

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.

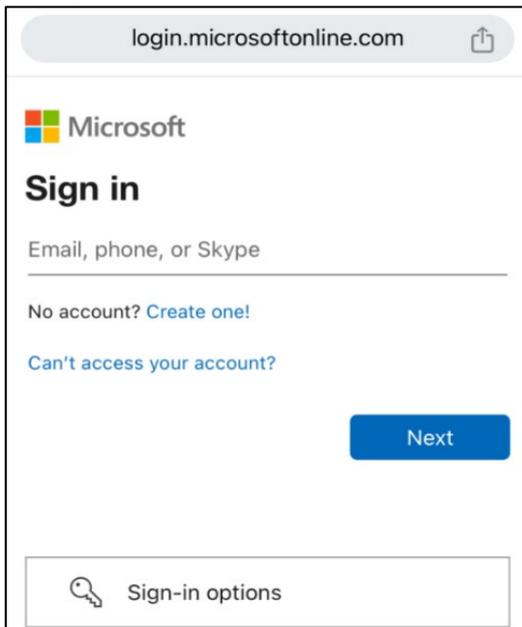
STEP.1 Install the Microsoft Authenticator App

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

STEP.2 Add Microsoft Authenticator as an authentication method

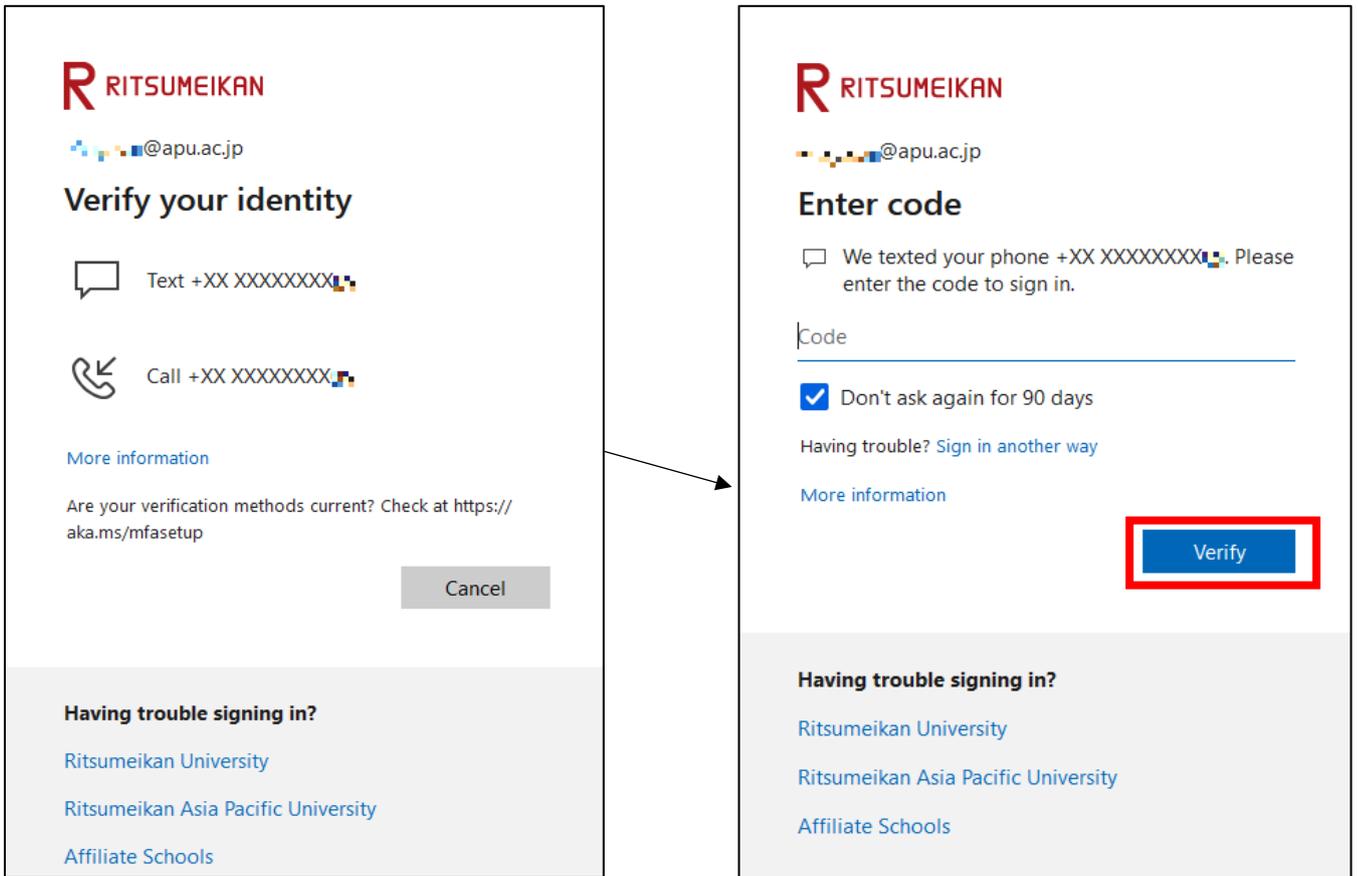
Web Browser

- 1 Using your smartphone's 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.

