## 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 **only use your smartphone** for the settings.

### STEP.1 Install the Microsoft Authenticator App

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

## STEP.2 Add Microsoft Authenticator as an authentication method

### Web Browser

Using your smartphone's web browser to sign in to the Multi-Factor Authentication page (<u>https://aka.ms/mfasetup</u>) with your APU email address and password.

login.microsoftonline.com
Microsoft
Sign in
Email, phone, or Skype
No account? Create one!
Can't access your account?
Next
C Sign-in options



https://aka.ms/mfasetup

2 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.)

RITSUMEIKAN	RITSUMEIKAN	
Verify your identity	Enter code	
Text +XX XXXXXXXX	We texted your phone +XX XXXXXXXXI. Please enter the code to sign in.	
Call +XX XXXXXX In More information Are your verification methods current? Check at https://aka.ms/mfasetup Cancel	Code  Code  Don't ask again for 90 days  Having trouble? Sign in another way  More information  Verify	
Having trouble signing in? Ritsumeikan University Ritsumeikan Asia Pacific University Affiliate Schools	Having trouble signing in? Ritsumeikan University Ritsumeikan Asia Pacific University Affiliate Schools	

**3** The [Security info] screen will open, so tap [+ Add a sign-in method].



**4** On the [Add a sign-in method] screen, tap [Microsoft Authenticator].



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



On the [Set up your account in the app] screen, tap [**Pair your account to the app by clicking this** link].

≡ See	curity Info
Sec	urity info
These or res	Microsoft × Authenticator
Defai Chang	Set up your account in the app Vhen finished, come back to this setup xperience.
8	Pair your account to the app by clicking this link.
	Show QR code Back Next
Lost d	evice? Sign out everywhere

Open in "Authenticator"?] will be displayed, so tap [Open].

ator"?	
Cancel	Open
	ator"? Cancel

#### Microsoft Authenticator

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

■ Authenticator	Q +
学校法人立命館	>
	88
Authenticator	<b>使</b> 証済み ID

PIf the following screen is displayed when you start up for the first time, tap [Accept], [Continue], and [Skip].



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

### Web Browser

**9** Return to the browser screen and tap [Next].



Make sure the two-digit number is displayed on the [Let's try it out] screen, and tap the [Approve sign-in?] notification from Microsoft Authenticator.

•	TIME SENSITIVE Approve sign-in?	now
= Sec	urity info	
These or res Defai Chang	Microsoft × Authenticator Let's try it out	ount
+ &	Approve the notification we're sending to your app by entering the number shown below.	
•••	Back Next	
Lost de	Change evice? Sign out everywhere	

#### **Microsoft Authenticator**

(1) When Microsoft Authenticator asks [Are you trying to sign in?], enter the number shown on the screen in (1) and tap [Yes].



Web Browser

When you see the message [Notification approved], tap [Next].



When [Microsoft Authenticator app was successfully registered] is displayed, it is complete.Make sure you have Microsoft Authenticator 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.

# 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.

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

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].

= <b>Tele</b> apu.ac.jp
Approve sign in request
Open your Authenticator app, and enter the number shown to sign in.
00
No numbers in your app? Make sure to upgrade to the latest version.
🗹 Don't ask again for 90 days
I can't use my Microsoft Authenticator app right now More information

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