IT Account Activation & MFA for Transnational Students

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Overview

There are two stages to creating an IT account for the University of Aberdeen:

1. **Account Creation** - Create your IT account using IT activation to create a username, password, and email address.
2. **Secure using MFA** - Logon and setup multi-factor authentication (MFA)

This guide has been created to assist students based in China with the account creation and MFA stages due to limitations on MFA options within mainland China.

Multi-Factor Authentication

If you already know your University of Aberdeen IT username and password, then you can go direct to:

- Step 1 - Download a One-Time Password Application ***then***
- Step 7 - Setup Multi-Factor Authentication (MFA)

Getting Started

Before starting registration you will need the following:

- Your 8-digit University of Aberdeen student ID number e.g. 51234567
- Your date of birth
- A One-Time Password (OTP) authentication application installed on your phone

If you do not know your University of Aberdeen student ID number, then please contact your school support or Registry officer for assistance.

Step 1 – Download a One-Time Password (OTP) Application

Our recommended application for MFA security is **Microsoft Authenticator**; however, we are aware of problems with accessing this application on some mobile devices within China.

There are multiple time-based authentication applications available within China including through the App stores of the following manufactures:

- Apple App Store
- OPPO App Market - **软件商店**
- Honor App Market - **荣耀应用市场**
- Huawei AppGallery - **华为应用市场**
- Xiaomi GetApps - **小米应用商店**

Download a security one-time-password security application, such as:

- Microsoft Authenticator
- 2FAS - 2帐户
- FREEOTP
- OTP Auth

You need the application downloaded **before** you can complete multi-factor authentication that is the last step in account security. Ensure you have downloaded the application to your mobile before you start account creation.

Please Note: We do not recommend Google Authenticator as this is often not available in mainland China.

Step 2 – IT Account Creation

Access the IT account activation site - https://www.abdn.ac.uk/it/account-activation

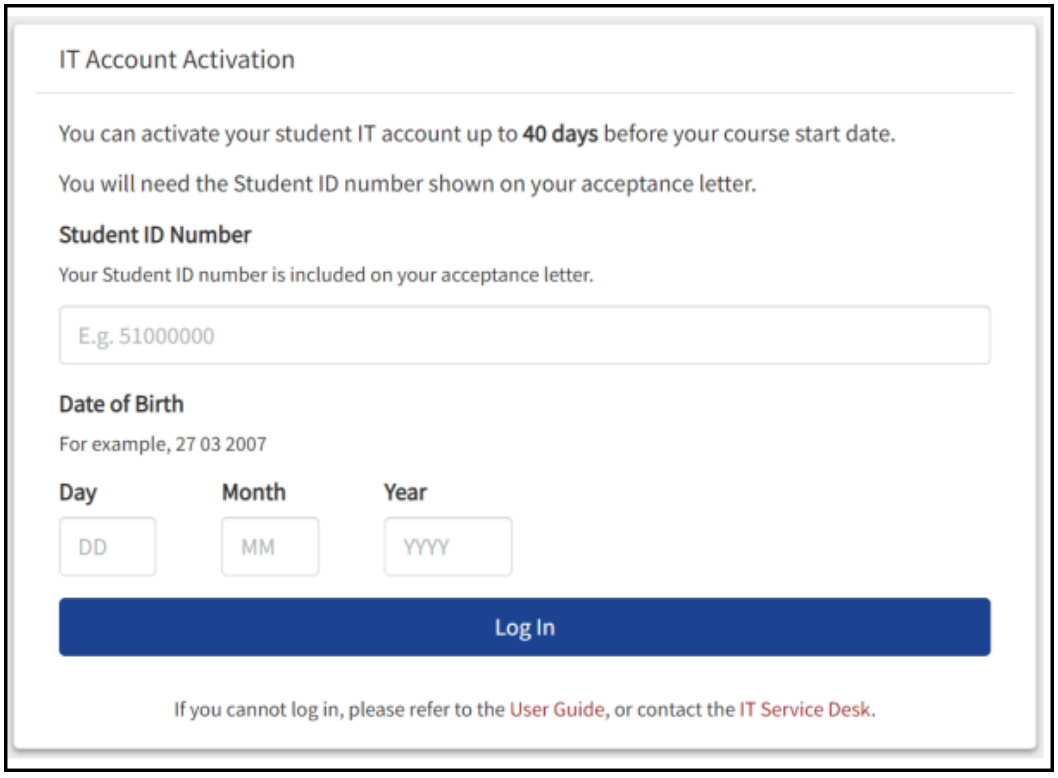
You will need the following details to log in

- Your 8-digit University of Aberdeen student ID number e.g. 51234567
- Your date of birth

If you do not know your University of Aberdeen student ID number, then please contact your school support or Registry officer for assistance.

