Multi-Factor Authentication: Smartphone App Initial Setup Guide

This is a manual for installing and setting up Microsoft Authenticator on your smartphone.This manual uses **a PC and a smartphone**.

## STEP.1 Install the Microsoft Authenticator App

Operating on a smartphone

❶ Install the [Microsoft Authenticator] app from the App Store or Google Play.

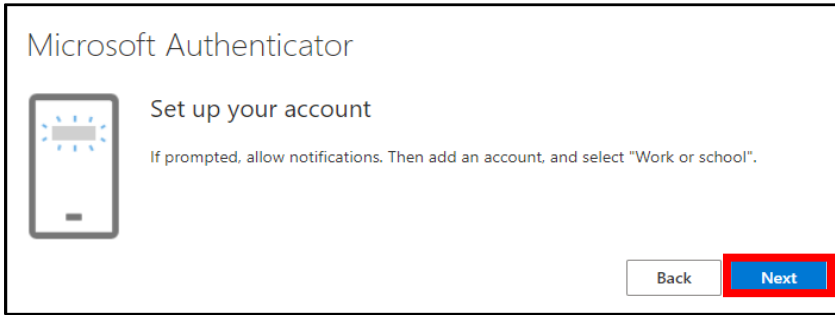## STEP.2 Initial Setup for Multi-Factor Authentication

Operating on a computer

❶ Using a web browser to sign in to the Multi-Factor Authentication page **(https://aka.ms/mfasetup)** with your APU email address and password.

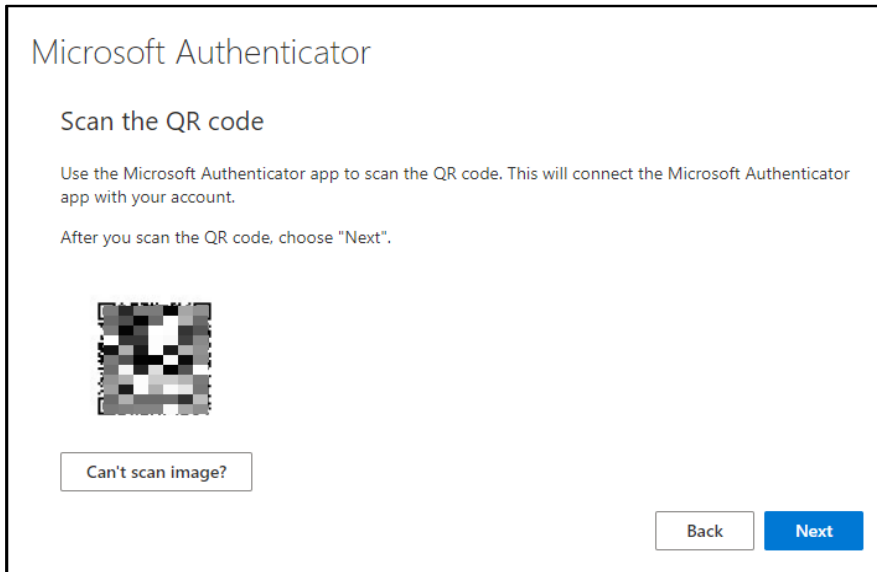❷ When the [More information required] screen shows up, click [Next].
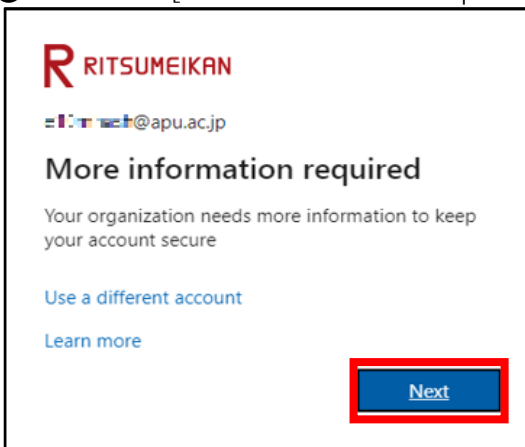
❸ When the [Start by getting the app] screen appears, **click [Next] as the app has already been obtained in STEP.1 of this manual.**
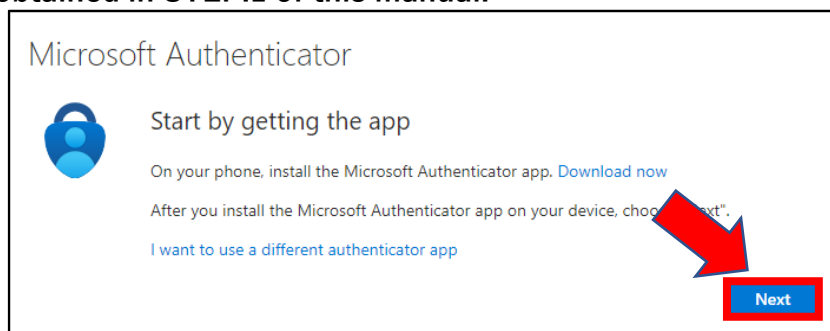
❹ When the [Set up your account] screen shows up, click [Next].

