

Instructions: using Microsoft Authenticator & logging into SAP

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How to log into your new SAP account using a Multi Factor Authentication (MFA) app

Step 1

- To set up your new account on SAP you will be asked to use Two-Factor Authentication. This is also known as Multi-Factor Authentication (MFA). It keeps your online SAP account more secure.
- The easiest way is to do this is to download the Microsoft Authenticator app on your phone or a mobile device.
- It's free and doesn't share any information with your employer or Gloucestershire County Council (GCC). It just helps you log into your new SAP account securely.
- You may already have it on your phone or mobile device. If not, download the app by visiting the 'Play Store' for Android phones or 'Apple App Store' for iPhones, or by scanning the instructions below. Look for its logo which is a blue padlock on a white background.

For iPhones

To install Authenticator on your iOS device

Scan the QR code



To install Authenticator on your Android device

Scan the QR code

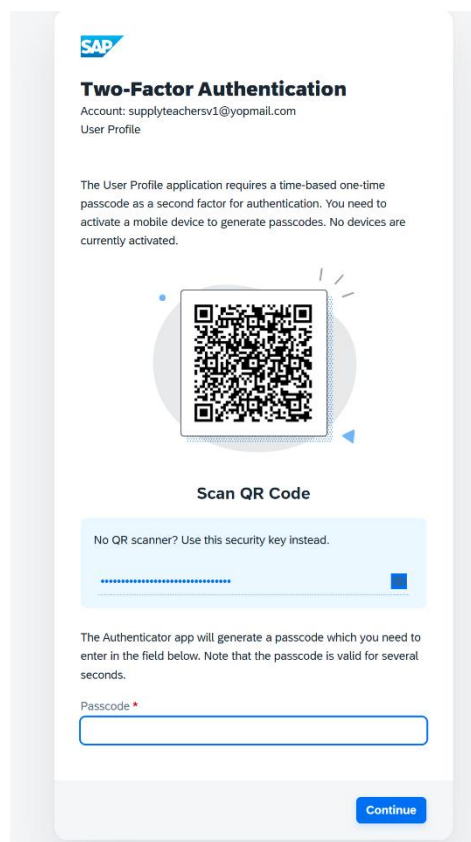


Step 2

Click on the link - [SuccessFactors](#)

Step 3

This page will open on your laptop / desktop computer:

A screenshot of the SAP Two-Factor Authentication page. The page has a white background with a light blue header containing the SAP logo. The main heading is "Two-Factor Authentication" in bold. Below it, the account information "Account: supplyteachersv1@yopmail.com" and "User Profile" are displayed. A paragraph explains that the User Profile application requires a time-based one-time passcode as a second factor for authentication. A QR code is shown in the center, with a blue arrow pointing to it. Below the QR code, the text "Scan QR Code" is displayed. A light blue box contains the text "No QR scanner? Use this security key instead." and a dotted line for a security key. Below this, a paragraph explains that the Authenticator app will generate a passcode which needs to be entered in the field below. A "Passcode" input field is provided, followed by a "Continue" button at the bottom right.

SAP

Two-Factor Authentication

Account: supplyteachersv1@yopmail.com
User Profile

The User Profile application requires a time-based one-time passcode as a second factor for authentication. You need to activate a mobile device to generate passcodes. No devices are currently activated.



Scan QR Code

No QR scanner? Use this security key instead.

.....

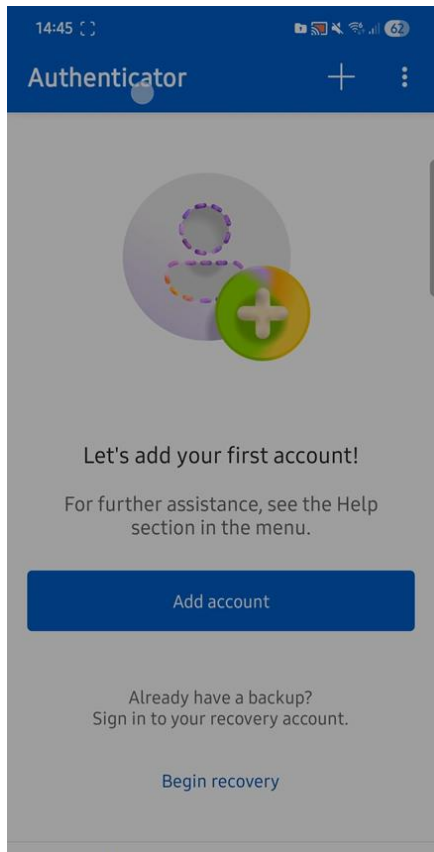
The Authenticator app will generate a passcode which you need to enter in the field below. Note that the passcode is valid for several seconds.