Note: Your date of birth should be entered as separate values for the day, month, and year. For instance, if your birthday is on the 2nd of January 2003, you would enter 02 for the day, 01 for the month, and 2003 for the year.

After entering your student ID number and date of birth, click the **Log In button**



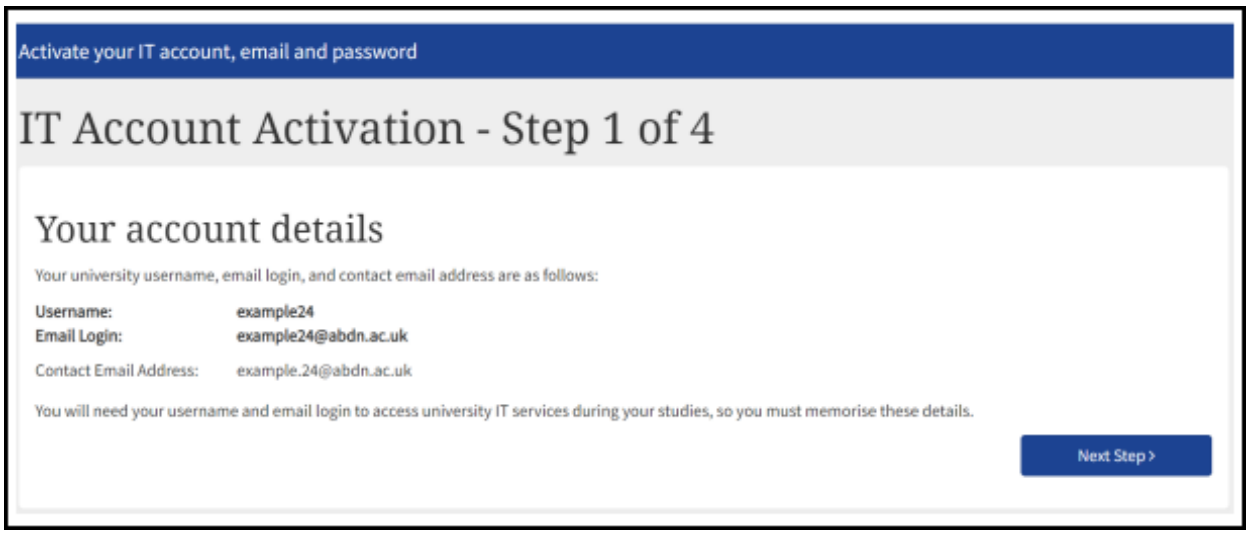
Step 3 - View your account details

After logging in, you will be presented with a summary of the following:

- Your IT username
- Your email logon name
- Your University of Aberdeen email address

It is recommended to make a note of these details, as once your password has been set you will be unable to access this page again.

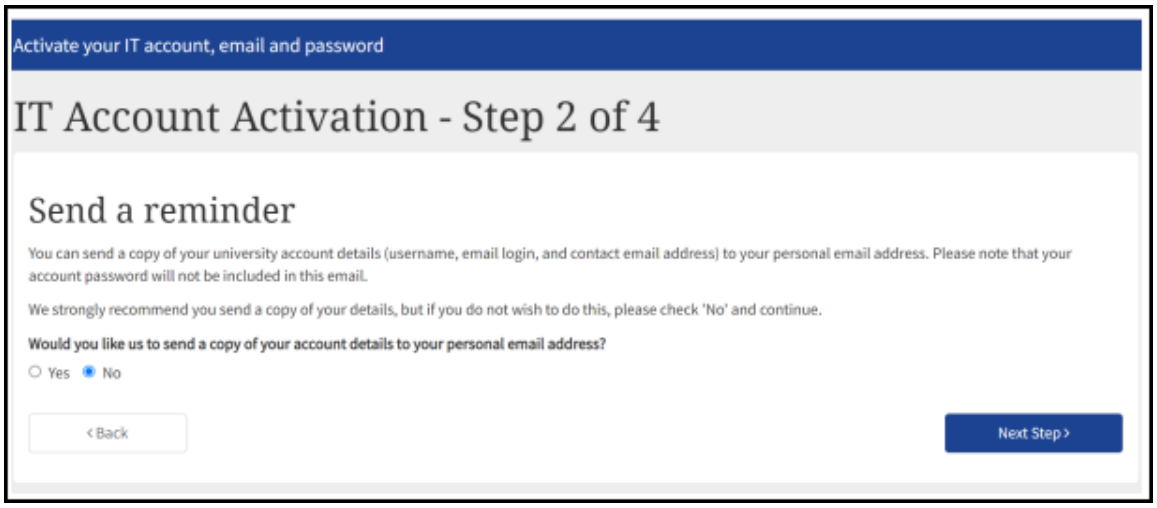
Click the Next Step button to proceed.



