



29 December 2021

CAT MFA Setup

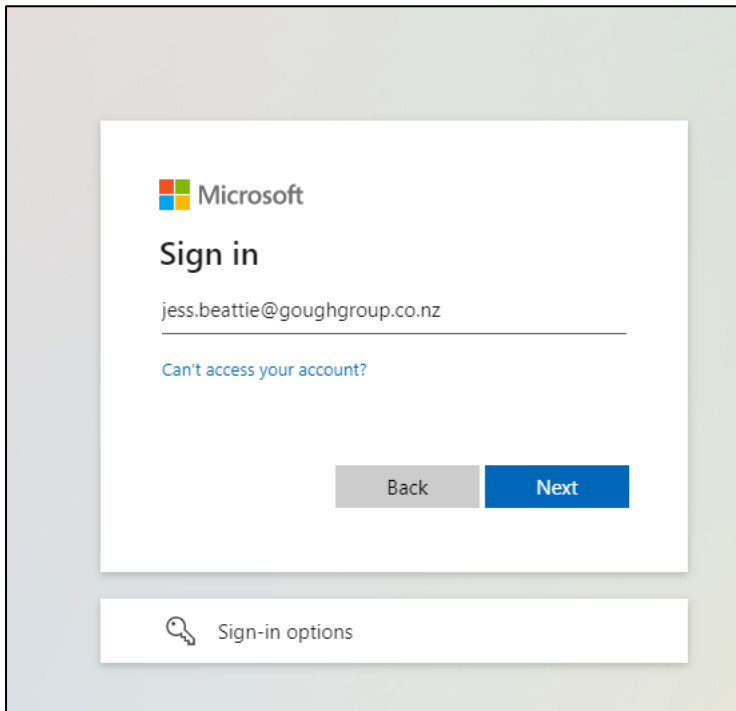
Terra Industrial New Zealand Ltd

PO Box 16 168
16 Branston Street, Hornby
Christchurch 8441, New Zealand
03 983 2333 Tel
www.TerraCat.co.nz

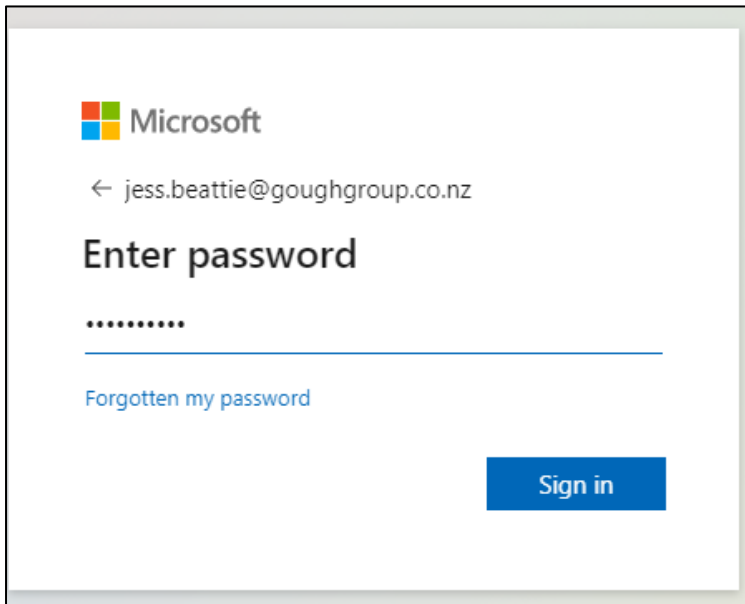
1. On your computer > Go to https://mysignins.microsoft.com/security-info?domain_hint=cat.com

You may be required to type in your email address (Continue from step 2), or it might take you straight to the CAT login page (Continue from step 5)

