

Multifactor authentication

If you do not know your **online registration number** or **initial password**, please contact the **Student Affairs Office**.

If you have questions considering multifactor authentication, please contact our MFA helpdesk at the following e-mail address: **mfa.helpdesk@hof-university.de**





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ATTENTION

- You will need a second device to display the QR code for scanning, e.g. a laptop.
- If you are outside of Germany or have set a different time zone on your device, you will not be able to generate a valid one-time password automatically. Please use Google Authenticator and set time correction for codes to generate a one-time password. You will find more information on the page 9 and 10.

Prerequisites : Online registration number



For the first login to
<https://mfa.hof-university.de>
you will need your online registration number for
verification, this number:

- can be requested from the **Student Affairs Office**
- can be found in your access data document
- is part of your initial password.

The 11-digit online registration number consists of your matriculation number and 3-digits secret numbers, it is also included in your initial password:

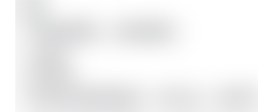
Initial password: !01234567000Hof

online registration number : 01234567000



**Hochschule
Hof**
University of
Applied Sciences

Hochschule Hof, Alfons-Goppel-Platz 1, D-95028 Hof



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Fon 09281 409 3000
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mail@hof-university.de
www.hof-university.de

Ihre Zeichen

Ihre Nachricht vom

Bitte bei Antwort angeben
Matrikelnummer/Student ID number

01234567

Zentralverwaltung

Studentenverwaltung

Kathrin Schötz
Stefanie Bauer
admission@hof-university.de

Hof, 05.04.2023

**Your enrollment as a student in the master program «Studiengang_engl»
Your personal login data / CampusCard**

Dear Ms. [REDACTED],

Please log in first with the given access data in the following portal and **change your password**,

<https://outlook.hof-university.de/>

Email username: hof-university\

User account:

Initial password: !01234567000Hof

(online registration number: **01234567000**)

If you do not change your password, you will not be able to login to other systems.
You can find the portal at www.hof-university.de/primuss-portal or page www.hof-university.com/it-service.html#c2435 under "Access Data".

You can print out your enrollment documents, do your exam registration and see your marks on PRIMUSS portal.

You can find the portal at www.hof-university.de/primuss-portal.

Prerequisites: Computer & Smartphone with an Authenticator App



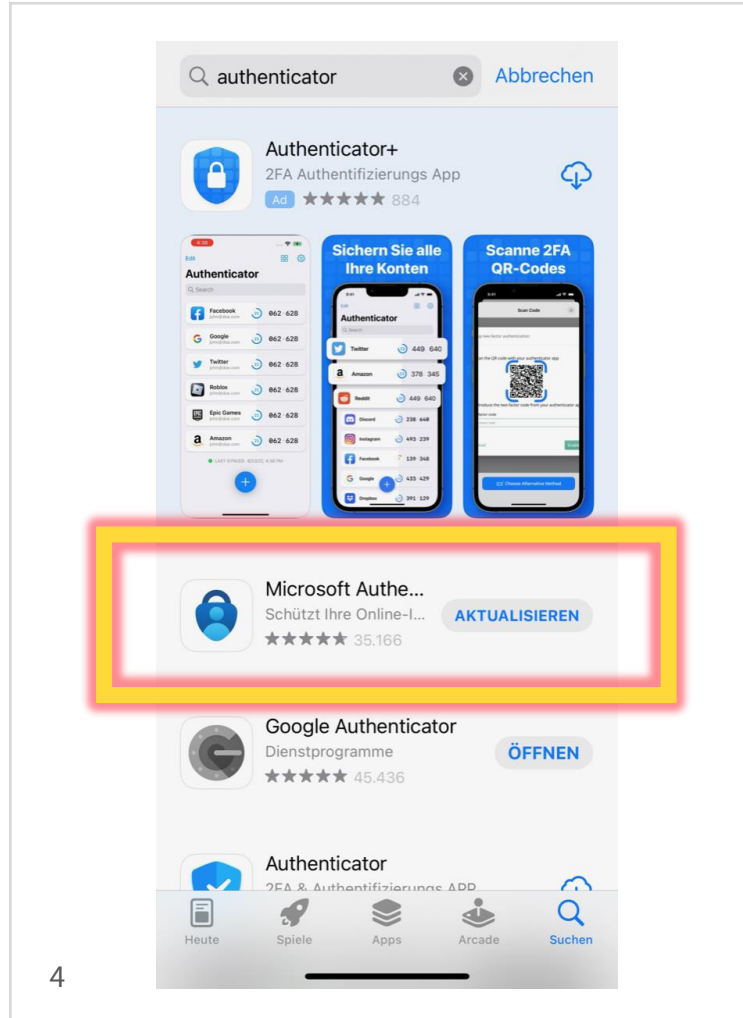
You will need an Authenticator app to set up multi-factor authentication, preferably Microsoft Authenticator.