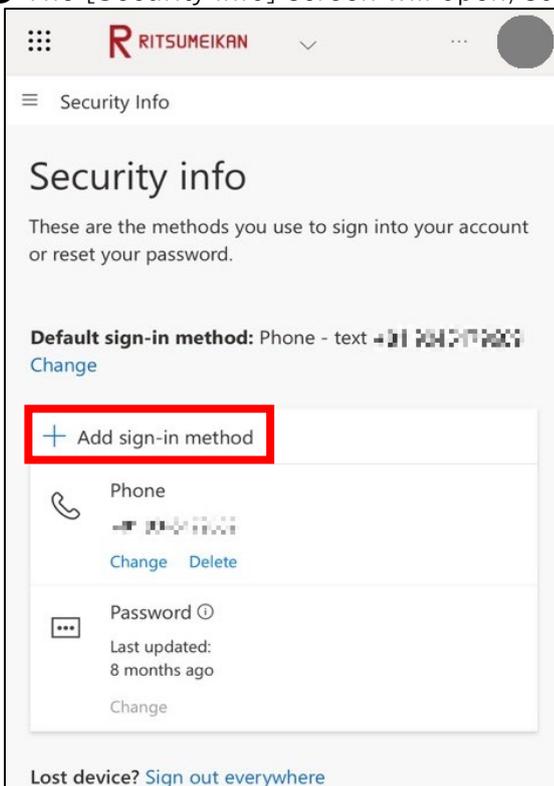


<https://aka.ms/mfasetup>

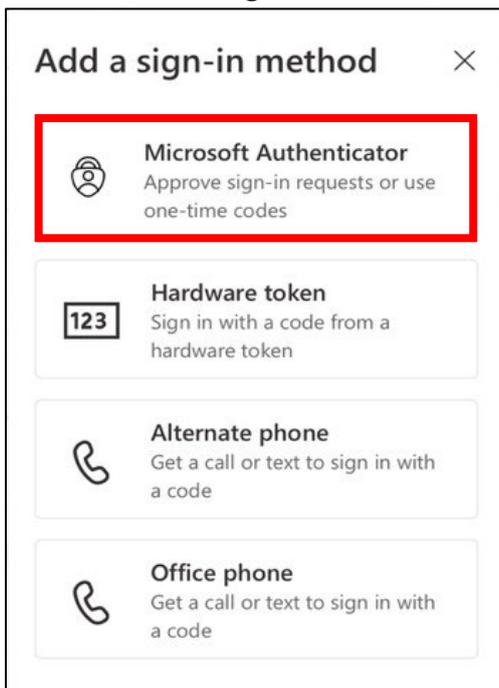
② You will be asked to authenticate your device if it has already been set up, so please authenticate based on your settings. (The image below is an example of when your phone number has already been set up.)



