Multi-factor Authentication: WinAuth Initial Setup Guide ［Faculty/Students］
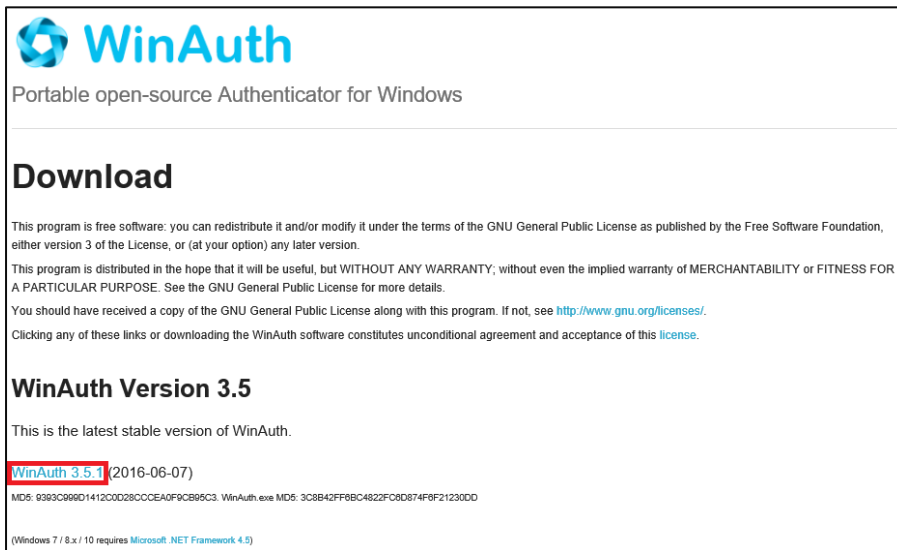
STEP 1: Install the WinAuth OTP Software

① Use a web browser to download the latest version of WinAuth (https://winauth.github.io/winauth/download.html).

② Open the downloaded zip file.

③ Move the extracted file "WinAuth.exe" to the location of your choice.

ⓘ You can also create a shortcut on the desktop.

STEP 2: 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].
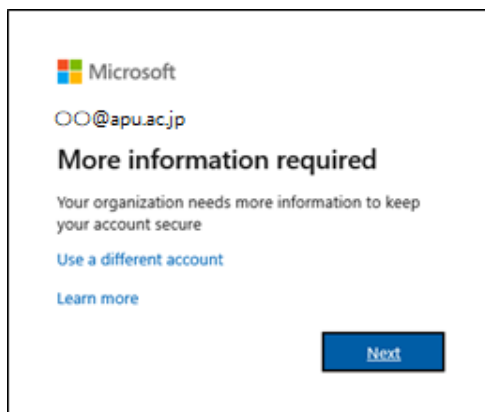

③ You will be shown the [Additional security verification] screen.

④ Select "Mobile app." [How do you want to use the mobile app?] Select [Use verification code] then click [Set Up].

⑤   On the [Configure mobile app] screen click [Configure app without notifications].
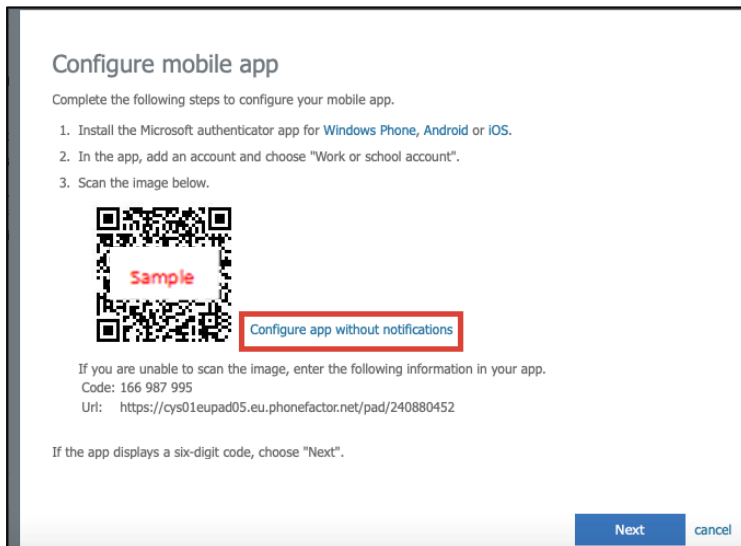
⑥   You should see your Account Name and Secret Key on the [Configure mobile app] screen.

⑦   Launch WinAuth.exe from the location in Step 1, then click [Add] --> [Microsoft]

⑧   Enter the information as shown below on WinAuth's [Microsoft Authenticator] screen, then click [Verify Authenticator].

