Multi-factor Authentication: Smartphone App Initial Setup Guide

STEP 1: Install the Microsoft Authenticator App

Operating on a smartphone

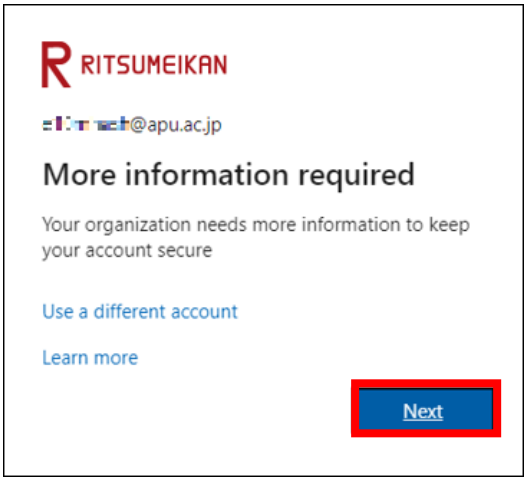
❶ Install the [Microsoft Authenticator App] from the App Store or Google Play.

STEP 2: Initial Setup for Multi-factor Authenticatior

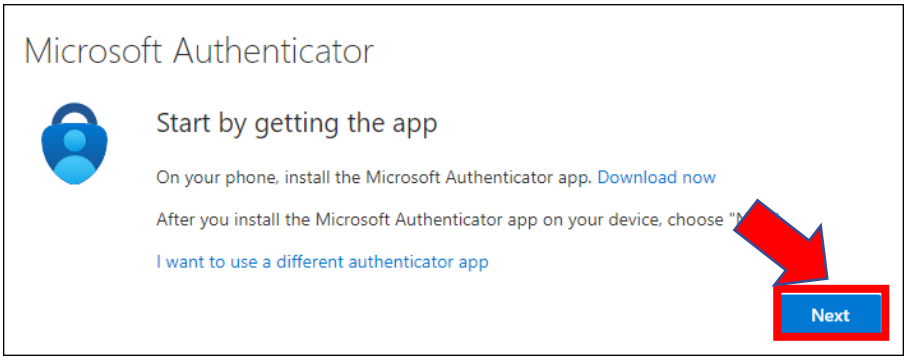
Operating on a computer

❶ Use a web browser to sign in to the Multi-factor Authentication page (https://aka.ms/mfasetup).

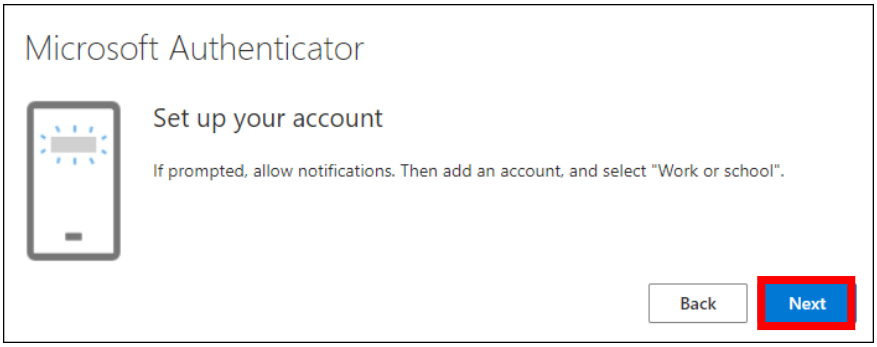
❷ When the [More information required] box shows up, click [Next].



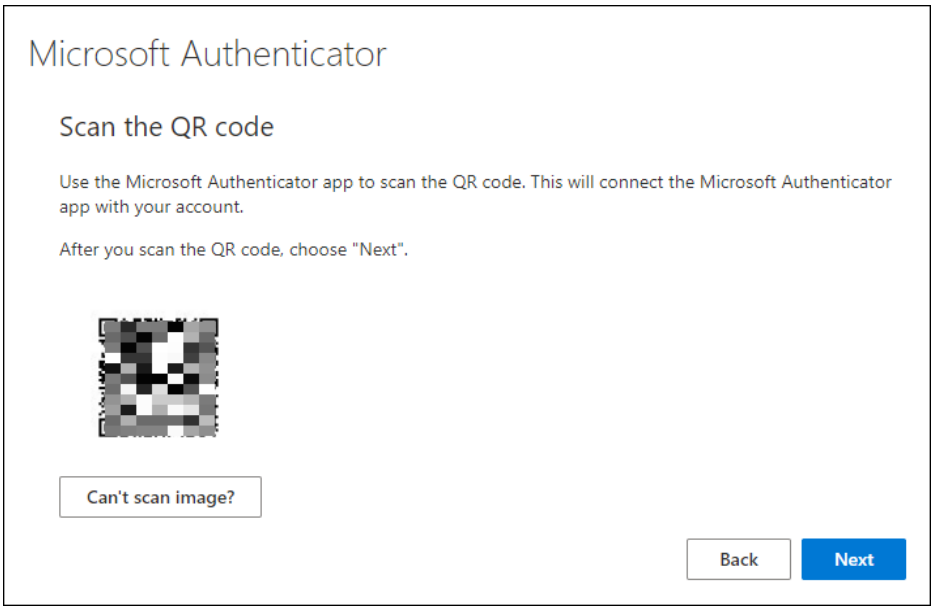
❸ When the [Start by getting the app] screen appears, **click [Next] as the app has already been obtained in STEP 1 of this manual.**