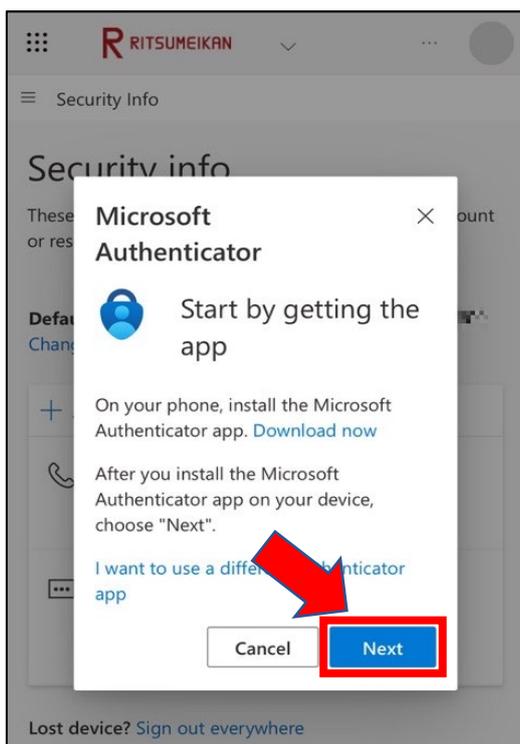
③ The [Security info] screen will open, so tap [+ Add a sign-in method].



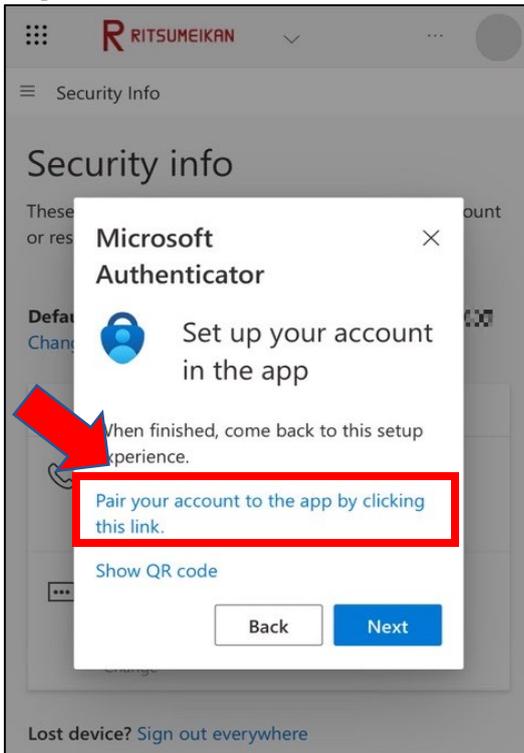
4 On the [Add a sign-in method] screen, tap [Microsoft Authenticator].



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



- ⑥ On the [Set up your account in the app] screen, tap [**Pair your account to the app by clicking this link**].



- ⑦ [Open in "Authenticator"?] will be displayed, so tap [Open].

