



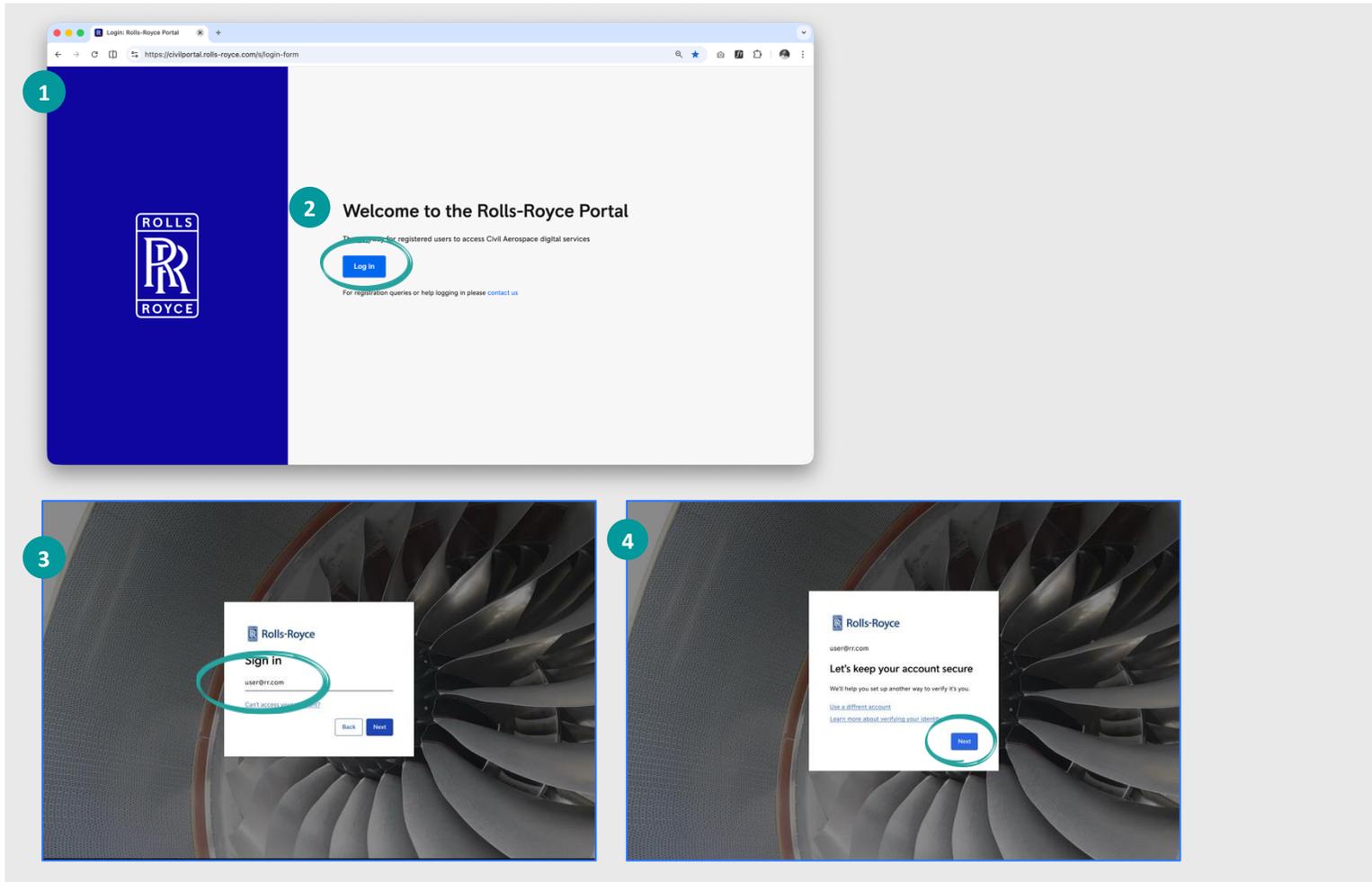
ROLLS-ROYCE PORTAL Multi-Factor Authentication

MFA Set up guide



A step-by-step guide to securely login to the Rolls-Royce Portal.

Multi-Factor Authentication Set up



Rolls-Royce requires a Multi-Factor Authentication (MFA) process for accessing their solutions and services available through the Rolls-Royce Portal

