

Data Controller Console



Setting up MFA

Versionb 7

October 25



Setting up the DCC for Two-factor authentication

This Quick Reference Guide covers the following topics:

1. What is Two-Factor Authentication
2. How to set up Two-Factor Authentication for the Data Controller Console (DCC)

1. What is two-Factor Authentication

To support our systems against threats from cyber security NHS England are requiring organisations to add Multi-Function-Authenticator (MFA) to more of our online systems. For the Data Controller Console, we turned on Two-Factor Authentication which is one of the forms MFA takes and made it a mandatory requirement when logging into the DCC on the 1st July 2024..

You probably already use MFA to log into NHS Mail – **you will now need to use it to log into the Data Controller Console.**

Please follow the instructions below when you log into the DCC to enable MFA, including how to set up MFA on your mobile.

Please set up the MFA log in as soon as possible, this will ensure we are compliant with the new NHS England requirement.

- If you have any problems with setting up the MFA log in please log a ticket with our Service Desk at: <https://sd.londonhds.nhs.uk/>

Please note: Our current infrastructure does not support other methods of authentication such as messages and emails and we currently have no plans to introduce other methods for the DCC.

2. Installing an Authenticator App on your mobile device

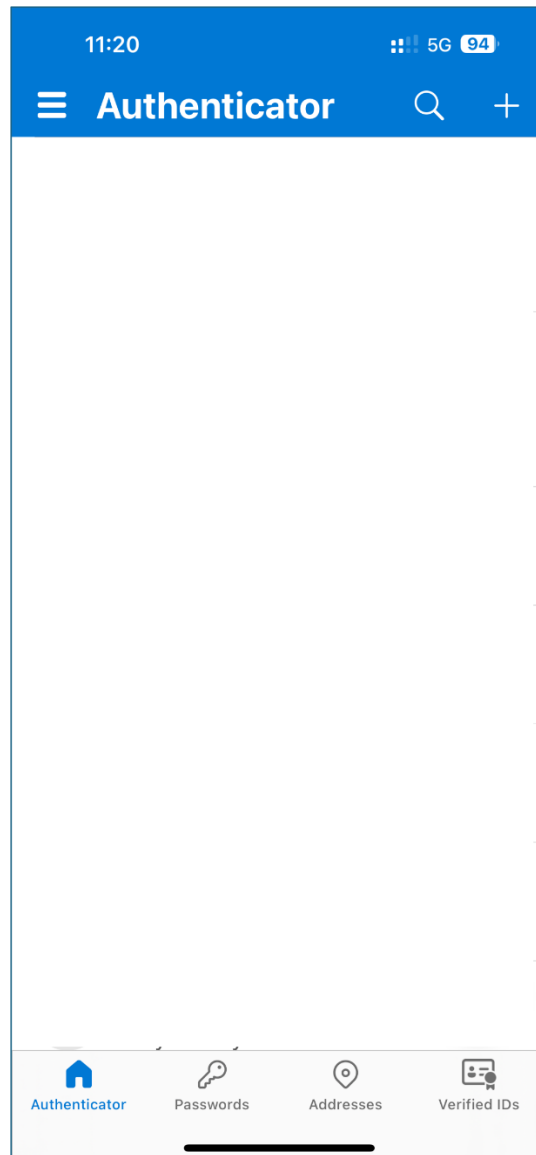
- a. On your Mobile device Download & install an Authenticator app if not already done Please note that there are multiple apps available and we recommend using the Microsoft Authenticator App.

Look for this icon



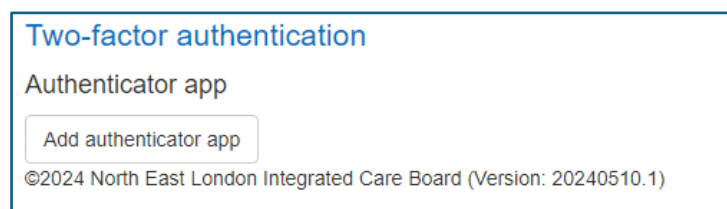
Please note you should never be charged for using an authenticator app and you should not be redirected to another webpage when using it.

- b. Open the Authenticator app on your mobile device and the following screen will be displayed. You may already have some applications listed here, like NHS (which is used for NHS mail).



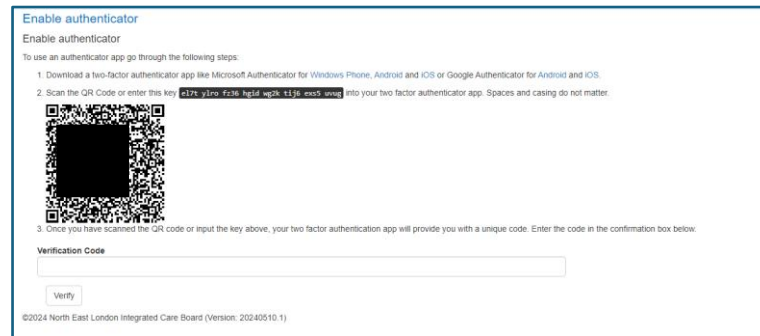
How to set up Two-Factor Authentication for the Data Controller Console (DCC)

1. On your computer, log into the Data Controller Console in the normal way using your username and password.
2. You will now be directed to the Two-factor authentication window.
3. Click on the **'Add authenticator app'** button.

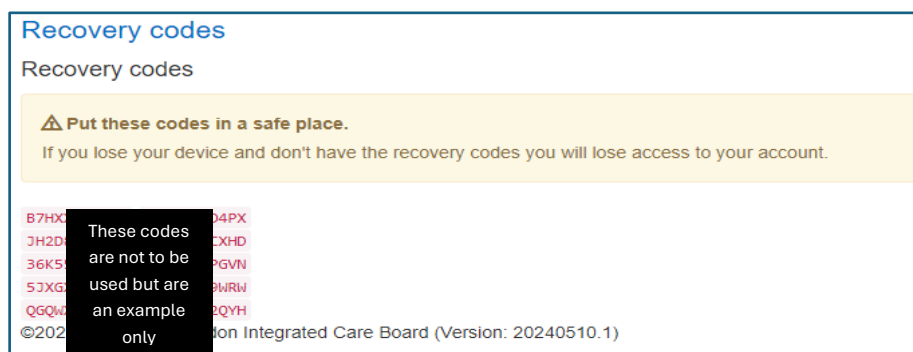


4. The Enable authenticator window is displayed showing a QR code

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5. On your mobile device open the **authenticator app**.
6. Select the **+** Icon at the top right of your screen to add your account.
7. Choose the **account type**: 'Work or School Account'
8. Select **Scan a QR code** from the options displayed.
9. Scan the code shown on the computer screen in step 4.
10. A new entry will be displayed on the authenticator app for the Data Controller Console with a time limited code below.
11. Enter the code into the **verification code** text box at the bottom of the Enable authenticator window (Step4)
12. Click the **Verify** button
13. Once the account is verified a set of Recovery codes is displayed and you should take a copy and store securely.



14. You have now completed enabling MFA for your DCC account and you will be prompted for an authentication Code when you log into the DCC in future.
15. Select the Dashboard Tab to see any notifications for your organisation.