

Multi-factor Authentication: Smartphone App Initial Setup Guide (Additional) [Faculty / Students]

If you haven't set up your MFA via a phone call or SMS message yet, please refer to the Mobile Phone (TEL · SMS) Initial Setup Guide [Faculty / Students].

STEP 1: Install the Microsoft Authenticator App

- ① Install the [Microsoft Authenticator App] from the App Store or Google Play.

STEP 2: Set up Microsoft Authenticator

If you cannot access the authenticator settings page, please sign in again via (<https://aka.ms/mfasetup>). This will bring you to the authenticator page, so please follow the on-screen instructions to sign in.

- ① In the dropdown box under [What's your preferred option?] choose [Notify me through app].
Check the [Authenticator app or Token] checkbox, then click [Set up Authenticator app].

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account](#)

what's your preferred option?
We'll use this verification option by default.

Notify me through app

how would you like to respond?
Set up one or more of these options. [Learn more](#)

Authentication phone Japan (+81) 09099999999
 Office phone Select your country or region Extension
 Alternate authentication phone Select your country or region

Authenticator app or Token [Set up Authenticator app](#)

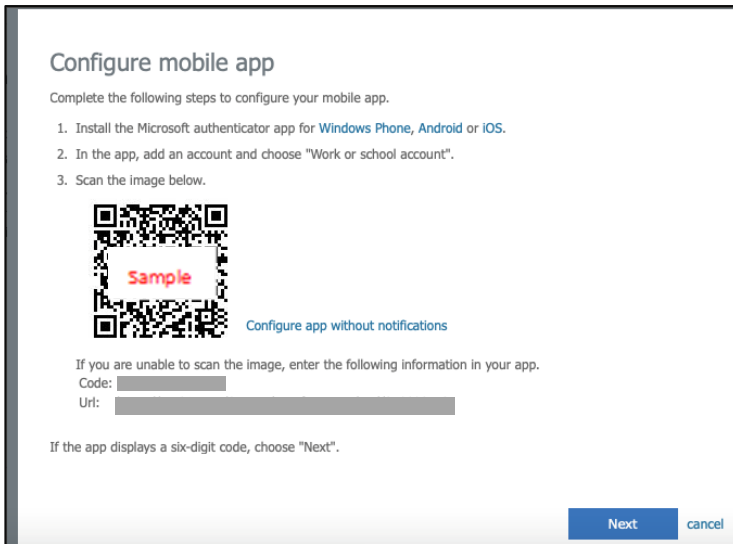
restore multi-factor authentication on previously trusted devices

Restore

Save cancel

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

- ② When you see the [Configure mobile app] screen, launch the Microsoft Authenticator app on your phone.
 - ③ In Microsoft Authenticator, tap: [Add account] > [Work or school account], then scan the QR code from the [Configure mobile app] screen on your PC.
- i** When setting up for the first time, click [Skip] until [Add account] is displayed.
* Skip [Add personal account], [Add non-Microsoft account] and [Add work account].
- i** The Microsoft Authenticator app requires permission to send notifications and access the camera.



- ④ Your account will be automatically added to Microsoft Authenticator, and a 6-digit code will be displayed.
- ⑤ On the [Configure mobile app] screen on your PC, click [Next].
- ⑥ “When “Approve sign-in?” pops up in the Microsoft Authenticator app, tap [Approve]
- ⑦ Click [X] to close your web browser.

STEP 3: Signing in using MFA

After completing STEP 2, 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 Enter your ID and password on the university’s authentication screen, and click [Sign in].
- ② An [Approve sign-in request] screen should appear, and the Microsoft Authenticator app on your device should receive a notification. Tap [Approve] in the app..