2. Click **next**

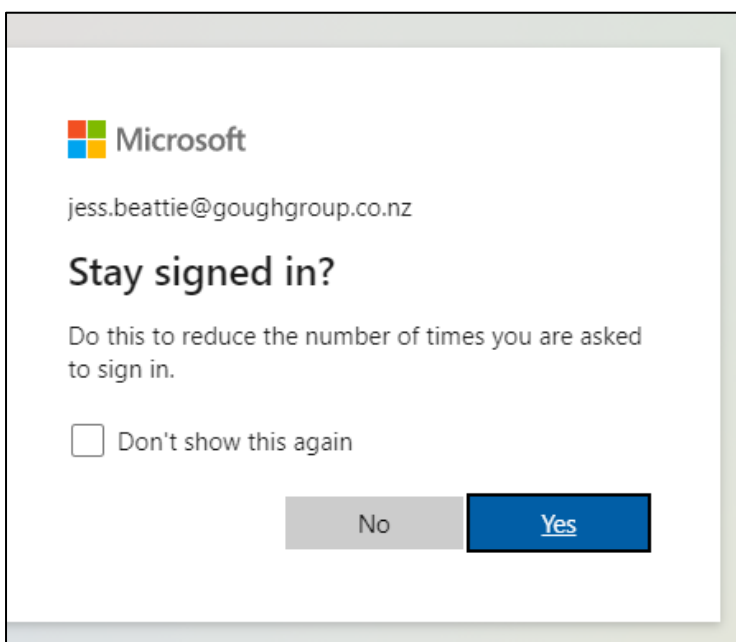


3. Type in your password > click **sign in**



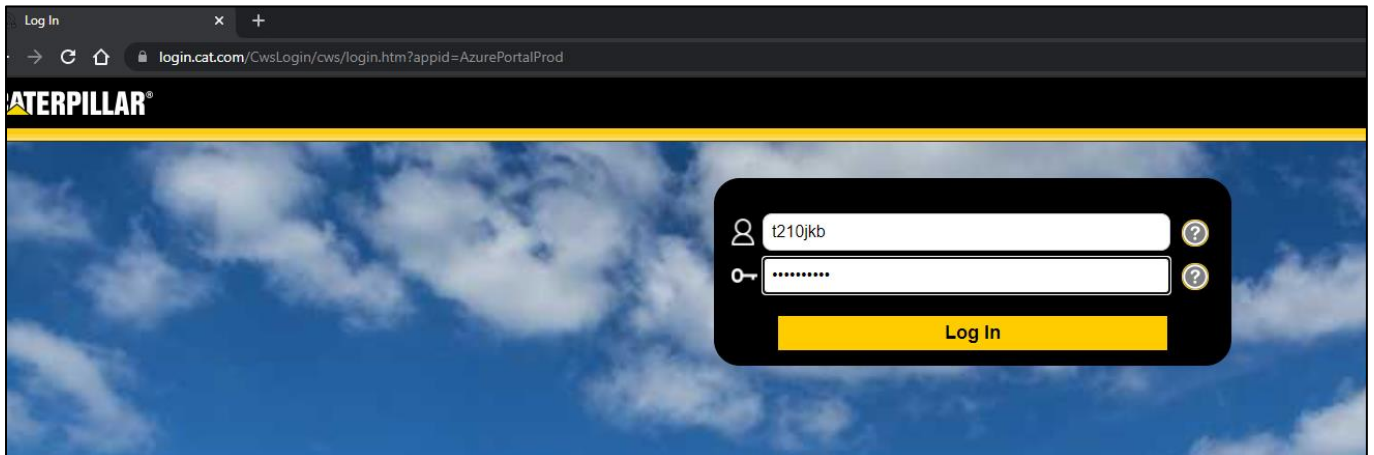
A screenshot of a Microsoft login window. At the top left is the Microsoft logo. Below it, the email address '← jess.beattie@goughgroup.co.nz' is displayed. The main heading is 'Enter password'. Below the heading is a password input field with eight dots. A blue link 'Forgotten my password' is located below the password field. At the bottom right is a blue button labeled 'Sign in'.

