

Multi-Factor Authentication

Registration via login.virtusa.com

Updated – 8th June 2023

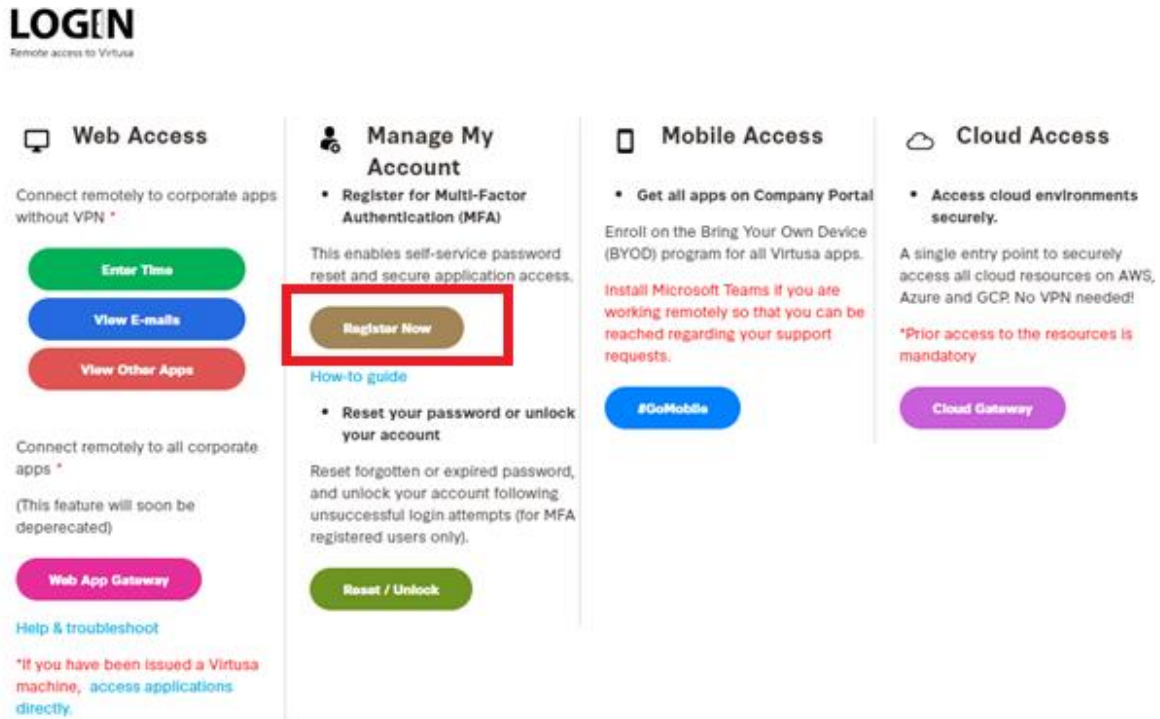
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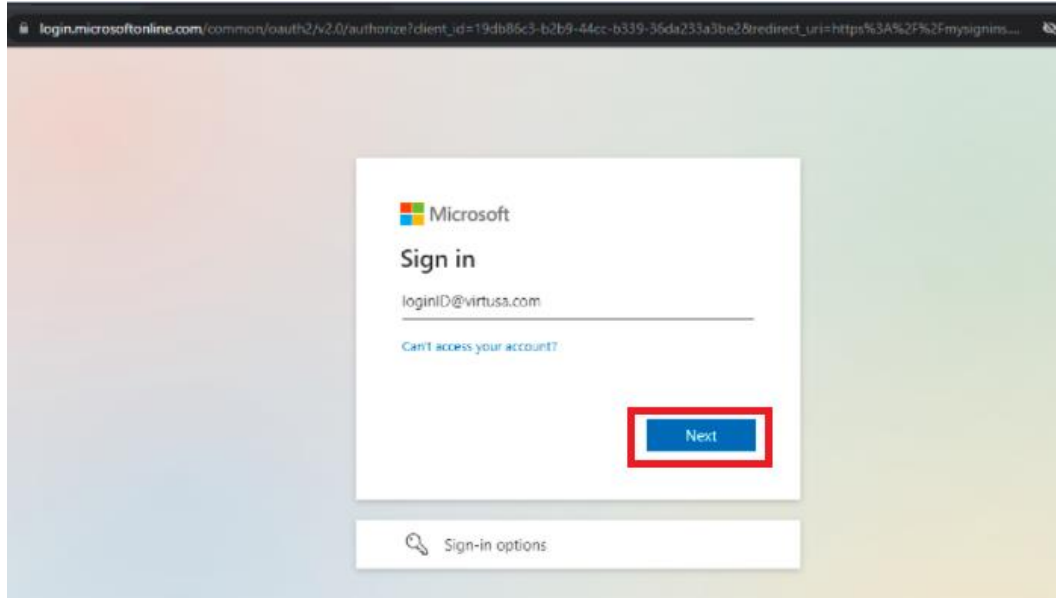
1) How to register via login.virtusa.com

Step 1: Go to login.virtusa.com and click 'Register Now'

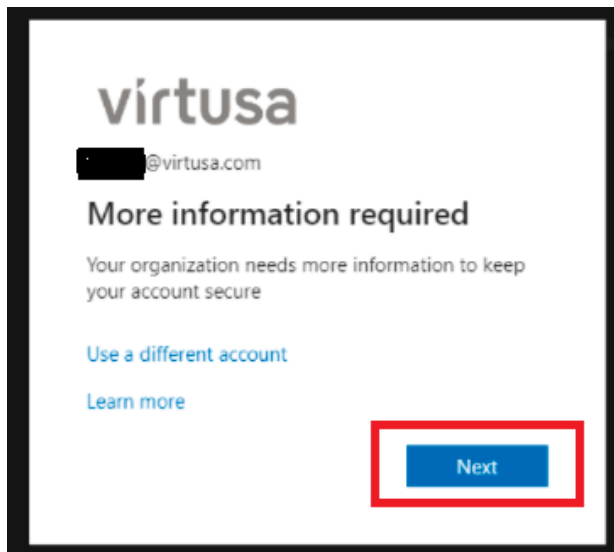


Important note: Steps 2 to 4 is only applicable for New Joiners registering for the first time. If you are an existing user already registered for MFA, please refer the steps under section 2.

