

Multi-Factor Authentication: Smartphone App Additional Setup Guide

This is a manual for those who have already set up an authentication method other than Microsoft Authenticator and want to add Microsoft Authenticator. Install Microsoft Authenticator on your smartphone and add the settings. This manual will show you how to set it up using **a PC and smartphone**.

STEP.1 Install the Microsoft Authenticator App

Operating on a smartphone

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

STEP.2 Add Microsoft Authenticator as an authentication method

Operating on a computer

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

You will be asked to authenticate your device if it has already been set up, so please authenticate based on your settings. (The image below is an example of when your phone number has already been set up.)

The image displays two sequential screenshots of the Ritsumeikan Multi-Factor Authentication setup process, connected by a right-pointing arrow.

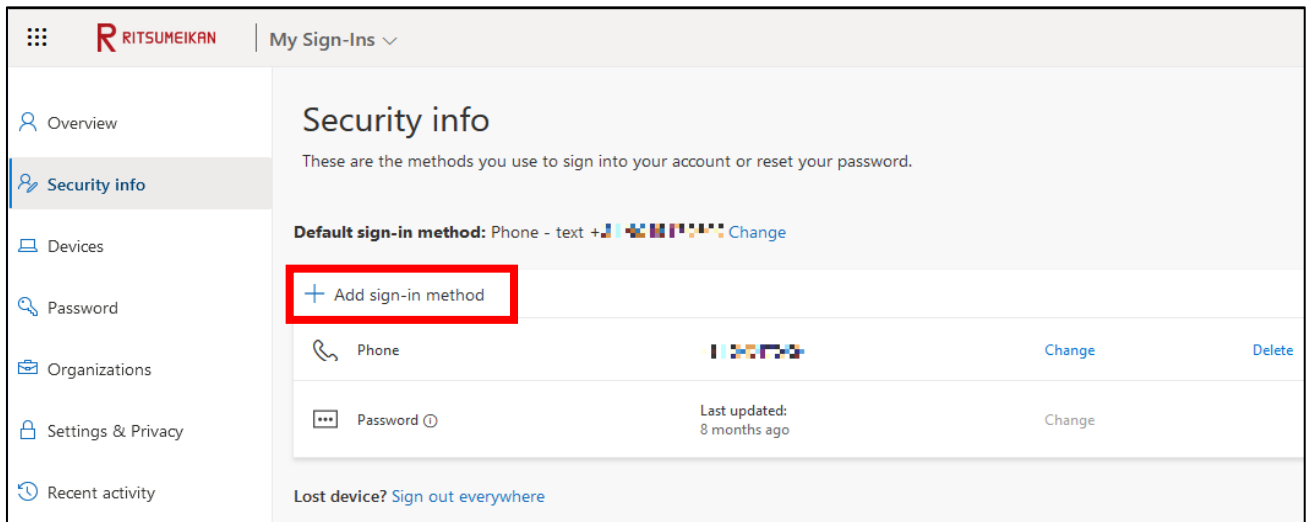
Left Screenshot: Verify your identity

- Header: R RITSUMEIKAN
- Email: @apu.ac.jp
- Title: Verify your identity
- Options:
 - Text +XX XXXXXXXXXX
 - Call +XX XXXXXXXXXX
- Link: [More information](#)
- Text: Are your verification methods current? Check at <https://aka.ms/mfasetup>
- Button: Cancel
- Footer: Having trouble signing in?
 - [Ritsumeikan University](#)
 - [Ritsumeikan Asia Pacific University](#)
 - [Affiliate Schools](#)