Step 1

In your browser open

<https://civilportal.rolls-royce.com/>

Step 2

Click on **Log in** to begin

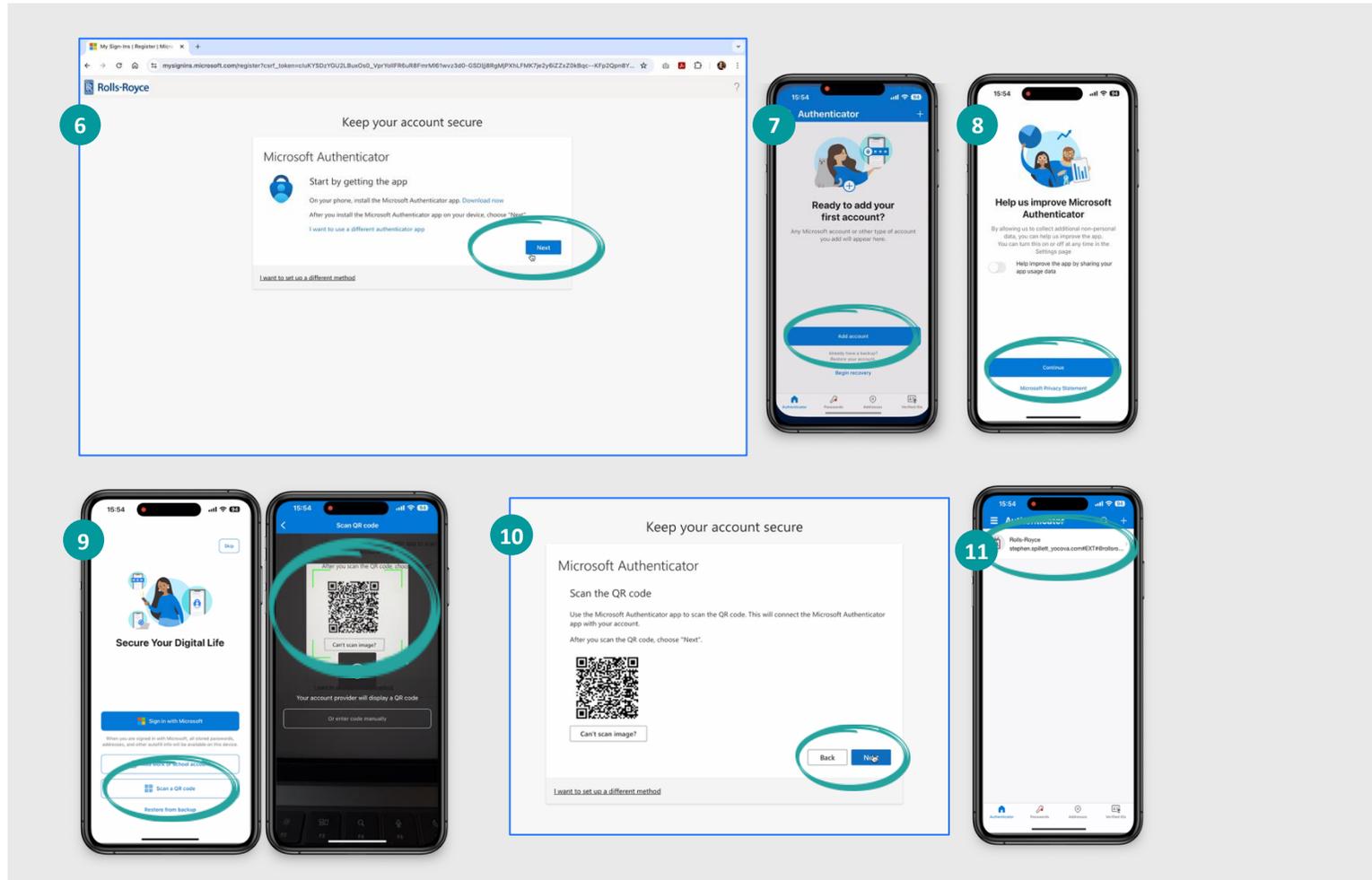
Step 3

When prompted enter your email address, and press **Next**

Step 4

A note is displayed saying Let's keep your account secure, press **Next** to proceed

Multi-Factor Authentication Set up



By default, you will be prompted to use **Microsoft Authenticator** on a mobile or tablet.

Step 6

Have your mobile to hand before pressing **Next** on the desktop

Step 7

Install and open the App on your mobile.
Click **Add Account**

Step 8

You see a privacy notice to accept, followed by an ask to help improve their service - accept or decline by moving a toggle.
Click **Continue**

Step 9

On your mobile press **Scan a QR code**
Point your mobile at the desktop screen showing the MFA QR Code

Step 11

Go Back to your desktop and press **Next**.
Your mobile app will update showing your MFA connection.

Multi-Factor Authentication Set up



12 Keep your account secure
Microsoft Authenticator
Let's try it out
Approve the notification we're sending to your app by entering the number shown below.
45
Back Next

13 Authenticator
Rolls-Royce
stephen.spillert_yooovva.com@EXT@rolla...
Are you trying to sign in?
Enter the number shown to sign in.
45
No, it's not me Yes

14 Keep your account secure
Microsoft Authenticator
Notification approved
Back Next

15 Keep your account secure
Success!
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.
Default sign-in method:
Microsoft Authenticator
Done

Setting up **Microsoft Authenticator** for MFA (continued)

Step 12

Microsoft Authenticator now tests the connection, asking you to enter a two-digit number into your app

