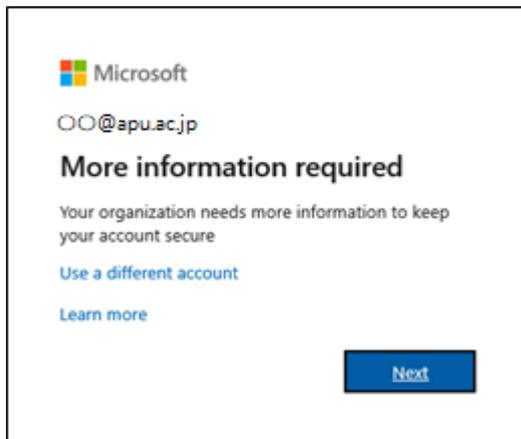


## STEP 1: Install the Microsoft Authenticator App

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

## STEP 2: Initial Setup for Multi-factor Authentication

- ① Use a web browser to sign in to the Multi-factor Authentication page (<https://aka.ms/mfasetup>).
- ② When the [More information required] box shows up, click [Next].

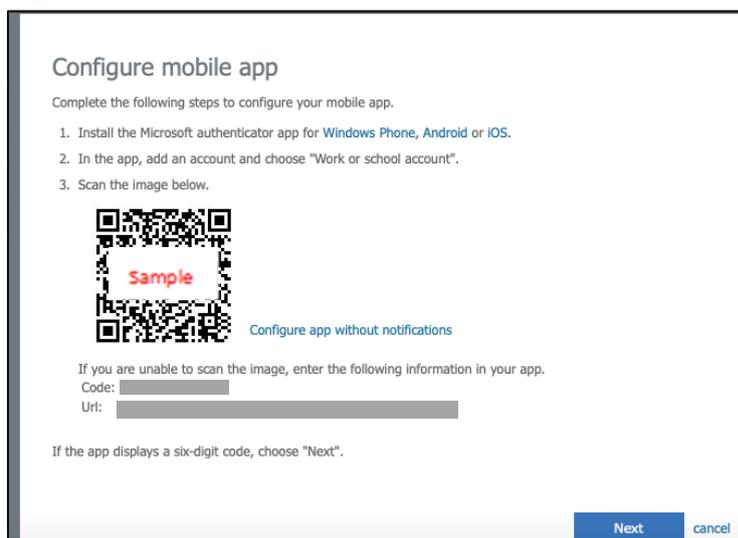


- ③ The [Additional security verification] screen should display.
  - ① The Multi-factor authentication screen should pop up. Please sign in.
- ④ Select "Mobile app." [How do you want to use the mobile app?] Select [Receive notifications for verification] then click [Set Up].
- ⑤ Launch the Microsoft Authenticator app when you see the [Configure mobile app] screen.
- ⑥ In Microsoft Authenticator, tap [Add account] > [Work or school account], then scan the QR code from the [Configure mobile app] screen displayed on your PC.

① 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].

① In order to use the Microsoft Authenticator, it needs permission for notifications and access to the camera from the app.



- ⑦ Your account will be automatically added to Microsoft Authenticator, and a 6-digit code will be displayed.
- ⑧ On the [Configure mobile app] screen on your PC, click [Next].
- ⑨ Once the [Additional security verification] screen in your web browser shows [Mobile app has been configured for notifications and verification codes] next to [Set up], click [Next].
- ⑩ When “Approve sign-in?” pops up in the Microsoft Authenticator app, tap [Approve]
- ⑪ Next, “Step 3: In case you lose access to the mobile app” should show up in your web browser on the [Additional security verification] screen. Select your [Country/Region] and enter your phone number, then click [Submit].
  - ⓘ The first ‘0’ of your phone number is optional. Ex: “090-XXXX-YYYY” can be “090-XXXX-YYYY” or “90-XXXX-YYYY.”
  - ⓘ If your phone is unable to receive telephone voice calls or SMS text messages, enter a “0” in the phone number field.
- ⑫ 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..
  - ⓘ If you selected [Authenticator app or Token] in ④ of STEP 2, you can sign in by entering the verification code displayed on the Microsoft Authenticator app.