Step 4 - Send a reminder of your details

You have the option to send a copy of your university account details to your own personal email address. To do this, select the **Yes** option and fill in your personal email address in both email address fields. Ensure that both email addresses match.

Click the **Next Step** button to proceed.



Step 5 – Set a password

Next, you must **set a password** to activate your IT account.

Ensure you set a strong password that complies with the guidelines you see on the page:

- At least 8 characters
- Must not contain your IT account username
- Must not contain your first or last name
- Must contain the following:
    - Uppercase English characters e.g. **A – Z**
    - Lowercase English characters e.g. **a – z**
    - Numeric characters e.g**. 0 – 9**
    - Special characters, choose from **! # $ % & ( ) * + , : ; < = > ? @ [ ] { } | -**
    - Does not contain any of these special characters **£ \ “ `**
    - You will need to enter the password twice.

Note: We recommended that you keep a note of the password you entered securely, for example, in a password manager app.



After entering your chosen password, tick **I agree** to the Conditions for using IT Facilities box.

You must read the Conditions for using IT Facilities, and you can do this by clicking on the link. When you are satisfied with your chosen password and the Conditions for using IT Facilities, please click the **Activate IT Account button**.

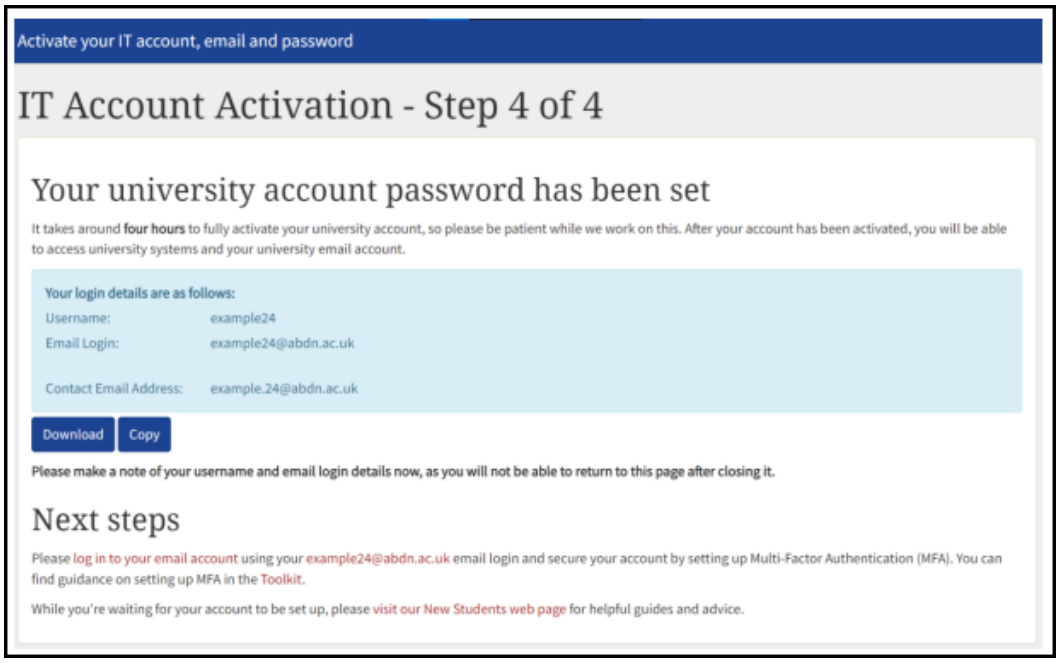
This will set your password and activate your IT account.

Step 6 – Confirmation of account activation

After setting a password for your account, a summary page will be presented.

If you have not yet made a note of your username, email login, and contact email address details it is recommended to do this now.