Step 13

On your mobile **tap in the digits** shown on your desktop and click **Yes**

Step 14

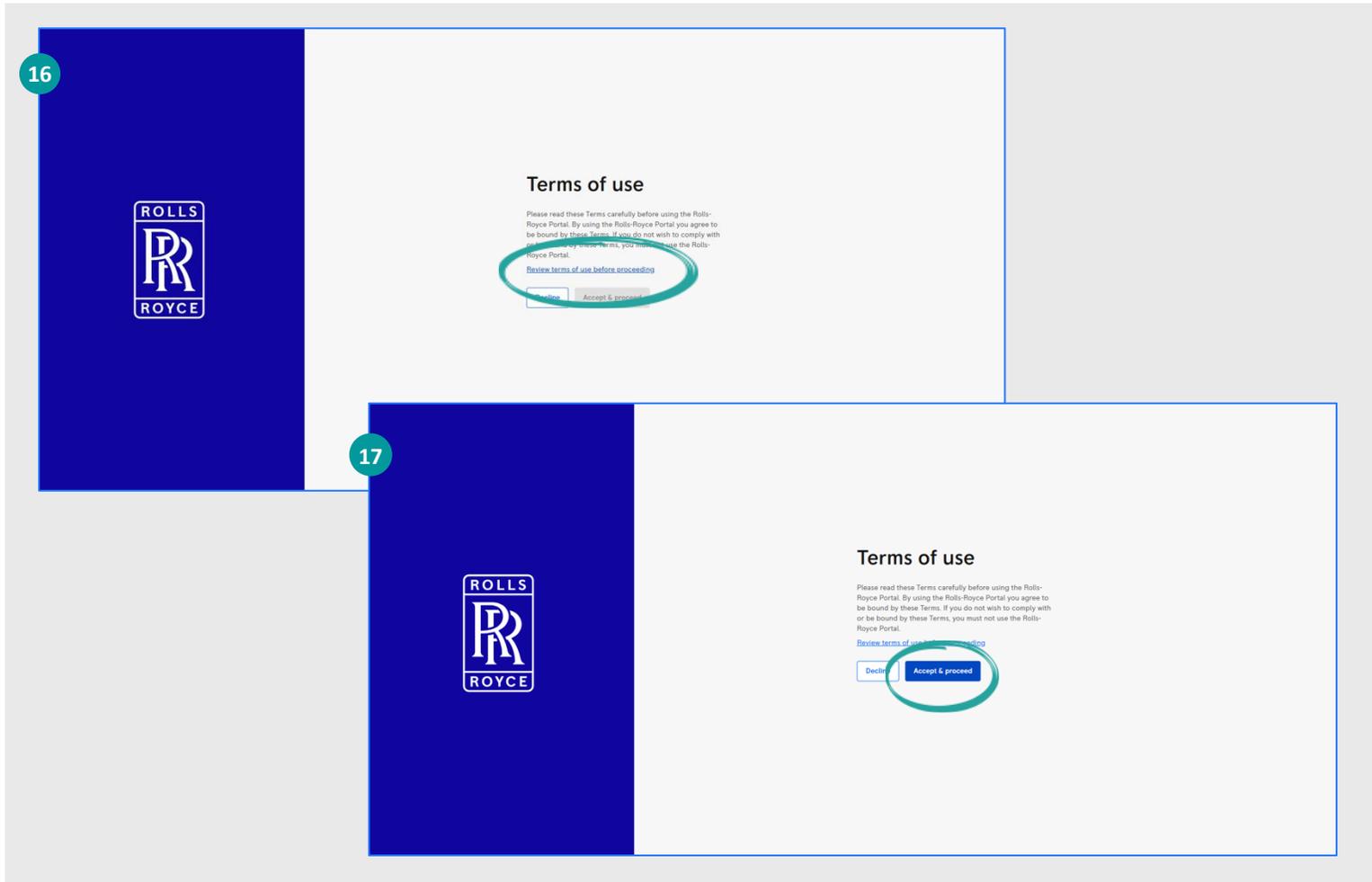
The desktop will say Notification approved. Click **Next**

Step 15

You'll see a confirmation message the task is complete. You have successfully set up MFA. Press **Done**.

*NOTE: if this is your **first-time login** you'll need to review and accept the Rolls-Royce Portal Terms. **Please continue reading***

Multi-Factor Authentication Set up



Accepting Terms of Use for the Rolls-Royce Portal

Step 16

Please review the Terms of use. You must click and open the Terms of use to proceed

The Agree & proceed button will become active once you have reviewed the Terms of use

Step 17

Click **Agree & proceed** to continue.

If you click Decline you will not be able to use the Rolls-Royce Portal

When you click **Agree & proceed**, you will enter the Rolls-Royce Portal

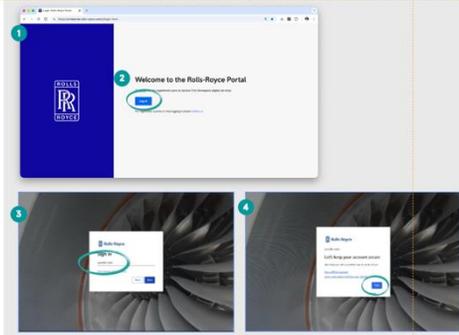


Part Two: Salesforce Authenticator

For help, support or questions please contact:
GlobalServiceCentre@Rolls-Royce.com

Multi-Factor Authentication Set up

1 Multi-Factor Authentication Set up



Rolls-Royce requires a Multi-Factor Authentication (MFA) process for accessing their solutions and services available through the Rolls-Royce Portal

Step 1
In your browser open <https://civilportal.rolls-royce.com/>

Step 2
Click on **Log In** to begin

Step 3
When prompted enter your email address, and press **Next**

Step 4
A note is displayed saying Let's keep your account secure, press **Next** to proceed

2 Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

3 Keep your account secure

Authenticator app



Set up your account

In your app, add a new account.