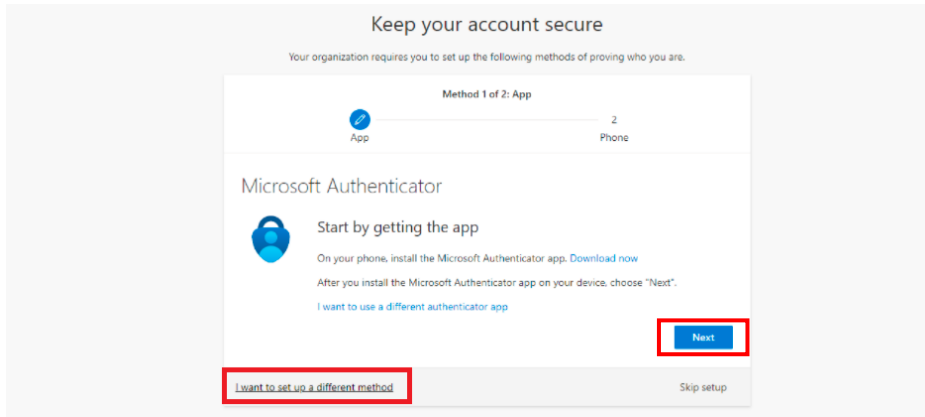
Step 2: Login using your Virtusa credentials and click 'Next'



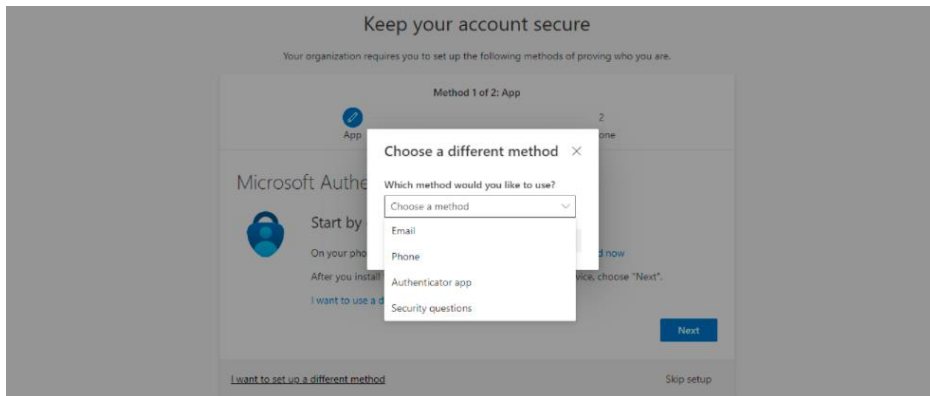
Step 3: Click 'Next'



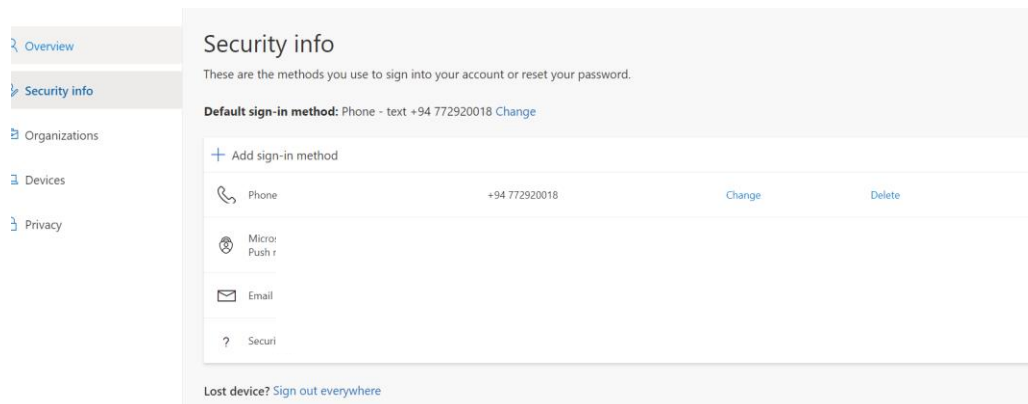
Step 4: You would be asked to first configure the Authenticator app. Click 'Next' to continue with configuring the Authenticator app or select 'I want to setup a different method' to configure a different authentication method



Note: If you click 'I want to setup a different method' you will be redirected to the below screen. Continue with the steps in this screen to complete your registration.



Note: Once the registration is completed, you will be redirected to the My Sign-ins page to add in more authentication methods.



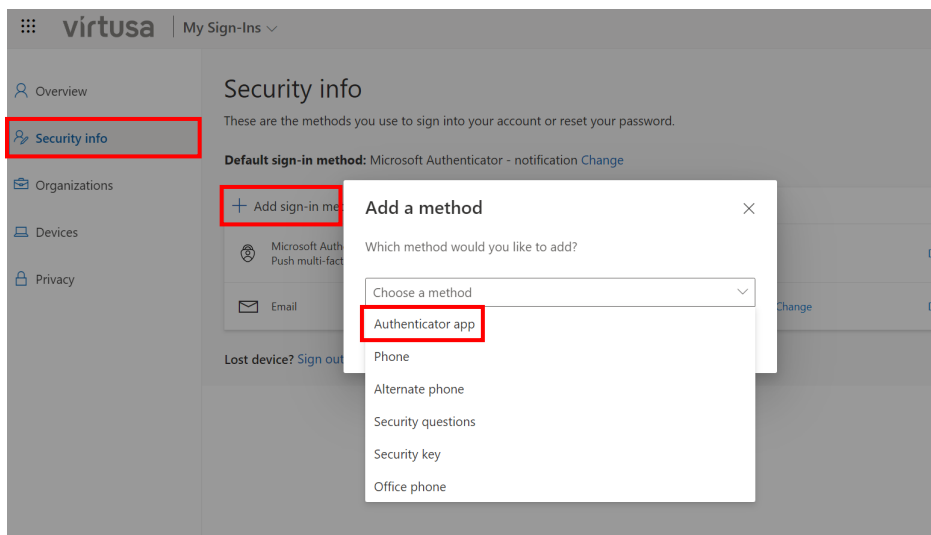
2) How to add additional methods

Important: It is a mandatory requirement for Virtusa employees to register for a minimum of 04 authentication methods from the below list, to enable self-service password reset and gain secure access to Virtusa applications.

