



# How to Set Up and Use Multifactor Authentication for MySAP

## Purpose

The purpose of this job aid is to provide frontline employees a step-by-step guide to setting up Multifactor Authentication (MFA) for logging into the Home and Employee Self Service (ESS) functions in MySAP. MFA is a security method that adds an extra step to the sign on process to prove your identity and protect your personal information.

You will only be required to set up the MFA on your first login, but going forward, MFA will be required for each time you log into Home or ESS in MySAP.

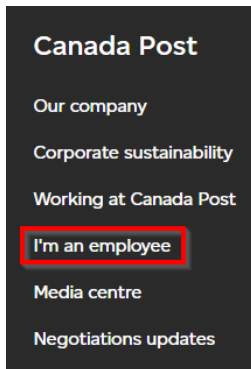
## MFA Methods

There are two ways to set up MFA:


- using the Microsoft Authenticator app which requires a mobile device; or
- using any phone number of your choice to receive a text message or phone call containing a one-time code.

Follow the steps below according to the method you prefer.

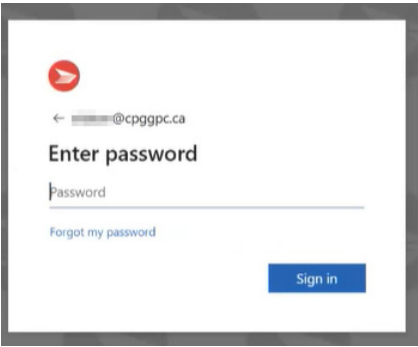
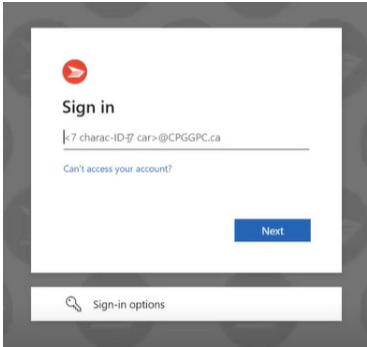
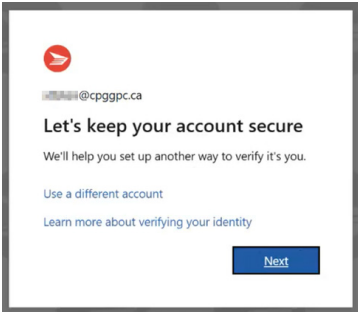

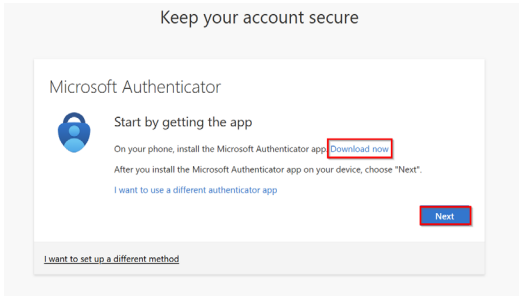
## Setting up MFA Using the Microsoft Authenticator App

Step	Action
1	Navigate to <a href="http://www.canadapost.ca">www.canadapost.ca</a> .
2	Scroll to the bottom of the page and select <i>I'm an employee</i> . 

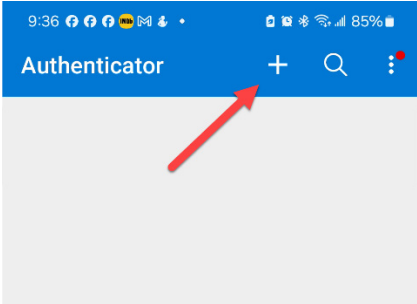
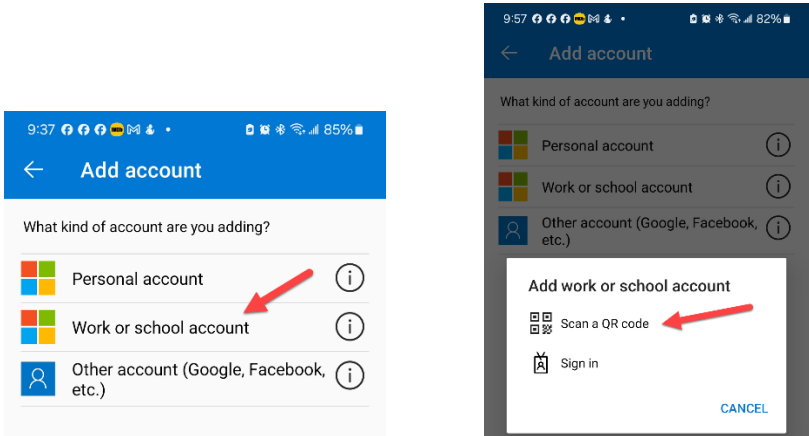
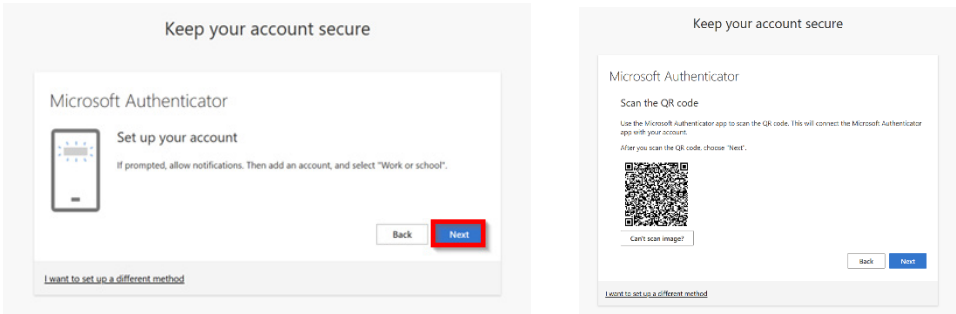