Back

Next

[I want to set up a different method](#)

You may already be using **Salesforce Authenticator** and want to keep with that App. Or this may be your app of choice.

This section of our guide shows the simple set-up process you'll need to complete.

Step 1

Log in following the first four steps, as shown on page 2 of this guide.

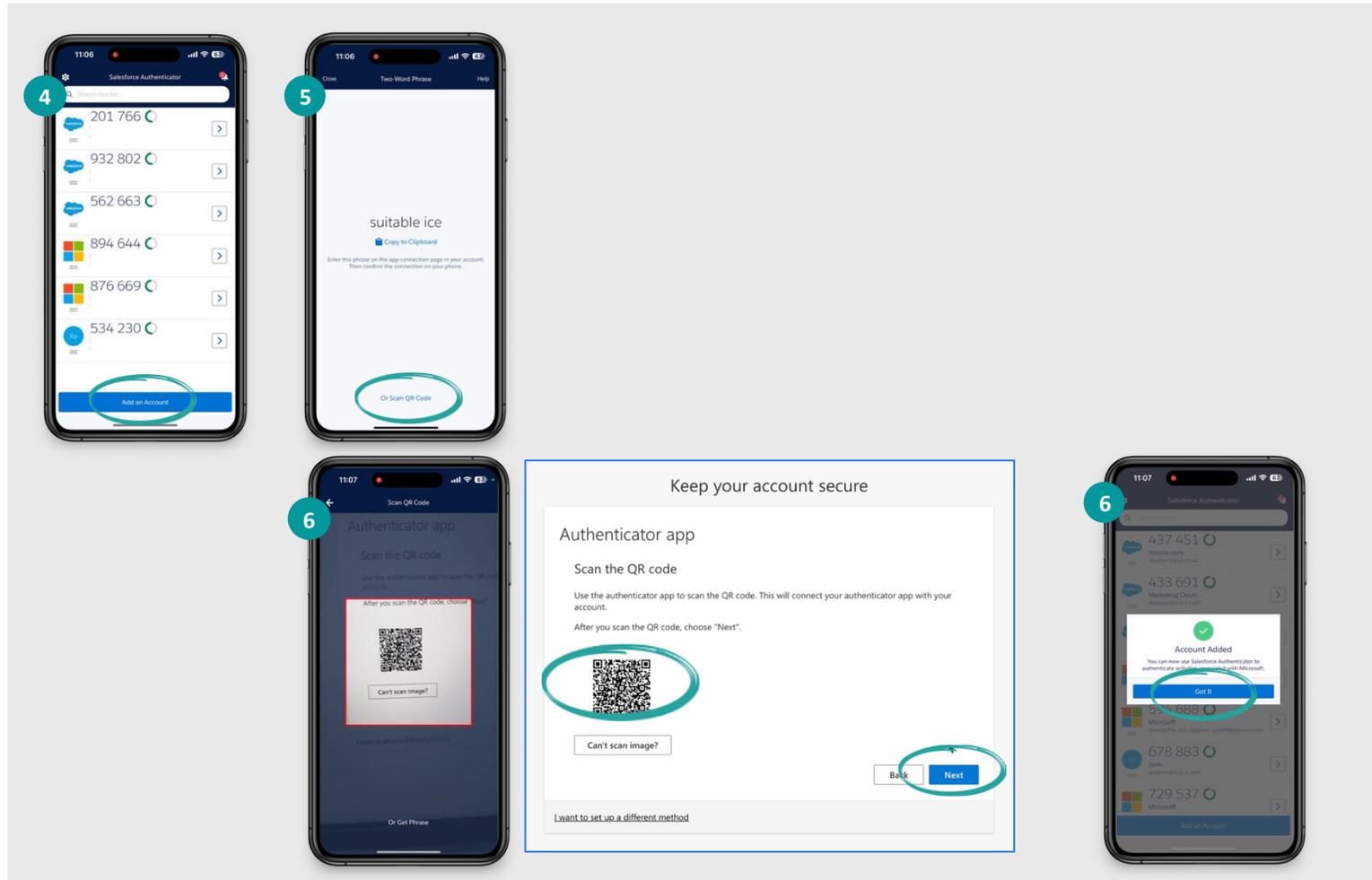
Step 2

Click '**I want to use a different authenticator app**'.

