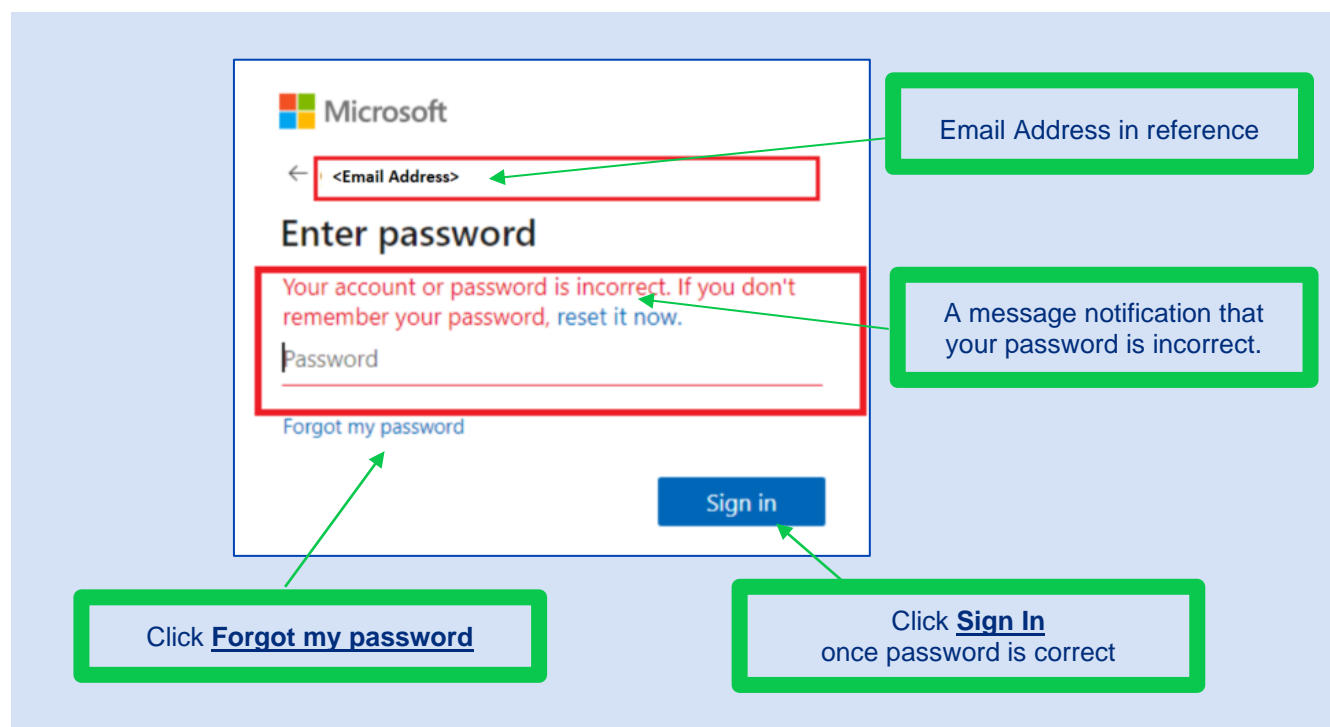
b) Enter password (Use your Microsoft password not SteelConnect portal password).
Click 'Next'



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

Click "Forgot my password"

Once password is reset, Click 'Sign In'

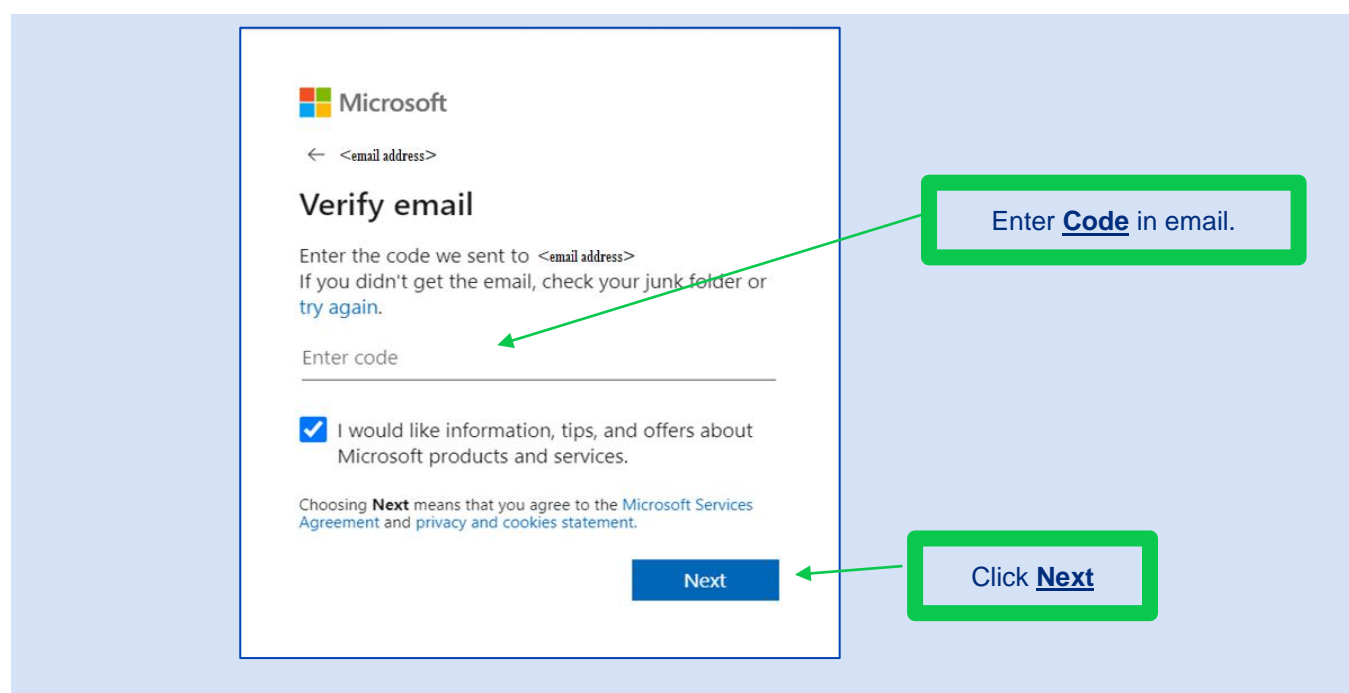


The screenshot shows the Microsoft sign-in page. A red box highlights the email address field containing "<Email Address>". A green callout box points to it with the text "Email Address in reference". Below the email field, the heading "Enter password" is followed by a red box containing the error message: "Your account or password is incorrect. If you don't remember your password, reset it now." A green callout box points to this message with the text "A message notification that your password is incorrect." Below the error message is a password input field. A green callout box points to the "Forgot my password" link with the text "Click Forgot my password". At the bottom right is a blue "Sign in" button, with a green callout box pointing to it that says "Click Sign In once password is correct".

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

Enter Code from the email

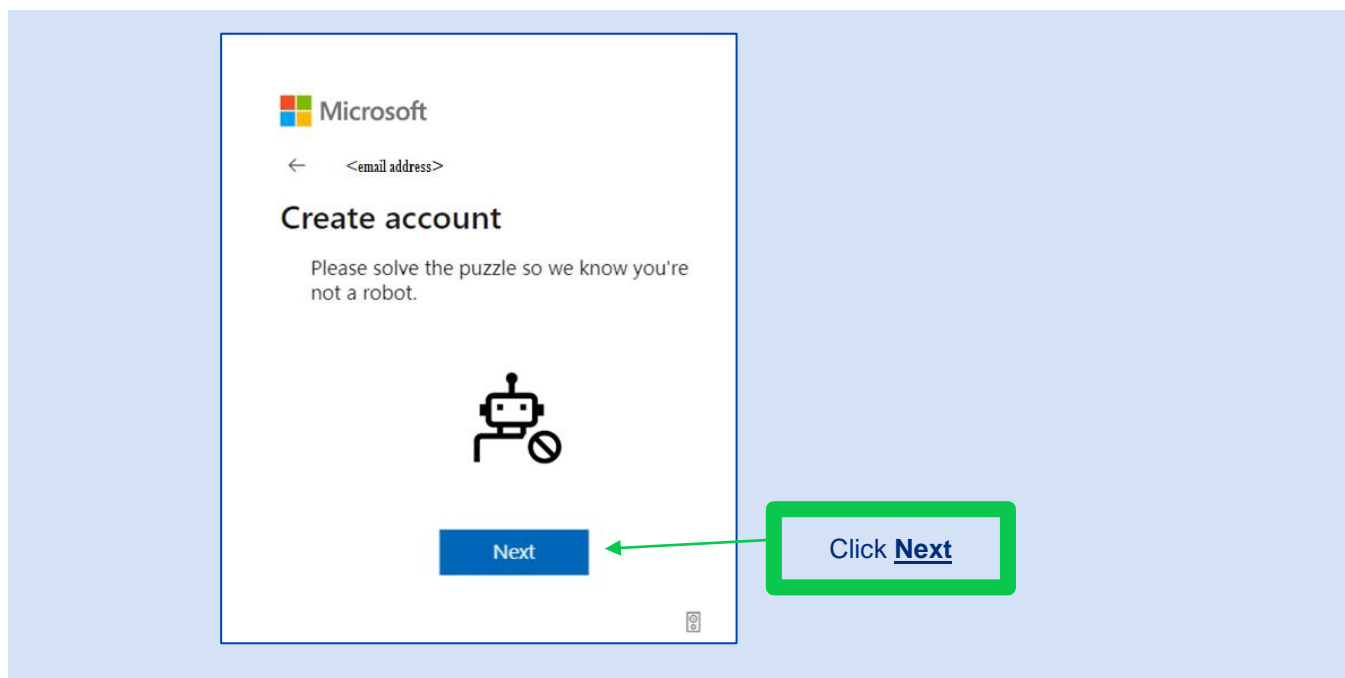
Click 'Next'



The screenshot shows the Microsoft "Verify email" page. It features the Microsoft logo and a back arrow with "<email address>". The heading "Verify email" is followed by instructions: "Enter the code we sent to <email address>. If you didn't get the email, check your junk folder or try again." A green callout box points to the "Enter code" input field with the text "Enter Code in email." Below the input field is a checked checkbox for "I would like information, tips, and offers about Microsoft products and services." At the bottom is a blue "Next" button, with a green callout box pointing to it that says "Click Next".