Step	Action
3	<p>Sign in to intrapost with your login credentials.</p> <div><p>intrapost / intraposte</p><p>User ID can be found on your pay statement beside your Employee ID. L'ID utilisateur se trouve sur votre bulletin de paie à côté de votre ID d'employé.</p><p>User ID / ID utilisateur</p><input type="text"/><p>Password / Mot de passe</p><input type="password"/><p>Login / Connexion</p><p>Forgot your password? Mot de passe oublié?</p></div>
4	<p>Select <i>MySAP</i> on the intrapost landing page and then <i>Home</i> or <i>Employee Self Service</i>.</p> <div></div> <p> You will only be prompted to set up MFA the first time you access <i>Home</i> or <i>Employee Self Service</i> after logging into the new SAP.</p>

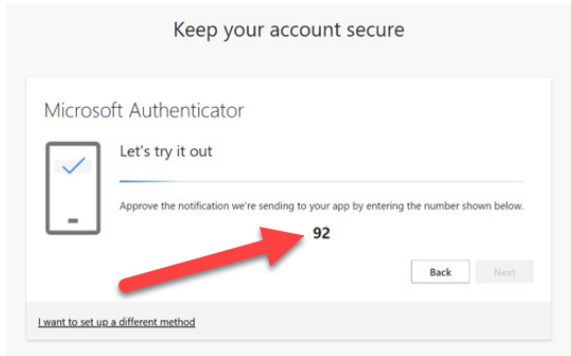
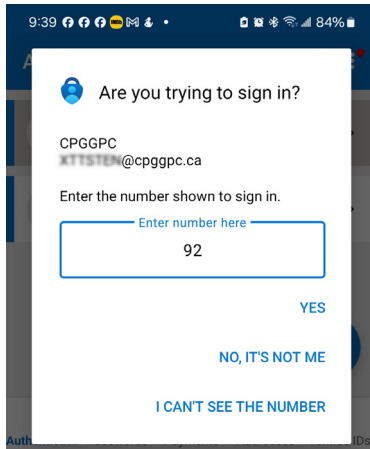
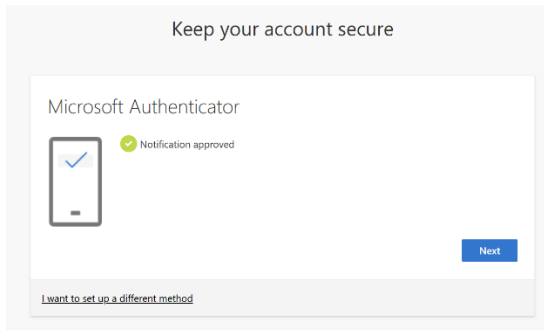


Step	Action
5	<p>You will be prompted for your login credentials. Enter your intrapost username (e.g. JONSM7) followed by @cpggpc.ca and select <i>Next</i>. Enter your password and then select <i>Sign in</i>.</p> <div></div>
6	<p>The following MFA prompt will appear. Select <i>Next</i>.</p> <div></div>
7	<p>Select the <i>Download now</i> link and use the QR for your device type to download the Microsoft Authenticator app on your mobile phone. Once you have downloaded the app, select <i>Next</i> on your computer screen.</p> <div></div>