Passcode *

Continue

Step 4

Go to your phone or mobile device and open Microsoft Authenticator app. Click 'add account'

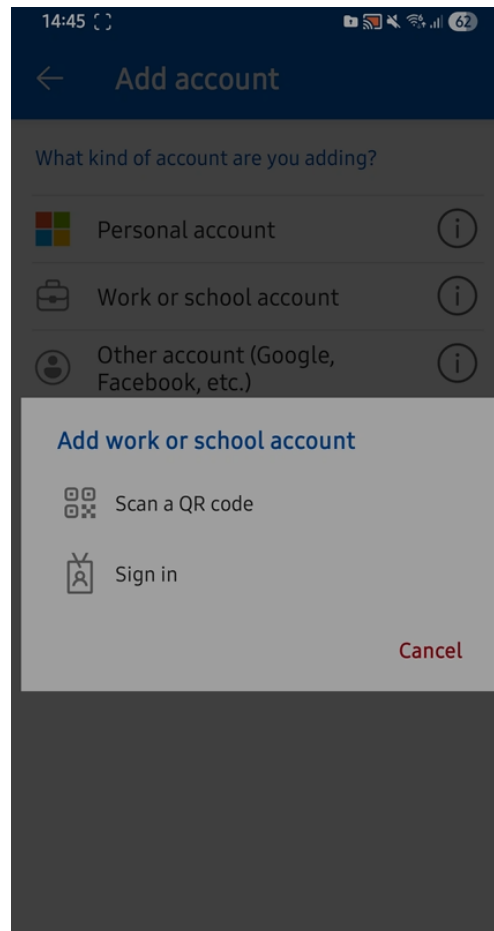


If you're already using Microsoft Authenticator for other reasons, you can also click the QR button in the bottom right corner to open the QR code reader.

Step 5

First click 'add work or school account',

Then click 'Scan a QR code'



Step 6

Hold your phone so that the QR code is in the middle of the white box. Keep it still for a few seconds until it's successful.

(Please note the security key code that is in a blue block below the QR code (can be seen in step 3) **should only be used** if the QR code does not work. Copy and paste the security key into your Microsoft Authenticator app and you will receive a one-time password. Do not paste the security key into the passcode box.)

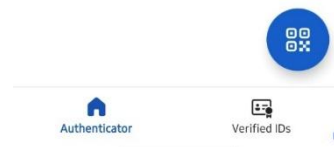
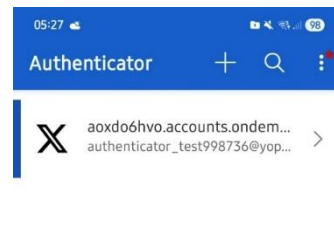


Step 7

Once successful, you'll see the account titled:

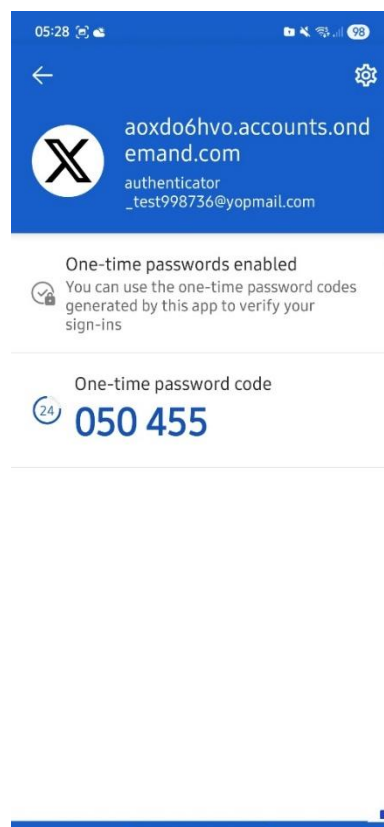
aoxdo6hvo.accounts.ondemand.com
(this is the name of the SAP system).

You've now completed setting up the Microsoft Authenticator app.