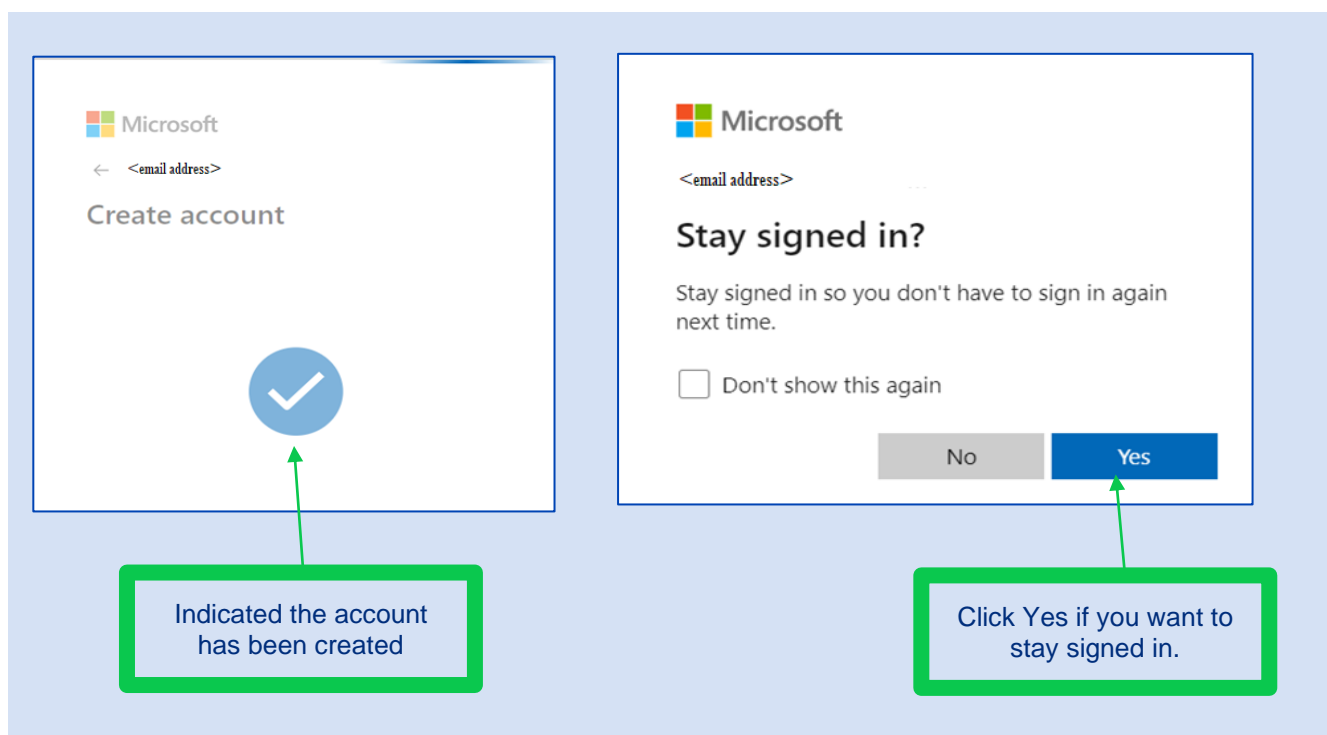
e) A quiz will pop up to authenticate the registration is not completed by a robot.

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.



