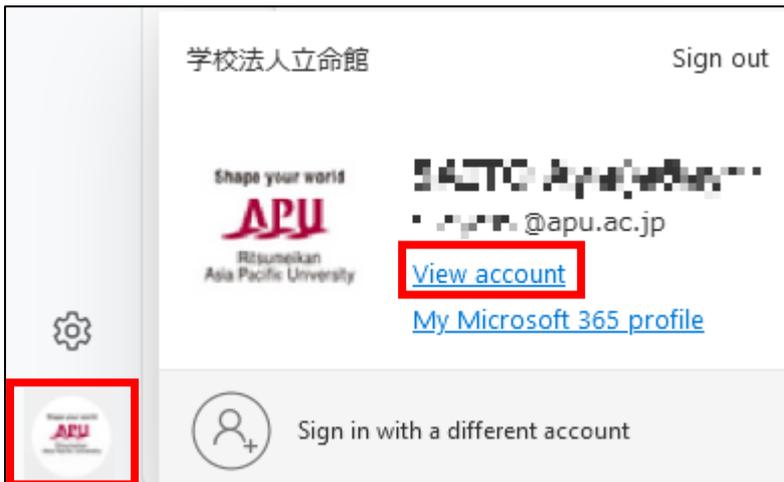


# How to Check Completion of Multi-Factor Authentication(MFA) set-up

1. Access to the Microsoft portal and log in with your APU email address and password.  
<https://portal.office.com/>

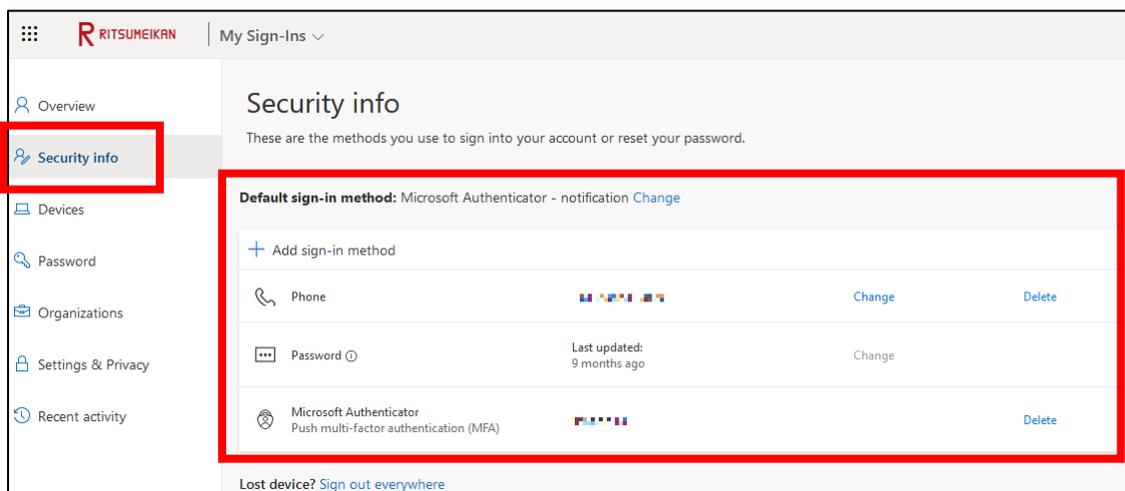
2. View account

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.



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