You will need the Authenticator App for the following purposes:

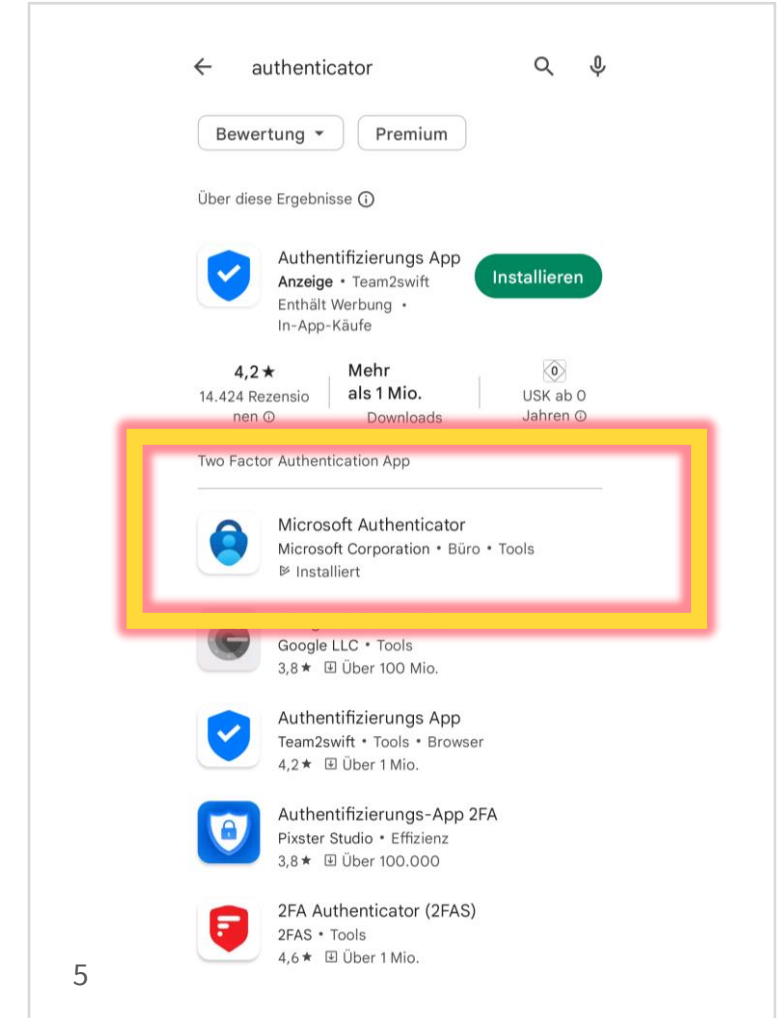
- scanning the QR code when rolling out the token
- generating the one-time password codes for logging in to certain university services, e.g. VPN.

Without the Authenticator App and the generated code, you will not be able to use any university service, that is protected by the multi-factor authentication, e.g., VPN.

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Login and token rollout



To unlock your second authentication factor, open the following page on your computer:

<https://mfa.hof-university.de>

and log in with your university credentials. In the next step you will be asked for your online registration number (see the next page).

Hochschule Hof

Please sign in

amuster

●●● your university password (e.g., Moodle password)

Log In

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You will find this number in your access data document, as well as in your initial password (see page 3).

Attention! If you have entered your online registration number correctly but see the error message: **Challenge Response Authentication. Your response was not valid!** please contact the MFA Helpdesk immediately mfa-helpdesk@hof-university.de

Response

plea01234567000

Log In

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Login and token rollout



Please choose **Token enrollment wizard**.

The screenshot shows a sidebar menu with the following items:

- All tokens
- Enroll Token
- ★ Token enrollment wizard** (highlighted)
- + Assign Token
- Help about Token

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Please click on **Enroll Token**.

The screenshot shows the 'Enroll Token' page with the following content:

Sobald Sie auf "Token ausrollen" klicken, werden vertrauliche Informationen sichtbar. Stellen Sie bitte sicher, dass keiner zusieht.
After you click on "Roll out token", confidential information becomes visible. Please make sure that no one is watching.

