

# METHODIST UNIVERSITY

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*Information Technology Policies and Standards*

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1. **Purpose** The purpose of this policy is to enhance the security of our organization’s data and systems by implementing multi-factor authentication (MFA) for accessing Methodist University’s systems and assets.
2. **Scope** This policy applies to all Methodist University faculty, staff, adjunct faculty, contractors, and partners who access company resources using on or of premises corporate owned devices, as well as personal Windows, macOS, and mobile devices.

### 3. Policy Statement

#### Microsoft Access

- all users must enroll in multiple forms of authentication which include password, mobile phone, and authenticator app.
- All users are required to use the Microsoft Authenticator app for token-based authentication, and users must download and install the app on their personal device.
- The authentication app must be registered and linked to the user’s university account.
- Users are responsible for ensuring their mobile device is secure and that the authentication app is not shared with others. Devices that are on an unsupported operating system, rooted, or jailbroken, cannot be used for MFA.

#### Remote Access to Internal Resources

- Remote access to on-premises Methodist University resources requires a VPN and DUO MFA license. All access to internal MU resources must be performed on a Methodist University provided device with the DUO desktop client installs, as well as the DUO Mobile client for token authorization.

### 4. Approved Authentication Apps

- Microsoft Authenticator

- DUO Mobile (for VPN access)

## **5. User Compliance**

- Users must comply with the MFA setup process as outlined in the IT department's instructions.
- Failure to comply with this policy may result in temporary suspension of account access until MFA setup is completed.

## **6. Support and Exceptions**

- Users requiring assistance with setting up the authentication app should contact the MU IT support desk.
- Exceptions to this policy may be granted on a case-by-case basis by the departmental VP and CIO.

## **7. Policy Enforcement**

- The IT department will monitor compliance with this policy.
- Any exceptions or non-compliance issues will be addressed promptly to ensure the security of corporate resources.