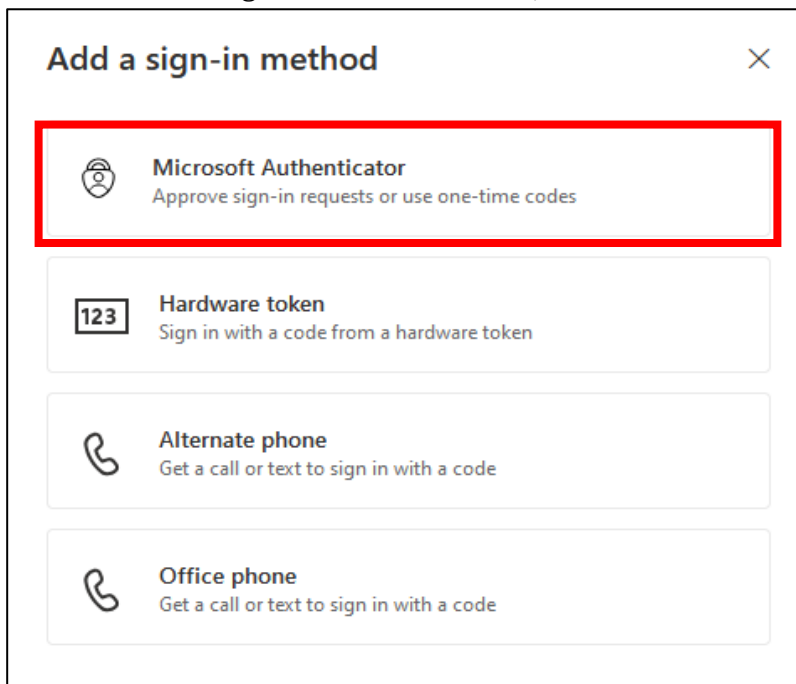
Right Screenshot: Enter code

- Header: R RITSUMEIKAN
- Email: @apu.ac.jp
- Title: Enter code
- Text: We texted your phone +XX XXXXXXXXXX. Please enter the code to sign in.
- Input: Code
- Checkbox: ☒ Don't ask again for 90 days
- Text: Having trouble? [Sign in another way](#)
- Link: [More information](#)
- Button: Verify (highlighted with a red box)
- Footer: Having trouble signing in?
 - [Ritsumeikan University](#)
 - [Ritsumeikan Asia Pacific University](#)
 - [Affiliate Schools](#)

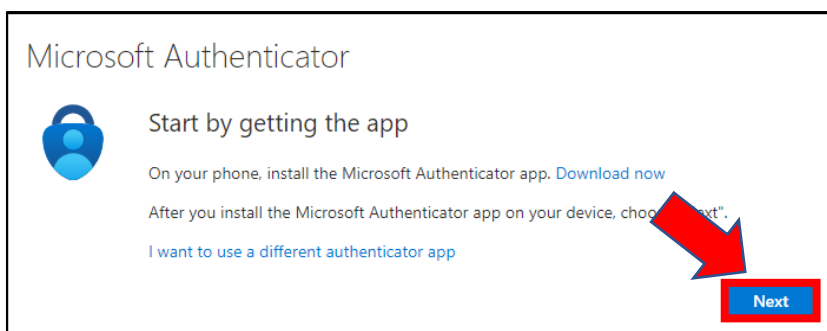
② The [Security info] screen will open, so click [+ Add a sign-in method].



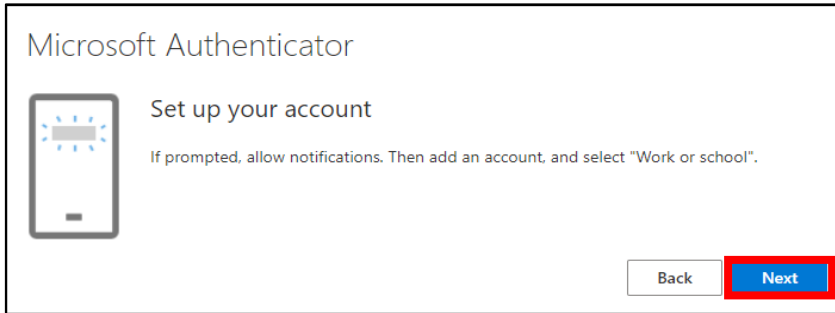
③ On the [Add a sign-in method] screen, click [Microsoft Authenticator].



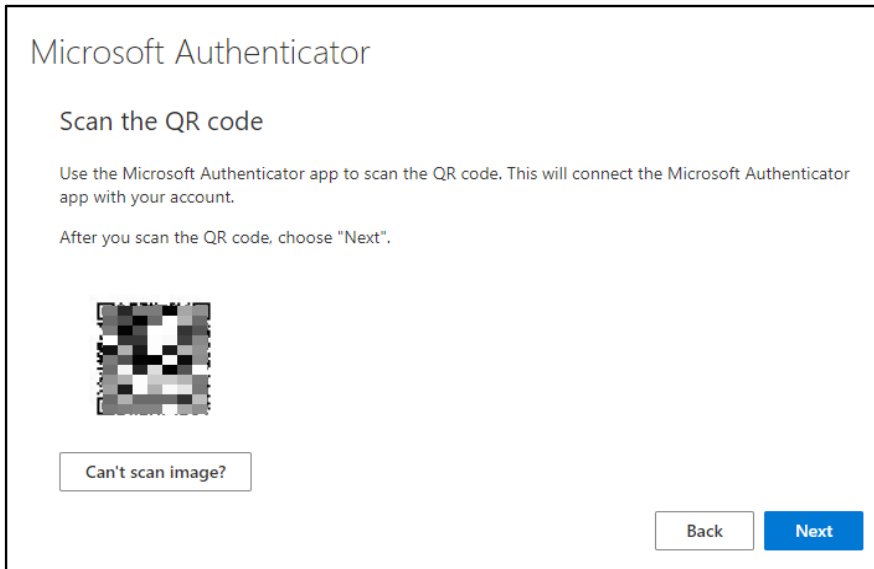
④ When the [Start by getting the app] screen appears, **click [Next]** as the app has already been obtained in STEP.1 of this manual.