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back   **Next**

❺ Display the [Scan the QR code] screen.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?
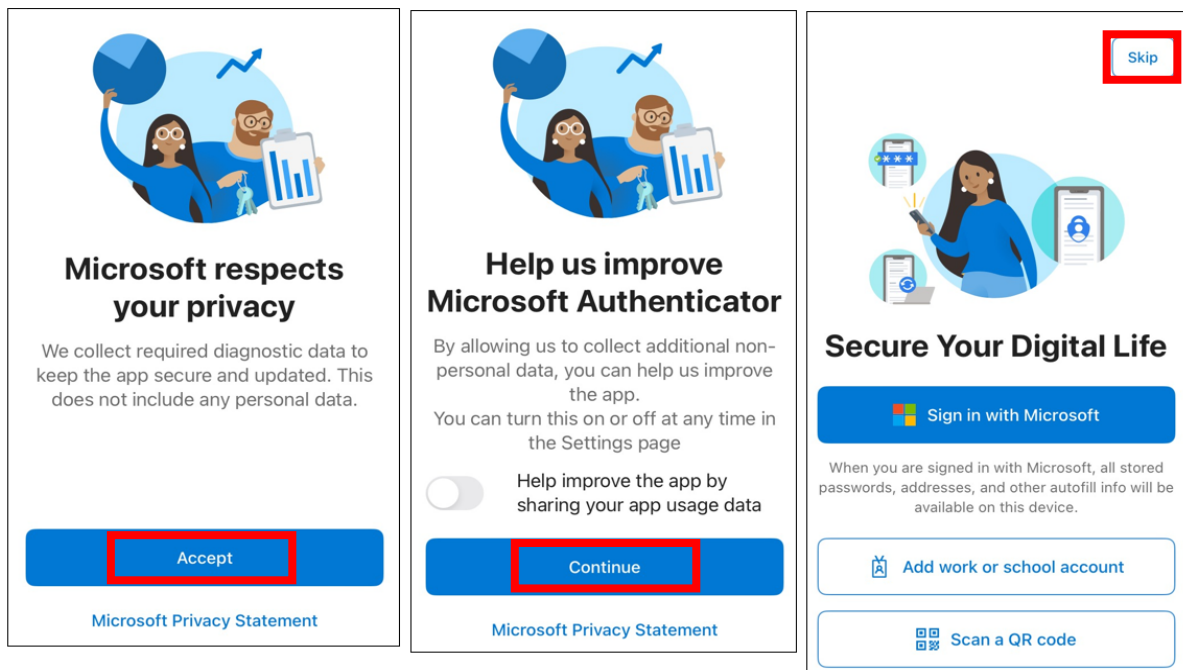
Back   Next