❹ When the [Set up your account] box shows up, click [Next].

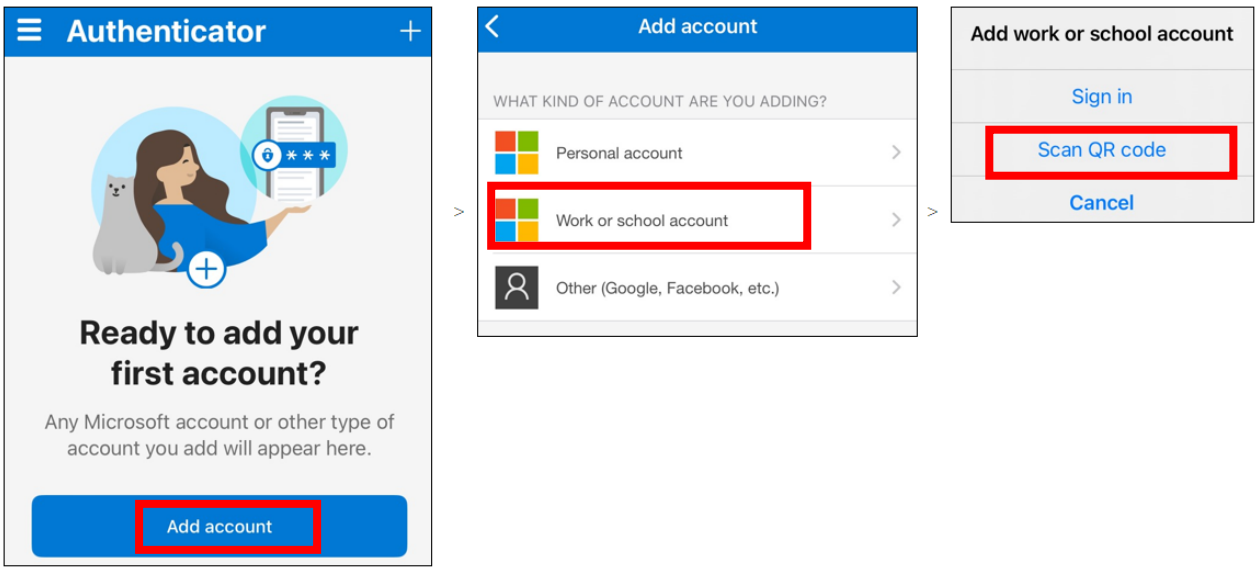


❺ Display the [Scan the QR code] box.

