

Rolls-Royce Multi-factor Authentication A step by step user guide

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Rolls-Royce is introducing a new Multi-Factor Authentication (MFA) process for accessing their solutions and services available through Yocova.

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

- 1. In your browser open https://www.yocova.com/s/login-form
- 2. Click on **'Log in with Rolls-Royce** credentials' to begin
- 3. Pick your account if listed, or press 'Use another account' and enter your email address
- 4. A note is displayed saying more information is required to keep your account secure, press Next to proceed
- 5. Enter your associated password, and click Sign in.

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Rolls-Royce

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Pick an account

Stephen Spillett stephen.spillett@yocpva.com Signed in

Stephen Spillett stephen@hut-3.com

+ Use another account

Signed in

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www.yocova.com

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Multi-factor authentication is required to access Yocova. See the following for details.

Watch Video / Download guide

If you encounter login problems, you can log a case with support for assistance.

Contact support

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

Other authentication methods are supported, we'll cover alternatives shortly.

- 6. Have your mobile to hand before pressing Next on the desktop
- 7. Install and open the App on your mobile.
- 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
- 9. On the 'Secure Your Digital Life' screen press the Scan a QR code
- 10. Point your mobile at the desktop screen showing the MFA QR Code
- 11. Go Back to your desktop and press Next
- 12. Your mobile app will update showing your connection.





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

- 13. Microsoft Authenticator now tests the connection, asking you to enter a two-digit number into your app
- 14. On your mobile tap in the digits shown on your desktop and Click Yes
- 15. The desktop will say Notification approved
- 16. Click Next, you'll see a confirmation message. Press Done.

And with that click, **you have** successfully set up MFA.

Now, if this is your first-time login you'll need to review, and accept, Yocova Terms. **Please continue reading ...**



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Let's try it out					
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I want to set up a different method					
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Back Next					
I want to set up a different method					
16 Keep your account secure					
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Accepting Yocova Terms and Conditions

- 17. Click on the link to open
- 18. Please review and download the Terms for later use.
- 19. Click back on the announcement window and tick the box to confirm acceptance.
- 20. Press Accept & Proceed to continue
- 21. The Yocova homepage loads
- 22. To locate your Rolls-Royce Solutions and Services please click 'My Solutions'.





Part Two Salesforce Authenticator A step by step user guide





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

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

- Log in to Yocova following the five steps, as shown at the beginning of this guide (see Page 2)
- 2. Click 'use a different authenticator app'.
- 3. Have your mobile (or tablet) to hand and click next to setup your account.







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

- 4. Open the Salesforce Authenticator App. From the bottom of the screen press 'Add an Account'.
- 5. Press 'Or Scan QR Code'
- 6. With the camera activated move the mobile so the QR code on your desktop is in view.
- 7. Salesforce will add a new account and confirm with a blue ' Got It' message





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

- You will immediately be asked to check the app connection by entering a 6-digit code.
- 9. In this example, that's 729 537
- 10. Enter as prompted, then press Next
- 11. And you will see a 'Success' message, finally click Done.

And with that click, **you have successfully set up MFA.**

Now, if this is your first-time login you'll need to review, and accept, Yocova Terms. **Please continue reading** ...



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If this is your first-time login you'll need to review, and accept, Yocova Terms.

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- 13. Please review and download the Terms for later use.
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Part Three 2fast desktop Authenticator A step by step user guide





The Microsoft 2fast Desktop

Application satisfies the multi-factor authentication (MFA) requirement set by Rolls-Royce.

The following steps walk through downloading and installing the 2fast application

- 1. Download the 2fast application from the Microsoft store
- 2. Select Open to Launch the application
- 3. Click on "Skip" for the tutorial
- 4. Click on "Create new data file (First Start)"
- 5. Click on "Choose Local Path" and choose a location
- 6. Create a name for the datafile.You will also need to set a password*
- 7. Click on "Create data file".

*The password will be used every time you open or use the application, so make sure it is something you can remember, or store securely in a password manager.

www.yocova.com



Start with another security factor

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Create new data file (first start)

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See 2fast – Two I	Factor Authenticator
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Setting up **Microsoft 2fast Desktop Application** (continued)

- 8. Click on "+ Add account" to start the registration process
- 9. Click on "Manual Input"
- 10. Leave this window open and start the MFA set up process on Yocova.
- Log in to Yocova following the five steps, as shown at the beginning of this guide (see <u>Page 2</u>)
- 12. Click on "I want to use a different authenticator app"
- 13. Click Next
- 14. Click on "Can't scan image".





Setting up **Microsoft 2fast Desktop Application** (continued)

- 15. You will see 2 items appear below the QR code. One called "Account Name" another called "Secret Key"
- 16. Copy the "Secret Key". Return to the 2fast MFA application and paste the value into the "Secret Key" box
- 17. Return to the MFA setup and copy the value from "Account Name"
- 18. Again, return 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
- 19. Click on 'Create Account'
- 20. Copy the 6-digit code, return to the MFA setup screen in your browser, and click on Next
- 21. Enter the 6-digit code from the 2fast MFA Application on this next screen.

And with that last click, **you have** successfully set up MFA.



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	Label
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	Account name
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	Add notes
wa.com#EXT#@rollsroyce.onmicrosoft.com	Manual input
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Back	PXJWNTQ6VXLKKKGR
19	Create account Cancel
20	RM RR MFA Rolls- RM Royce:stephen.spillett_yocova.com#EXT#@r ollsroyce.onmicrosoft.com 183707 16 ☆
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va.com#EXT#@rollsroyce.onmicrosoft.com	Authenticator app
Back Next 21	Enter code Enter the 6-digit code shown in the Authenticator app. 183707 Back Next
	I want to set up a different method

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If this is your first-time login you'll need to review, and accept, Yocova Terms.

- 22. Click on the link to open
- 23. Please review and download the Terms for later use.
- 24. Click back on the announcement window and tick the box to confirm acceptance.
- 25. Press Accept & Proceed to continue
- 26. The Yocova homepage loads
- 27. To locate your Rolls-Royce Solutions and Services please click 'My Solutions'.







Thank you

Should you experience any issues with your login and MFA having reviewed this guide please contact **support@yocova.com**.