Once you leave this page you will be unable to access it again. You have the option to download or copy your university account details by clicking on either the **Download or Copy button**



Step 7 – Setup Multi-Factor Authentication (MFA)

Now that your IT account is created, we need to secure the account with MFA. For students in Aberdeen, it is possible to use other MFA methods, such as a text message, however, these do not work reliably on all networks in China.

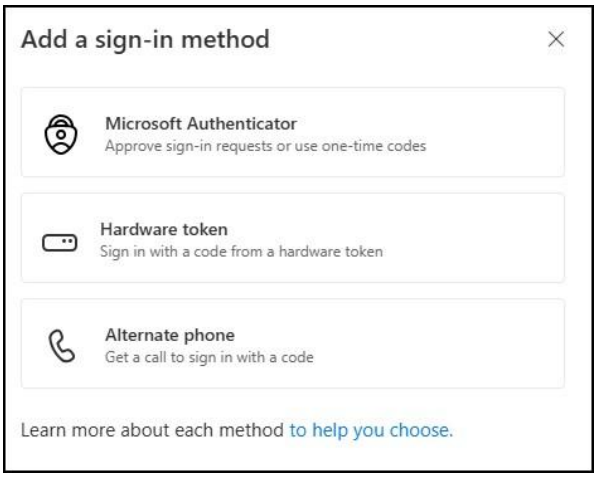
We therefore recommend Time Based One-Time Password (TOTP) as once setup this will work 100% of the time and once setup does not require a network connection.

How to setup a TOTP:

1. **Open MFA website here** – https://aka.ms/setupsecurityinfo
2. **Sign In** - Sign in with your university username@abdn.ac.uk e.g. *u25maf1@abdn.ac.uk*
3. **Password** - Enter your university password at the prompt then click **Sign In**

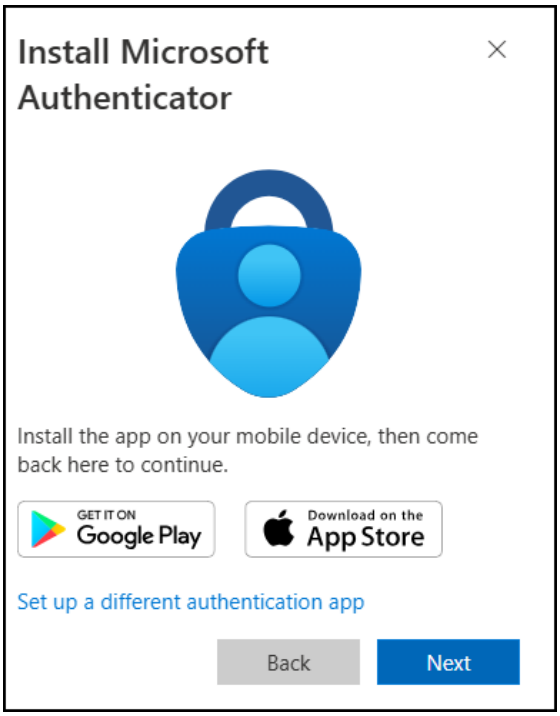


4. **MFA Options –** You will be presented with a list of MFA options. Select the option to **Add Microsoft Authenticator**

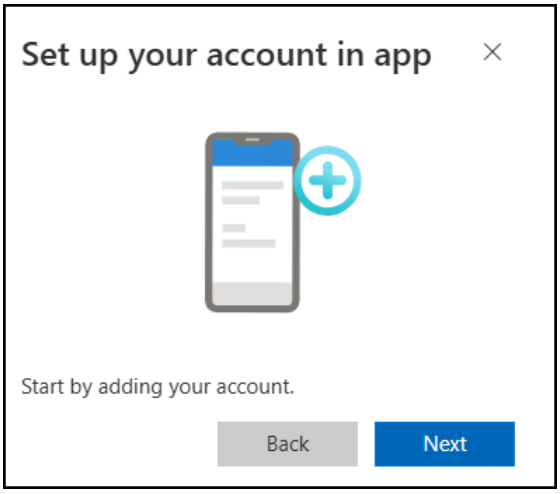


Note: Do not worry that you may be using a different authentication application

1. Click on **setup a different authentication app**:



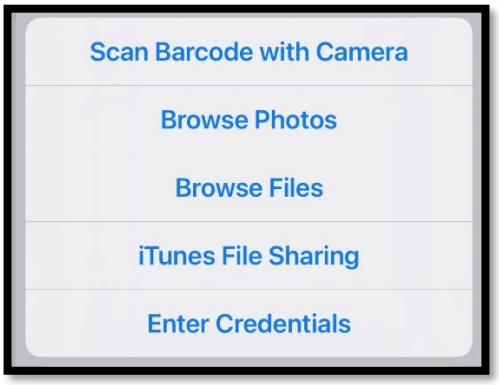
2. **Set up account in App** - Click **Next** when you see a screen like the following:



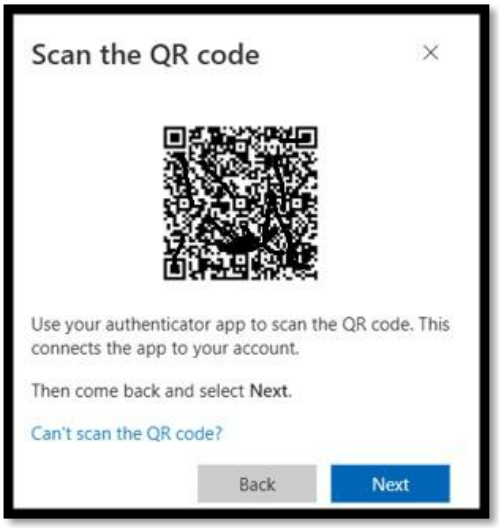
3. **MFA application** –
   - Open the app that you will use for MFA. These screenshots were created using an app called **OTP Auth** but they all have similar options.
   - Click on the **+ Option** (or similar) to add a new MFA method within the App on your mobile device



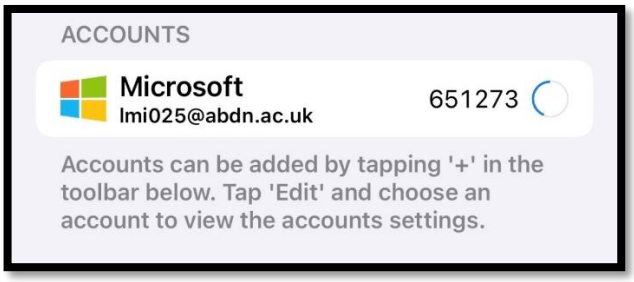
- **Select scan barcode** with Camera (or similar)



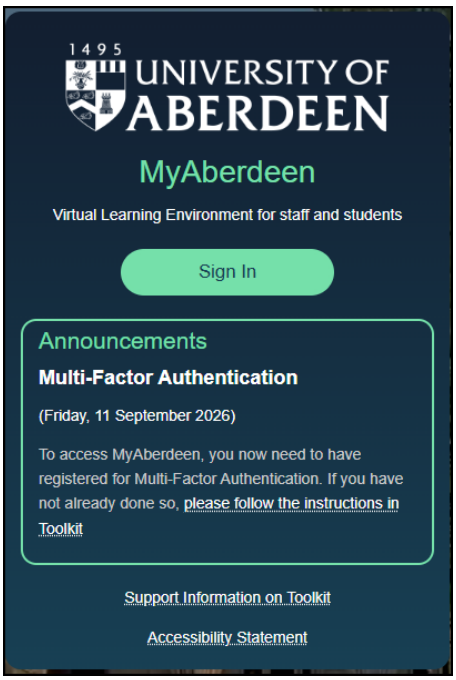
- Scan the QR code that you see on your screen (not the one below in this image)



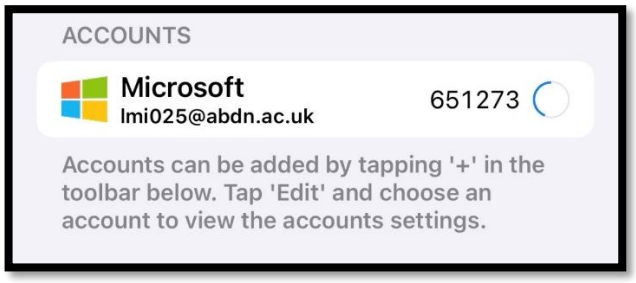
- **Complete** - You should now see that your University of Aberdeen account is now added as an option within your authenticator application



5. **Testing the application**
    - We recommend logging on to some MyAberdeen in order to test the MFA setup on your device
    - Browse to - https://abdn.blackboard.com/ then click on SIGN IN



- Type in your University username and password e.g. *u23sb1@abdn.ac.uk*
- When you see the prompt open your MFA application then type in the 6-digit code within the App that should look similar to this:



You should now have MFA setup for access to the University of Aberdeen IT systems.

Enjoy your studies knowing that your University of Aberdeen IT account is secure.