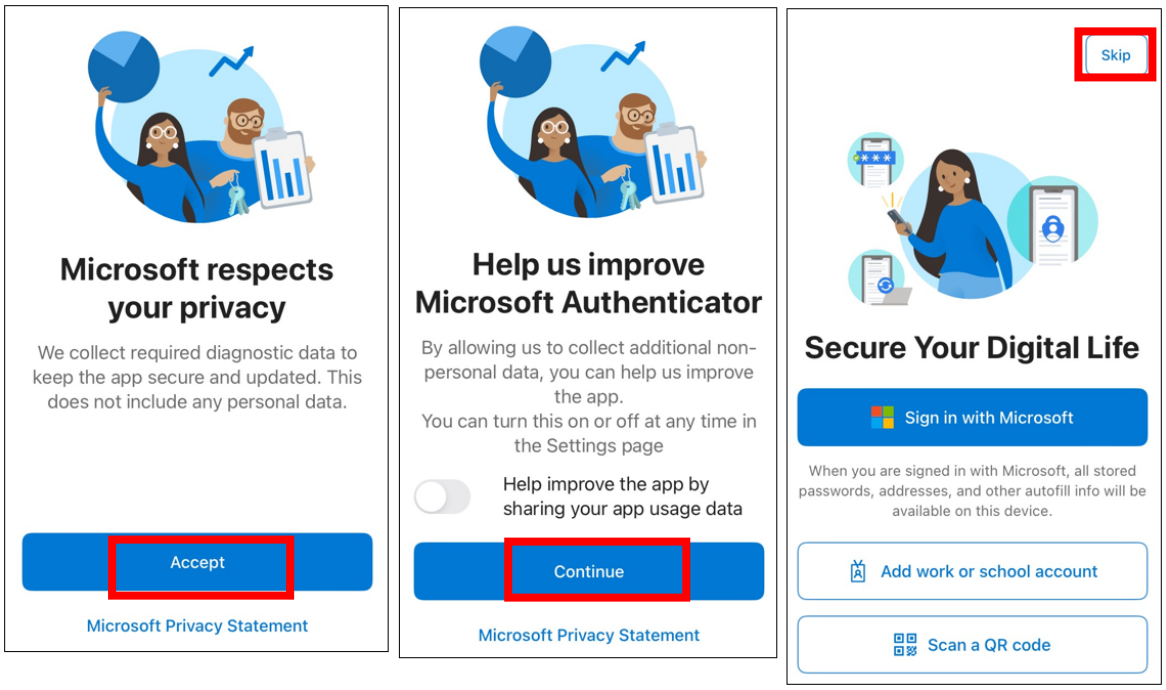


Operating on a smartphone

❻ Open Microsoft Authenticator, tap [Add account] > [Work or school account] > [Scan QR code] and scan 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.

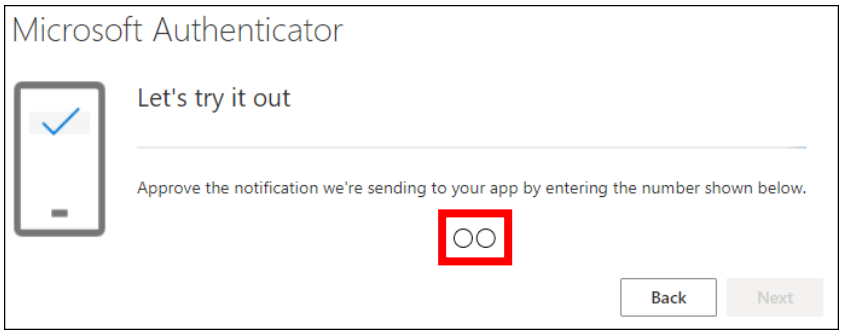


ⓘ In order to use the Microsoft Authenticator, permission is required for notifications from the app and access to the camera from the app.

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

Operating on a computer

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

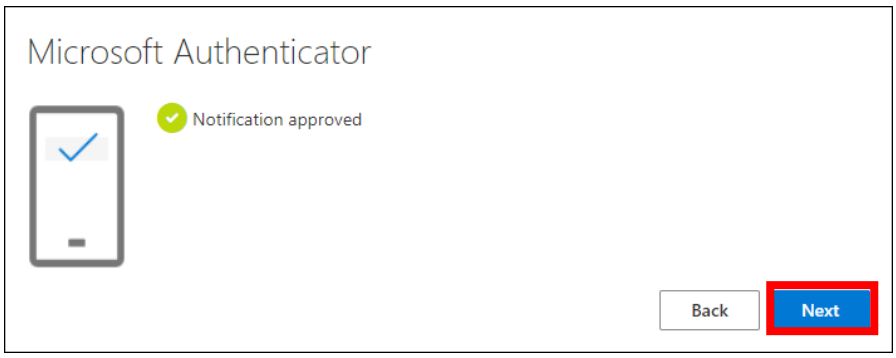


Operating on a smartphone

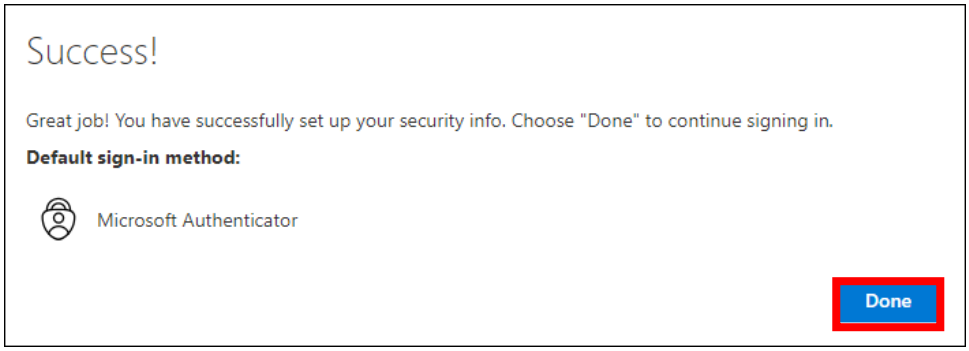
❾ When [Are you trying to sign in?] appears on Microsoft Authenticator,
enter the number on the screen in ❽ and tap [Yes].

