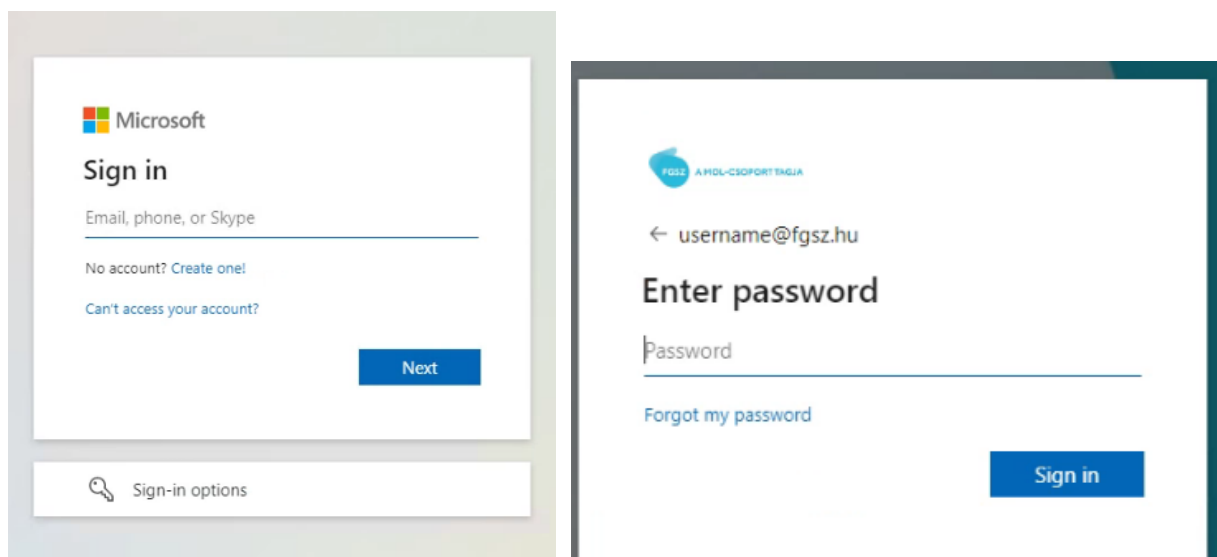


# RBP USER REGISTRATION GUIDE

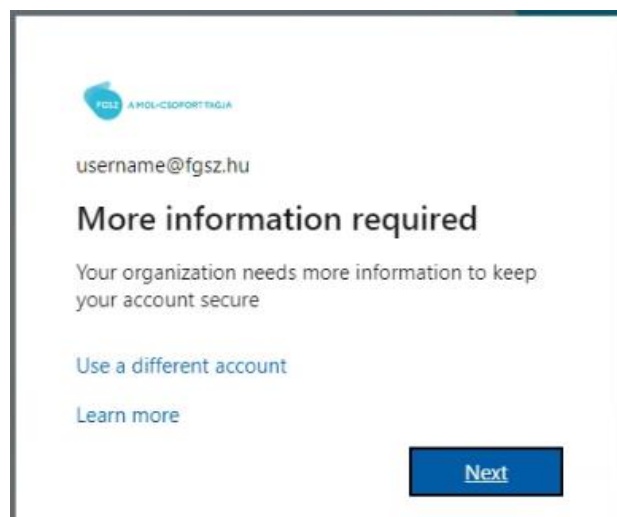
## 1. REGISTER MFA MULTIFACTOR AUTHENTICATION TOKEN

1.1. Install the **Microsoft Authenticator** app from [Apple AppStore](#) or [Google Play](#) store.

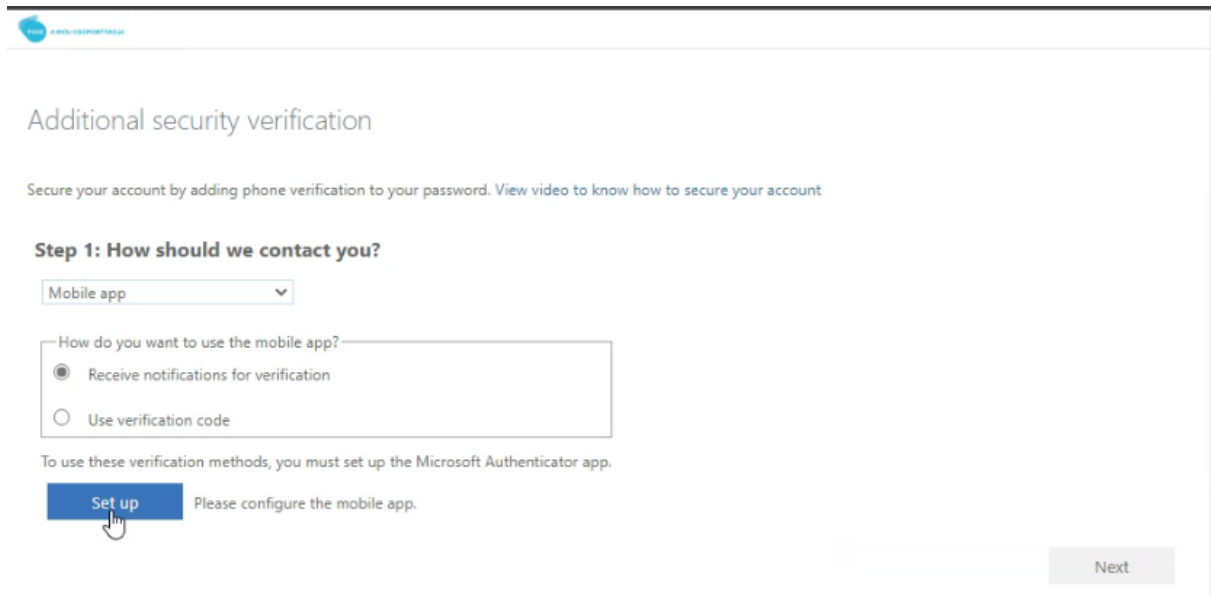
1.2. Browse to [Microsoft MFA Setup Portal](#) and login with the user ID you received and the password you set.



