How to Check Completion of Multi-Factor Authentication(MFA) set-

up

- 1. Access to the Microsoft portal and log in with your APU email address and password. https://portal.office.com/
- 2. View account

Click the account icon in the bottom left of the screen > click [View account].



3. Security info

Click on [Security info] at the left column. You can see if your settings have been completed. In the picture below, a phone number and the Microsoft Authenticator have been registered.

A Overview	Security info				
𝒫 Security info	These are the methods you use to sign in	These are the methods you use to sign into your account or reset your password.			
😐 Devices	Default sign-in method: Microsoft Authen	nticator - notification Change			
🔍 Password	+ Add sign-in method				
🖻 Organizations	📞 Phone	ALCONTRACTOR OF	Change	Delete	
A Settings & Privacy	••• Password ①	Last updated: 9 months ago	Change		
Necent activity	Microsoft Authenticator Push multi-factor authentication (MFA)	Page 14		Delete	
	Lost device? Sign out everywhere				

*You may be presented with an authentication step before accessing this page.