Operating on a computer

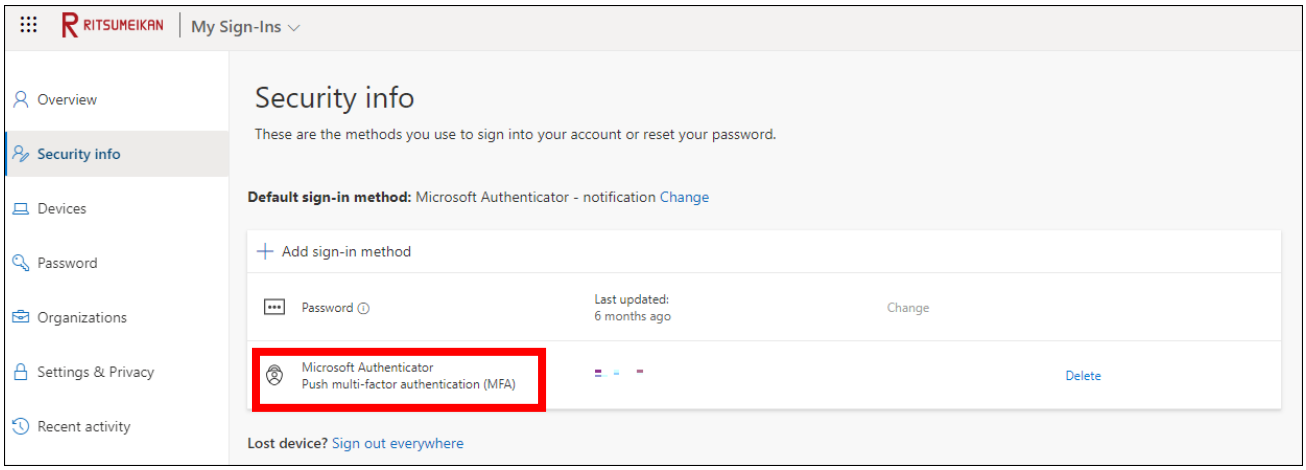
❿ Click [Next] on the [Let's try it out] box, and when [Notification approved] is displayed, click [Next].



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



⓬ If Microsoft Authenticator is added as a sign-in method on the [Security Info] screen, the setup is complete.



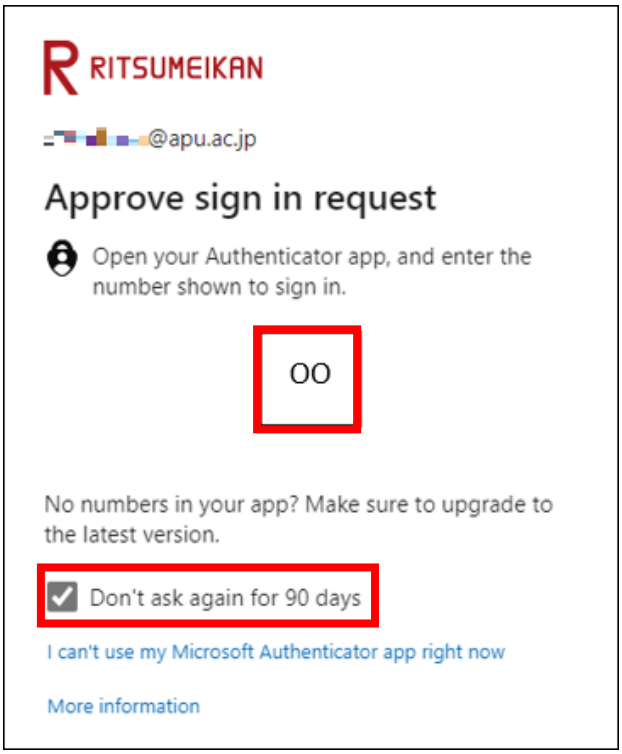
⓭ Click [X] to close your web browser.

STEP 3: Signing in using MFA

After completing the tasks in STEP 2, MFA will be required by the following day.
If MFA is requested, please follow the steps below.

❶ Enter your ID 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 save Multi-factor Authentication information as follows.

- Web browser: 90 days if you check the box for "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