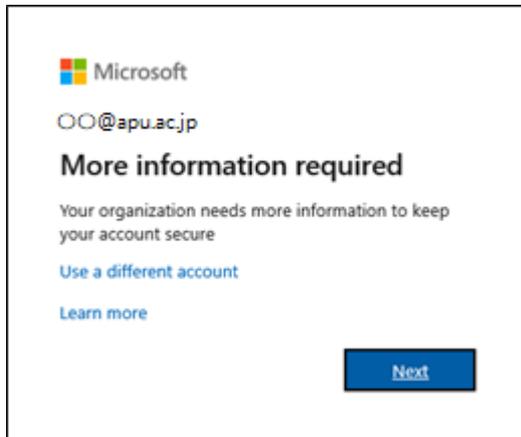


## STEP 1: Initial Setup for Multi-factor Authentication

- ① Sign in to the MFA Setup Page via your web browser (<https://aka.ms/mfasetup>).
- ② When the [More information required] box shows up, click [Next].



- ③ You will be shown the [Additional security verification] screen.
- ④ Select “Authentication Phone,” then select your country or region and enter your phone number. For [Method] select “Send me a code by text message,” then click [Next].



The first ‘0’ of your phone number is optional.

Ex: “090-XXXX-YYYY” can be entered as “090-XXXX-YYYY” or “90-XXXX-YYYY.”



If your phone cannot receive SMS text messages, select [Call me].

- ⑤ “Step 2: We’ve sent a text message to your phone at (Country/Region Code You Selected) – (Phone Number You Entered)” will pop up and an SMS text message will be sent to the phone number you entered. Enter the confirmation from the SMS message into the code entry field, then click [Verify].



If you selected “Call me” in ④ of STEP 1, take the incoming call and follow the voice instructions.

- ⑥ Once you see the “Registration complete” message, please click [Finish].



You can change your multi-factor authentication settings at any time.

## STEP 3: Signing in using MFA

After completing STEP 1, you will be able to use the service starting the next day.

If you need to sign in via MFA again, please follow the steps below.

- ① On the university's authentication page enter your ID and password, then click [Sign in].
- ② An [Enter Code] message will appear and an SMS message will be sent to the phone number you provided. Enter the confirmation code from the SMS message into the box, then click [Verify].
-  If you selected "Call me" in ④ of Step 1, take the incoming call and follow the voice instructions to sign in.