

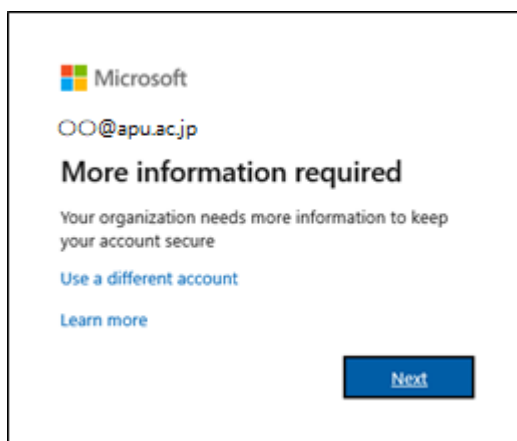
STEP 1: Install the OTP Manager Software

- ① Install the OTP Manager software from the Mac App Store.

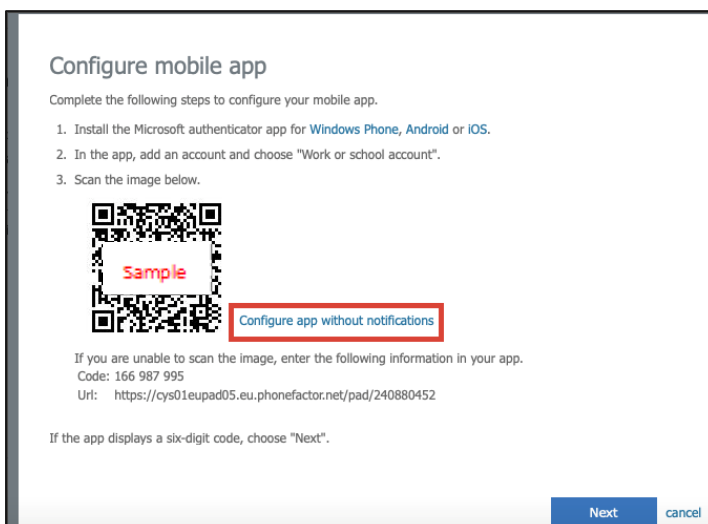


STEP 2: Setup Multi-factor Authentication (MFA)

- 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 OTP Manager.
- ⑧ In OTP Manager, click [Add your first account].
- ⑨ Fill out OTP Manager's [Add new One Time Password Entry] screen as shown below, then click [Save].

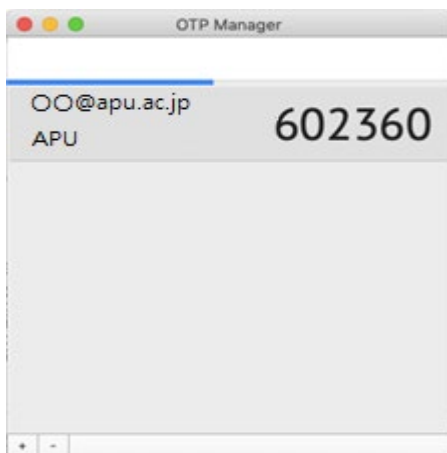
Issuer: APU

Username: < Your email address >

OTP Secret: < Your Secret Key from Step ⑥ >

Add new One Time Password Entry

- ⑩ In your web browser click [Next] on the [Configure mobile app] screen.
- ⑪ 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].
- ⑫ 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 your OTP Manager into the [Additional Security Verification] screen, then click [Verify].



- ⑬ 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 entered as "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.
- ⑭ 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 OTP Manager.
- 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 OTP Manager, then click [Verify].