

UNIMAS Identity 2FA User Guides

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1. UNIMAS Identity 2FA Basic

For application that require 2FA, user will be prompted to input the OTP number if the 2FA is configured or redirected to the setup page to setup 2FA.

1.1 Setup 2FA

- 1) Add your phone number and click **Confirm Phone**. Please note that this action will trigger a notification to inform you that you have linked this number to your account.

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Sign in With
UNIMAS Identity

1 — 2 — 3
SETUP PHONE VERIFY PHONE SETUP 2-FA

Hi Encik Mohd Razif Bin Baital @ Latif
Please enter your phone number to continue

+60139953729

Confirm Phone

- 2) You will be prompted to key in the TAC number which is sent to your mobile phone via SMS. Once done, click **Confirm**

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1 — 2 — 3
SETUP PHONE VERIFY PHONE SETUP 2-FA

Hi Encik Mohd Razif Bin Baital @ Latif
We have sent the TAC number to your phone
+60139953729 [Change]
Please enter the TAC sent via SMS to continue

859273 Re-send

Confirm

- 3) You will be shown the QR code and key to setup your authenticator app. Download either Google Authenticator or Microsoft Authenticator in your device.



- 4) On the authenticator app on your device, scan the QR code shown on the screen. Once done, click 'Done Setup'.
- 5) You will be redirected to your intended application. The next time you sign-in to the application, you will be prompted to enter your OTP number. Use OTP number displayed on your authenticator app.

1.2 Sign in 2FA

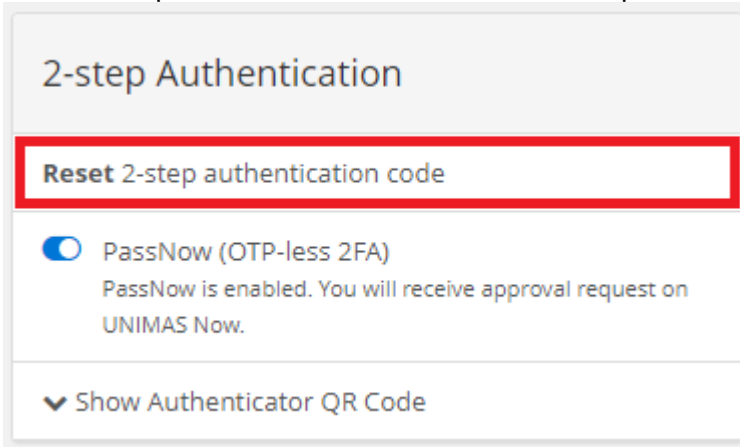
When prompted to key in the OTP,

- 1) Open the authenticator app in your device to get the OTP
- 2) Enter the OTP in the page and click 'Submit' to proceed

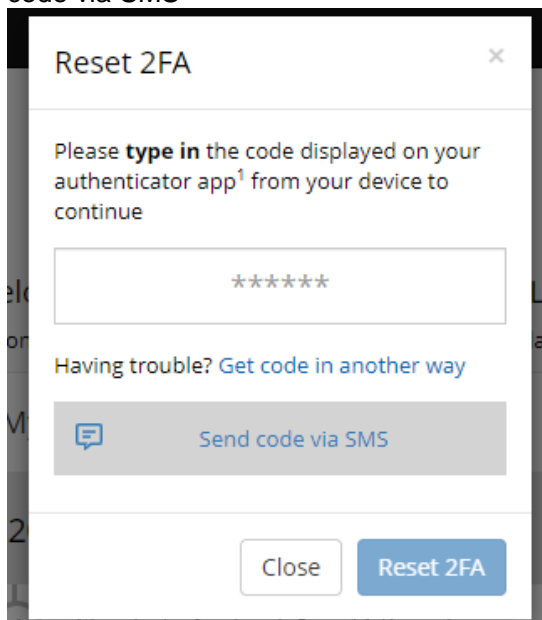
1.3 Resetting 2FA code

If your 2FA code is compromised, you may need to reset your 2FA code. This action will invalidate the code generated by the authenticator app with previous setup.