- ⑤ When the [Set up your account] screen appears, click [Next].

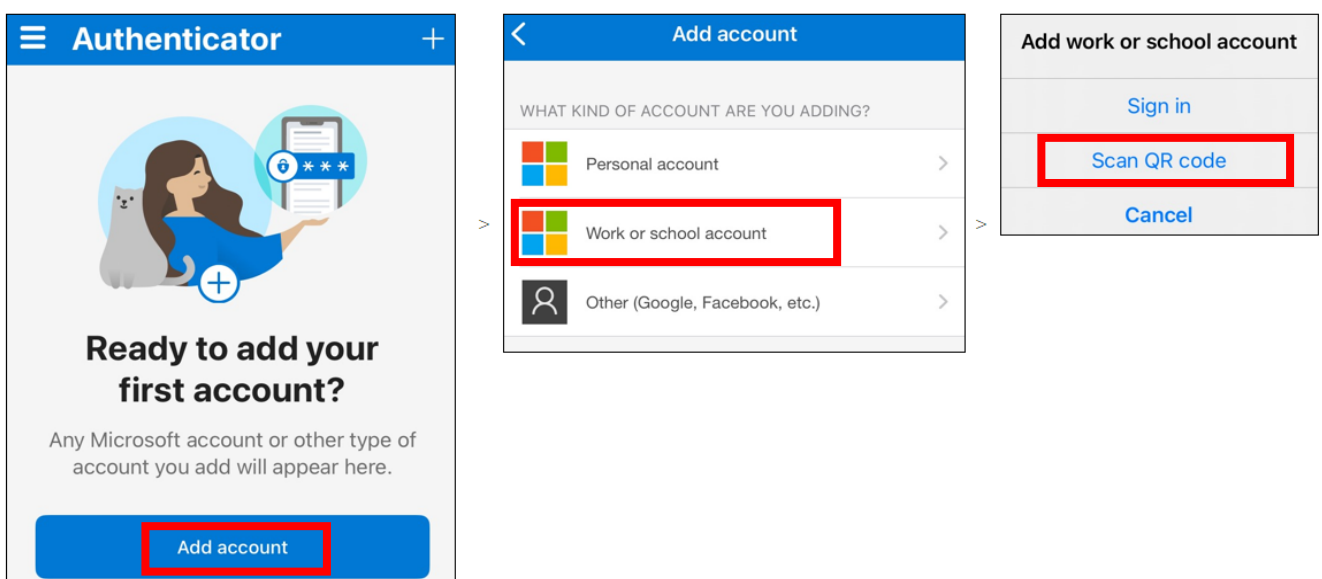


- ⑥ Display the [Scan the QR code] screen.