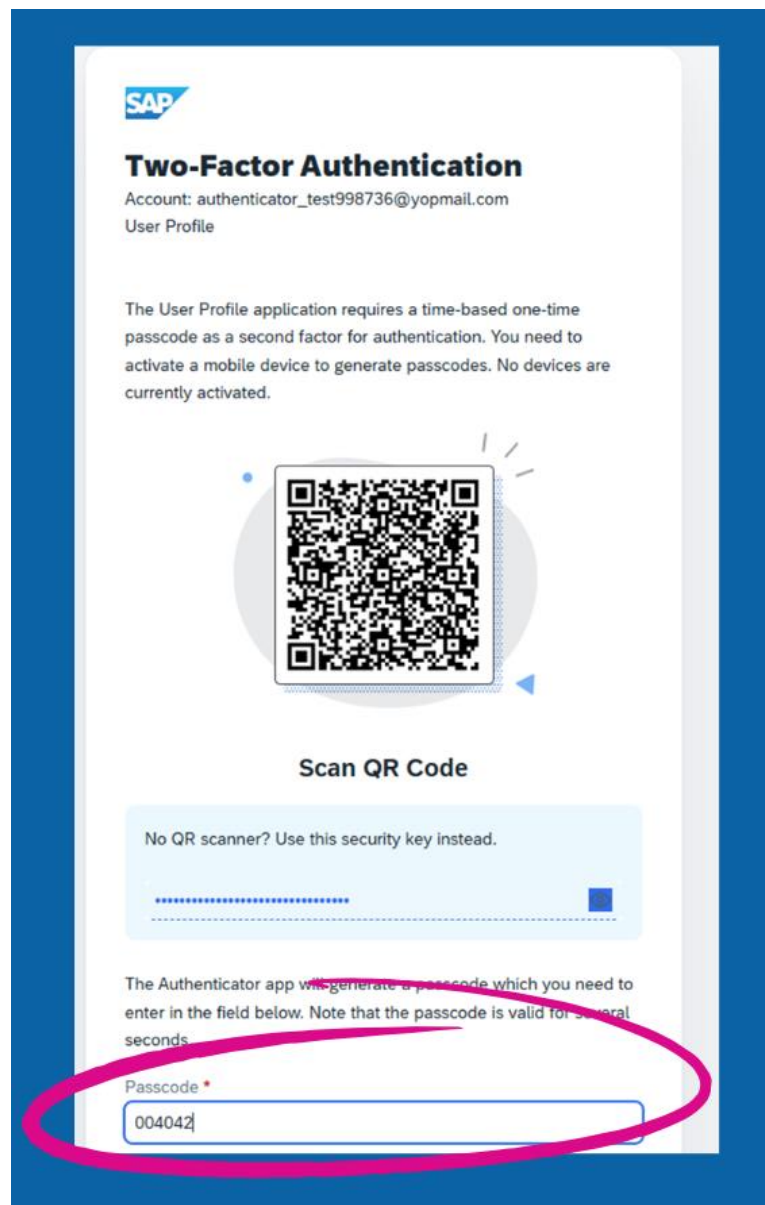
Step 8

In the Microsoft Authenticator app on your phone or mobile device, click on the account titled aoxdo6hvo.accounts.ondemand.com. It will then generate a 6-digit code.



Step 9

Now on your laptop or desktop computer, go back to the two-factor authentication page and enter the passcode shown on your Microsoft Authenticator app. An example is below:

A screenshot of the SAP Two-Factor Authentication page. The page has a blue header with the SAP logo. Below the logo, the title "Two-Factor Authentication" is displayed in bold. Underneath, the account information "Account: authenticator_test998736@yopmail.com" and "User Profile" are shown. A paragraph explains that the User Profile application requires a time-based one-time passcode as a second factor for authentication. A QR code is displayed in the center, with a blue arrow pointing to it. Below the QR code, the text "Scan QR Code" is shown. A light blue box contains the text "No QR scanner? Use this security key instead." and a dashed line for a security key. Below this, a paragraph states that the Authenticator app will generate a passcode which you need to enter in the field below, noting that the passcode is valid for several seconds. At the bottom, there is a "Passcode" label with a red asterisk and a text input field containing the example passcode "004042". A red oval is drawn around the passcode input field.

The code you generate on your Microsoft Authenticator app is only valid for 30 seconds. Don't worry if you don't type it in time, the code will automatically re-fresh and you can enter this code instead.

Please note, you must use the passcode from your app, do not use the example codes in this document.

Step 10

You'll see your SAP profile, and you don't need to do anything with it. Please close this window and go onto Step 11 on the next page.

 Profile Management

Log Out

FL First name Last name

My Data

[View](#) [Download](#)

Profile

Personal Information

Edit

First Name

First name

Last Name

Last name

Email

authenticator_test998736@yopmail.com

Verified

Login Name

authenticator_test998736@yopmail.com

Display Name

--

User ID

P029374

Phone

--

Not Verified

Language

--

Time Zone

--

Valid From

--

Valid to

--

Company Information

Edit

Company Country/Region

--

Company City

--

Contact Preferences

Edit

By email

--

By telephone

--

Authentication

Password

Change

Your password grants you access to any platform connected to Identity Authentication.