Step 3

Have your mobile (or tablet) to hand and click **Next** to setup your account

Multi-Factor Authentication Set up



Setting up **Salesforce Authenticator** for MFA
(continued)

Step 4

Open the Salesforce Authenticator App. From the bottom of the screen press **Add an Account**

Step 5

ignore the two-word phrase and press
Or Scan QR Code

Step 6

With the camera activated move the mobile so the **QR code on your desktop is in view**. Scan the code and then press **Next** on the computer screen prompt

Step 7

Salesforce will add a new account and confirm with a **Got It** message.

Multi-Factor Authentication Set up

8 Keep your account secure

Authenticator app

Enter code

Enter the 6-digit code shown in the Authenticator app.

Enter code

Back Next

[I want to set up a different method](#)

9

10 Keep your account secure

Authenticator app

Enter code

Enter the 6-digit code shown in the Authenticator app.

729537

Back Next

[I want to set up a different method](#)

11 Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Authenticator app

Done

Setting up **Salesforce Authenticator** for MFA (continued)

Step 8

You will immediately be asked to check the app connection by **entering a 6-digit code**.

Step 9

In this example, that's **729 537**

Step 10

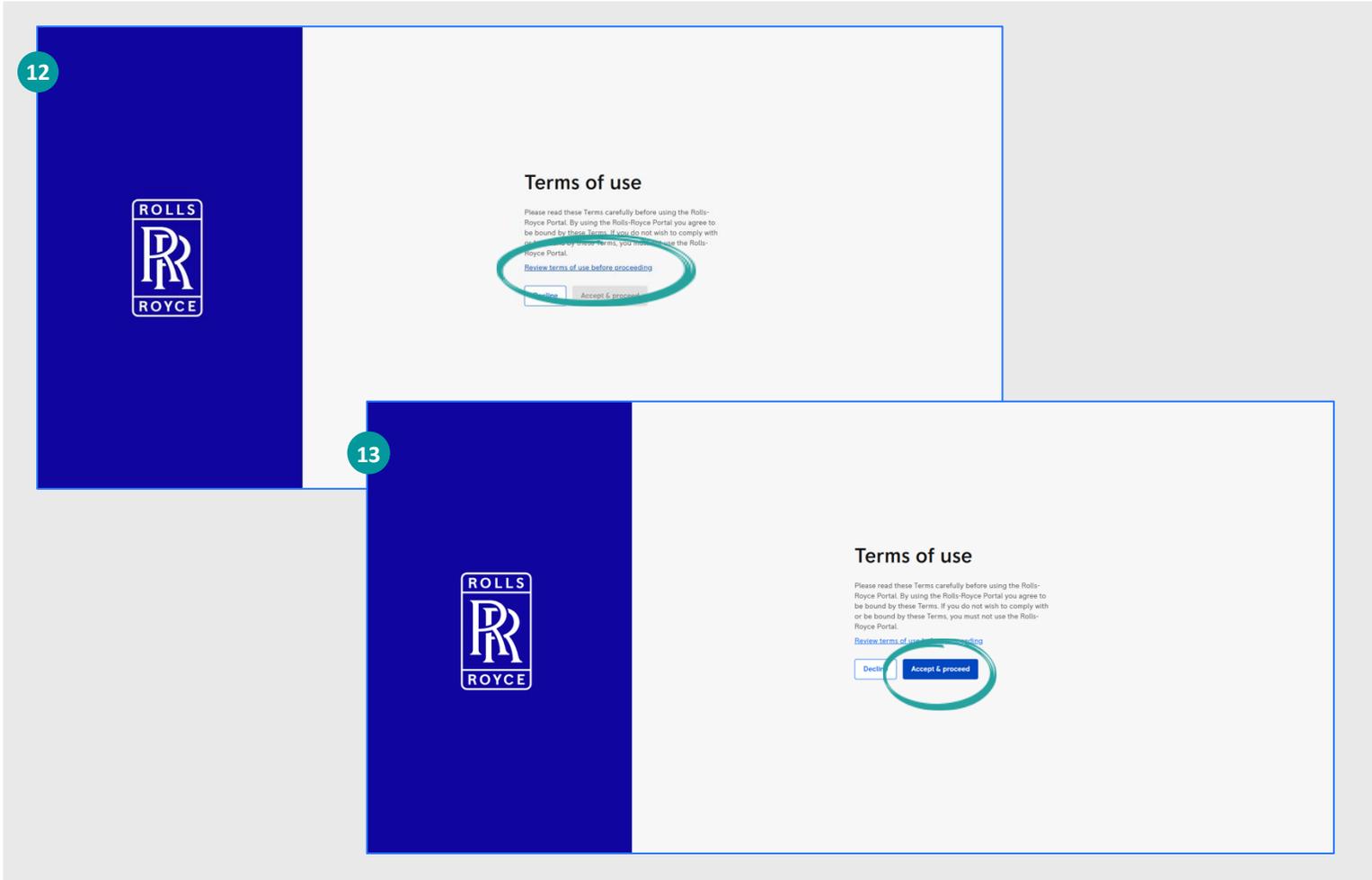
Enter as prompted, then press **Next**

Step 11

And you will see a Success message. You have successfully set up MFA. Click **Done**.