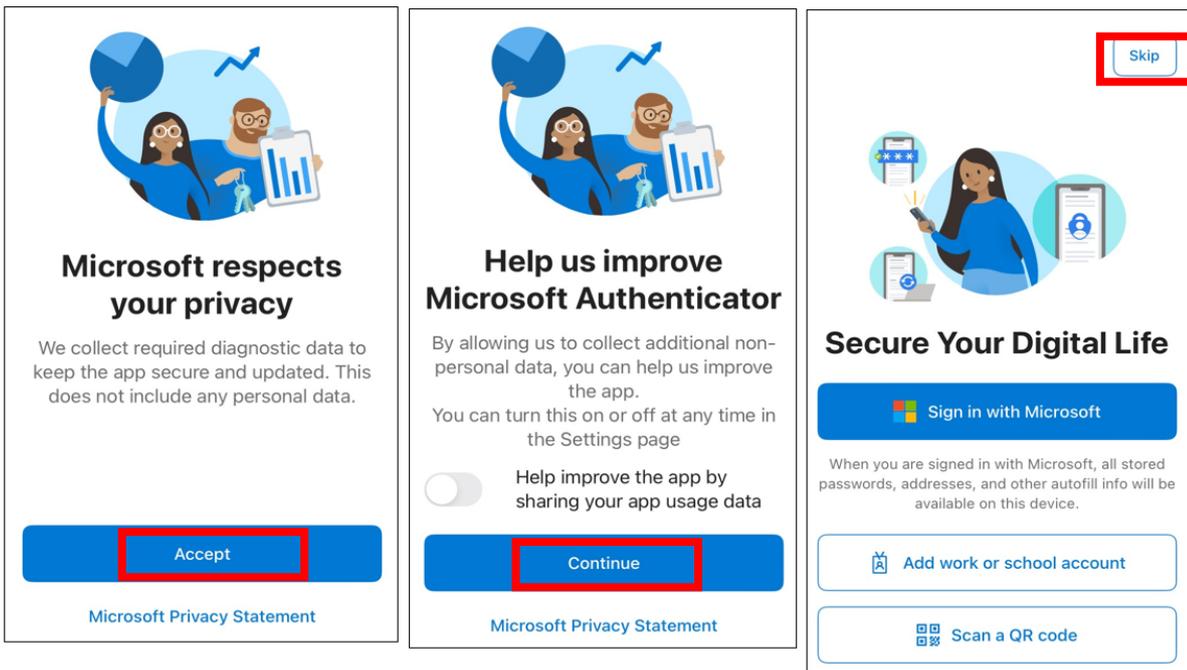


Microsoft Authenticator

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



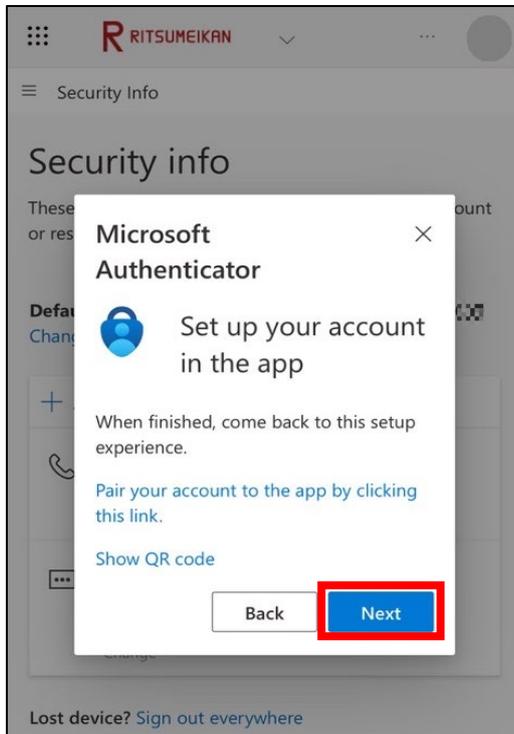
⚠ If the following screen is displayed when you start up for the first time, tap [Accept], [Continue], and [Skip].



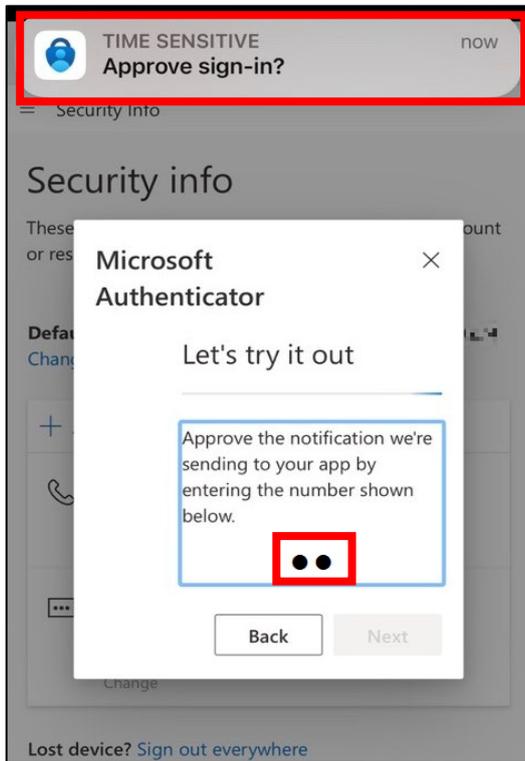
⚠ In order to use the Microsoft Authenticator, it needs permission for notifications and access to the camera from the app.