4. Click **yes**

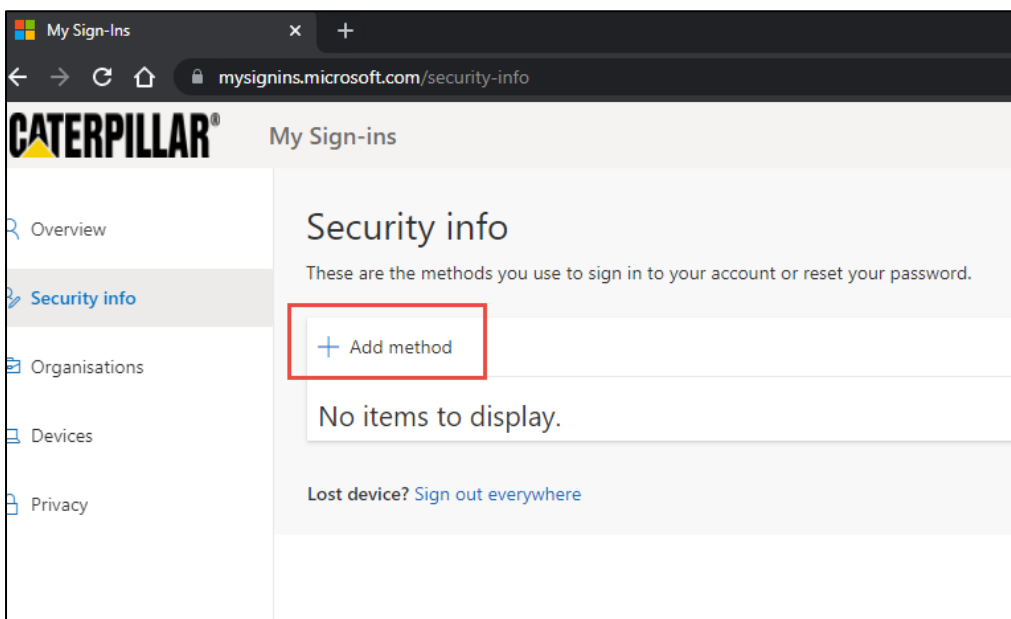


A screenshot of a Microsoft 'Stay signed in?' dialog box. At the top left is the Microsoft logo. Below it, the email address 'jess.beattie@goughgroup.co.nz' is displayed. The main heading is 'Stay signed in?'. Below the heading is the text 'Do this to reduce the number of times you are asked to sign in.' Below this text is a checkbox labeled 'Don't show this again'. At the bottom are two buttons: a grey button labeled 'No' and a blue button labeled 'Yes'.

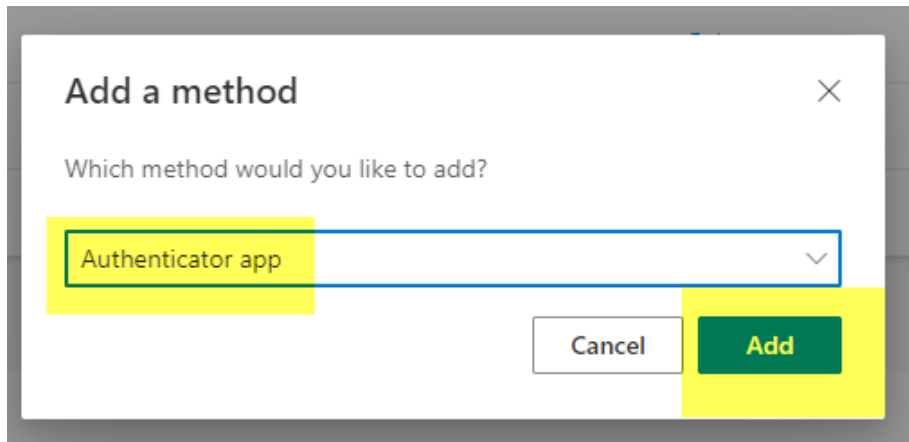
5. Log in with your T210 username and password