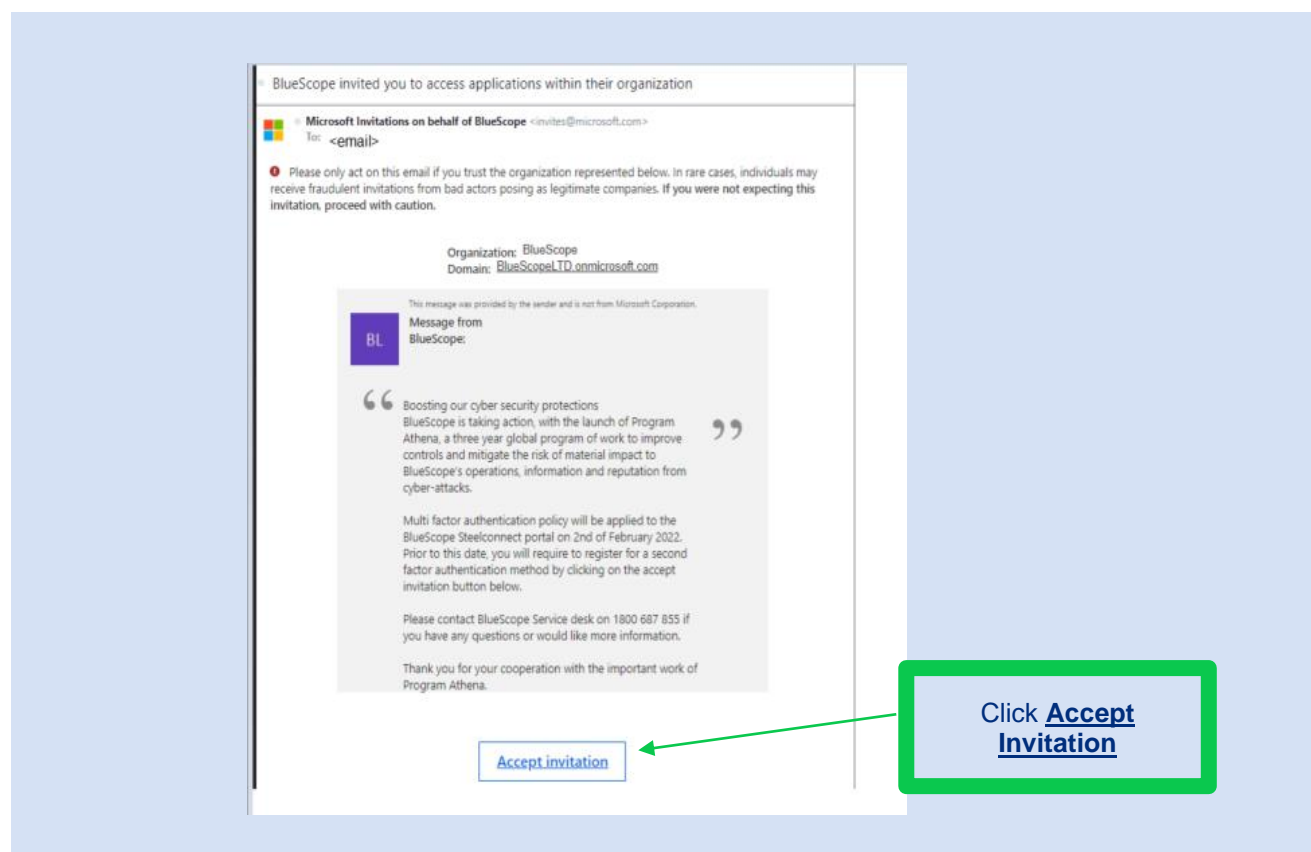
Go to step 2

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

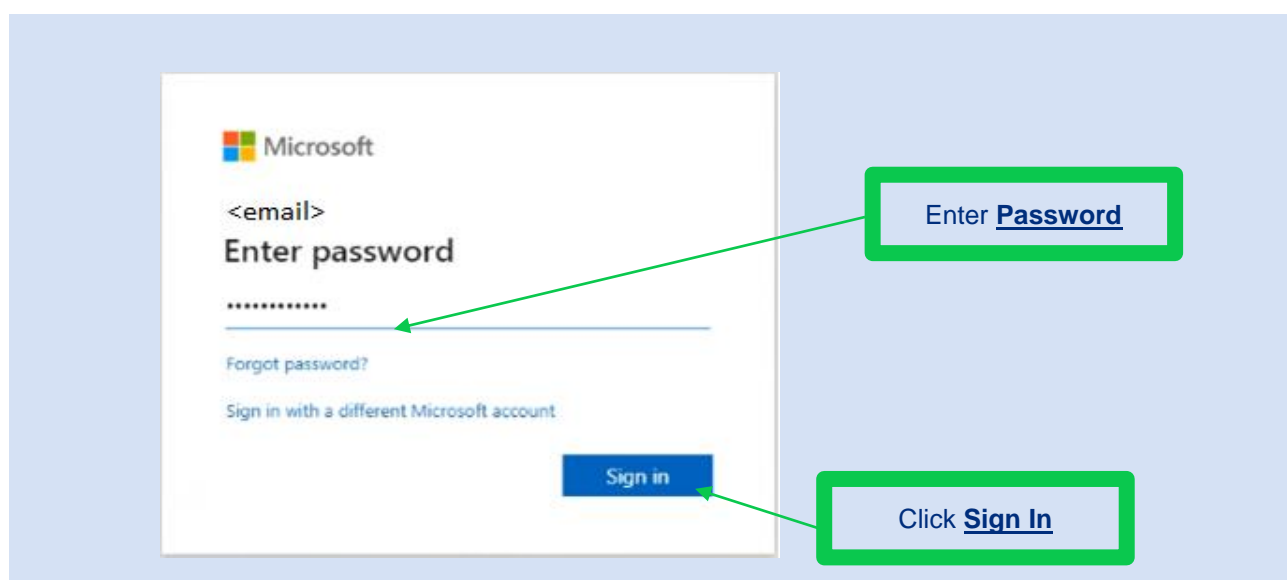
Step 2

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

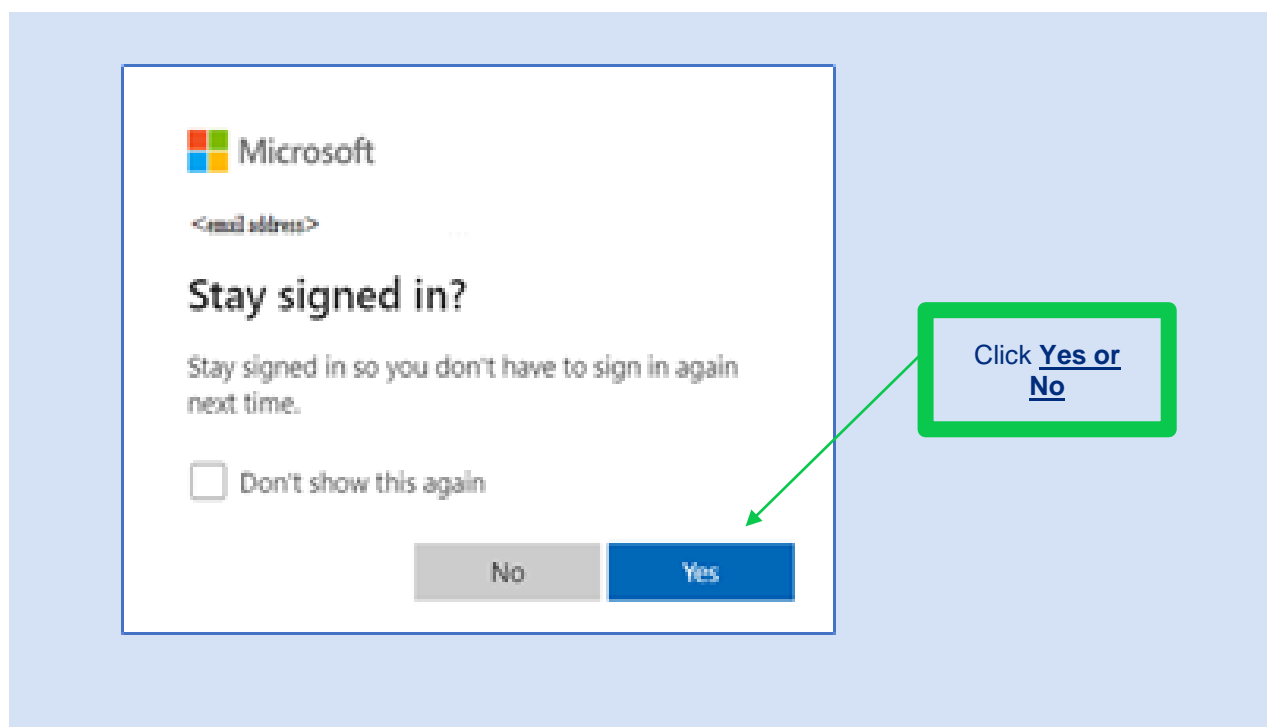
Click **'Accept Invitation'**



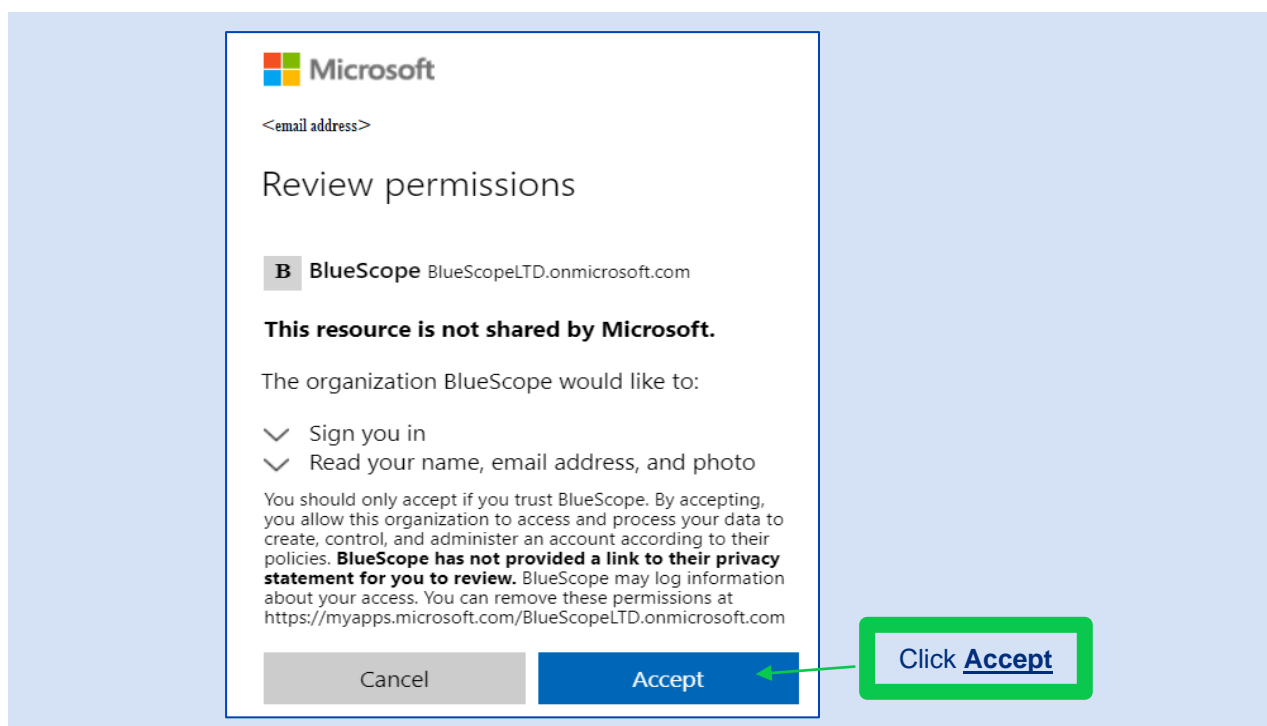
Enter your **Password** and Click **Sign In**



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

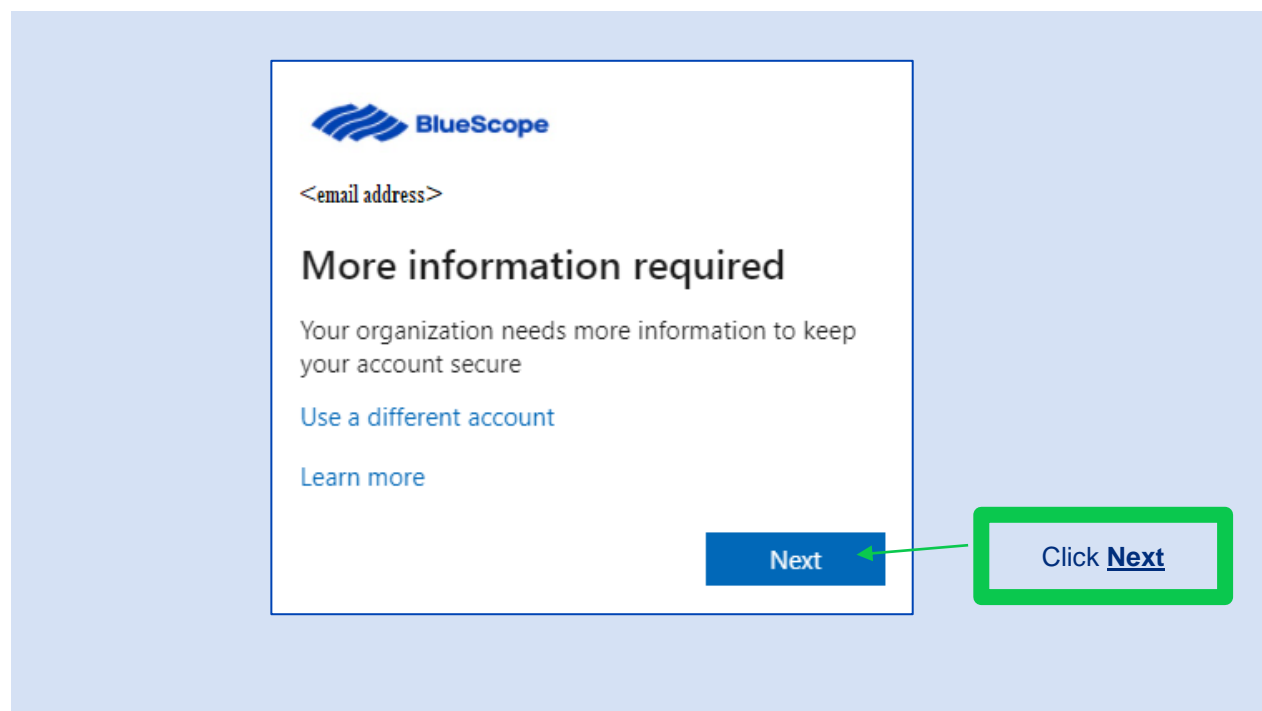


c) Then Click **'Accept'** to review permissions



PART 2: SET-UP MULTI-FACTOR AUTHENTICATION

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



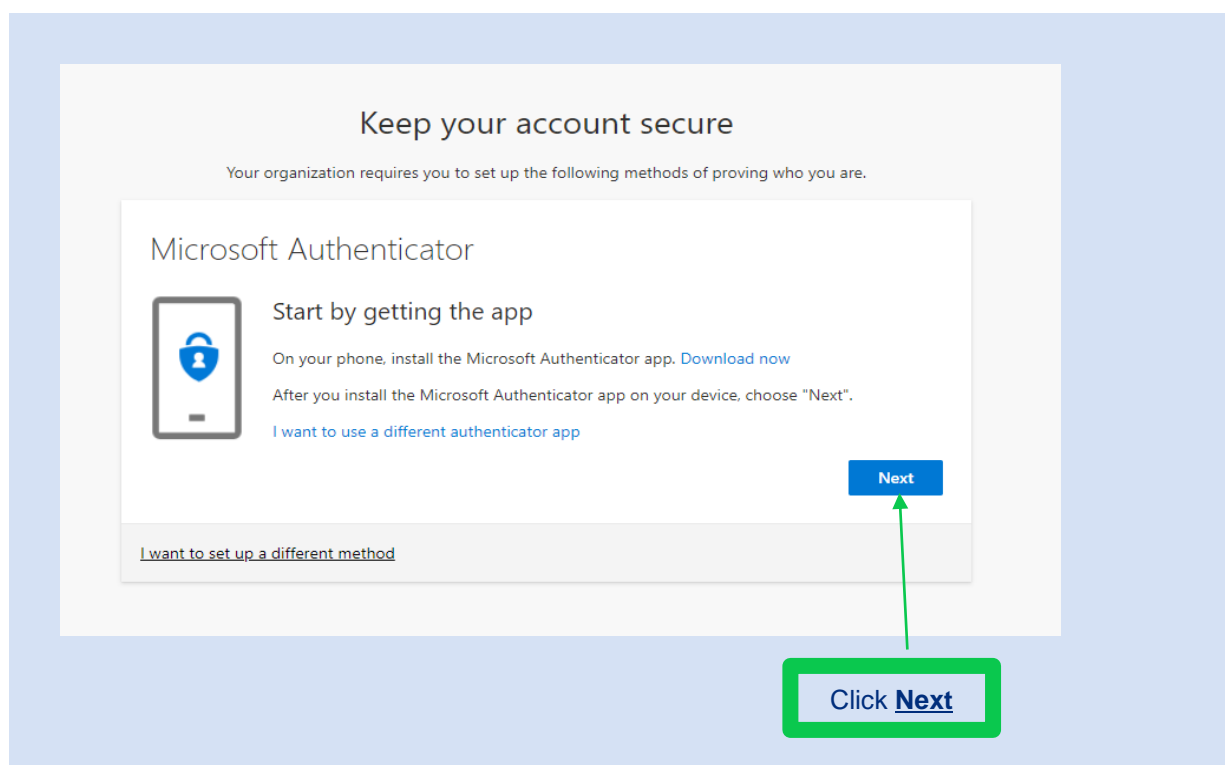
You will require a second authenticator option to login to BlueScope Steel Connect.
You can select one of three options

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

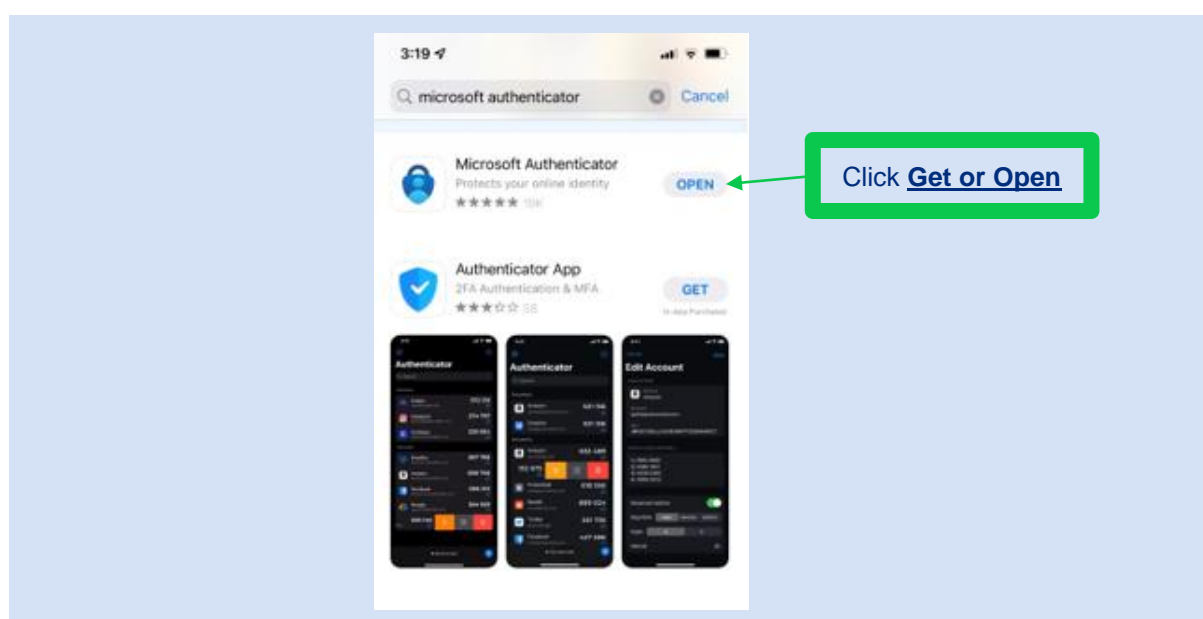
- a) If you selected the Using Microsoft Authenticator App this section will outline how to set-up this option.

Click 'Next'



- b) **Download Microsoft authenticator** 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.