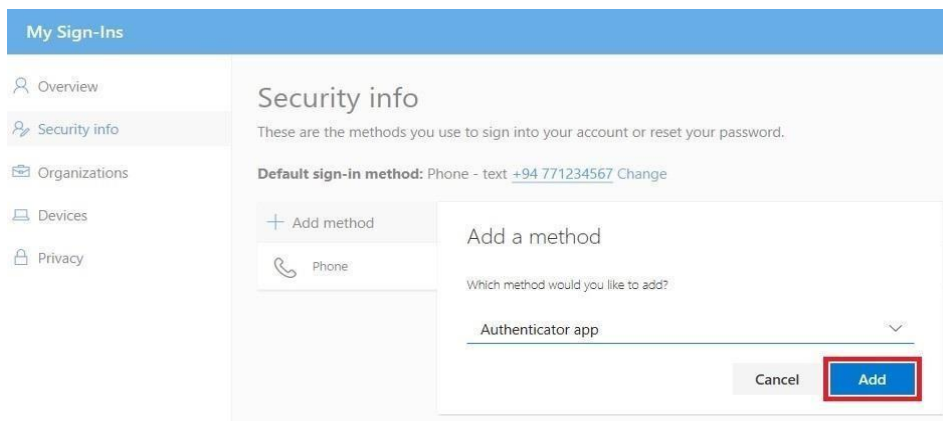
- ✓ Method 1: Authenticator app
- ✓ Method 2: Mobile Phone (Text or call)
- ✓ Method 3: Personal e-mail
- ✓ Method 4: Security questions
- ✓ Method 5: Alternate Phone (Text or call)

Method 1: Authenticator app

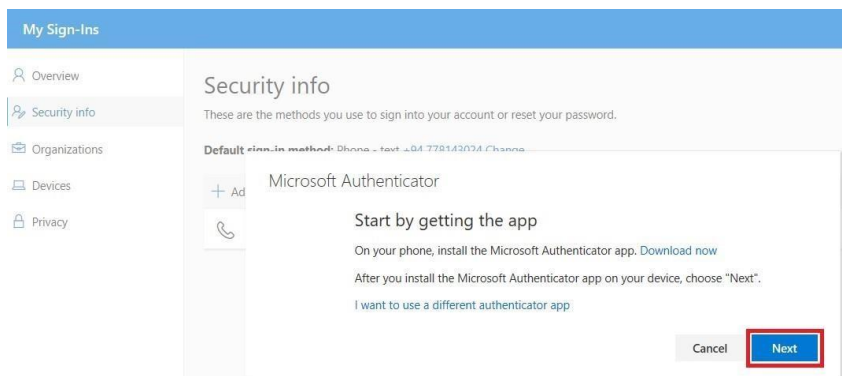
Step 1: Go to 'Security Info', click '+ Add sign-in method' and select 'Authenticator app'



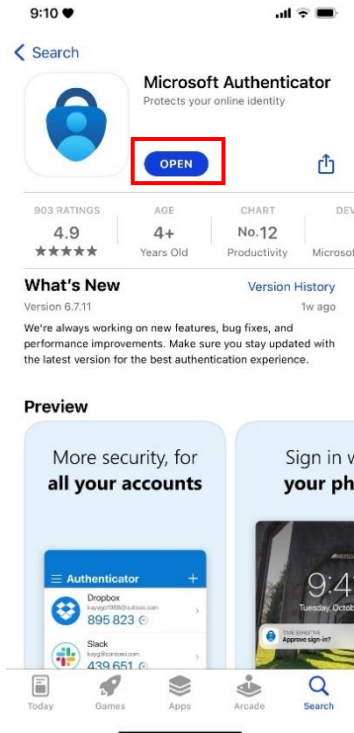
Step 2: Click 'Add'



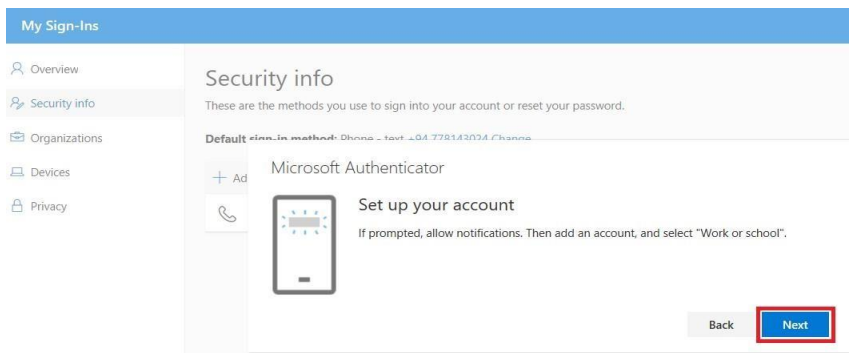
Step 3: Download the Microsoft Authenticator app on your mobile device and click 'Next' in the registration portal once the installation is completed on your mobile



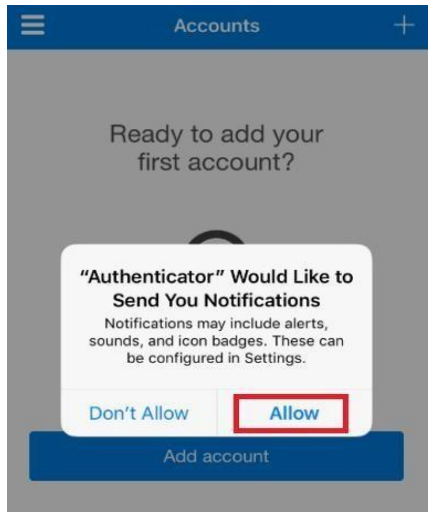
Step 4: Open the **Microsoft Authenticator** app on your mobile device



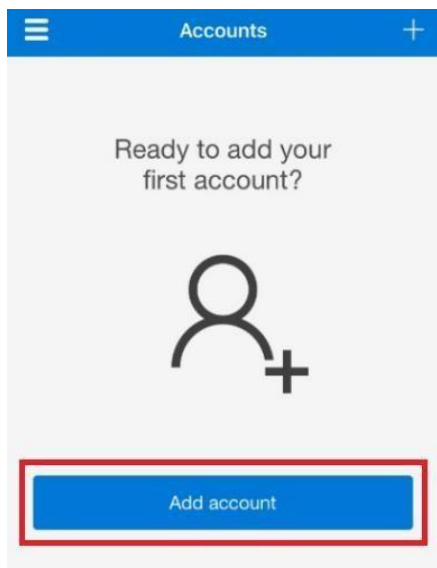
Step 5: Click 'Next' in the registration portal



