# AUVENIR

# Multifactor Authentication



### Things to consider before setting up your multi factor access to the Auvenir application

Auvenir's Multi Factor Authentication process meets all the required security guidelines. We use the services of Microsoft B2B for the conditional access to our SaaS applications. We hold a resource tenant level account called DMC Hosting within the Microsoft network.

Before accepting the invite, please note the below issues may arise:

- You may be asked to enter your existing MS Office password. This is because the Microsoft ID can be used across different platforms such as an Apple, Google or AWS ID. These platforms are managed separately.
- For Admin users, you may be using an alias account and would need to make this email address the primary account within Microsoft. Please see this guide.
- You may see your email presented as such: clientemail\_clientdomain.(ca / com)#EXT#@DMCHosting[onmicrosoft...] this is a perfectly normal set up within our DMC Hosting tenant account.
- If you are using a firewall you may need to whitelist the following URL's:
- https://ca.auvenir.com; https://ap.auvenir.com; https://helpdesk.auvenir.com; https://crm.auvenir.com

A few advantages to this set up:

- You do not need to create a new user ID. It will follow the email address you provided when signing up.
- You can use your cell phone number to receive a text or set up the DMCHosting tenant within the Microsoft Authenticator Application. It will send you a distinct code for the Auvenir application.



## Step - 1

### You will receive an email from "no-reply@auvenir.ca"

| yahoo!mail | Find messages, documents, photos or people Advanced V Q  |                |  |  |  |  |  |
|------------|--|----------------|--|--|--|--|--|
| Compose    | 🗋 🗸 📷 Archive 🔚 Move 📅 Delete 🦁 Spam   | Sort 🗸         |  |  |  |  |  |
| Inbox 2    | eBay Ad Make your collection unbeatable Your one-stop shop for rare, vintage, and new releases   |                |  |  |  |  |  |
| Unread     | 🔹 • no-reply@auvenir.ca 🔍 🟠 Invitation to Auvenir Vue en Français Hi Peter, Thanks for signing up for Auvenir! To fully secure your account we need to set up multi-factor aut 🖂 | ā              |  |  |  |  |  |
| Starred    | 🗌 🧭 Yahoo 🖄 🏠 🕼 Welcome to your new fave inbox, Pe Discover email features that make life easier Hey there, Peter! Your new inbox makes life easier. S                           | 6:18 AN Delete |  |  |  |  |  |
| Drafts     |  |                |  |  |  |  |  |
| Sent       |  |                |  |  |  |  |  |
| Archive    |  |                |  |  |  |  |  |
| Spam       | No-reply email invite to join Auvenir  |                |  |  |  |  |  |
| Trash      |  |                |  |  |  |  |  |
| ∧ Less     |  |                |  |  |  |  |  |
| Views Hide |  |                |  |  |  |  |  |
| Photos     |  |                |  |  |  |  |  |
| Documents  |  |                |  |  |  |  |  |





### Select "Set up Account"



### AUVENIR





- The Microsoft B2B process will request to send a code to the same email address.
- Select "Send code"



| Microsoft  |  |  |  |  |
|--|--|--|--|--|
| Microsoft jupeterav@yahoo.com Sign in We'll send a code to jupeterav@yahoo.com to sign you in. Lend code |  |  |  |  |
|  |  |  |  |  |





## The code will be sent from DMCHosting (via Microsoft)











### Enter the code you have received and select "Sign in"

|                           | Microsoft                             |
|---------------------------|---------------------------------------|
| Microsoft                 |                                       |
| ← jupeterav@yah           | oo.com                                |
| Enter code                |                                       |
| We just sent a code       | to jupeterav@yahoo.com                |
| 14775507                  |                                       |
| Didn't receive it? Please | wait for a few minutes and try again. |
|                           | Sign in                               |





Please read and select "accept" to approve the permissions agreement by the DMC Hosting account

| iup                                | eterav@vahoo.com  |  |             |
|------------------------------------|---|--|-------------|
| Jup                                | eterave yanoo.com   |  |             |
| Pe                                 | ermission reques  | ted by:  | -           |
| D                                  | DMCHosting<br>dmchosting.ca   |  |             |
| By                                 | accepting, you allow this org   | anization to:  |             |
| $\sim$                             | Receive your profile data   |  |             |
|                                    | Your profile data means your nam<br>photo   | e, email address, and  |             |
| $\sim$                             | Collect and log your activit  | у  | 100         |
|                                    | Your activity data means your acc<br>associated with their apps and res   | ess, usage, and content<br>ources                                      |             |
| V                                  | Use your profile data and a   | ctivity data   |             |
|                                    | This data may be used with your a<br>apps and resources, as well as to o<br>administer an account according   | ccess and use of their<br>reate, control, and<br>to their policies     |             |
| You<br>has<br>revi<br>http<br>Lear | should only accept if you trust DM<br>not provided a link to their privac<br>iew. You can update these permissi<br>s://myaccount.microsoft.com/org.<br>m More | CHosting, DMCHosting<br>y statement for you to<br>ons at<br>anizations | <u>1</u> 44 |
| Thi                                | is resource is not shared by  | Microsoft.   |             |
|                                    | Cancel  | Accept   | AT B        |
|                                    |   |  | - 4 P       |

### AUVENIR



### Select your email account









### Select "Next"



jupeterav@yahoo.com

#### More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more







- Option 1 will direct you to download the Microsoft Authenticator application, to complete the Two-Factor Authentication (2FA)
- Option 2 will request your mobile number to send a code to complete the Two-Factor Authentication (2FA)





# Option 1

| Keep your account secure         Vour 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 |
|--|
| Microsoft Authenticator          Set up your account         If prompted, allow notifications. Then add an account, and select "Work or school".         Back  |
|  |

#### Keep your account secure

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

#### ss!

'ou have successfully set up your security info. Choose "Done" to continue signing in.

#### n-in method:

crosoft Authenticator

Done



# Option 2

#### 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?

| Authentication phone | ¥           |   | Please enter your mobile  |
|----------------------|-------------|---|---|
| Canada (+1)          | ▶ 6473      | < | <ul> <li>number to receive a code</li> <li>by text message</li> </ul> |
| Method               |             |   |   |
| Send me a code by t  | ext message |   |   |
| O Call me            |             |   |   |
|                      |             |   |   |
|                      |             |   |   |

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.





# **Customer Success is our priority!**



Email us with any question or query. We will respond in 24 hours.\* support@auvenir.ca

> Call us to speak directly with our support team about your questions.\* +1 (855) 528-8364