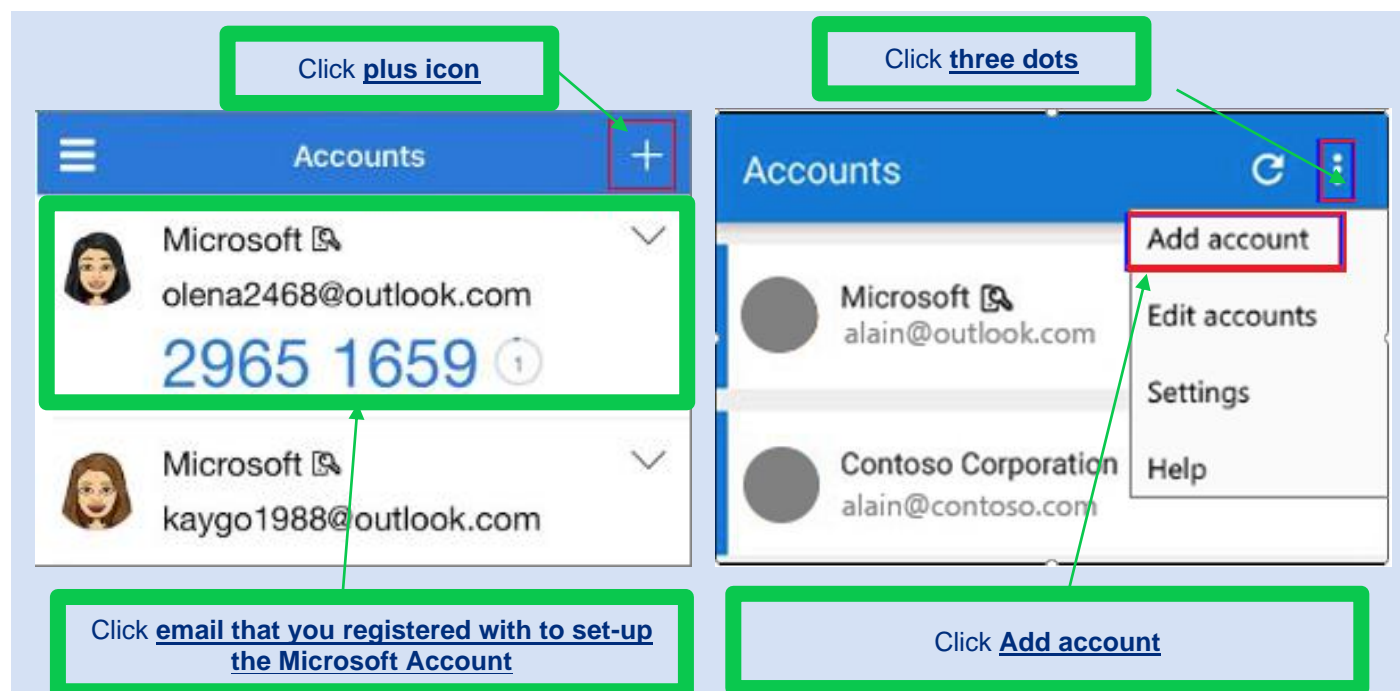


c) Open Microsoft Authenticator app to create an account

On the top right corner and

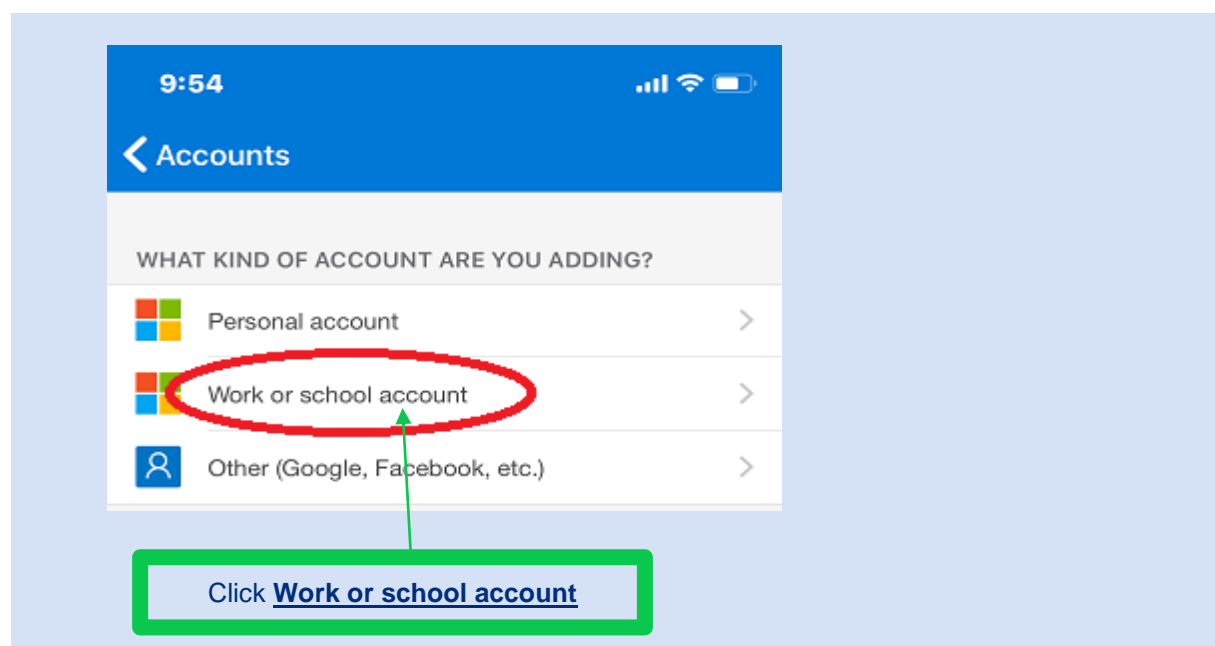
Click the  (Plus icon) on iOS devices and Click on the Account with the email address you registered

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



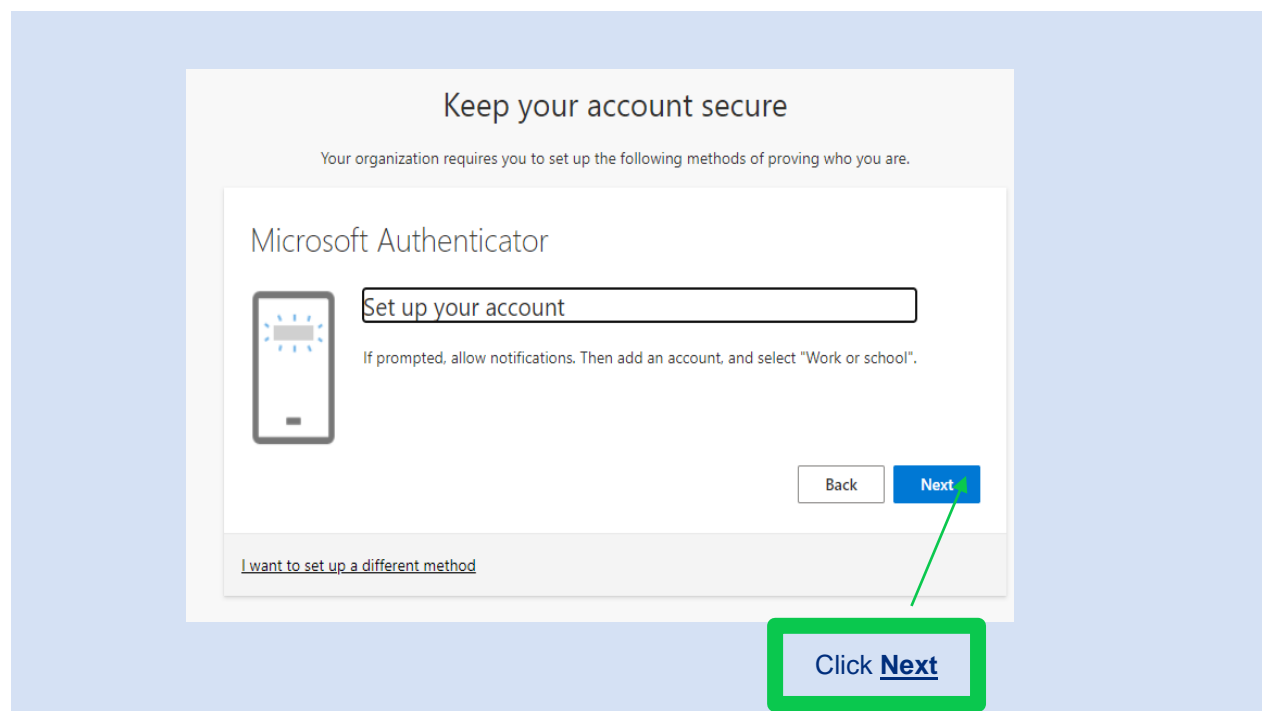
d) Select the account you want to create

Click 'Work or School Account'



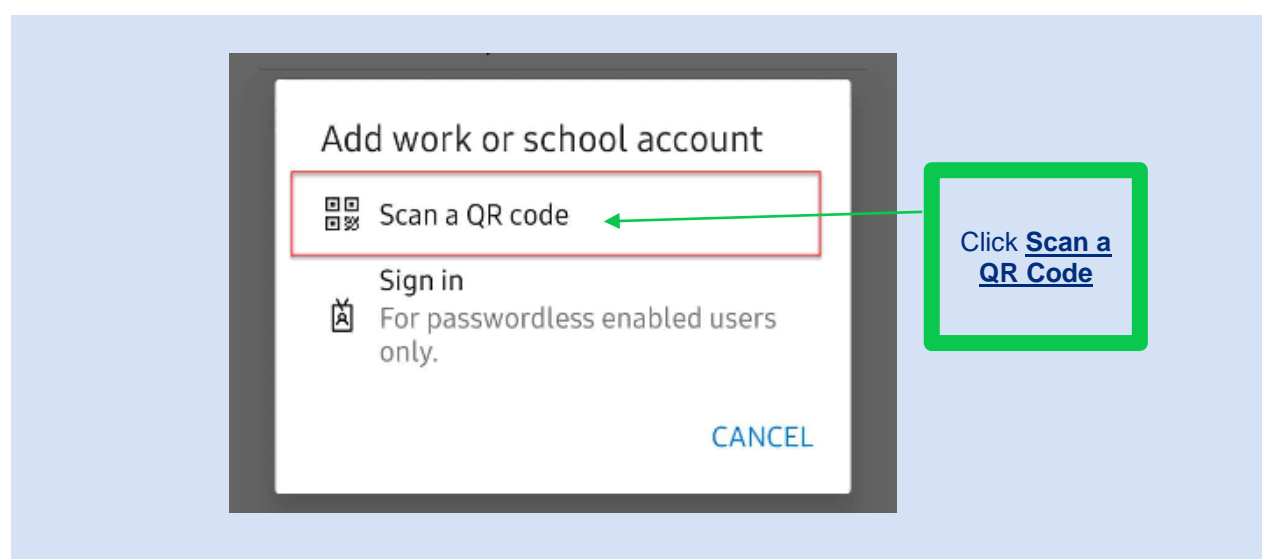
- e) Go back to your computer to set-up the Microsoft Authenticator as your Multi Factor Authentication (MFA) mechanism.

Click Next

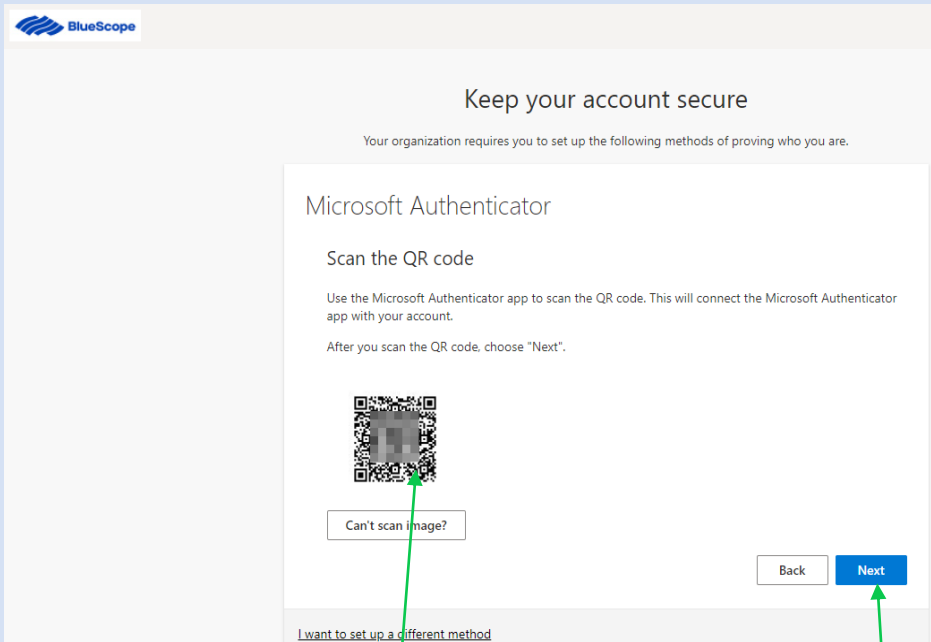


- f) You will need a QR Code to link the Microsoft Authenticator Account.