NOTE: if this is your first-time login you'll need to review and accept the Rolls-Royce Portal Terms. Please continue reading

Multi-Factor Authentication Set up



Accepting Terms of Use for the Rolls-Royce Portal

Step 12

Please review the Terms of use. You must click and open the Terms of use to proceed

The Agree & proceed button will become active once you have reviewed the Terms of use

Step 13

Click **Agree & proceed** to continue.

If you click Decline you will not be able to use the Rolls-Royce Portal

When you click **Agree & proceed**, you will enter the Rolls-Royce Portal



Part Two: 2fast Desktop Authenticator

For help, support or questions please contact:
GlobalServiceCentre@Rolls-Royce.com

Multi-Factor Authentication Set up



1 2fast – Two Factor Authenticator
Jan Philipp Weber
4.1 ★ 29 ratings Security
2fast (acronym for two factor authenticator supporting TOTP) is a free, open source, two factor authenticator for...
Get

2 2fast – Two Factor Authenticator
Jan Philipp Weber
4.1 ★ 29 ratings Security
2fast (acronym for two factor authenticator supporting TOTP) is a free, open source, two factor authenticator for...
Open

3 Tutorial
This application is an authenticator for two-factor authentication (2FA) that uses the standard "Time-based One-time Password Algorithm" (TOTP) according to specification RFC 4226. Services that only use the TOTP standard for 2FA can be used with this application.
For storage and backups, a data file is created or used to store the linked accounts in this file in encrypted form. For storage, a cloud storage such as OneDrive, OneDrive for Business, etc. is recommended to avoid hardware loss and security against loss.
In the following sections, the functionality of this application is explained in this tutorial.
Skip

4 First steps towards safety ...
Welcome!
Start with another security factor in your daily life.
Create new data file (first start) Load existing data file

5 Storage
Use this app you have to create a data file one time. All accounts will be stored encrypted in this file. If you plan to use this application on several devices it makes sense to store this file on an external storage (e.g. cloud).
Choose local path
Choose WebDAV (beta)

6 Storage Datafile
To create a datafile you have to choose a name and a password.
Important: You have to type in the password everytime you start the app!
Filename: mfademo
Password: ...
Repeat password: ...
Path: C:\Users\dave.walden\Desktop
Change path
Create data file

The **Microsoft 2fast Desktop Application** satisfies the multi-factor authentication (MFA) requirement set by Rolls-Royce.

Step 1

Download the 2fast application from the Microsoft store, press **Get**

Step 2

Once installed, select **Open** to Launch 2fast Two Factor Authenticator

Step 3

Click on **Skip** for the tutorial

Step 4

Click on **Create new data file (First Start)**

Step 5

Click on **Choose Local Path** and choose a location on your desktop computer to save this.

Step 5

- Create a **filename** for the datafile.
- You will also need to set a **password***
- Click on **Create data file**.

Multi-Factor Authentication Set up



Setting Microsoft 2fast Desktop Application (Continued)

Step 7

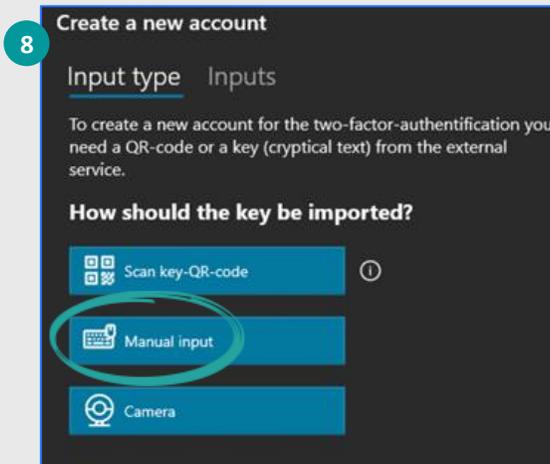
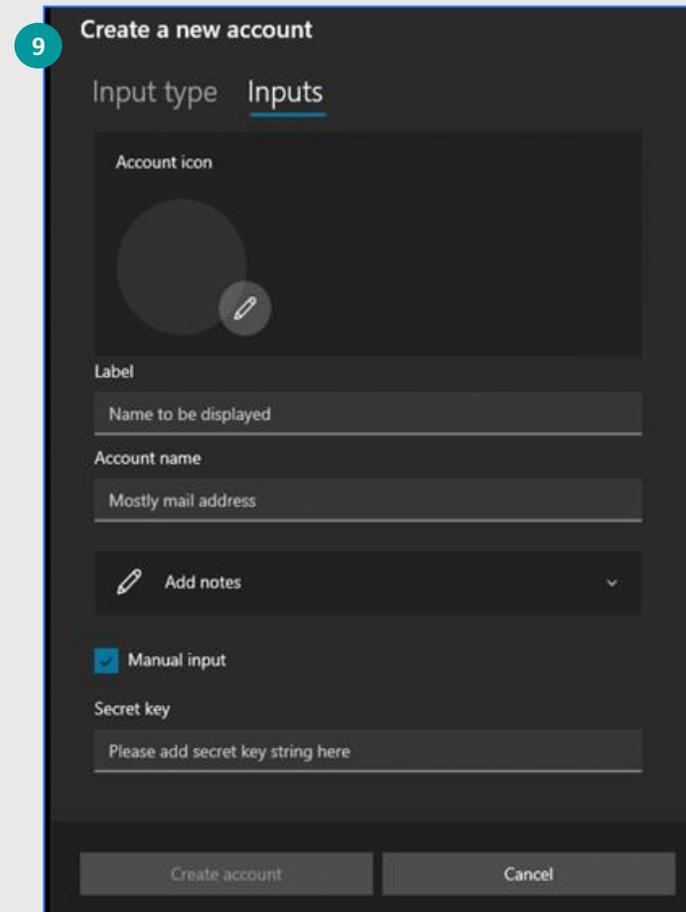
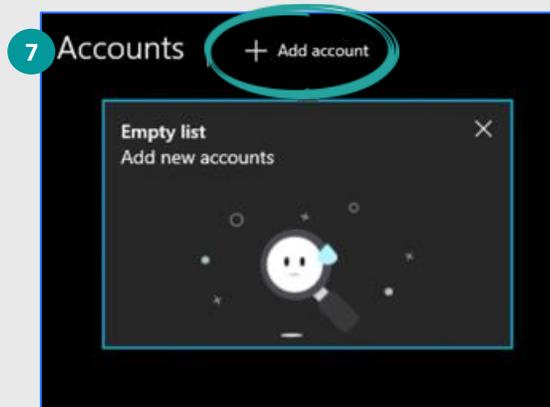
Click on **+ Add account** to start the registration process