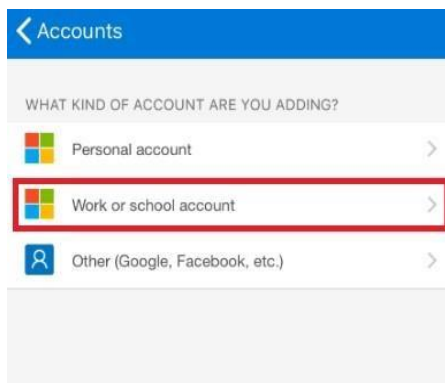
Step 6: Tap 'Allow' to receive Notifications on the mobile app



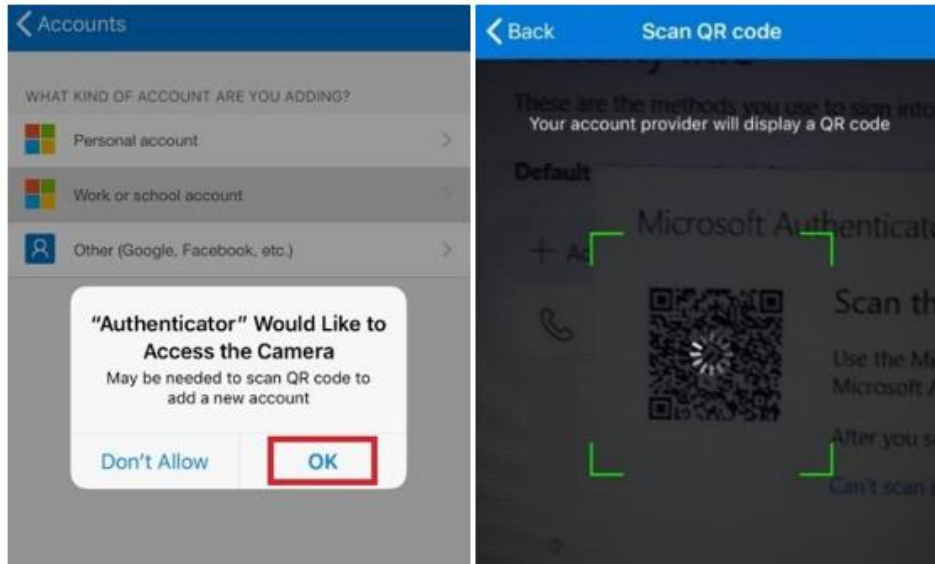
Step 7: Tap 'Add account'



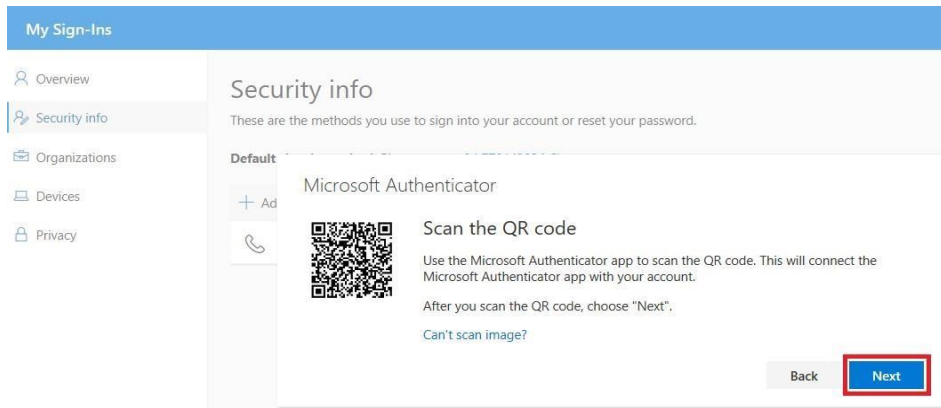
Step 8: Select 'Work or school account'



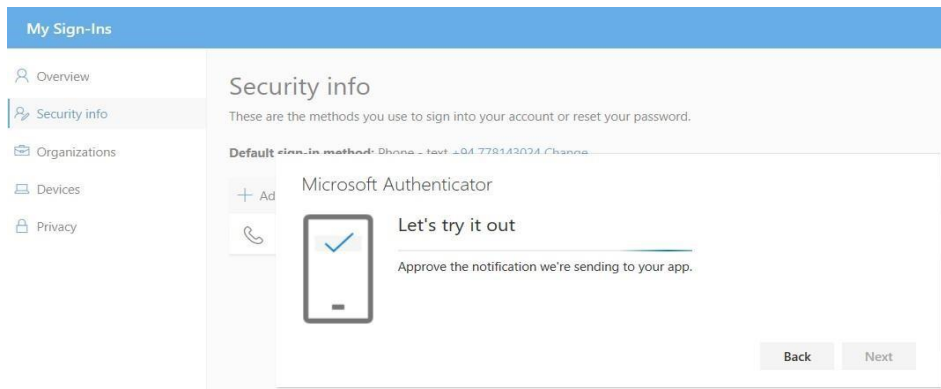
Step 9: Tap 'OK' to allow Access the Camera notification and scan the QR code which is displayed in the portal using your mobile



Step 10: Click 'Next' in the registration portal after you scan the QR code from your mobile



