

Installing Microsoft Authenticator

*If you already have Microsoft Authenticator installed on your phone, skip to 'Setting up OTP on LGFL' Page 2.

1. On your mobile device, go to the Playstore (Android) or Appstore (Apple iPhone) and search for "Microsoft Authenticator".
 - a. Be wary of alternative / fake authenticators being at the top of the search due to advertisement. Look for the App with this logo (Figure 1):



Figure 1 - Microsoft Authenticator Logo

2. Once installed, open the app and accept the privacy statement
3. Press continue without toggling the "Share your app usage data"
4. Tap on "Scan QR Code"
5. If a popup appears asking for you to allow notifications, tap "allow"
6. If a popup appears asking for permission for the app to access the camera, tap "allow"
7. **Close the App**

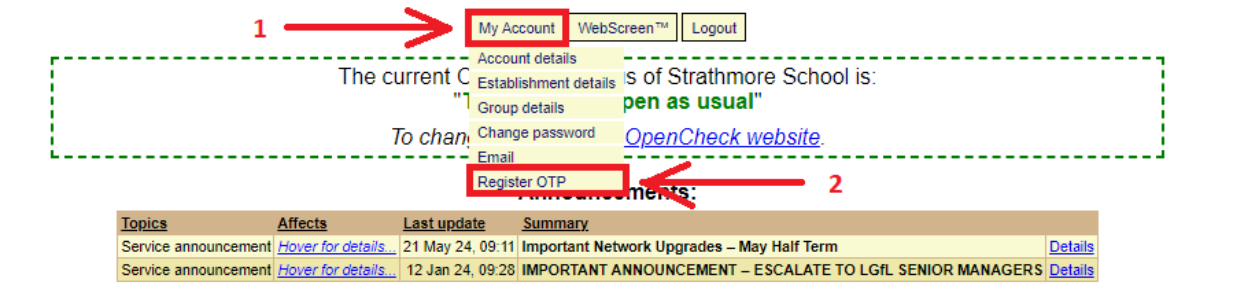
Setting up OTP on LGFL

Once you have Microsoft Authenticator installed and ready on your phone, use your laptop and go to the following website:

<https://support.lgfl.org.uk/secure/default.aspx>

Enter your LGFL login details (Eg. Ocheung.318) into the username and password boxes, then sign in. If you get any warning messages regarding limited or denied accessibility, click Continue. You should then see the home page shown in Figure 2.

1. Click on “My Account”
2. Click on “Register OTP”




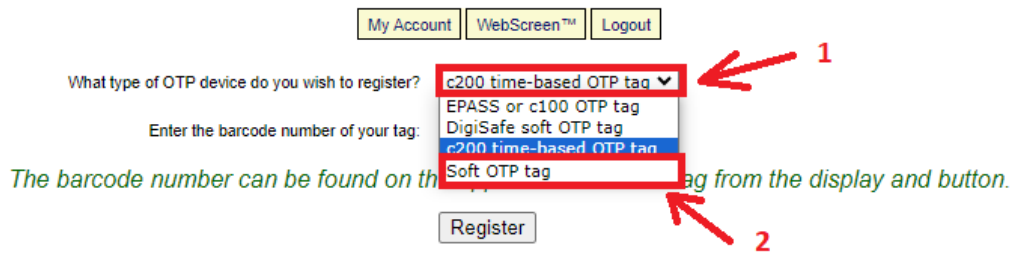
This service for the London Grid for Learning is supported by 

Figure 2 - LGFL Home page

- a. If you have forgotten your LGFL password, please send an email to IT Helpdesk.

3. Click on the box next to “What type of OTP device do you wish to register” to show a list of options, and select “Soft OTP tag”, as shown in Figure 3




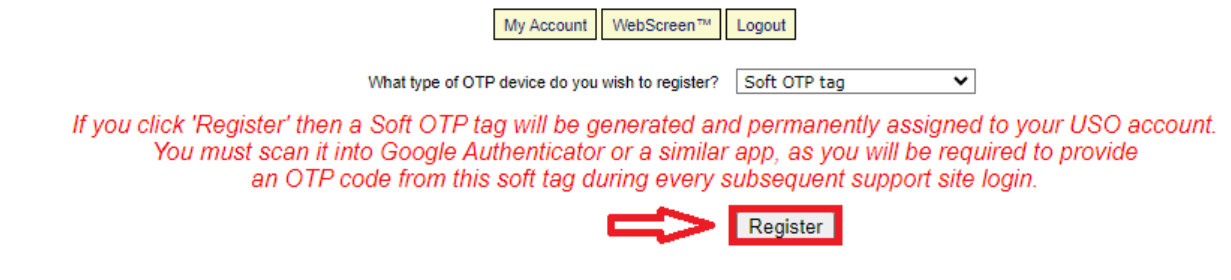
This service for the London Grid for Learning is supported by 

