

UNIMAS Sign-in 2FA User Guides

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Important:

This document outlines the steps required to access the university application system or services using 2FA through the **UNIMAS Sign-in** provider.

No	UNIMAS Application System /Service	2FA Provider	Start date	Target users
1	Student Portal	UNIMAS Sign-In (new)	1 November 2024	All students
2	eLEAP (Examination)	UNIMAS Sign-In (new)	Mid November 2024	Academic staffs
3	Microsoft 365 Services (Email, Office)	Microsoft Account	1 October 2024	All students and staffs
4	Course Registration	UNIMAS Identity	August 2021	Admin staffs and all students
5	QR Class Attendance	UNIMAS Identity	September 2021	Academic staffs
6	MyMark	UNIMAS Identity	September 2021	Academic staffs
7	MyCLASS	UNIMAS Identity	September 2021	Academic staffs
8	Academic Advisor	UNIMAS Identity	September 2021	Academic staffs
9	College Management	UNIMAS Identity	October 2021	PKP staff and College Principal

STEP 1: Install an Authenticator App on your phone

Skip this step and go to Step 1.2, if you already installed Authenticator App such as Free OTP, Microsoft or Googler Authenticator.

For Android

- i. Open **Google Play Store**
- ii. Search for **Free OTP** or **Microsoft** or **Google Authenticator**.
- iii. Tap **Install**
- iv. Open the Authenticator App once it's installed on your phone

For iOS

- i. Open the **App Store**
- ii. Search for **Free OTP** or **Microsoft** or **Google Authenticator**.
- iii. Tap **Get to download**
- iv. Open the Authenticator App once it's installed on your phone

STEP 2: Setup your first 2FA account

2.1 Access the UNIMAS application system from a laptop or personal computer. For example, open the **Student Portal** in your web browser.

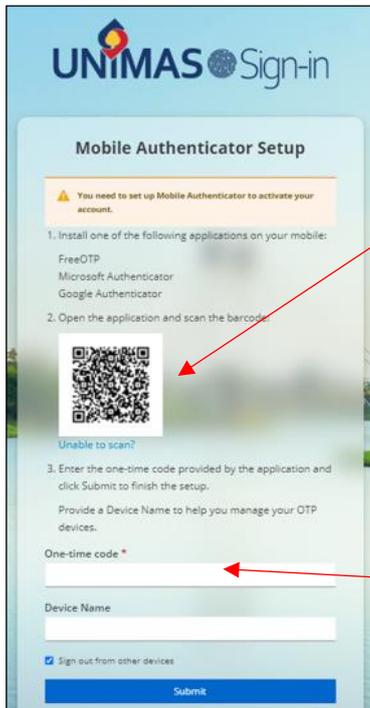
2.2 Enter your **UNIMAS email address** and **password** then click **Sign In** button.



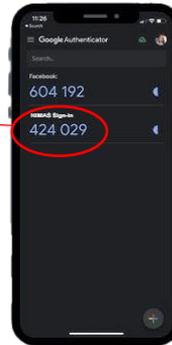
2.3 Open your **Authentication App** on your handphone and choose to

- 2.3.1 tap **Add** button if you are using **Google** then tap on **Scan a QR Code** or
- 2.3.2 tap **Add** button if you are using **Microsoft Authenticator** then tap on **Other Account** or
- 2.3.3 tap **QR Code** button if you are using **Free OTP**

2.4 Scan the QR code on the screen using the **Authenticator App**.



2.5 Enter the **6-digit code** (generated under **UNIMAS Sign-in**) from the **Authenticator App**, **Device Name** and click **Submit** button.



2.6 The verification code (**6-digit code**) changes every 30 seconds, so please make sure to enter the latest code. If you are repeatedly trying and still receive an error indicating that the Authenticator code is incorrect, please ensure that the time on your phone and computer is synchronized and set to the same time.

2.7 Once the code is entered correctly, the setup process will be completed, and you will now have 2FA enabled for UNIMAS application system.

STEP 3: Enter 2FA code from Authenticator app

3.1 Before proceeding, please ensure that you have set up a 2FA account for **UNIMAS Sign-in** on your **Authenticator app**.

3.2 Access the UNIMAS application system from a laptop or personal computer. For example, open the **Student Portal** in your web browser.

3.3 Enter your **UNIMAS email address** and **password** then click **Sign In** button.



The image shows a web-based sign-in form for UNIMAS. At the top, there is the UNIMAS logo and the text "Sign-in". Below this, the heading "Sign in to your account" is centered. The form contains two input fields: "Email" and "Password". The "Password" field has a small eye icon to its right. Below the password field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Sign In".

3.4 Open your **Authenticator App** and enter the **6-digit code** (generated under **UNIMAS Sign-in**).



3.5 The verification code (**6-digit code**) changes every 30 seconds, so please make sure to enter the latest code. If you are repeatedly trying and still receive an error indicating that the Authenticator code is incorrect, please ensure that the time on your phone and computer is synchronized and set to the same time.

3.6 Success! You have entered the main page of the UNIMAS application system.