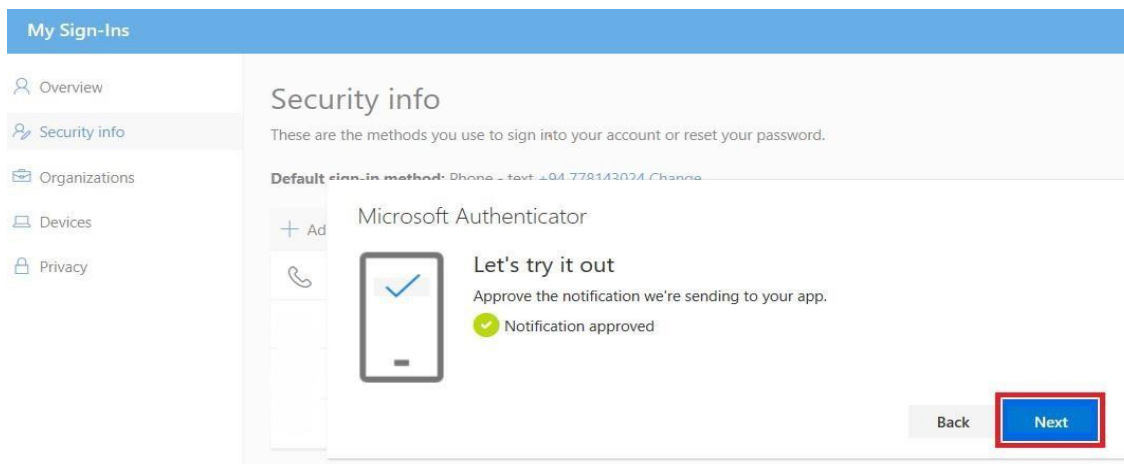
Note: You will be directed to the below screen in the registration portal and a notification for approval will be sent to your mobile. If the approval notification doesn't appear on your mobile in 30 seconds go 'Back' and repeat the steps.



Step 11: Tap 'Approve' in the **Approve sign-in** notification on your mobile



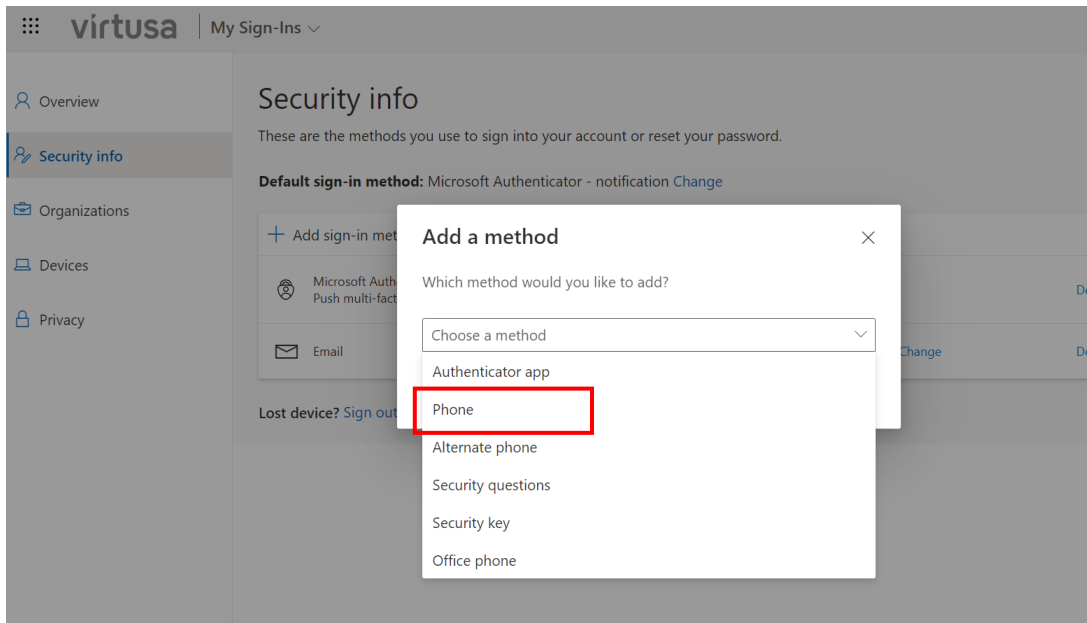
Step 12: Click 'Next' in the registration portal once the notification is approved



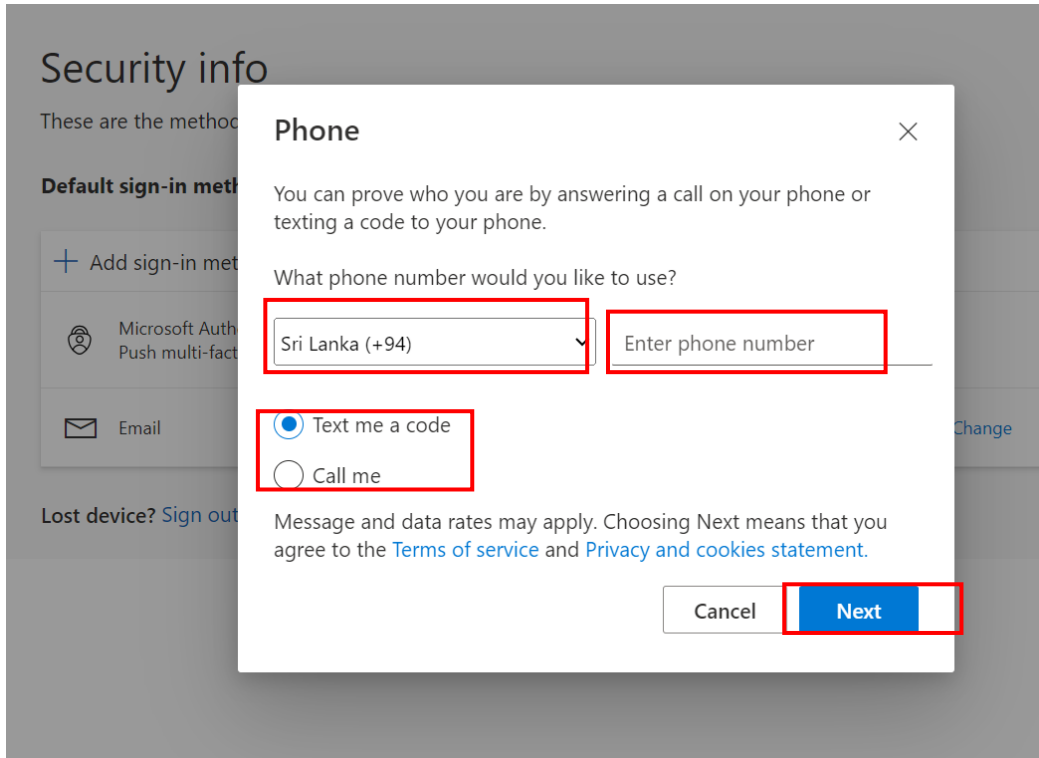
Important note: If you do not have the Authenticator app listed in the sign-in methods drop down in the registration portal, visit byod.virtusa.com to enroll your mobile device with Virtusa. Once you are mobile enabled and have the Authenticator app installed on your phone, it will be available in the registration portal under sign-in methods.