Figure 3 - Set up OTP

4. Click on the “Register” button, shown in Figure 4




This service for the London Grid for Learning is supported by 

Figure 4 - Register OTP

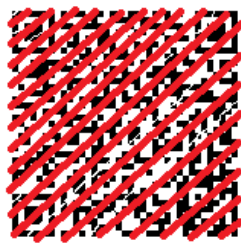
5. Open Microsoft Authenticator on your mobile phone
6. Tap on the + symbol at the top right
7. Select “Other (Google, Facebook etc)”
8. Point your camera to the QR code shown on screen. You can see an example of the QR code on Figure 5. **DO NOT SCAN THE CODE FROM THIS INSTRUCTION SHEET.**

[My Account](#) [WebScreen™](#) [Logout](#)

What type of OTP device do you wish to register?

If you click 'Register' then a Soft OTP tag will be generated and permanently assigned to your USO account. You must scan it into Google Authenticator or a similar app, as you will be required to provide an OTP code from this soft tag during every subsequent support site login.

A Soft OTP tag has been generated for you, and its details are shown below.



**EXAMPLE ONLY
DO NOT USE**

Scan the QR Code
Shown on your
own screen

Secret key: [REDACTED]

Credential type: Time based (TOTP)

Number of digits: 6

Algorithm: SHA-1


This service for the London Grid for Learning is supported by 

Figure 5 - QR code EXAMPLE ONLY

9. Your Microsoft Authenticator app should now have an entry for “USO”, with your LGFL username underneath and a 6-digit code that refreshes every 30 seconds.
10. 2FA has now been successfully set up. You may now close the LGFL website.

Signing into Cisco AnyConnect

NOTE: The Steps Below Will NOT BE NEEDED Until 2FA VPN Is Enforced. You'll Be Notified When VPN Is Enforced Via Email.

11. Open Cisco AnyConnect client.
12. Ensure the address you're signing into says "anyconnect.lgfl.org.uk" as shown in figure 6.
13. Click Connect, then type in your LGFL username.
14. Type in your LGFL password, followed by a full stop "." And the 6-digit code from your Microsoft Authenticator app.
 - a. If my password is "FairlyConfusing", and the 6-digit code I'm getting is "999 911", then I will be typing:
 - i. FairlyConfusing.999911
15. Click ok.
16. You should now be connected to AnyConnect VPN.

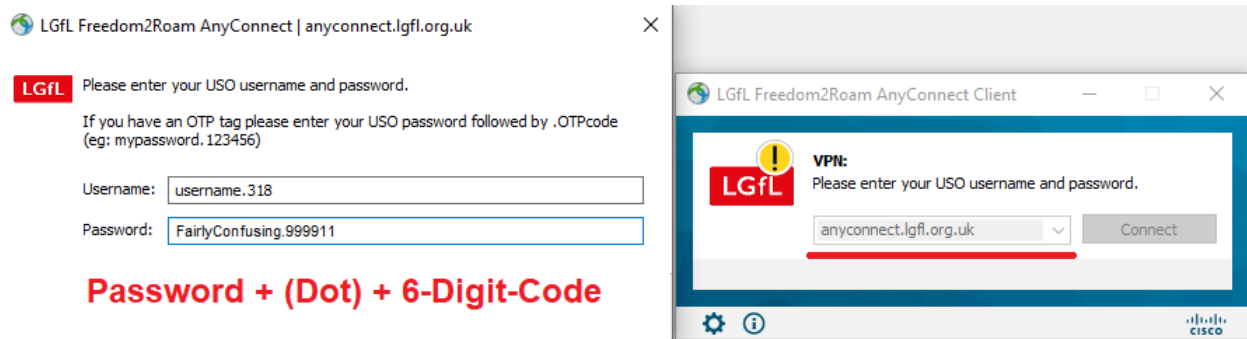


Figure 6 - Signing into Cisco AnyConnect