❻ Launch Microsoft Authenticator, [Add account] > [Work or school account] >Tap [Scan QR code] and read the QR code on the screen in step ❺.
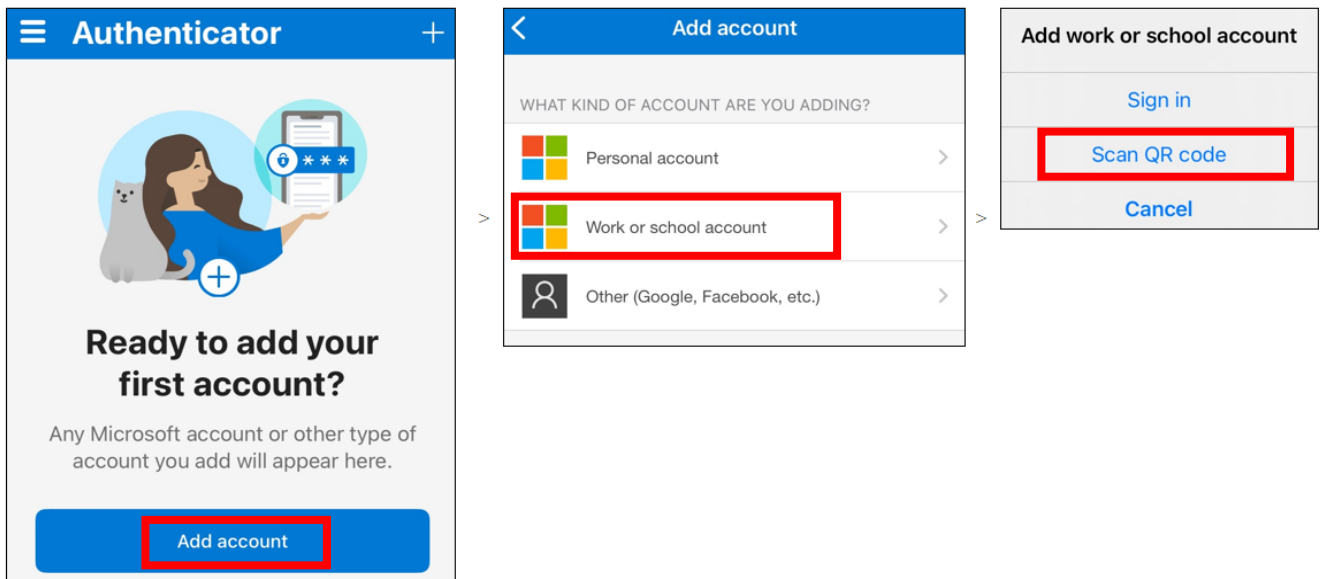
❗If the following screen is displayed when you start up for the first time, tap [Accept], [Continue], and [Skip] until the [Add Account] button appears.
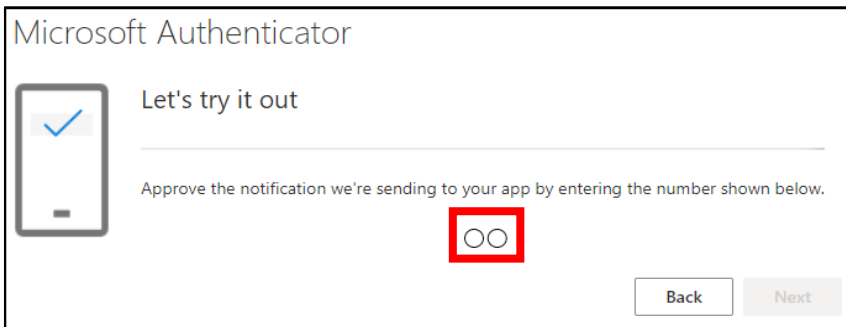

❗In order to use the Microsoft Authenticator, it needs permission for notifications and access to the camera from the app.

❼ Verify that your APU account has been added to Microsoft Authenticator.

❽ Click [Next] on the [Scan the QR code] screen, and the [Let's try it out] screen will appear. Verify that a 2-digit number is displayed.
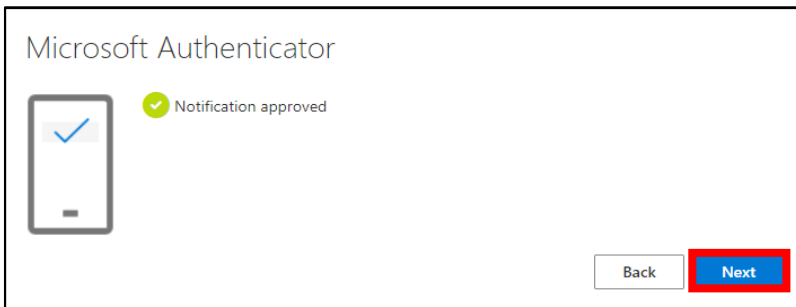
Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

OO

Back   Next

❾ When Microsoft Authenticator displays the message [Are you trying to sign in?], enter the two-digit number shown on the screen in ❽ and tap [Yes].
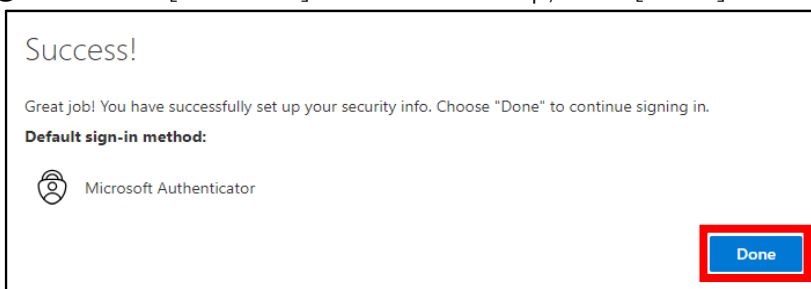
Are you trying to sign in?
学校法人立命館
■■■■■■@apu.ac.jp