☒ **Generate OTP Key on the Server**
The server will create the OTP key and a QR Code will be displayed to you to be scanned.

Description

Some nice words...

Enroll Token (button highlighted)

Eine Schritt-für-Schritt-Anleitung finden Sie [hier](#).
You will find a step-by-step guide [here](#).

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Login and token rollout



Now you can scan the QR code with the Authenticator App on your Smartphone.

Attention. The one-time password (6-digit number) must be verified before completing the process, see the next page.

Scannen Sie den QR-Code mit der Authenticator App ihrer Wahl ein, z.B. Microsoft Authenticator.
Please scan the QR code with an Authenticator App, e.g. Microsoft Authenticator.



The OTP key

The token was enrolled, but you still need to verify it before you can use it!

Please enter a valid OTP value of the new token.

[Eine Schritt-für-Schritt-Anleitung finden Sie hier.](#)
You will find a step-by-step guide [here](#).


Verify Token

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You can add a new key or account in your Authenticator App. The App will need access to your camera for this procedure.

← Add account

Your account provider will display a QR code.



TP key

was enrolled, but you still need to verify it before you can use it!

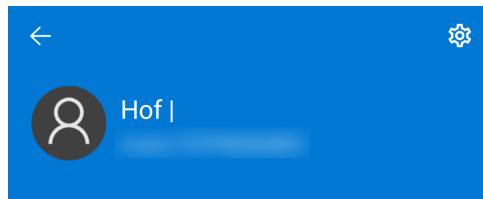
enter a valid OTP value of the new token.

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Login and token rollout



A new entry should appear in your Authenticator App. The 6-digit number is your one-time password. New one-time password is generated every 30 seconds.



Please enter the displayed and valid one-time password for verification and click on **Verify Token**.

Scannen Sie den QR-Code mit der Authenticator App ihrer Wahl ein, z.B. Microsoft Authenticator.
Please scan the QR code with an Authenticator-App, e.g. Microsoft Authenticator.



The OTP key

The token was enrolled, but you still need to verify it before you can use it!

Please enter a valid OTP value of the new token.

045543

Verify Token

Eine Schritt-für-Schritt-Anleitung finden Sie [hier](#).

You will find a step-by-step guide [here](#).

Login and token rollout



If you see the error message **ERR1105: Verification of the new token failed**, you will have to use the Google Authenticator App and activate time correction setting.

CAUTION If you already use Google Authenticator App to authenticate other accounts, you may have problems with accessing this other accounts after activating time correction setting.

Refresh

ERR905: Verification of the new token failed.

Scannen Sie den QR-Code mit der Authenticator App ihrer Wahl ein, z.B. Microsoft Authenticator.

Please scan the QR code with an Authenticator-App, e.g. Microsoft Authenticator.



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To use Google Authenticator please scan the QR Code first.



Setup your first account

Use the QR code or setup key in your 2FA settings (by Google or third-party service). If you're having trouble, go to g.co/2sv



Scan a QR code



Enter a setup key

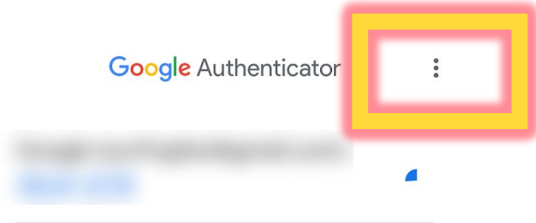
[Import existing accounts?](#)

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Login and token rollout



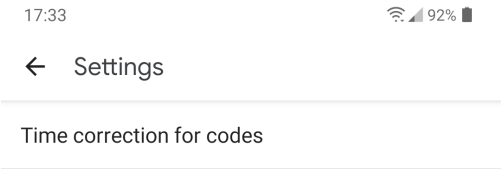
After setting up the one-time password, click on the 3 dots in the upper corner an choose **settings**.



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Please choose **time correction settings for codes**.



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Usage: VPN/FortiClient login



To establish the VPN connection please enter your username and password and click on **Connect**.



VPN Name

HAW Hof

Username

amuster

Password

.....



Connect

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Please launch the Authenticator App and enter the one-time password (6-digits) in the **Answer** field. Please click on OK to activate the connection.



please enter otp: , please enter otp: , please enter otp: , please enter otp:

VPN Name

HAW Hof

Username

Password

.....

Answer

OK

Cancel

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