1.3. On the screen where it states *More Information* is required click **Next**



- 1.4. On the following screen choose **Mobile App** and **Receive notifications for verification** from the drop-down list and click **Next**.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 1: How should we contact you?**

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

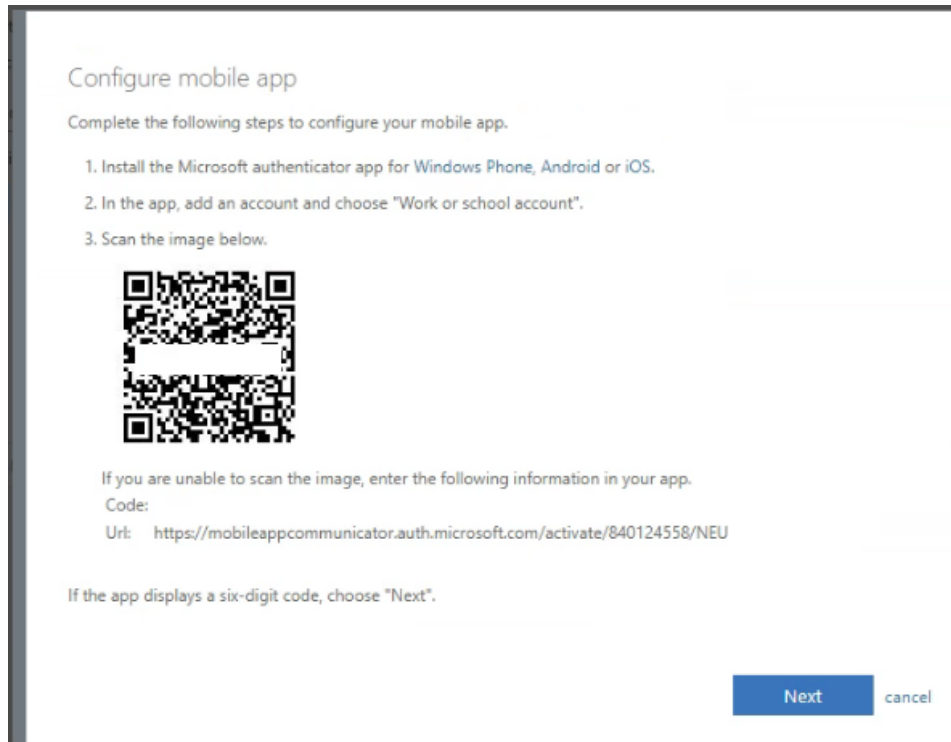
Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