On your computer Click 'Scan a QR Code'



- g)** A QR Code will appear on your computer.
Using your mobile phone, scan the QR code displayed in your computer and Click 'Next'.



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 image?

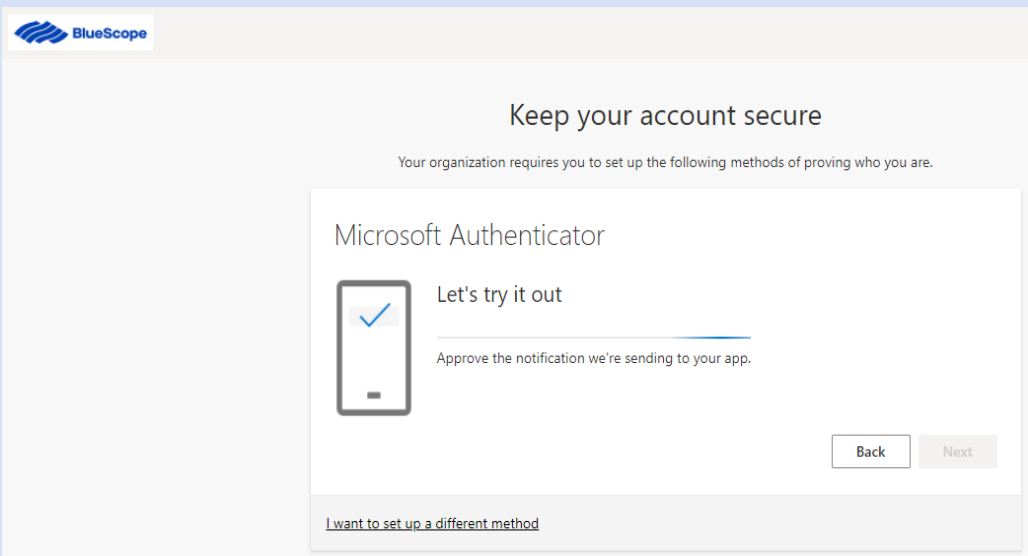
Back Next

[I want to set up a different method](#)

Using your mobile phone,
Scan the QR Code

Click **Next**

- h)** Wait for the notification on your authenticator app.



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

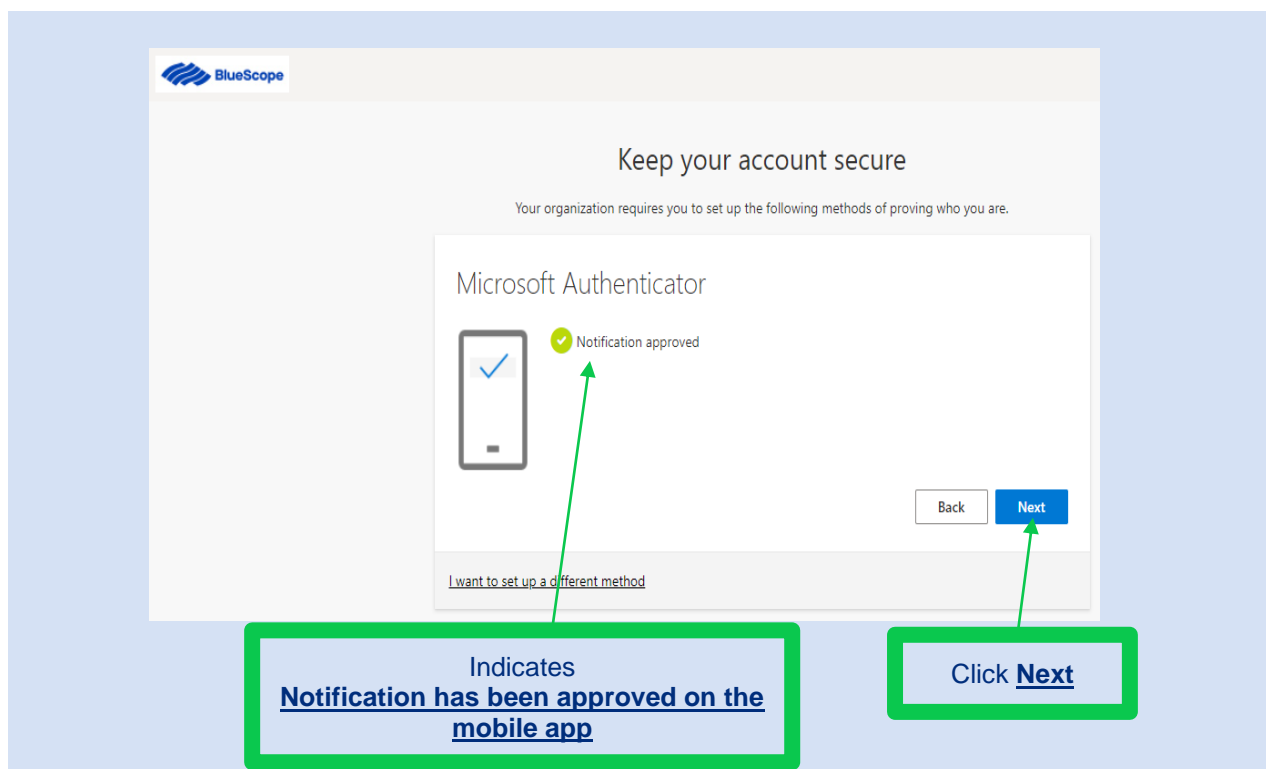
Approve the notification we're sending to your app.

Back Next

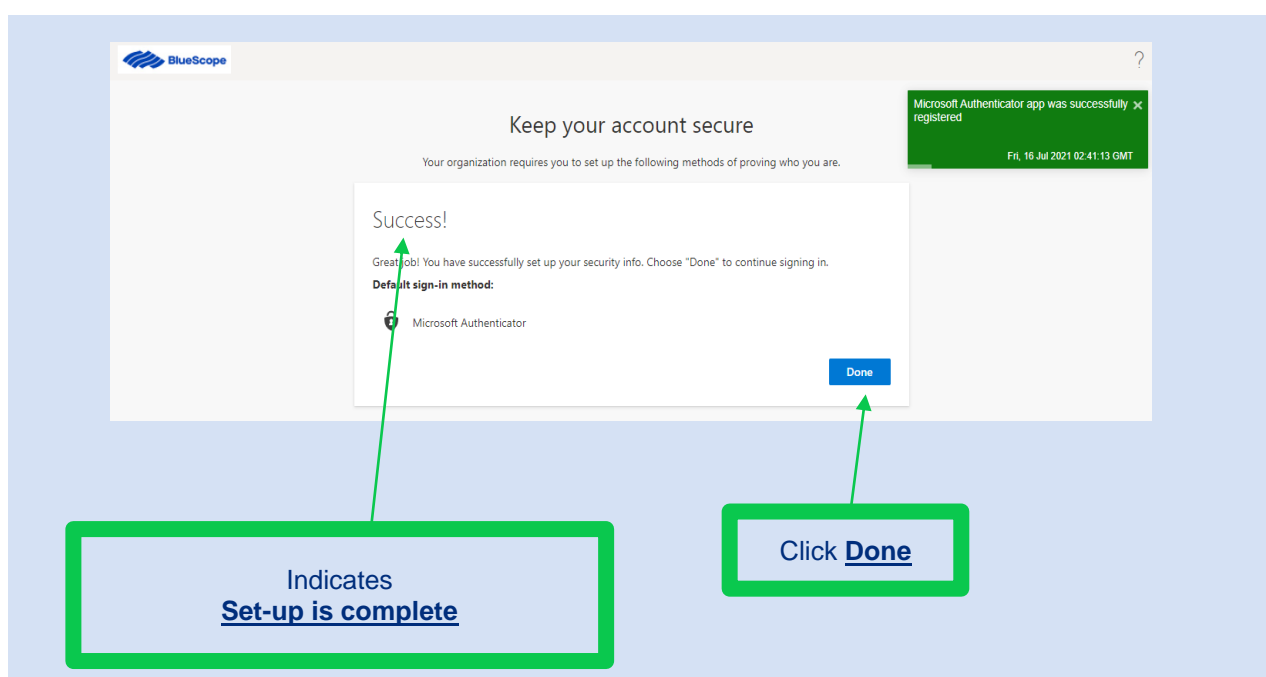
[I want to set up a different method](#)

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

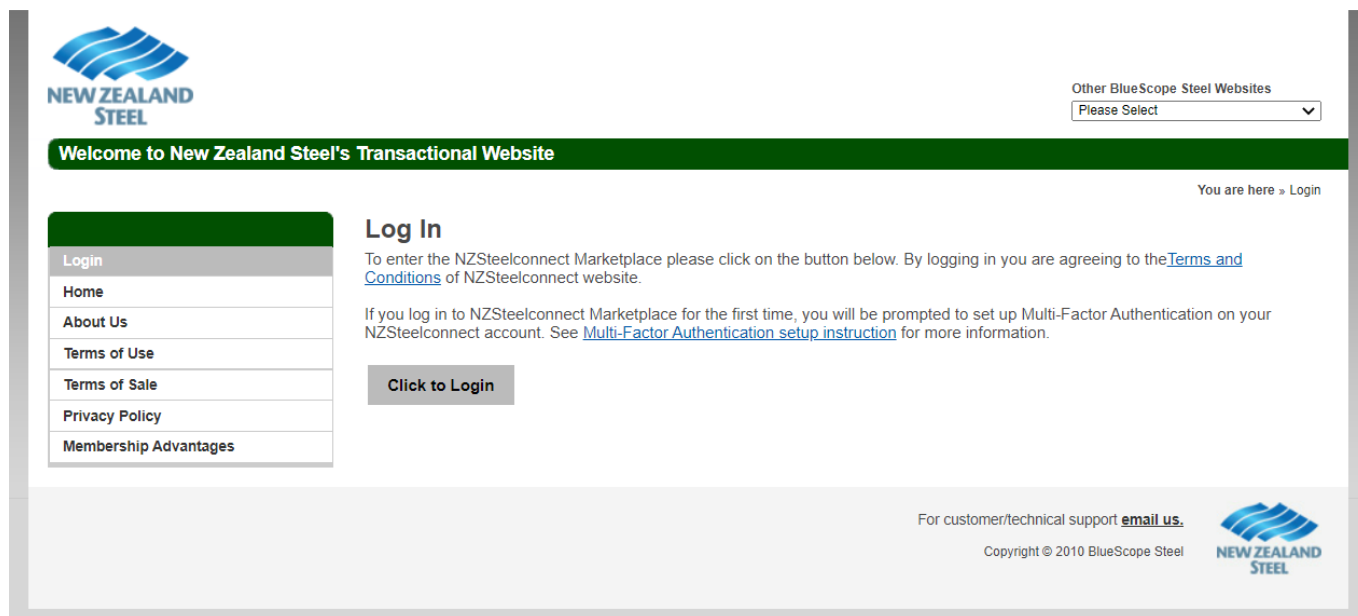
- j) Once the notification on the Microsoft Authenticator app has been approved a green tick with 'Notification approved' will be displayed on the computer
Click 'Next'



- 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'