Method 2: Mobile Phone (Text or call)

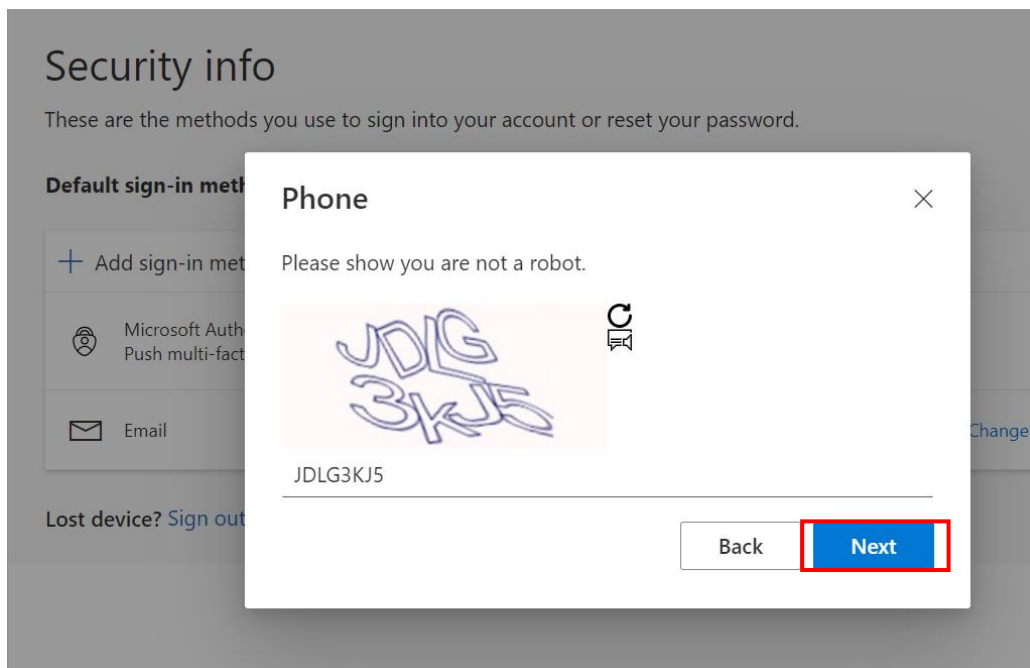
Step 1: Select 'Phone' from the list



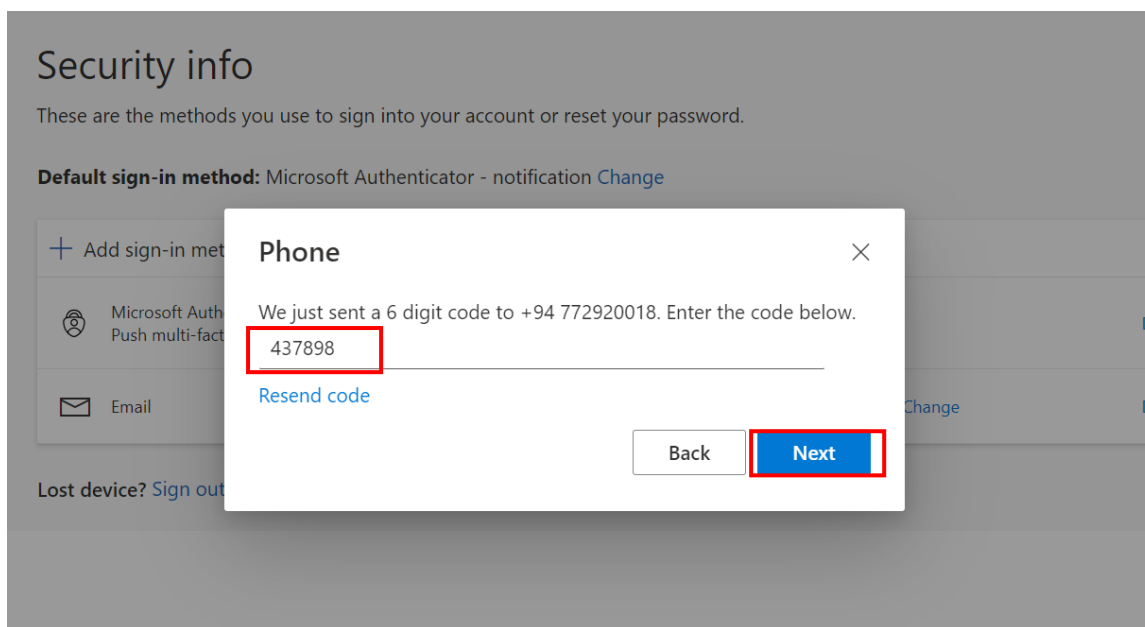
Step 2: Enter your details and click 'Next'



Step 3: Complete the below step and click 'Next'