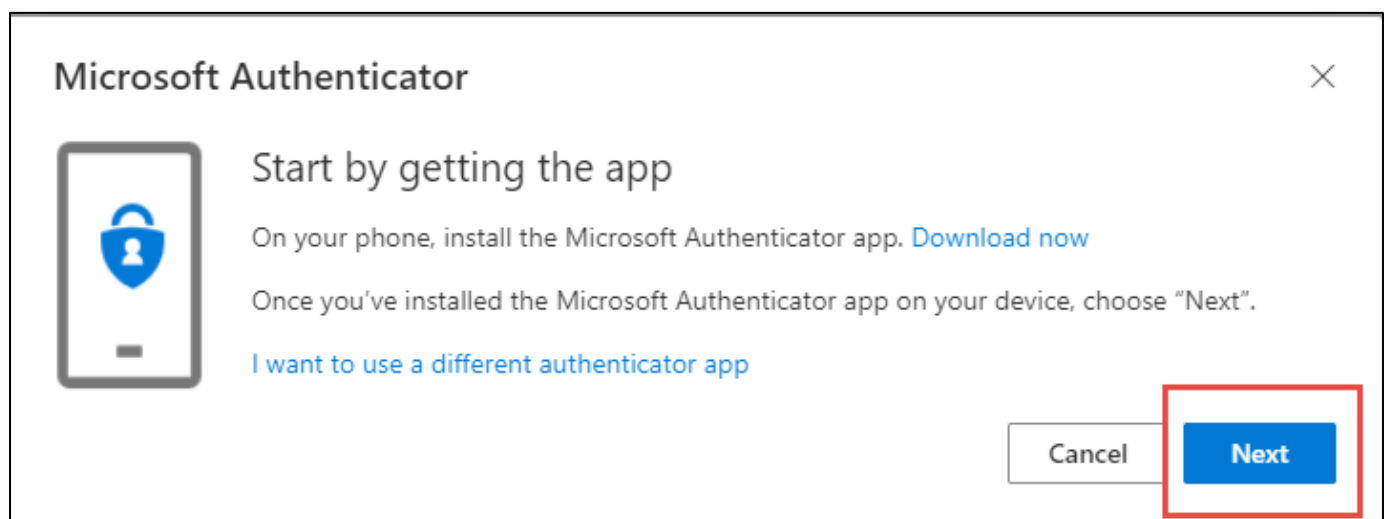
6. Click **Add Method**



7. Select **Authenticator app** > click **Add**



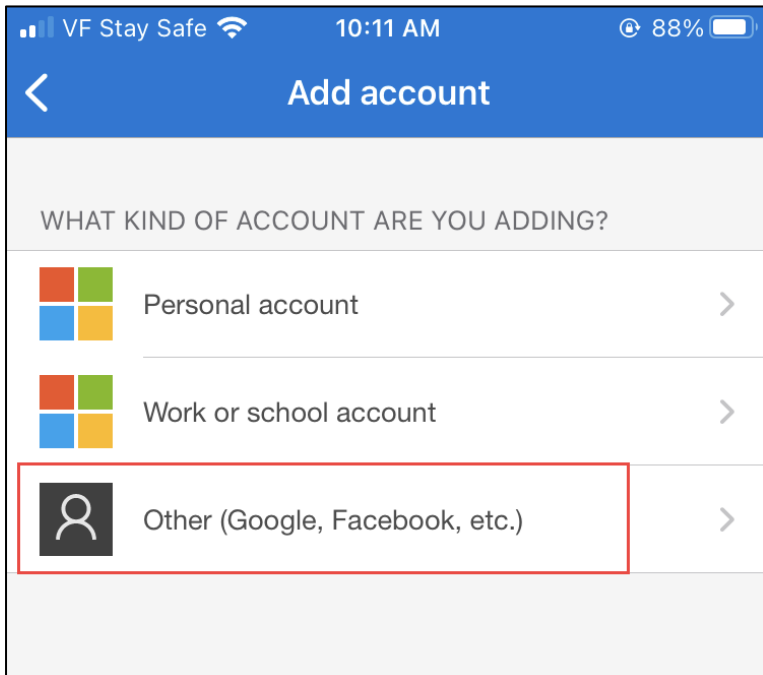
8. Make sure you have the app downloaded on your phone > click **next**



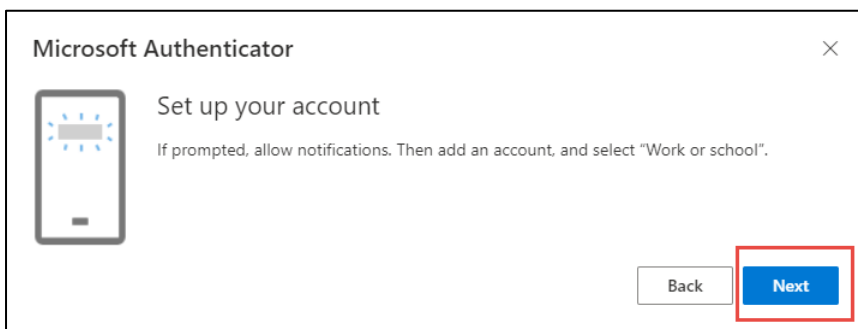
9. Now open the authenticator app on your phone
10. Click on the + or 3 little dots or the settings wheel in the app