Biometric Authentication

Add

Multi-Factor Authentication

Deactivate

TOTP Two-Factor Authentication

You have a device configured for TOTP two-factor authentication

Social Sign-On



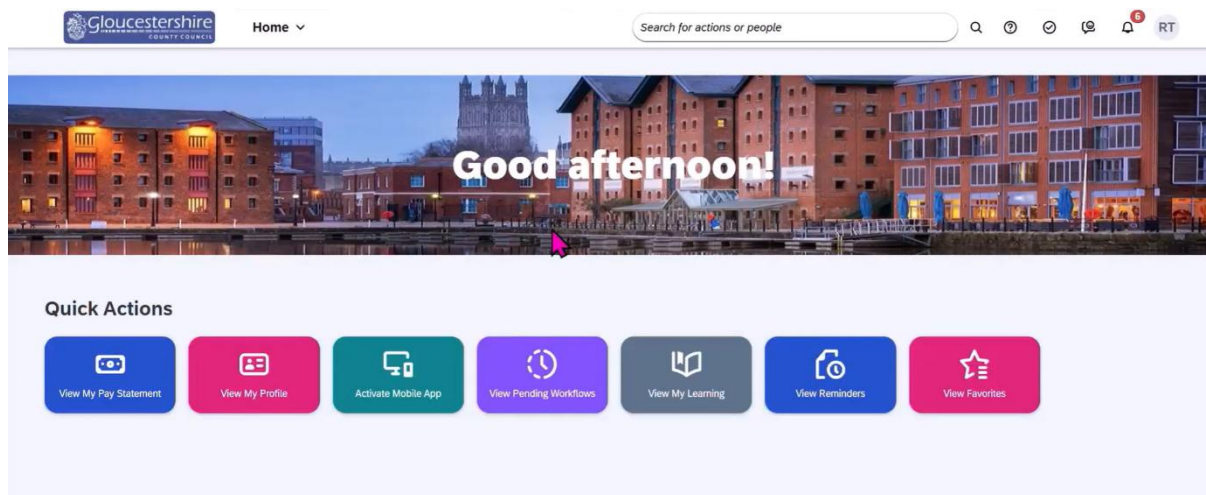
7

Logging in once you've authenticated

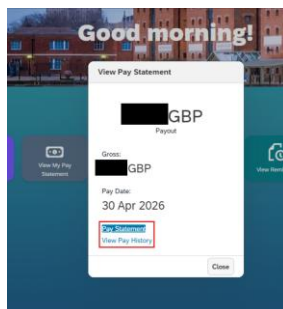
Step 11

Click on the link - [SuccessFactors](#)

When you log on you will see the screen below

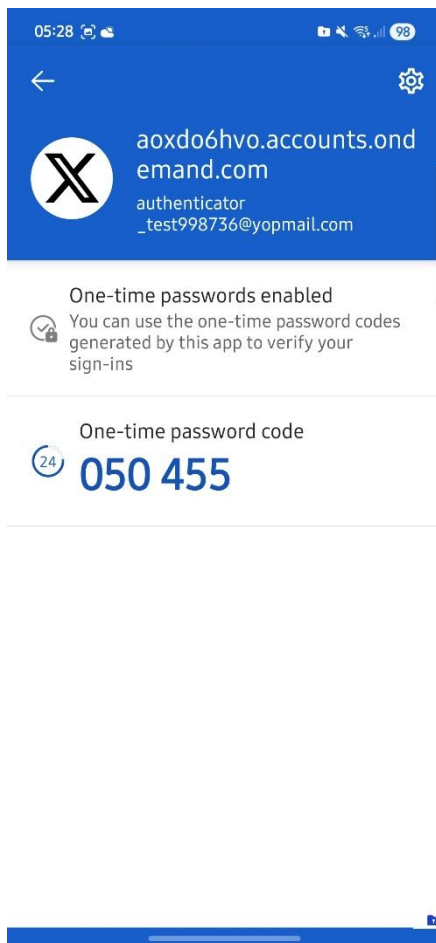


Click on 'view my pay statement' to show the most recent payment.



Click on 'Pay Statement' or 'View Pay History' for those functions.

Reminder – each time you log on



Each time you login to your SAP account, you'll need to open the Microsoft Authenticator app on your phone or mobile device and click on the account titled:
aoxdo6hvo.accounts.ondemand.com.

It will then generate a code.

You'll need to enter that code into the SAP logon page.