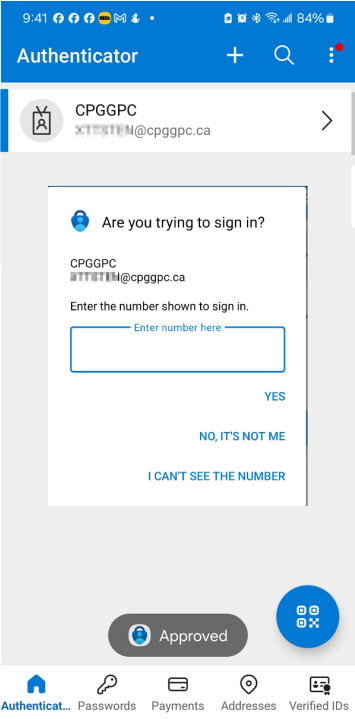


Step	Action
8	<p>Go to the Authenticator app on your mobile phone and select the + in the top right corner of the screen.</p> 
9	<p>Select <i>Work or school account</i> and then select <i>Scan a QR code</i>.</p> 
10	<p>Return to your computer and select <i>Next</i> to open the QR code screen.</p> 



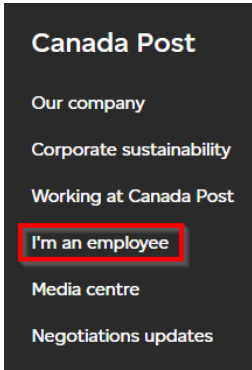
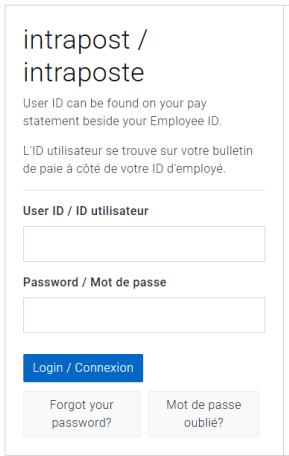
Step	Action
11	<p>Scan the QR code on your computer screen to get a two-digit number to enter in the Authenticator app.</p> 
12	<p>Enter the two-digit number in the Authenticator app on your mobile device.</p> 
13	<p>This screen will confirm you have completed the authentication.</p> 



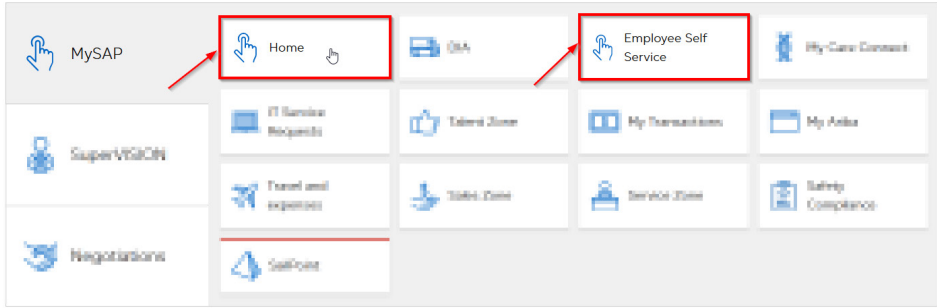

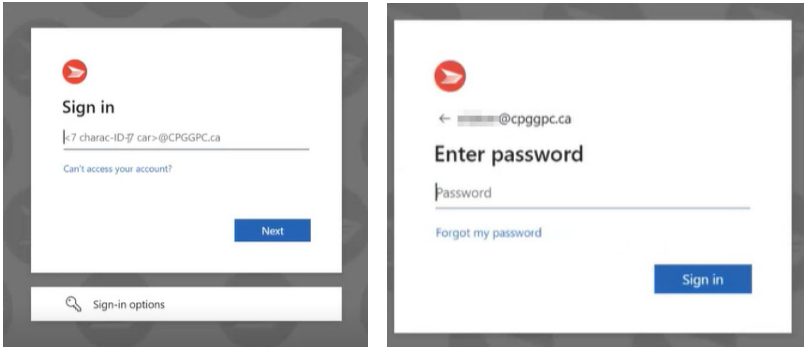
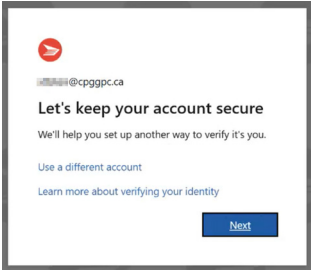
Step	Action
14	<p>Each time you log into the <i>Home</i> or <i>ESS</i> functions in MySAP, you will have to open the Authenticator app to enter a new code.</p> 



