

How to setup MFA with Microsoft MySign-Ins portal for SmartPay apps

Before using the new SmartPay apps (UKG Pro and SuccessFactors), you'll require:

- A. Setup of your Sodexo account by changing your first-time password (refer to QRG: 'How to set up your Sodexo account for SmartPay')
- B. Setup of Multi Factor Authentication (MFA) as outlined within this QRG.
MFA is extra protection for your Sodexo account, which requires you to enter a one-time passcode (via SMS) after entering your username and password.
- C. Wait until advised by your Manager to login and begin using the SmartPay apps, also available for any further assistance as needed.

1. Using your mobile device, scan the following QR code:



Or tap the URL below:

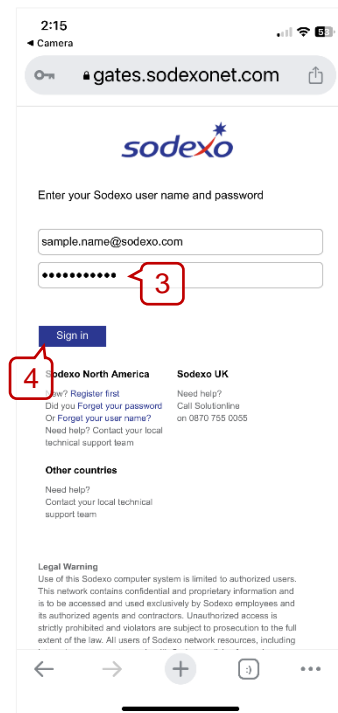
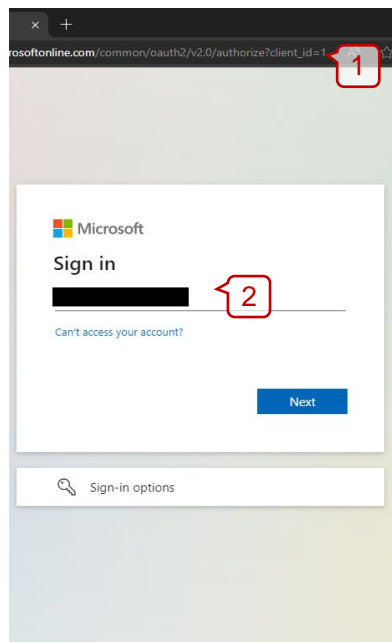
<https://aka.ms/mysecurityinfo>

If that doesn't work, enter the URL into your mobile browser.

2. Enter your Sodexo **email address** and click **Next**.
3. If you connect outside of the Sodexo network, you are redirected to the Gates login page.

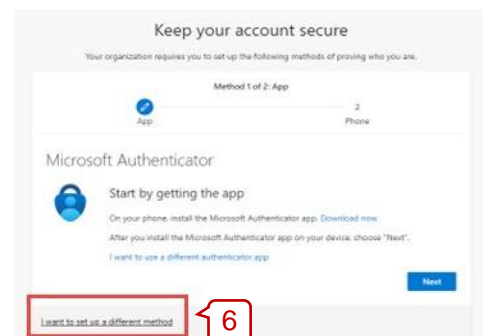
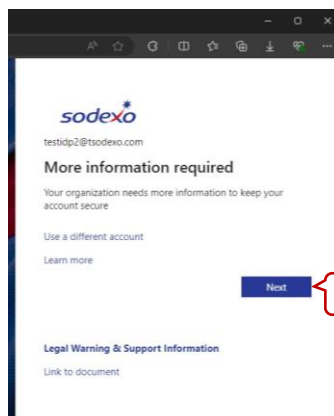
Enter your **Password**.

4. Tap **Sign in**.



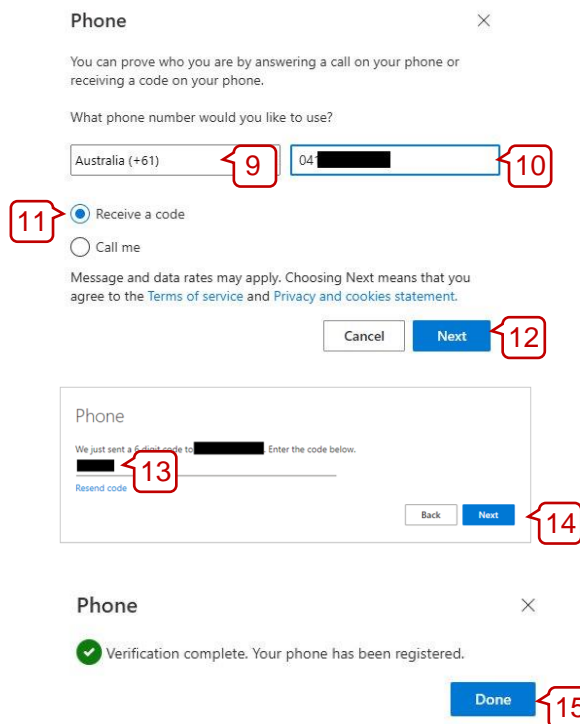
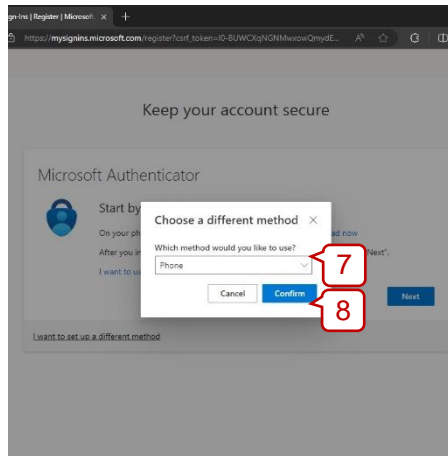
5. Tap **Next**.

6. Tap **I want to set up a different method**.



SmartPay Training

7. Select **Phone** method.
8. Tap **Confirm**.
9. Select **Australia**.
10. Enter your **Mobile phone number**.
11. Tap **Receive a code**.
12. Tap **Next**.
13. You will receive a text with the SMS confirmation code.
Enter this **Code**.
14. Tap **Next**.
15. Once the 'SMS Verification' green tick appears, tap **Done**.



Next steps:

Microsoft MySign-Ins portal SMS verification is now complete.

Wait to be advised when you are ready to login to your SmartPay apps, as per Instruction (C).

For access assistance

Contact Sodexo IS&T: 03 9880 6499.