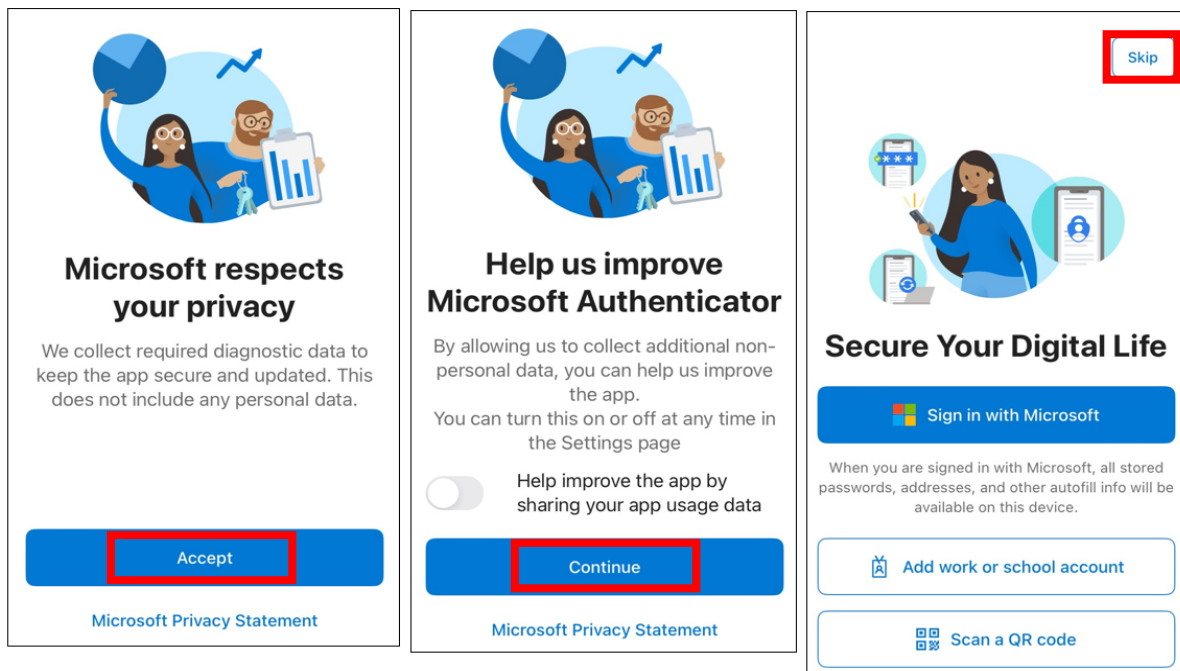


Operating on a smartphone

- ⑦ Launch Microsoft Authenticator, [Add account] > [Work or school account] > Tap [Scan QR code] and read the QR code on the screen in step ⑥.



❗ 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.



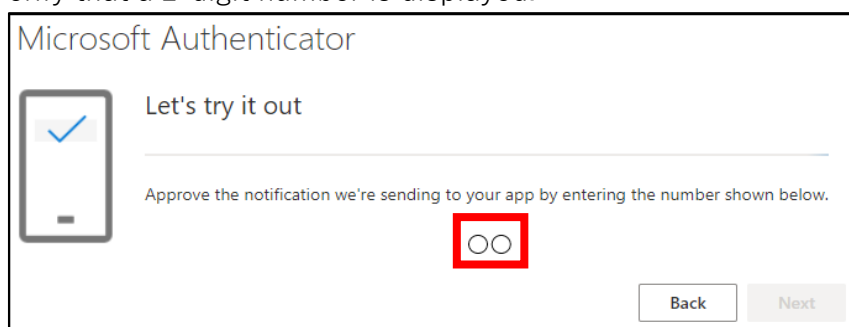
❗ In order to use the Microsoft Authenticator, it needs permission for notifications and access to the camera from the app.

- ⑧ Verify that your APU account was automatically added to Microsoft Authenticator.



Operating on a computer

- ⑨ 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.



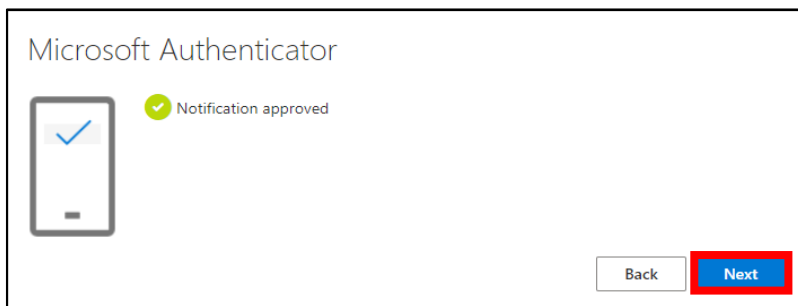
Operating on a smartphone

- ⑩ When Microsoft Authenticator displays the message [Are you trying to sign in?], enter the two-digit number shown on the screen in ⑨ and tap [Yes].