**Set up** Please configure the mobile app.

Next

- 1.5. The following screen appears with the QR code, which you will need to use when setting up the Microsoft Authenticator app on your mobile.



1.6. Open **Microsoft Authenticator** on your phone. On the initial screen click **Agree** and then tap **Add account** in the middle.



### Microsoft needs basic app data

We collect required basic diagnostics to keep the app secure and up to date. This does not include your name or any sensitive data.

Decline

Agree

[Privacy statement](#)

## Authenticator



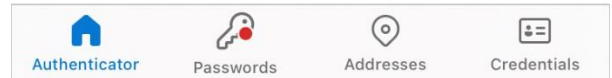
Ready to add your first account?



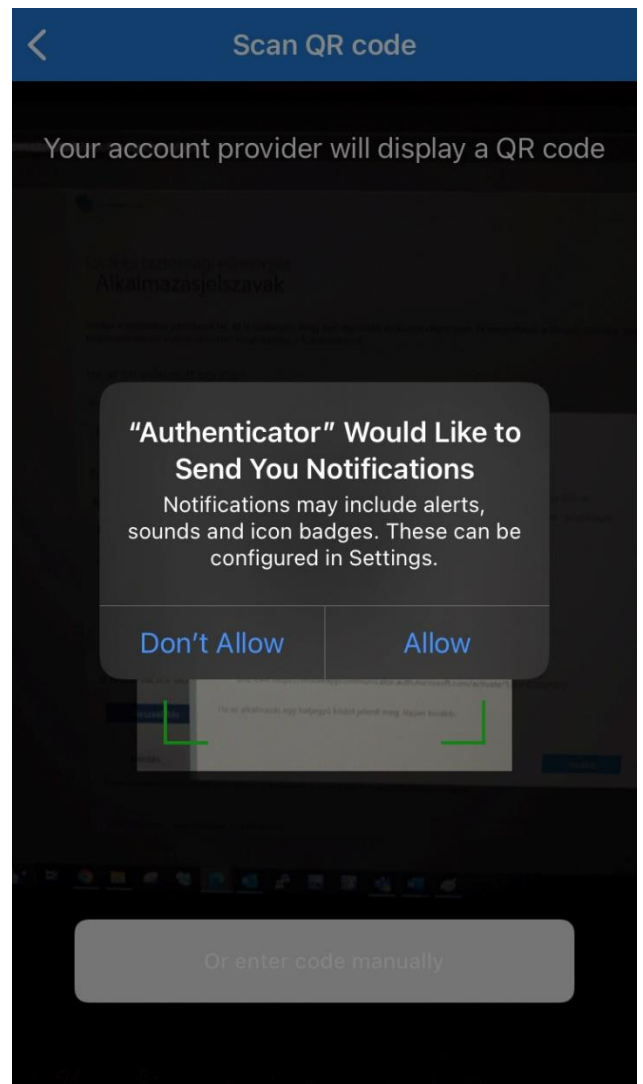
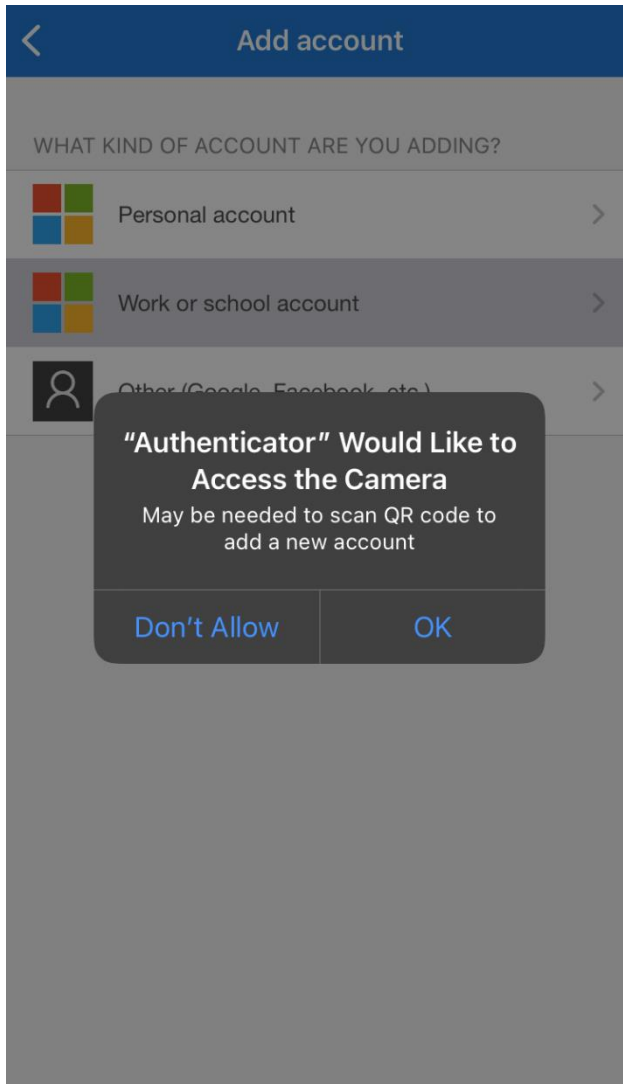
Add account