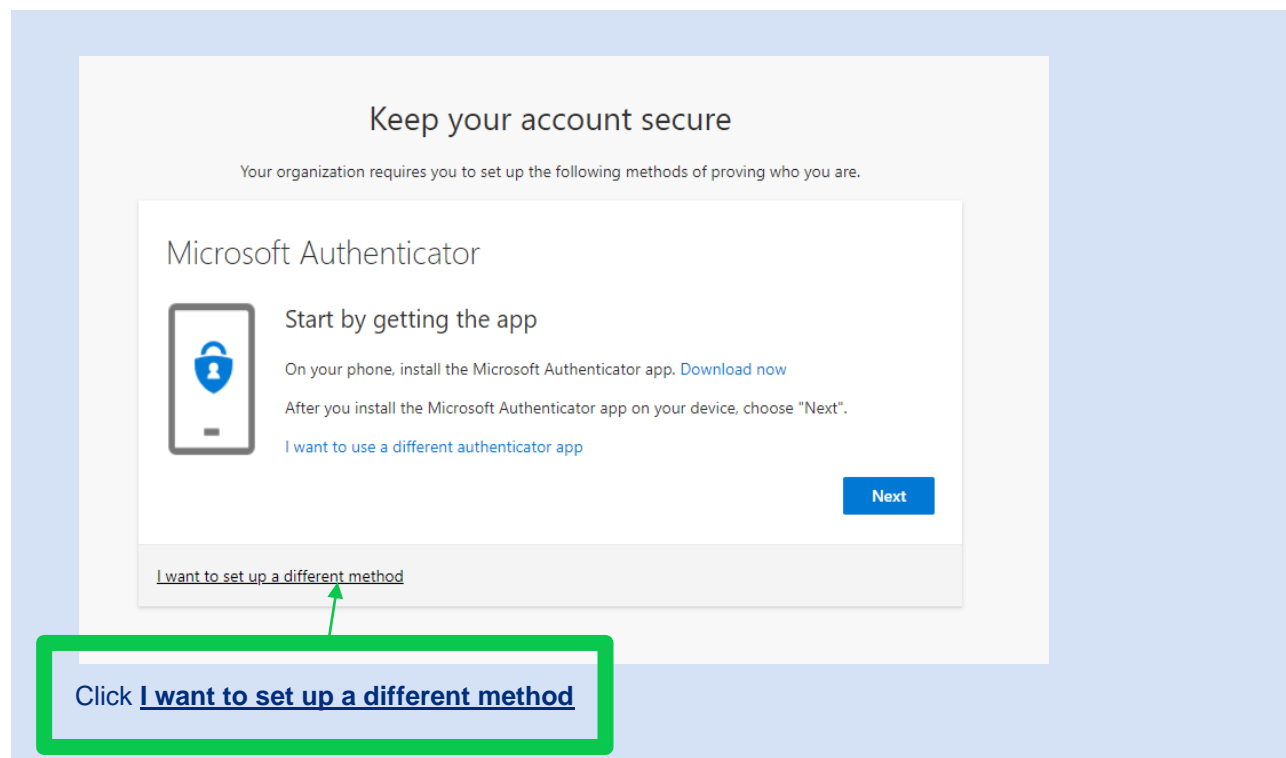
I) You have successfully setup MFA in preparation for when nzsteelconnect begins to request the extra security



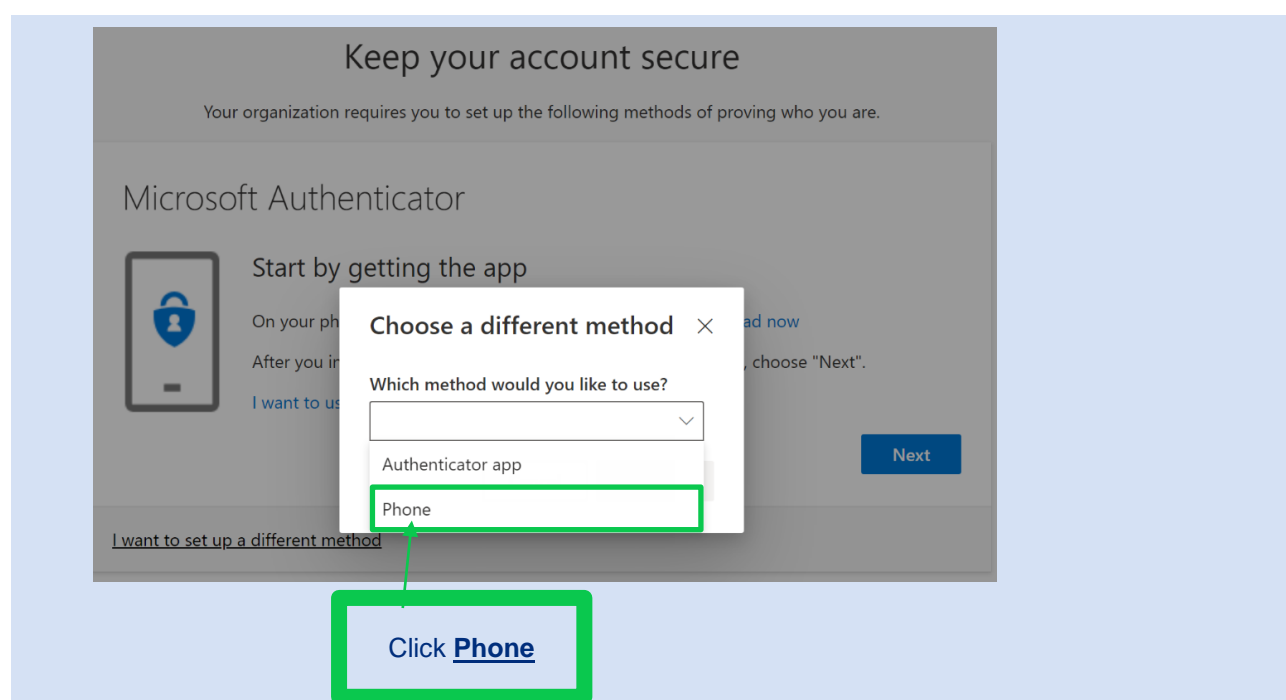
The screenshot shows the New Zealand Steel website's transactional interface. At the top left is the New Zealand Steel logo. At the top right, there is a dropdown menu labeled "Other BlueScope Steel Websites" with "Please Select" as the current selection. A green banner across the top reads "Welcome to New Zealand Steel's Transactional Website". On the right side of this banner, it says "You are here » Login". On the left, a vertical navigation menu lists: Login, Home, About Us, Terms of Use, Terms of Sale, Privacy Policy, and Membership Advantages. The main content area is titled "Log In" and contains the following text: "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." Below this, it states: "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." A "Click to Login" button is positioned below the text. At the bottom right, there is a footer with the text "For customer/technical support [email us.](#)" and the New Zealand Steel logo. Below the logo, it says "Copyright © 2010 BlueScope Steel".

2. TEXT CODE VIA SMS

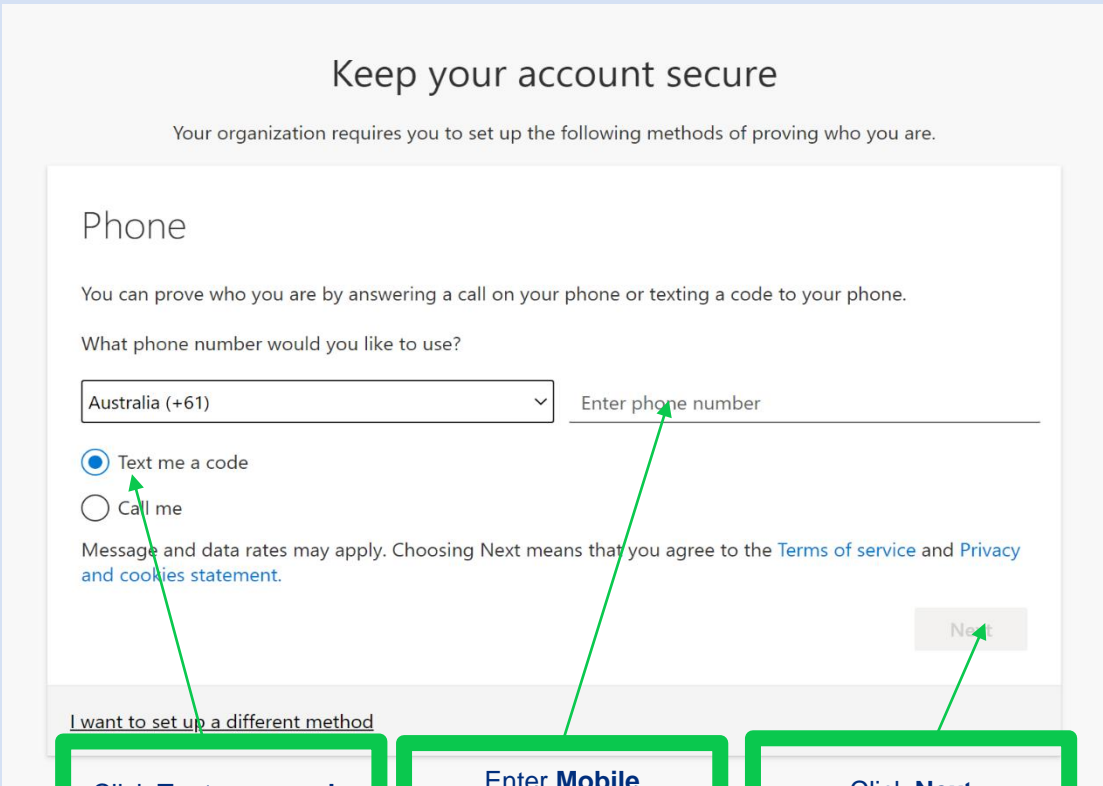
- a) You will be asked to select one of the three second factor authentication options. If you selected the Text Code via SMS, this section will outline how to set-up this option. Click 'I want to set up a different method'



- 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'



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Australia (+61) Enter phone number

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

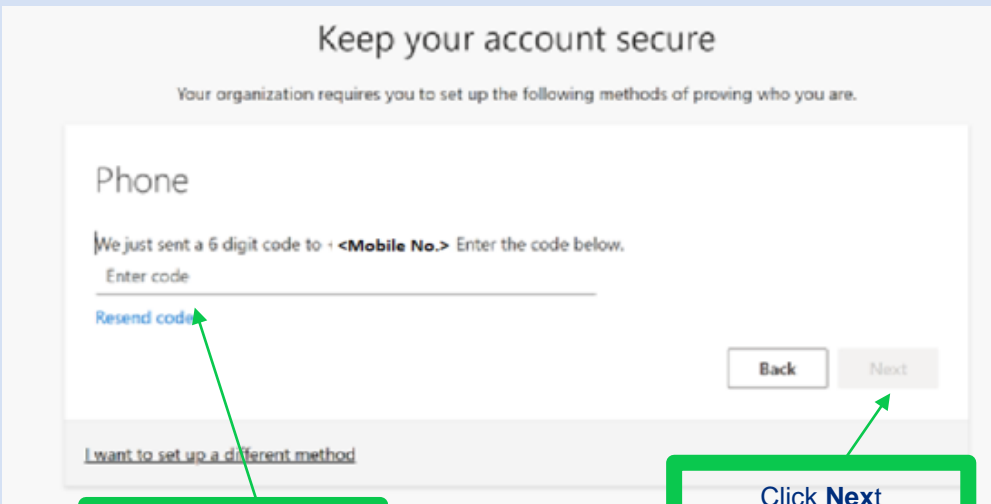
I want to set up a different method

Click [Text me a code](#)

Enter [Mobile Number](#)

Click [Next](#)