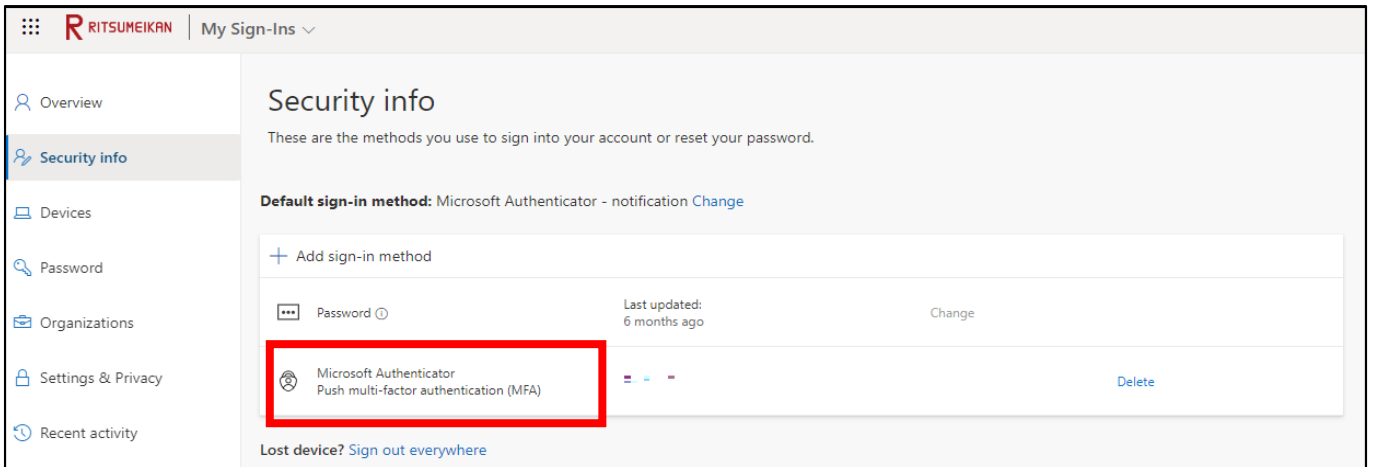Enter the number shown to sign in.

OO

No, it's not me   Yes

❿ Click [Next] on the [Let's try it out] screen, and when you see [Notification approved], click [Next].

⓫ When the [Success!] screen shows up, click [Done].

⓬ On the [Security info] screen, make sure Microsoft Authenticator is added as a sign-in method.

⓭ Click [X] to close your web browser.

STEP.3 How to sign in after initial settings

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.

Multi-Factor Authentication is required when signing in from an off-campus network such as at home, a public Wi-Fi network, or a mobile phone network.

❶ Enter your APU email address and password on the university's authentication screen, and click [Sign in].

❷ A two-digit number will be displayed on the [Approve sign in request] screen.
Enter the number into the Microsoft Authenticator of the device you set up, and then tap [Yes].
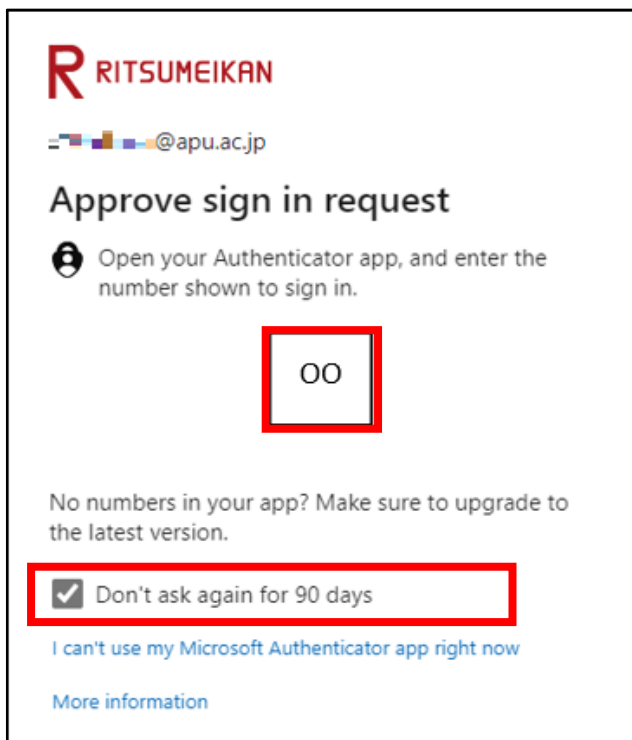
📍You can remember Multi-Factor Authentication information as follows.
・Web browser: 90 days if you check [Don't ask again for 90 days] when signing in.
・Desktop application: One-time authentication for a long period of time regardless of the above
*Some desktop applications behave the same as web browsers