



## Guide on how to register for multi-factor authentication (MFA) for UCPH users using NemID.

To use multi-factor authentication (MFA) at UCPH, you must register in advance your choice of multi-factor method at [mfa.ku.dk](https://mfa.ku.dk) – that is either by smartphone or USB security key. This guide describes how to log in to [mfa.ku.dk](https://mfa.ku.dk) using NemID. Once that is done you will be able to setup your smartphone or USB security key. The guides to do that you find at <https://it.ku.dk/english/login-help>.

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### **IMPORTANT!!**

*Please note that if you are a student, you are probably already registered on the MFA solution. You can check this by trying to access KUmail at <https://webmail.ku.dk>. If you receive a one-time password SMS from “Ucph” during the log in process and are able to login, then you are already registered, and thus you don’t have to take further action, as the same solution can also be used to log on to other systems at UCPH, where multi factor authentication is implemented.*

***If you are a student, have NemID, and do not receive the above-mentioned SMS during the login process, then you must follow this guide to register.***

***If you are a student, and are not able to receive the SMS from Ucph during login at e.g. KUmail, and you don’t have a NemID either, then you must contact KU-IT Support at tel. 35 32 32 32, where they will assist you in registering on the MFA solution.***

***If you are an employee and have NemID, then you must follow this guide to register.***

***If you are an employee and don’t have NemID, then don’t hesitate to contact KU-IT Support at tel. 35 32 32 32, where they will assist you in registering on the MFA solution***

*Prerequisites for using this guide is, that you are a student or employee at UCPH, while you also have a UCPH username and password, and that you have NemID.*

*Not all externals and associates will be able to use their NemID for registration, as UCPH at present time is not able to validate CPR’s (social security numbers) for all externals and associates towards NemID. So, if you belong to one of these groups and experience problems during the process, don’t hesitate to contact KU-IT Support at 35 32 32 32 for further assistance.*

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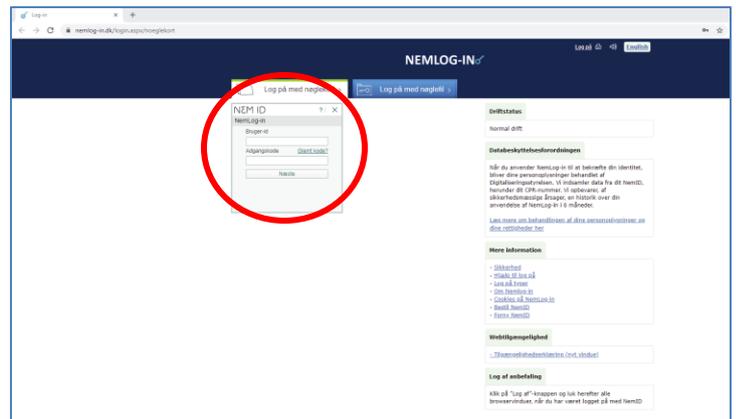
This guide will instruct you in how to register on the multi-factor/MFA-solution and thereby become able to choose and setup a method for authentication. Once registration is complete you will find the guide on how to enroll your chosen multi-factor method at <https://it.ku.dk/english/login-help/> under the section “Help for multi-factor authentication (MFA)

(Guide on next page)

1. Start your registration on the multi factor solution by using the following link:

<https://id.ku.dk/nidp/jsp/kunetMFAReg.jsp>

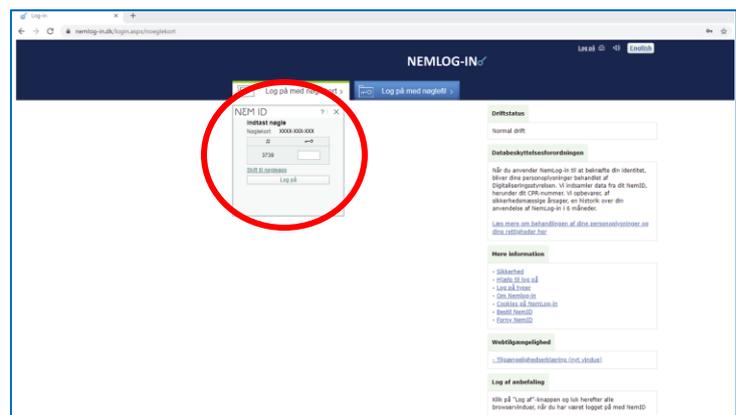
2. Enter your User ID and password for NemLog-in and click the 'Next' button.