- 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

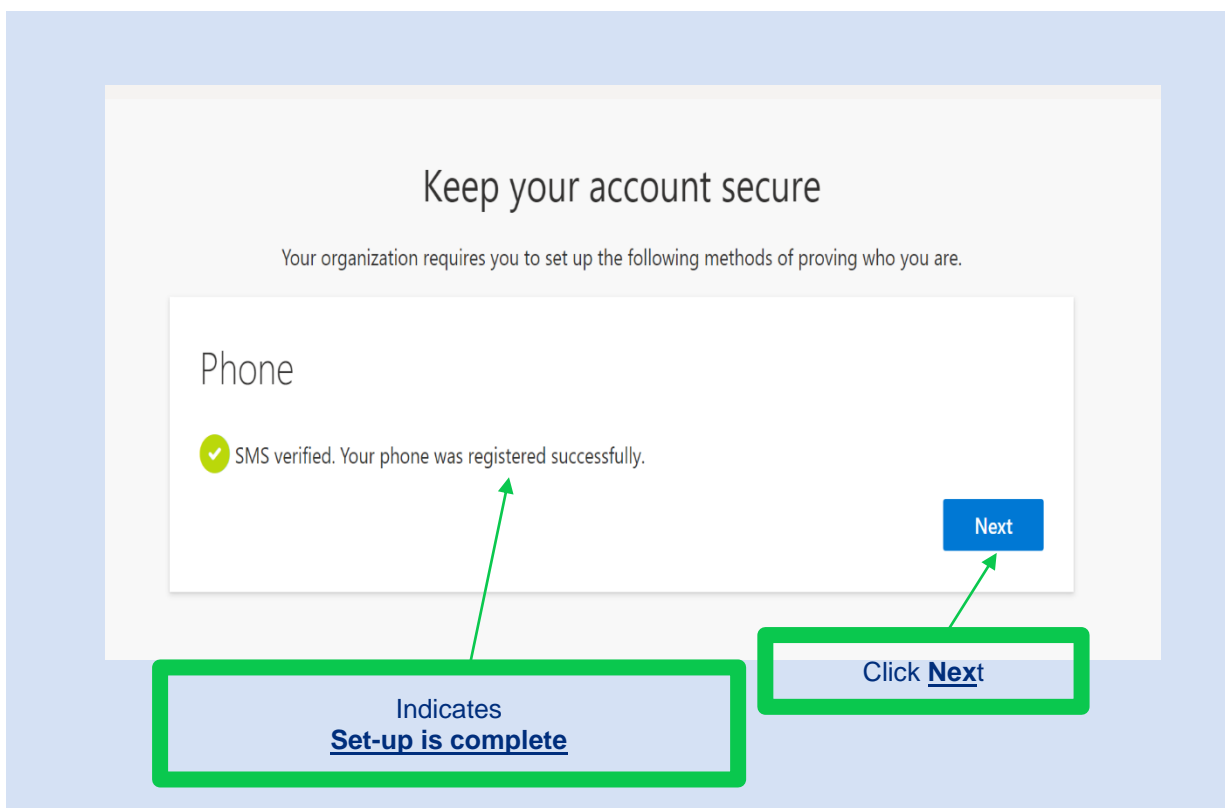
Back Next

I want to set up a different method

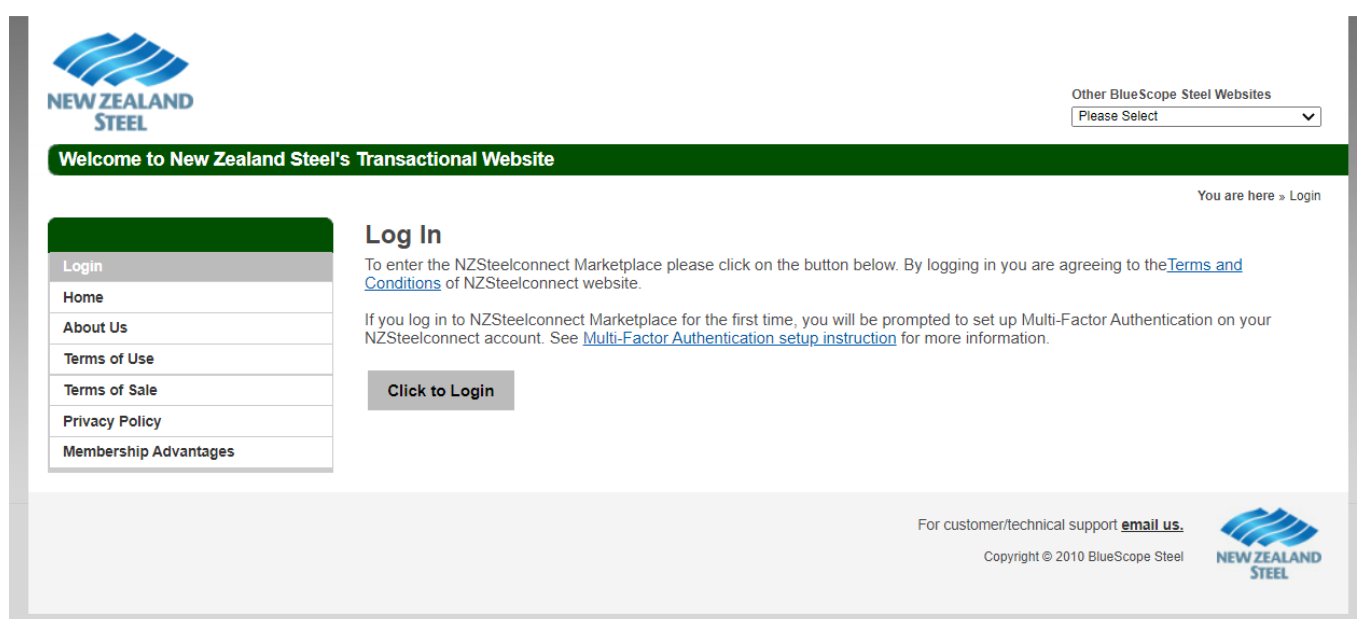
Enter [Code](#)

Click [Next](#)

- e) 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'

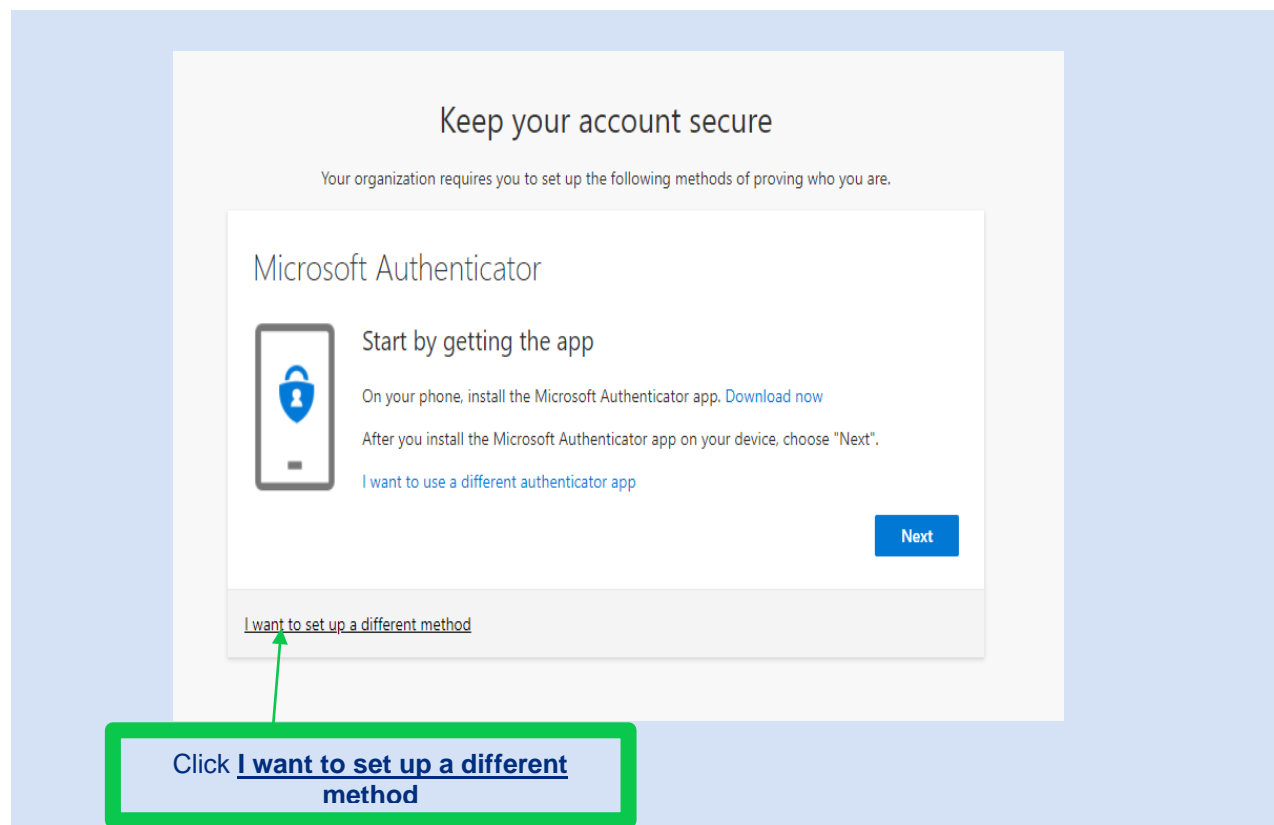


- f) You have successfully setup MFA in preparation for when nzsteelconnect begins to request the extra security