Name:APU

Enter the Secret Key in the field below: Copy-and paste the Secret Key from ⑥
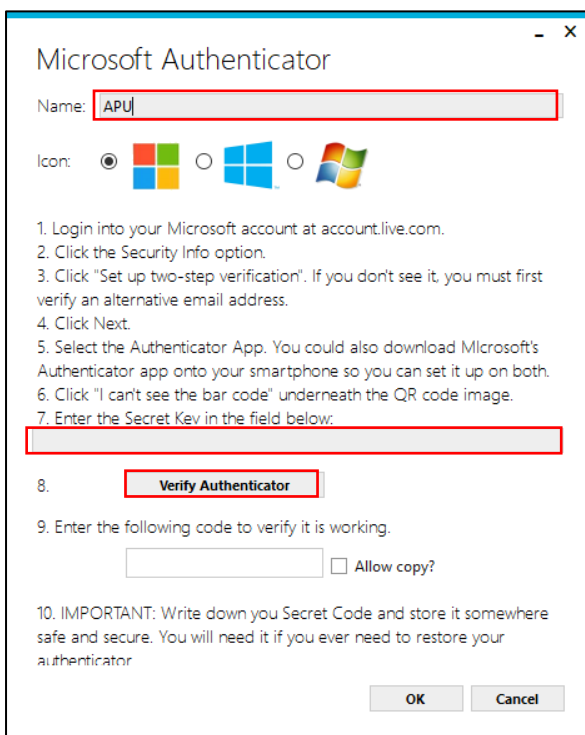
⑨   A 6-digit number should appear in [9. Enter the following code to verify it is working] of your WinAuth's [Microsoft Authenticator] screen, then go back to the [Configure Mobile App] page of your web browser and click [Next]

⑩   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].

⑪   Your web browser should now say "Step 2: Please type the code displayed on your authenticator app from your device." Enter the 6-digit number from ⑨ into the [Additional Security Verification] screen, then click [Verify].

⑫ 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].

> (i) The first '0' of your phone number is optional. Ex: "090-XXXX-YYYY" can be "090-XXXX-YYYY" or "90-XXXX-YYYY."

> (i) If your phone is unable to receive telephone voice calls or SMS text messages, enter a "0" in the phone number field.

⑬ On WinAuth's "Microsoft Authenticator" screen, click [OK].

⑭ When the WinAuth "Protection" screen displays, check both [Encrypt to only be useable on this computer] and [And only by the current user on this computer], then click [OK].

> (i) To set up WinAuth with a startup password, check [Protect with my own password] (checked by default), then enter a password of your choice in [Password]. To confirm your password, type this password into [Verify].
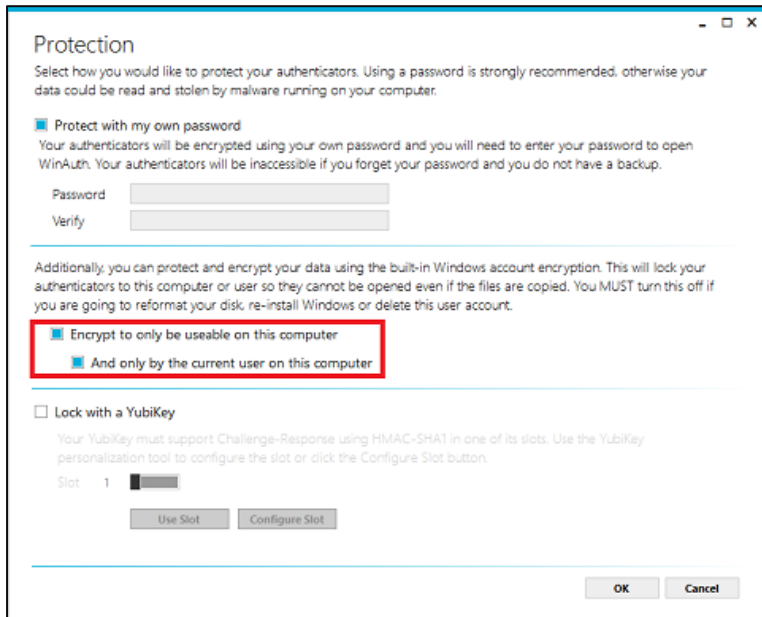
⑮ Right-click the WinAuth screen and click [Auto Refresh].
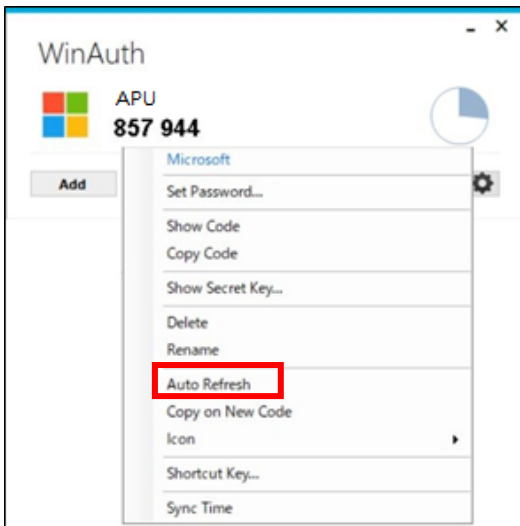
⑯ Click [X] to close your web browser.

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   Launch WinAuth.

②   Using a web browser, enter your ID and password on the university's authentication screen, then click [Sign in].

③   Once [Enter code] is displayed in your web browser, enter the 6-digit number displayed in WinAuth, then click [Verify].