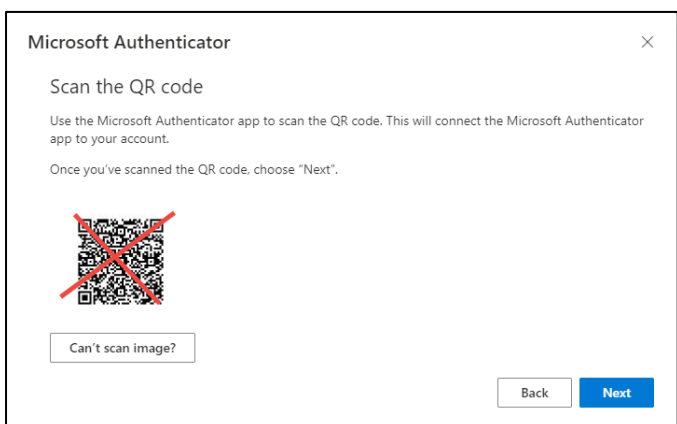
11. Select **other** account



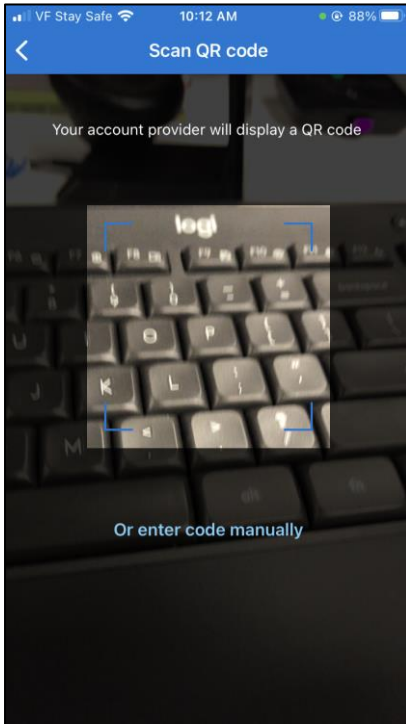
12. On your computer > click **next**



13. You will now be displayed a QR code that your phone needs to scan

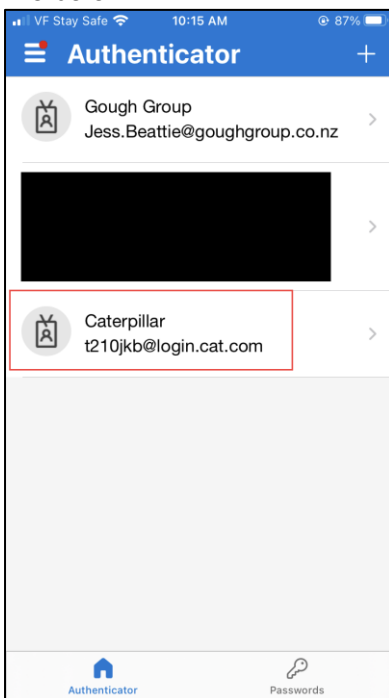


14. On your phone, it should now look like this, ready to scan the QR code

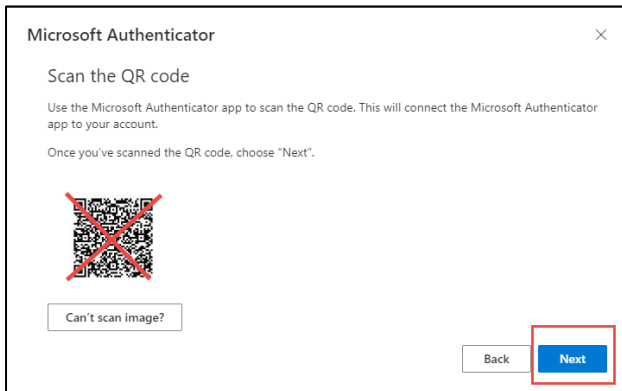


15. Scan the QR code displayed on your computer

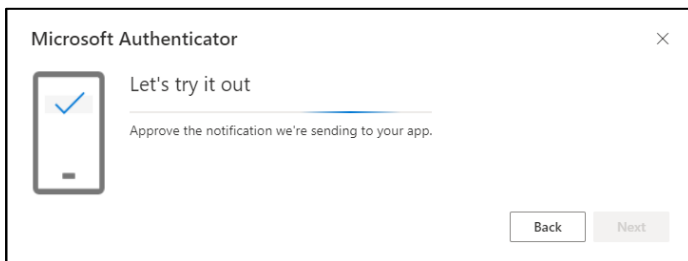