Step 8

Click on **Manual Input**

Step 9

Leave this window open and start the MFA set up process.



Multi-Factor Authentication Set up

10 Multi-Factor Authentication Set up

Rolls-Royce requires a Multi-Factor Authentication (MFA) process for accessing their solutions and services available through the Rolls-Royce Portal

Step 1
In your browser open <https://civilportal.rolls-royce.com/>

Step 2
Click on **Log In** to begin

Step 3
When prompted enter your email address, and press **Next**

Step 4
A note is displayed saying Let's keep your account secure, press **Next** to proceed

Setting Microsoft 2fast Desktop Application (Continued)

Step 10

Log in following the five steps, as shown at the beginning of this guide (see Page 2)

Step 11

- Click on **I want to use a different authenticator app**
- Click **Next**

Step 12

Click on **Can't scan image.**

11 Keep your account secure

Authenticator app

Set up your account
In your app, add a new account.

Back Next

[I want to set up a different method](#)

12 Keep your account secure

Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.
After you scan the QR code, choose "Next".

Can't scan image?

Back Next

[I want to set up a different method](#)

Multi-Factor Authentication Set up



The image displays four sequential screenshots from the Microsoft Authenticator app setup process, each with a green circle highlighting a specific element:

- Step 13:** "Keep your account secure" screen. It shows a QR code and a "Secret key" field with the value "PXJWNTQ6VXLKKKGR" circled in green.
- Step 14:** "Manual input" screen. The "Secret key" field contains "PXJWNTQ6VXLKKKGR", which is circled in green.
- Step 15:** "Can't scan image?" screen. It shows the "Account name" field with the value "Rolls-Royce:stephen.spillett_yocova.com#EXT#@rollsroyce.onmicrosoft.com" circled in green.
- Step 16:** "Create a new account" screen. It shows the "Account name" field with the value "yocova.com#EXT#@rollsroyce.onmicrosoft.com" circled in green, and the "Create account" button circled in green.

Setting Microsoft 2fast Desktop Application (Continued)

Step 13

You will see two items appear below the QR code. One called Account Name another called Secret Key. Copy the **Secret Key**.

Step 14

After copying the Secret Key **return to 2fast MFA application and paste the value** into the Secret Key box

Step 15

Return to the authenticator set up and **copy the Account Name**

Step 16

Go back to the **2fast MFA application and paste the copied Account Name value** into both the **Account Name** box. While adding a suitable Label to name the account

Click on **Create Account** and proceed to the next page of this guide

Multi-Factor Authentication Set up

The image shows three sequential screenshots of the Microsoft 2fast Desktop Application setup process, numbered 17, 18, and 19.

- Step 17:** A notification card for "RR MFA" is shown. It contains the email address "Rolls-Royce:stephen.spillett_yocova.com#EXT#@rollsroyce.onmicrosoft.com" and a 6-digit code "183707". The code is circled in green.
- Step 18:** A screen titled "Keep your account secure" with the heading "Authenticator app". It prompts the user to "Enter code" and "Enter the 6-digit code shown in the Authenticator app." The code "183707" is entered into the field and circled in green. A "Next" button is also circled in green.
- Step 19:** A screen titled "Keep your account secure" with the heading "Success!". It displays a message: "Great job! You have successfully set up your security info. Choose 'Done' to continue signing in." Below this, it lists the "Default sign-in method" as "Authenticator app". A "Done" button is circled in green.

