

## Setting up SMS authentication for external employees

The deployment of external employees working for KPN is arranged through IAM. The Supplier Manager Workforce (SMW) has the ability to add or change a mobile number for SMS verification. This instruction therefore assumes that you are the SMW of the supplier.

There are a number of options for setting up SMS verification. The most obvious option is to register the mobile number by default for SMS authentication when registering new external employees. SMS authentication is the third option in IAM under the heading Communication.

If an external employee has already been registered in IAM, the SMS verification can still be changed or added. You do this as follows:

1. Log in to IAM and go to Report -> Employees -> Search for the employee in question by entering his/her personal data -> Click on the pencil in front of the name of the resource.
2. You will now see an overview with different details about the resources' employment. Click on the green button 'Change employment data'.
3. You are now back in the screen that is also used for registering new employees. If you scroll to communication, there are three options for filling in the mobile number. Choose SMS authentication and enter the external employee's mobile number here.  
**Please note** that the mobile number must include a country code (316 for NL). The + sign is already noted in the gray box at the front of the line. So do NOT enter a + or 0 for the mobile number yourself, but always just the country code.
4. Click on Save at the bottom of the page.

Communication

E-mail supplier \*  E-mail private

Company e-mail address of the employee concerned (example: first.lastname@yourcompany.com). The employee will receive personal information about company card and authorizations at this company e-mail address

Communication e-mail address

E-mail supplier  E-mail private

Phone number  Public

Mobile number  Public

SMS authentication  Non Public

At least one of the mobile numbers must be known if any form of mobile authentication is used.

The SMS verification is now set.