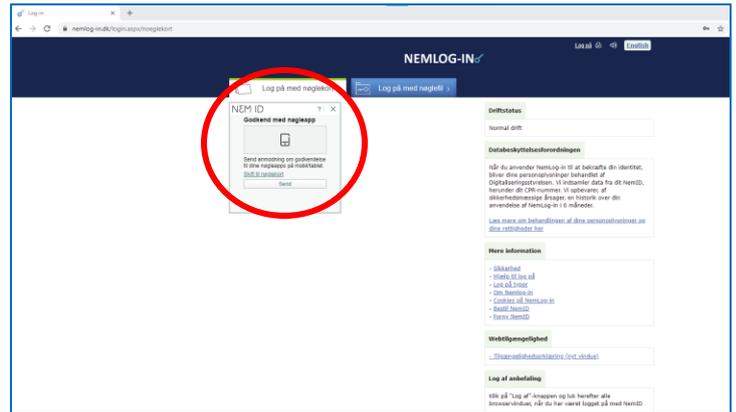
3. If you use the NemID Code Card, please proceed to step 4.

Or if you use the NemID code app on your smartphone, please proceed to step 5.

4. NemID with code card:  
Enter the code from your code card that corresponds to the code as displayed in the login field in your browser.  
Then click the 'Log on' button and proceed to step 8.



5.  
NemID code app for smartphone:  
If you have the NemID code app installed on your smartphone and normally use your phone to approve logins, the approval page is displayed in the NemID code app.  
Click the 'Send' button to receive the request for approval in the NemID code app on your phone.



6.  
On your phone, you will now have received a request in your code app.  
Log in to the code app and swipe 'Approve' to log in using NemID.



7.  
When you have swiped, the following confirmation is displayed. You can now close the code app and go back to the browser window you are currently using to log in to UCPH.





You are now done logging in with NemID in your browser window, and the browser window will now display a login window for the UCPH multi-factor solution.

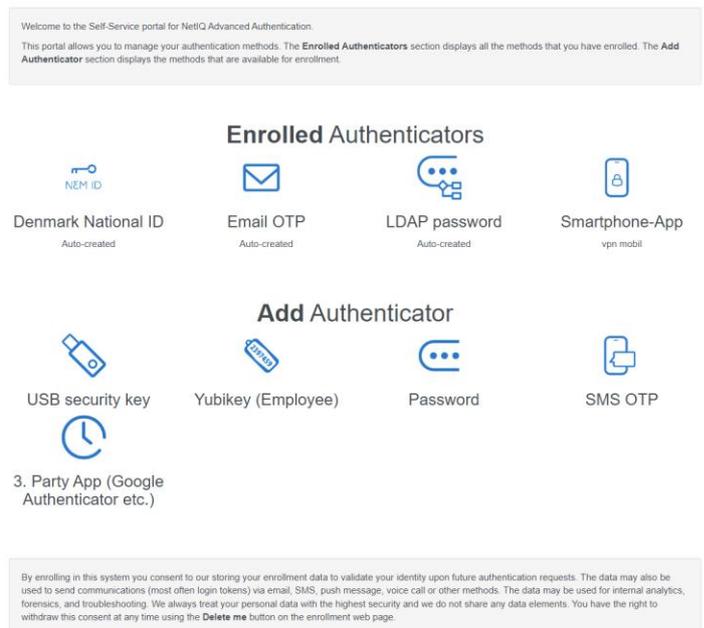


In the 'KU-Username' field, enter your UCPH username, for example abc123, and click the 'Next' button.

9. The page on which you must enter the UCPH password that goes with your KU-Username will then open. Enter your password in the 'Password' field and click the 'Next' button.



10. On the page 'KU MFA', you can now see which methods for approval you have already registered and which you can register. Under 'Add Authenticator', click on your chosen multi-factor method to start registration of it.



Further guides regarding chosen multi-factor/MFA authentication method, using smartphone, FIDO2 USB Security-key or Yubikey, will be in each respective guide as shown by following one of these links:

[MFA page in the Employee Guide](#) or at <https://it.ku.dk/english/login-help/>.

**Please note that if you have a smartphone that supports the NetIQ app (Android 8.0 or iOS 10) then “Smartphone-App” is by far the recommended option.**