Already have a backup?  
Sign in to your recovery account.

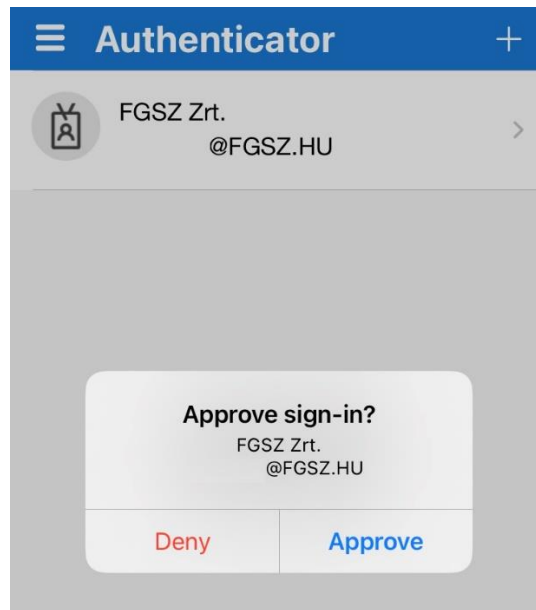
[Begin recovery](#)



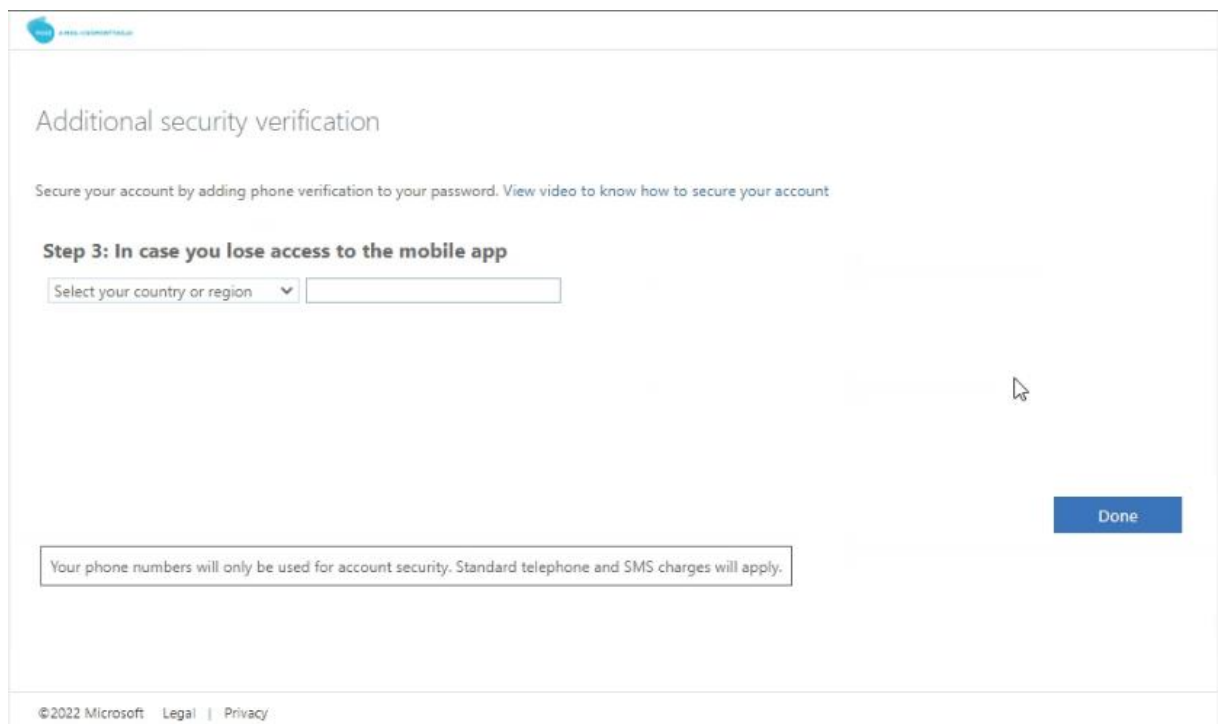
1.7. Click **OK** on allowing camera access and point your camera to the QR code on your screen. Then **Allow** notifications.



- 1.8. On the PC screen, click **Next** so Microsoft can verify the successful setup by sending you a push notification to your phone, that you will need to **Approve**.

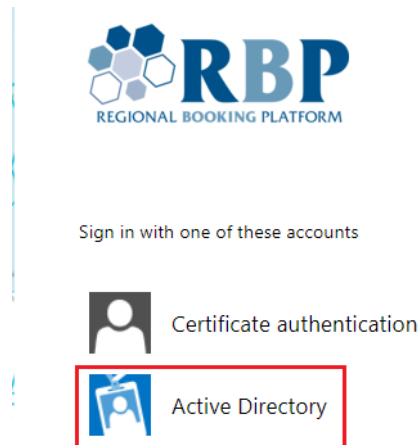


1.9. Finally provide your mobile number as a backup option and click **Done**.

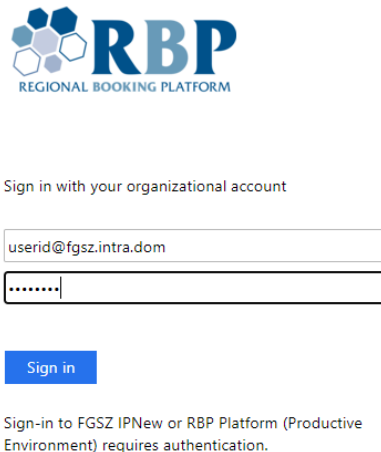


## LOGIN TO RBP USING MULTIFACTOR AUTHENTICATION

- 1.10. Open a new private window in your Chrome or Edge browser with **Ctrl+Shift+N** (Windows or Linux) or **⌘+Shift+N** (Mac) key combination and go to [RBP Test](#) or [RBP Production](#) website. On the opening page, select **Active Directory**.



- 1.11. On the next screen add your user ID (userid@fgsz.intra.dom) and the password you set, then click **Sign in**.



- 1.12. After successful login you will be prompted to select the second factor to authenticate with. Choose the below option.

Biztonsági okokból további információk szükségesek a fiók | @fgsz.hu) ellenőrzéséhez.

Az FGSZ IPNew vagy RBP Platformra (Teszt környezet) való bejelentkezéshez, kérjük adja meg hitelesítő adatait!

[Azure Multi-Factor Authentication](#)

- 1.13. On the next screen check Microsoft Authenticator push notifications on your phone and **Approve** access if ok.