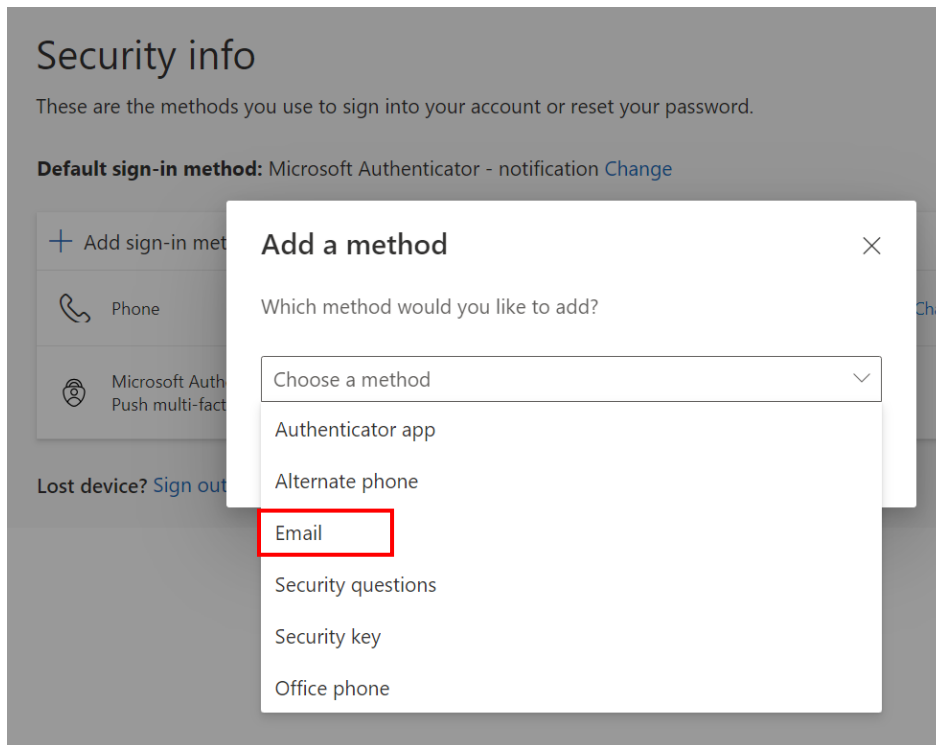


Step 4: Enter the digit code you have received via Text/Call and click 'Next'

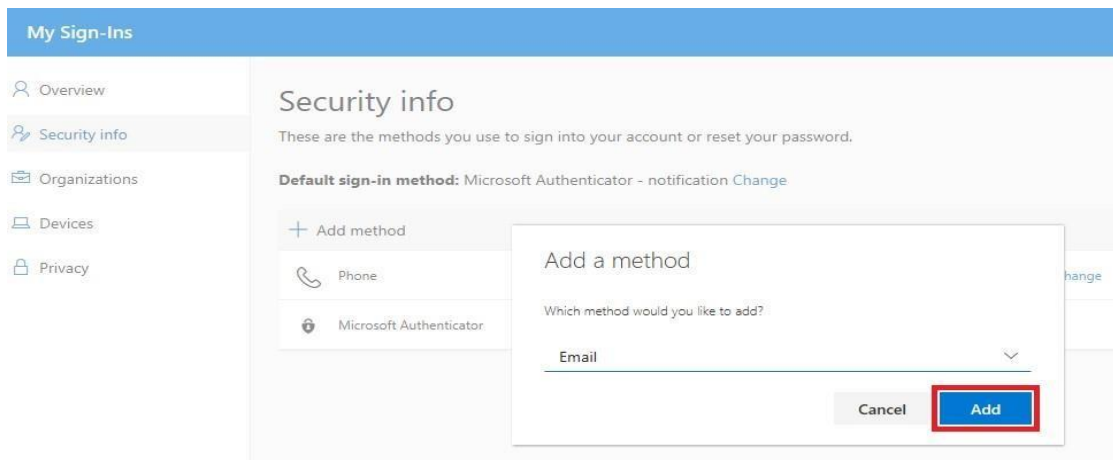


Method 3: Personal E-mail

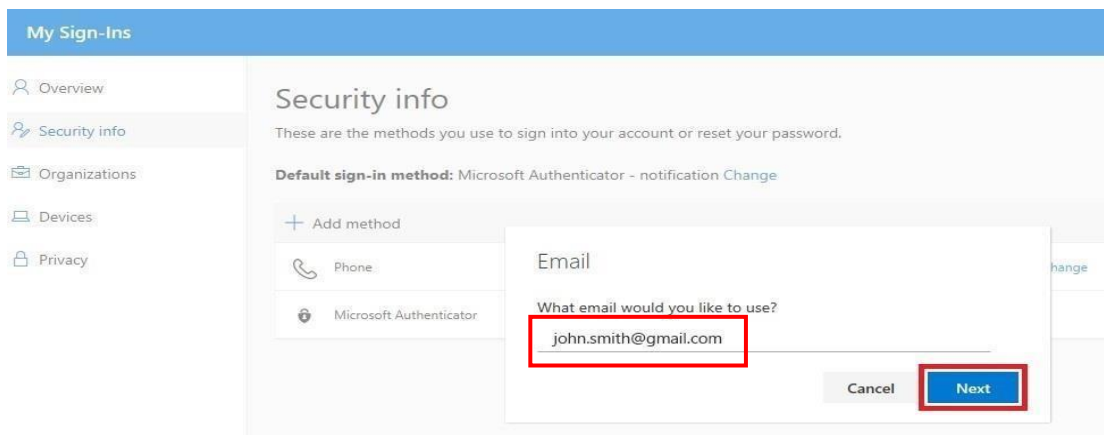
Step 1: Select 'Email' from the list



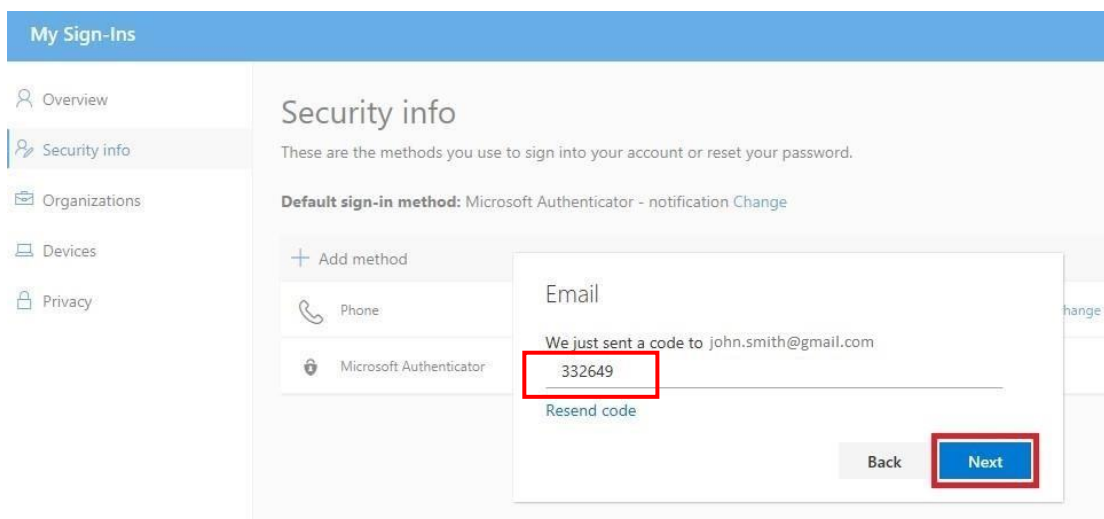
Step 2: Click 'Add'