Web Browser

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

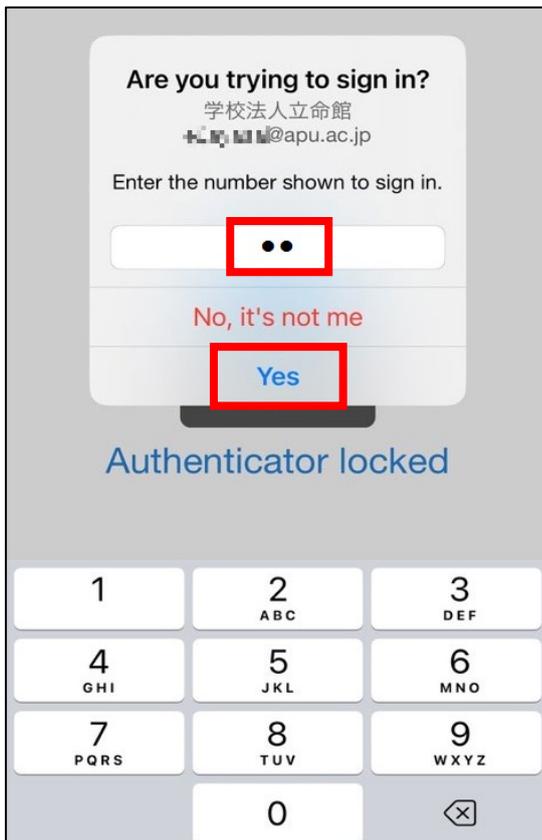


- 10 Make sure the two-digit number is displayed on the [Let's try it out] screen, and tap the [Approve sign-in?] notification from Microsoft Authenticator.



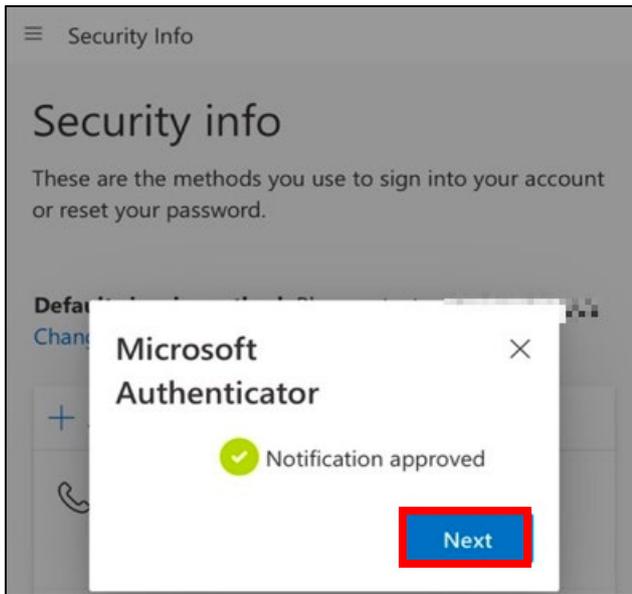
Microsoft Authenticator

- 11 When Microsoft Authenticator asks [Are you trying to sign in?], enter the number shown on the screen in 10 and tap [Yes].



Web Browser

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



- 13 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

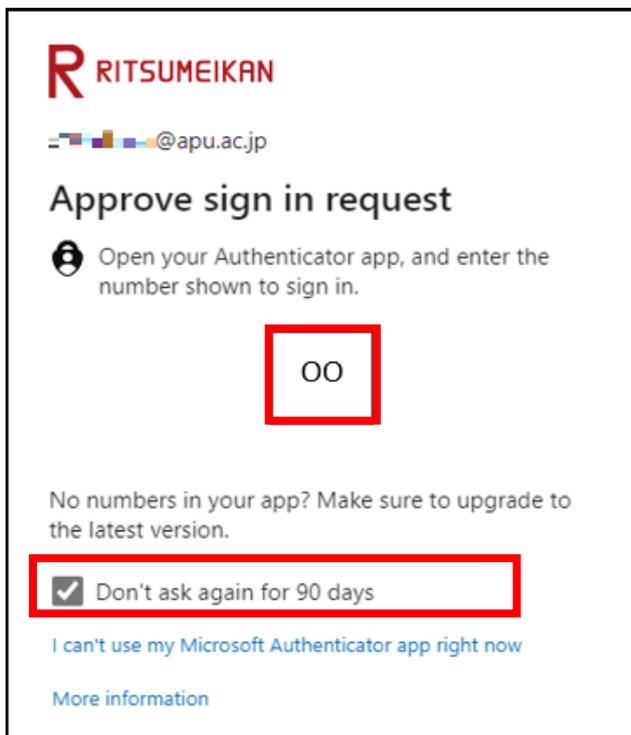
If you are prompted for Multi-Factor Authentication, try signing in using the following methods.

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.

① Enter your APU email address and password on the university's Authentication screen, and click [Sign in].

② 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