## Setting Up MFA Using the Alternate Method

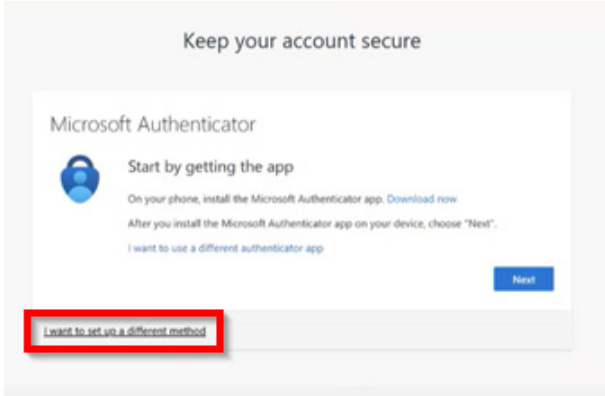
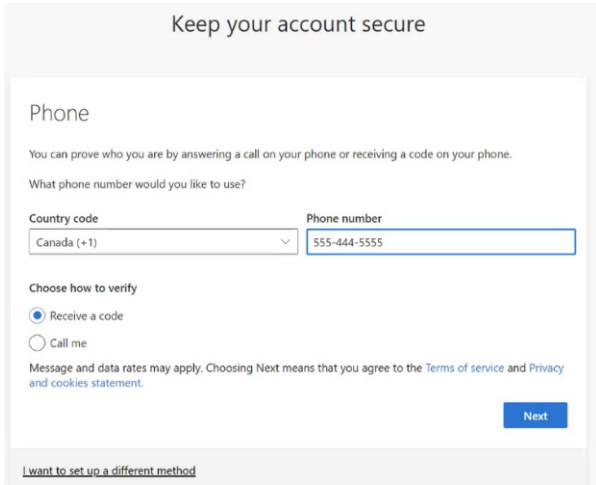

Step	Action
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2	Scroll to the bottom of the page and select <i>I'm an employee</i> . 
3	Sign in to intrapost with your login credentials. 



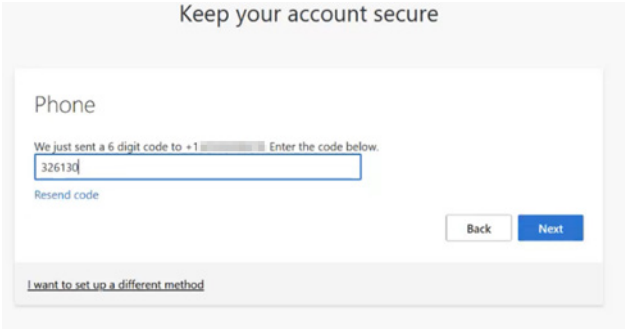
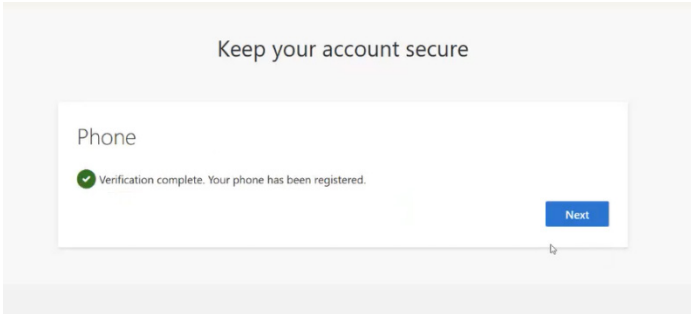
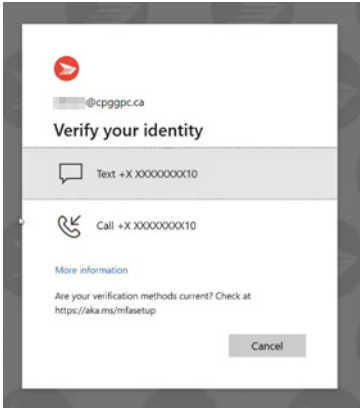
Step	Action
4	<p>Select <i>MySAP</i> on the intrapost landing page and then <i>Home</i> or <i>Employee Self Service</i>.</p>  <p> You will only be prompted to set up MFA the first time you access <i>Home</i> or <i>Employee Self Service</i> after logging into the new SAP.</p>
5	<p>You will be prompted for your login credentials. Enter your intrapost username (e.g. JONSM7) followed by @cpggpc.ca and select <i>Next</i>. Enter your password and then select <i>Sign in</i>.</p> 
6	<p>The following MFA prompt will appear. Select <i>Next</i>.</p> 





Step	Action
9	<p>Select <i>I want to set up a different method</i>.</p> 
11	<p>Enter the country code and the phone number to which you would like to receive a code. Then choose how to verify and select <i>Next</i>. If you select <i>Receive a code</i>, you will receive a code via SMS text message. If you select <i>Call me</i>, you will receive a code via phone call.</p>  <p> You can enter a mobile phone number or a landline. Be sure to select the appropriate verification method. Landlines cannot accept text messages.</p>



Step	Action
12	<p>Enter the six-digit code and select <i>Next</i>.</p> 
12	<p>You will receive confirmation that your phone has been registered.</p> 
13	<p>Next time you log in, the system will recognize the phone number you had previously entered and prompt you select either a text or phone call to receive your new code.</p> 



## Questions?

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Canada Post Help Desk	1-877-411-8585, option 6
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