Once the QR code has been scanned, your T210 email address should now show up in the app like below



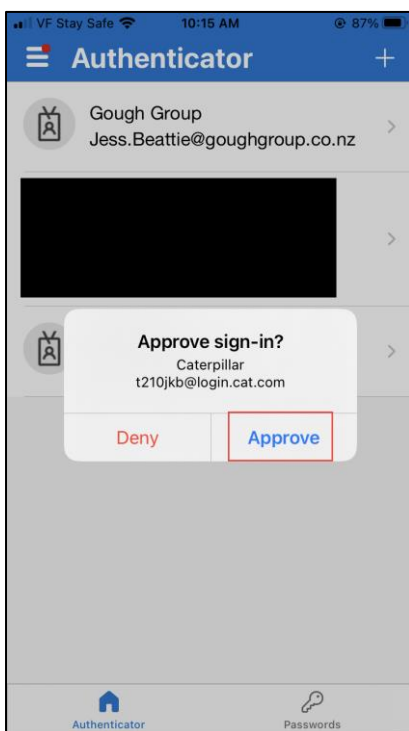
16. On your computer, click **next**



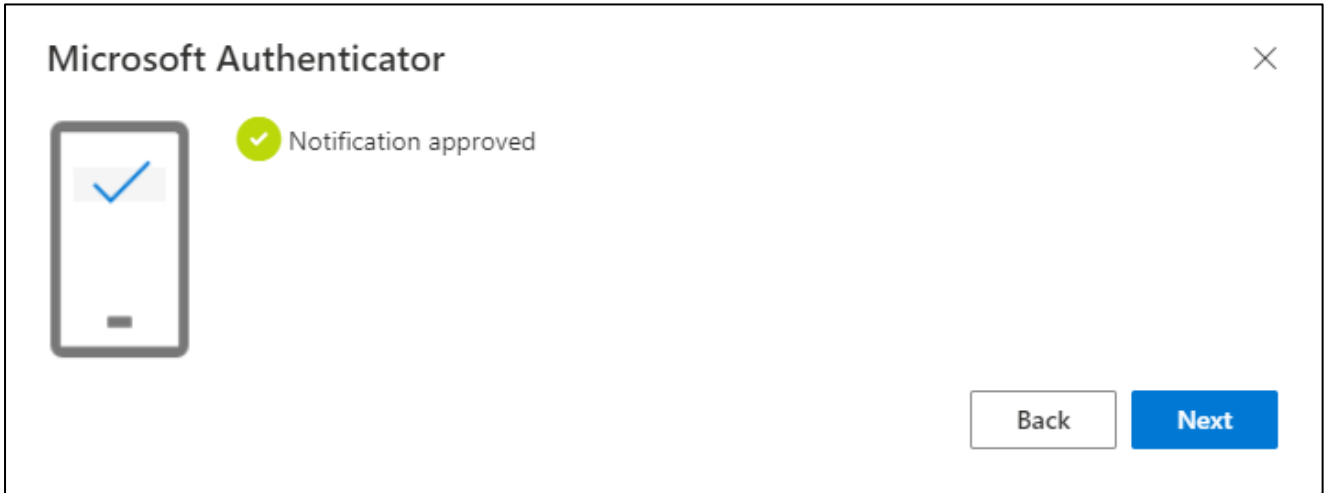
You will be sent a test notification to your phone to deny or approve sign in while your computer will display this



17. Click **approve**



18. Once approved, it should display this on your computer > click **next**



CAT MFA is now complete