Step 3: Enter the preferred email address and click 'Next'

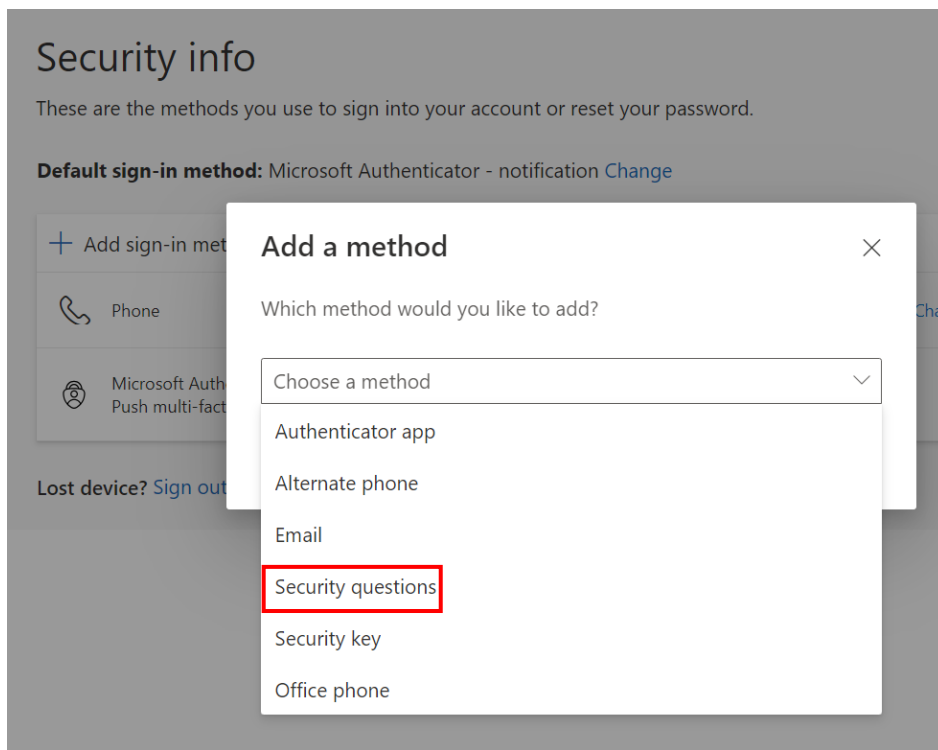


Step 4: Enter the code received to your email and click 'Next'

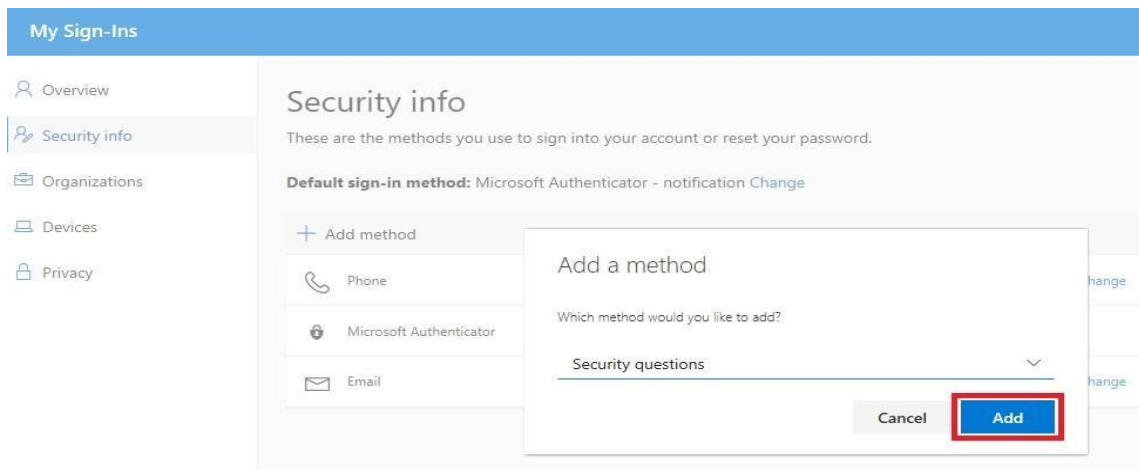


Method 4: Security questions

Step 1: Select 'Security questions' from the list



Step 2: Click 'Add'



Step 3: Select the preferred questions, fill in the answers and click 'Done'

The screenshot shows the 'My Sign-Ins' page with a sidebar on the left containing 'Overview', 'Security info', 'Organizations', 'Devices', and 'Privacy'. The main content area is titled 'Security info' and includes a section for 'Security questions'. The questions and answers are as follows:

Question	Answer
In what city was your father born?	California
In what city was your mother born?	New York
What is your father's middle name?	Jeremy
What is your mother's middle name?	Anne
What was the name of your first pet?	Molly

At the bottom right of the 'Security questions' panel, there are two buttons: 'Cancel' and 'Done'. The 'Done' button is highlighted with a red box.

Method 5: Alternate Phone (Text or call)

Note: Follow the same steps as shown in **Method 2: Mobile phone**.

3) How to enable Phone Sign-In

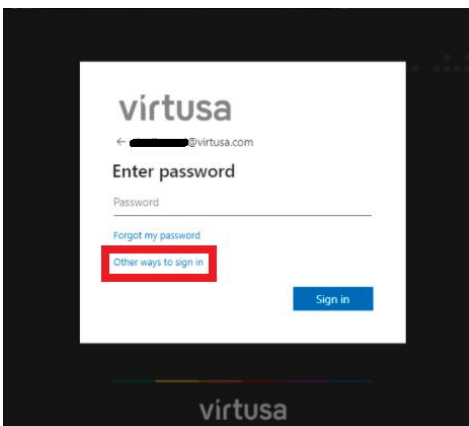
Important: This is only for Virtusa enrolled mobile device users

You can use phone sign-in password-less authentication to easily sign in to your Virtusa applications. Instead of typing Virtusa domain password, you can now enter only two digits to have seamless secure login. To set up the configuration:

Step 01: Open the **Microsoft Authenticator** app in your Virtusa enrolled mobile phone and select 'Set up phone sign-in'



Step 02: Once you are prompted to enter the password with the application login, select 'Other ways to sign-in'



Step 03: Click 'Approve a request on my Microsoft Authenticator app' to change the authentication mode to phone sign-in