- 1) Login to UNIMAS Identity admin at <https://identity.unimas.my/admin>
- 2) Under '2-step Authentication' click on 'Reset 2-step authentication code'



- 3) If prompted, enter OTP code shown on your authenticator app. If you have no access to the authenticator app (ie: phone reset, app uninstalled), click 'Get code in another way' > 'Send code via SMS'

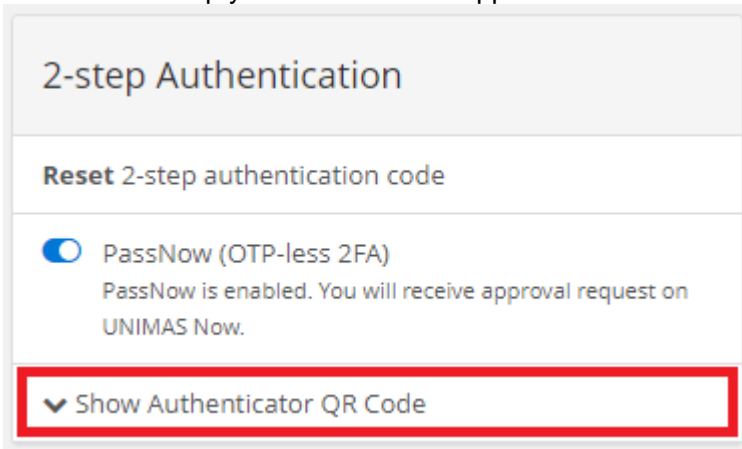


- 4) Once you have the code, key-in the code into the input field and click 'Reset 2FA' button
- 5) You will be redirected to the setup page to complete the setup (refer **step 2,3,4,5** from 1.1 **Setup 2FA** section above)

1.4 Re-setup authenticator app

In case you've missed the step to scan your QR code during the setup process, or you have installed another authenticator app that you may want to setup without resetting the code, you may scan the existing QR code.

- 1) Login to UNIMAS Identity admin at <https://identity.unimas.my/admin>
- 2) Under '2-step Authentication' click on 'Show Authenticator QR Code'. This will display the QR code to setup your authenticator app.



- 3) Scan the QR code shown with your authenticator app

2. UNIMAS Identity PassNow (OTP-less 2FA)

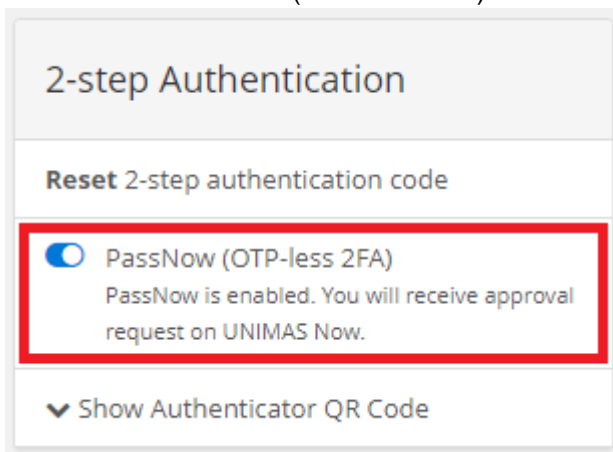
PassNow is an OTP-less 2FA feature to enable fast and quick 2FA sign in process. By enabling PassNow, user will be prompted via UNIMAS Now either to approve or reject a sign in. Once approved, user will be redirected automatically to his/her intended system.

Pre-requisite to enable PassNow

- 2FA has been properly setup
- UNIMAS Now with **Push Notification enabled**

2.1 Enabling PassNow

- 1) Login to UNIMAS Identity Admin (<https://identity.unimas.my/admin>)
- 2) Click on the 'PassNow (OTP-less 2FA)' button to enable PassNow



- 3) You will be prompted to 'approve' in UNIMAS Now during the next 2FA sign in

2.2 Sign-in PassNow

When prompted to key in the code or approve the request,

- 1) Open UNIMAS Now and click Approve.
- 2) You will be redirected to your intended application

- END -