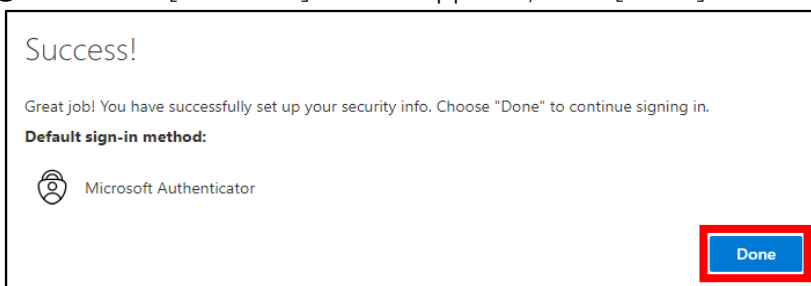


Operating on a computer

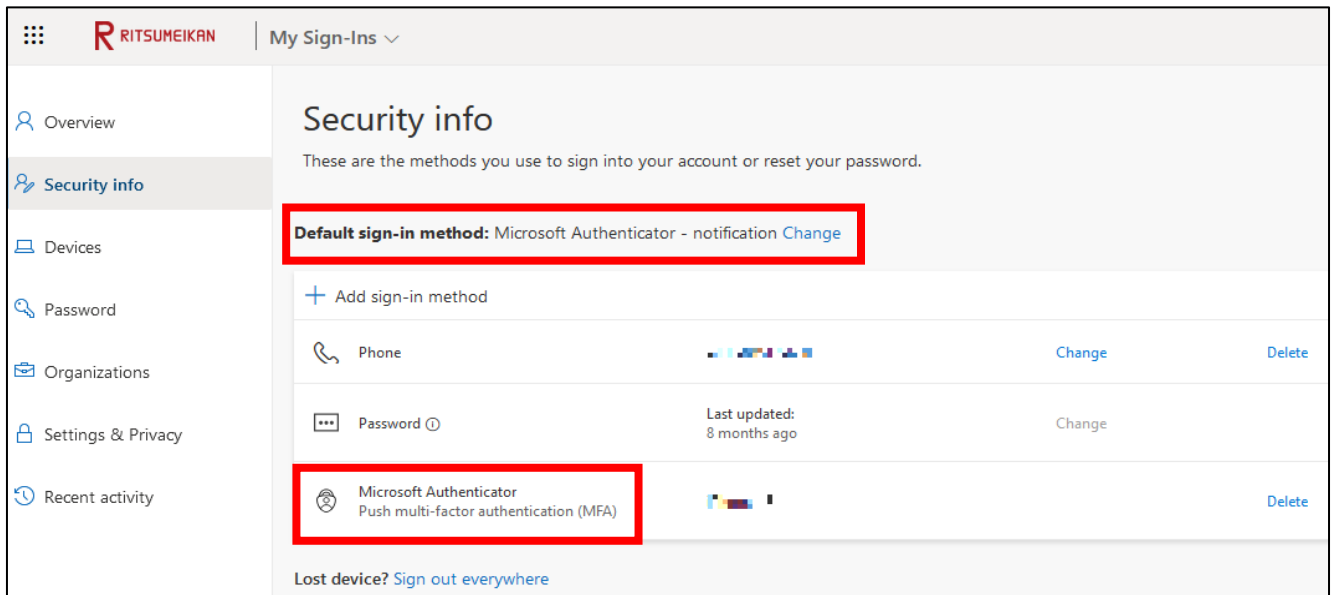
- ⑪ Click [Next] on the [Let's try it out] screen, and when you see [Notification approved], click [Next].



- ⑫ When the [Success!] screen appears, click [Done].



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



! To reduce security risks, we recommend using an authentication app. Make sure your default sign-in method is set to Microsoft Authenticator.

- 14 Click [X] to close your web browser.

STEP.3 How to sign in using Microsoft Authenticator

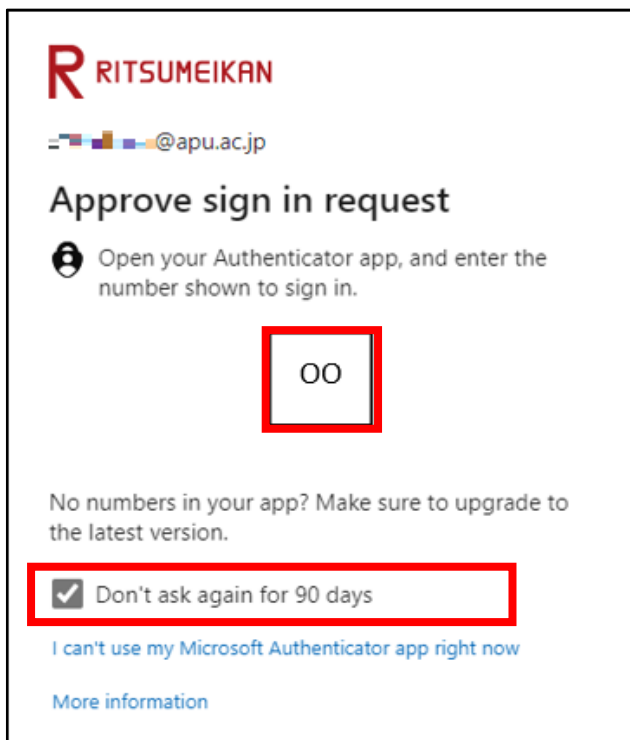
If you are prompted for multi-factor authentication, try signing in using the following methods

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