

The purpose of this guide is to show how to register a new MFA Device for APAC People Central.

Using the QR code is the most convenient way to register a device for multi-factor authentication (MFA).

Steps to register a device with a QR Code

APAC People Central				=
PILOT - Welcome John				
	Required / Active Training - Cli			
		Due date	Action	Welcome to Melbourne and
	Fundamentals of Airport Awareness	None	Add	Launceston
	Fundamentals of Airport Sustainable Behaviours	None	Add	Airports' Learning Portal
				Click the menu button (top right corner) then click Learn for:
	Featured Courses			Learning Search - search for additional
	Hidden Disability Sunflower Awareness Stepping Forward			course by entering a course title or description. • My Learning – access active and in-progress learning, as well as view your training
	ASIC Renewal Training			completions. Learner Home - review in-progress learning and

1. Select the **Navigation ICON** in the upper-right corner.



2. Select My Account



QRG - People Central - New MFA Device



3. Select MFA

Y Preferences	Multi-Factor Authentication		
Reviews	• Following the company policy, multi-factor authentication is required for this user account. Only one device can l	pe active for an a	account.
MFA	Registered device Last Updated: 08/04/2024 18:18	Delete	Replace

4. Select Replace



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- 5. On your smartphone, **open the virtual authenticator app**.
- 6. In the app, select the option to **scan a QR code**.

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- 7. Use your smartphone's camera to scan the QR code on your computer screen. The app will automatically recognize the code and add the account.
- 8. After adding the account to your virtual authenticator app, the app will generate a one-time code. Enter this code into the Cornerstone MFA page to verify the setup and confirm that the virtual authenticator app is correctly set up.
- 9. Once verified, your MFA device is active. Now, each time you log in to your account, you must open your virtual authenticator app to generate a temporary code to complete the login process.