Setting **Microsoft 2fast Desktop Application**
(Continued)

Step 17

Copy the 6-digit code, return to the MFA setup screen in your browser, and click on **Next**

Step 18

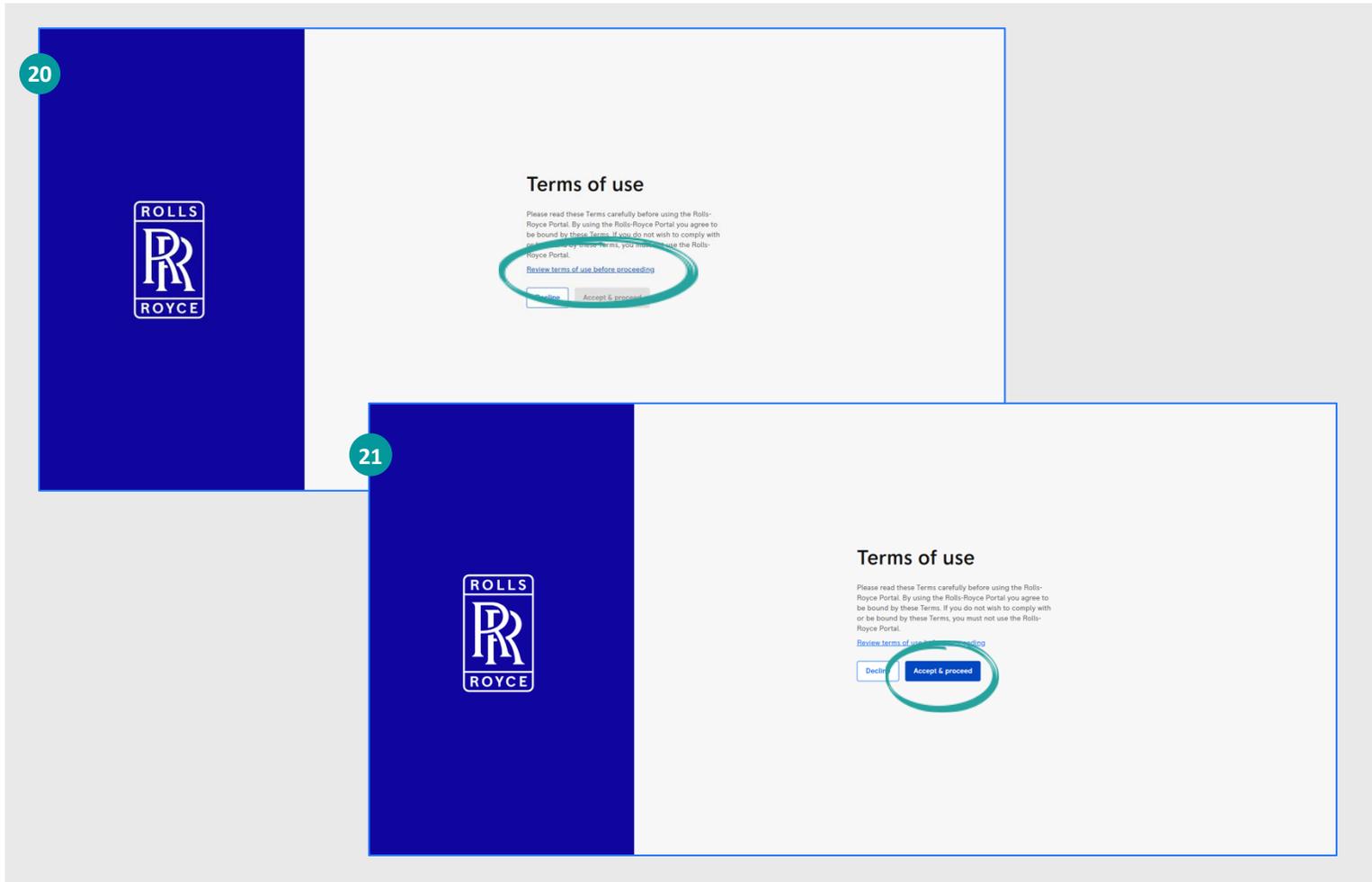
Paste the 6-digit code from the 2fast MFA Application and press **Next**

Step 19

And with that last click, you have successfully set up MFA. Press **Done** to proceed

NOTE: if this is your first-time login you'll need to review and accept the Rolls-Royce Portal Terms. Please continue reading

Multi-Factor Authentication Set up



Accepting Terms of Use for the Rolls-Royce Portal

Step 20

Please review the Terms of use. You must click and open the Terms of use to proceed

The Agree & proceed button will become active once you have reviewed the Terms of use

Step 21

Click **Agree & proceed** to continue.

If you click Decline you will not be able to use the Rolls-Royce Portal

When you click **Agree & proceed**, you will enter the Rolls-Royce Portal



Thank you

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GlobalServiceCentre@Rolls-Royce.com