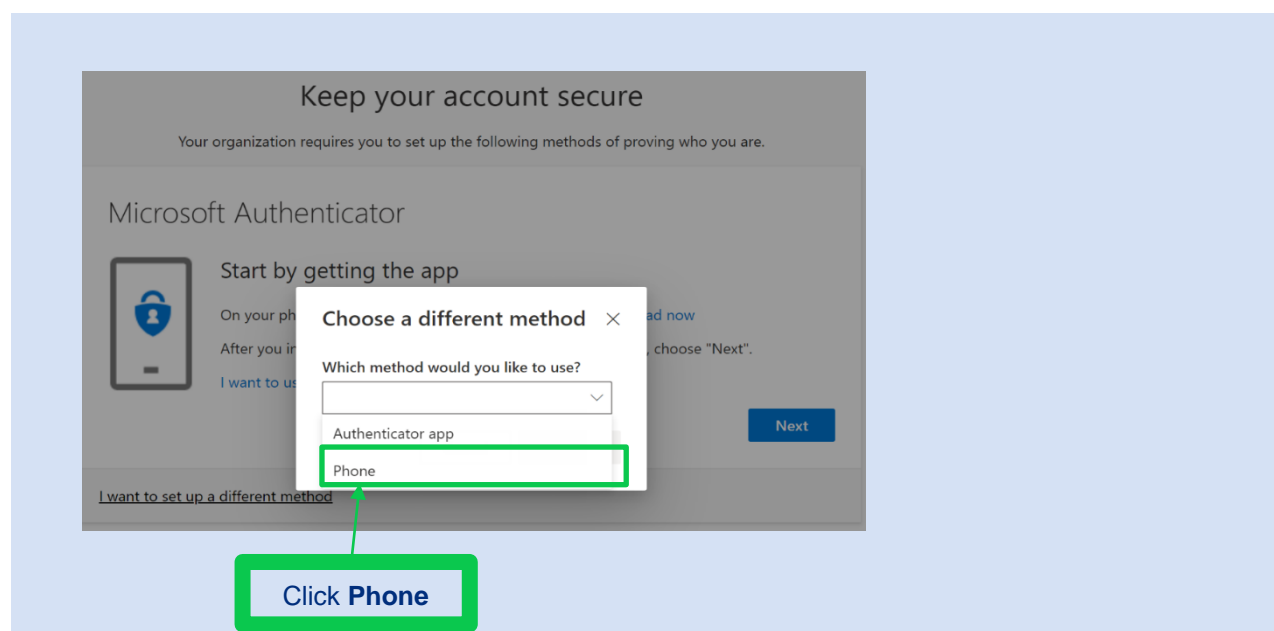


3. PHONE CALL BACK

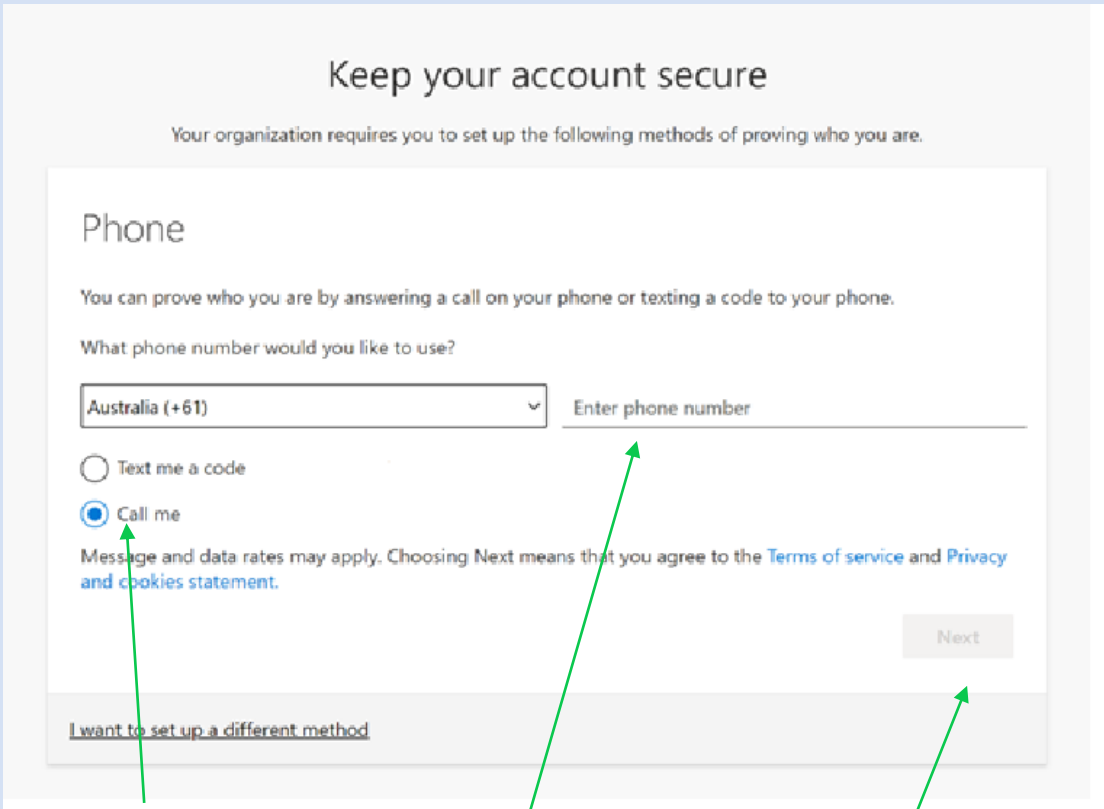
- a) You will be asked to select one of the three second factor authentication options. If you selected the Phone Call Back, this section will outline how to set-up this option. Click 'I want to set up a different method'



- 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'



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Australia (+61)

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

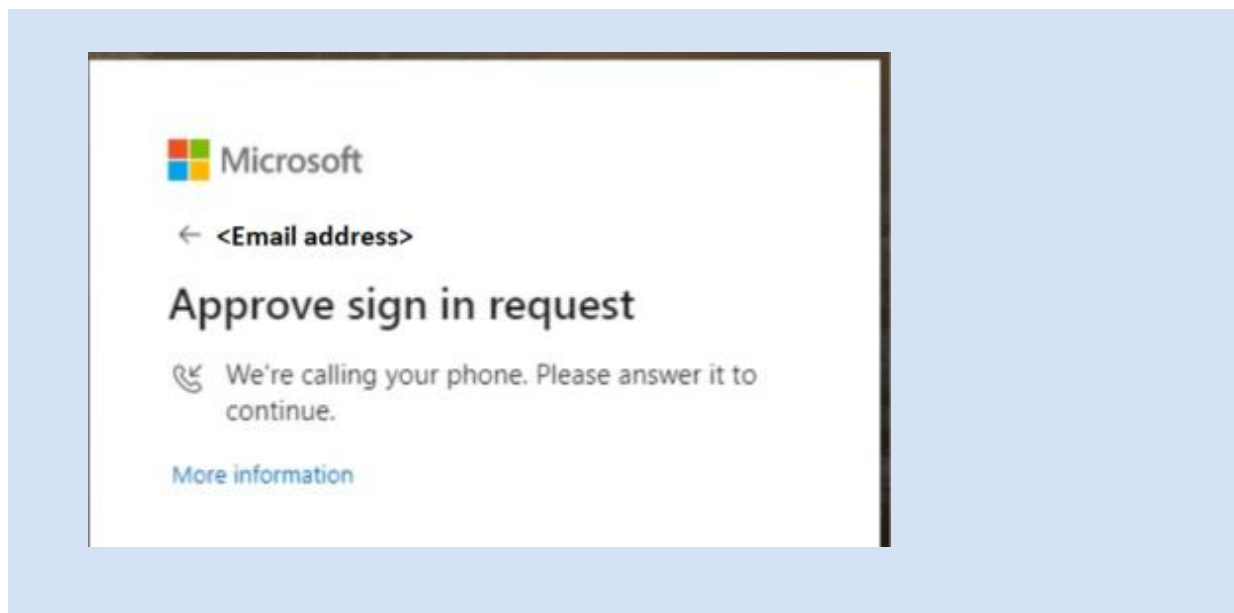
[I want to set up a different method](#)

Click **Call Me**

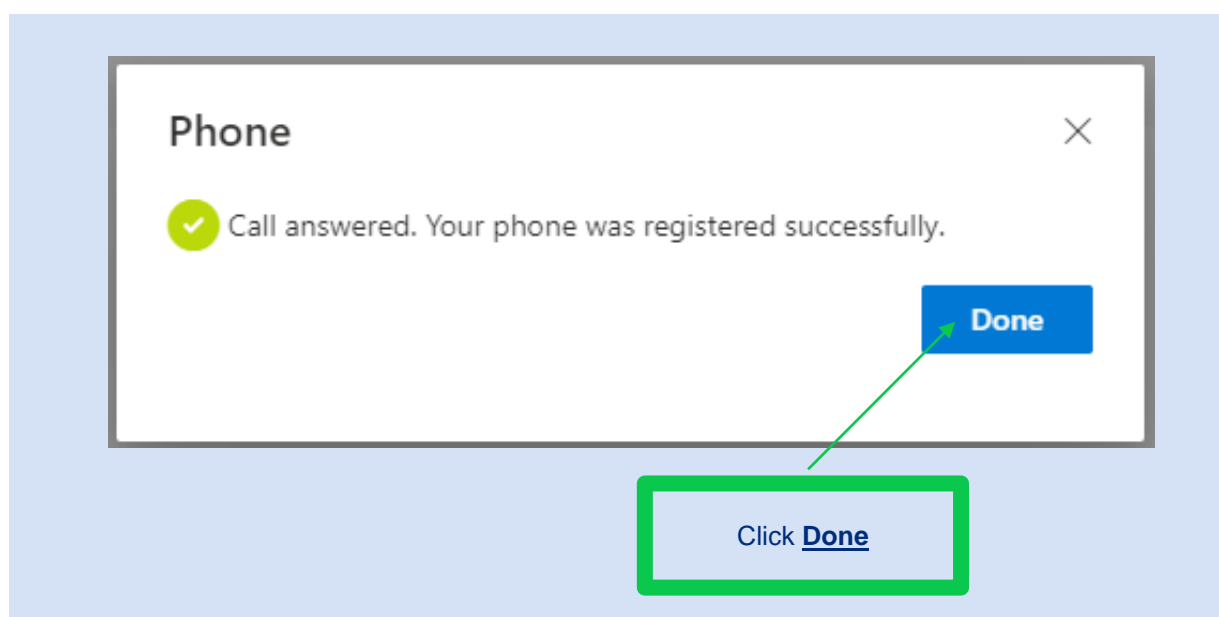
Enter **phone number**

Click **Next**

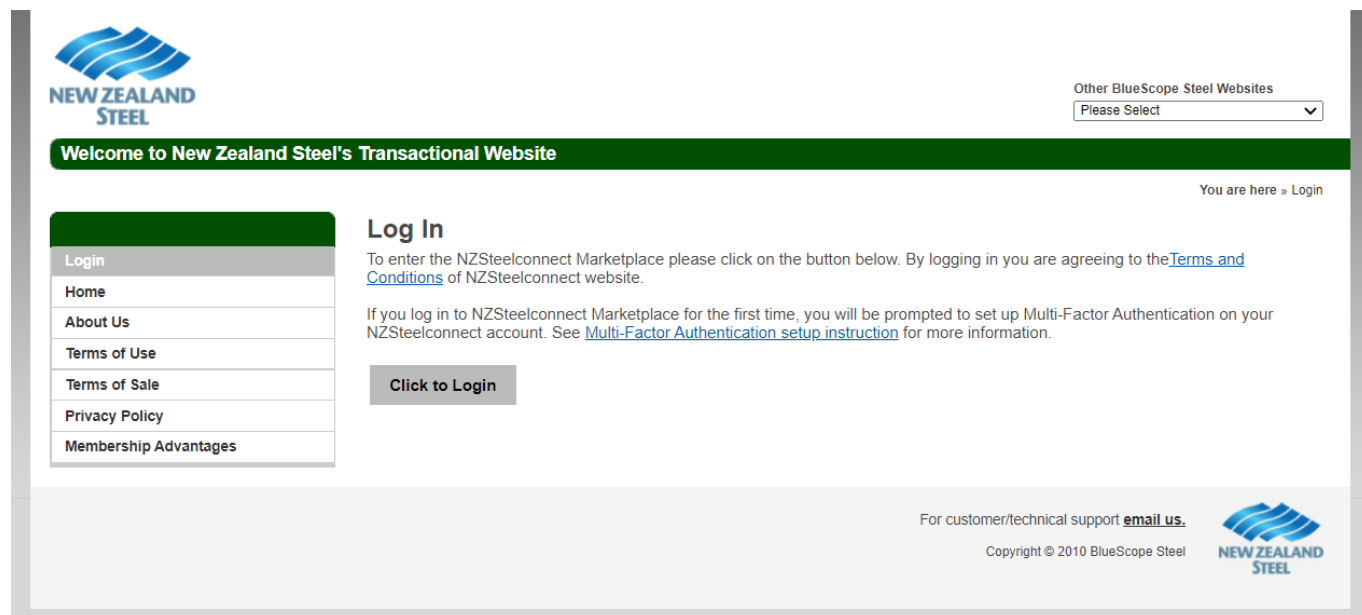
- d) You will receive a call to verify the number.
Answer the Call and press the # key on your mobile or landline'



- e) 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



The screenshot shows the New Zealand Steel Transactional Website. At the top left is the New Zealand Steel logo. At the top right, there is a dropdown menu labeled "Other BlueScope Steel Websites" with "Please Select" as the current selection. Below the logo is a green banner that reads "Welcome to New Zealand Steel's Transactional Website". On the right side of this banner, it says "You are here » Login". On the left side, there is a vertical navigation menu with the following items: Login, Home, About Us, Terms of Use, Terms of Sale, Privacy Policy, and Membership Advantages. The main content area is titled "Log In" and contains the following text: "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." Below this text is a grey button labeled "Click to Login". At the bottom of the page, there is a footer with the text "For customer/technical support [email us.](#)" and "Copyright © 2010 BlueScope Steel" next to the New Zealand Steel logo.