

Multi-Factor Authentication: WinAuth Initial Setup Guide

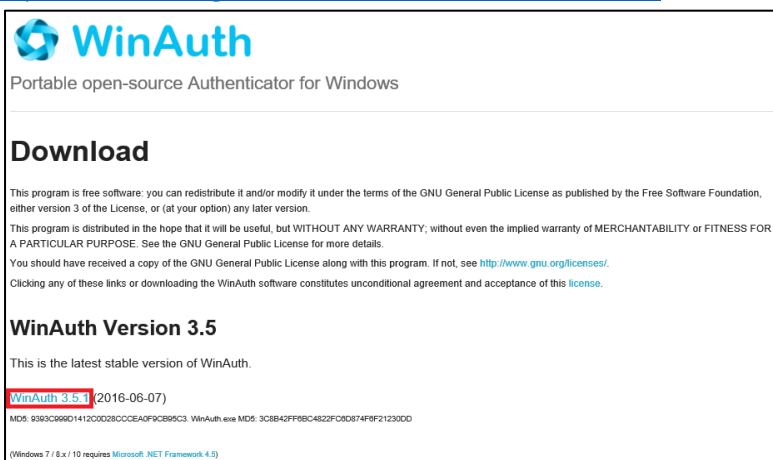
This is a manual for installing and configuring WinAuth on a Windows PC.

STEP.1 Install the WinAuth OTP Software

Web Browser

- 1 Use a web browser to download the latest version of WinAuth.

<https://winauth.github.io/winauth/download.html>

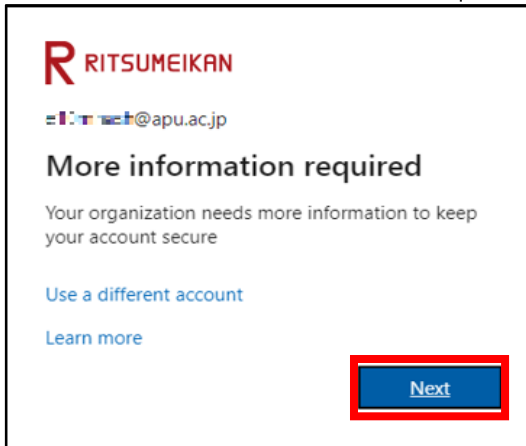


- 2 Open the downloaded zip file.
- 3 Move the extracted file [WinAuth.exe] to the location of your choice.
 - ! You can also create a shortcut on the desktop.

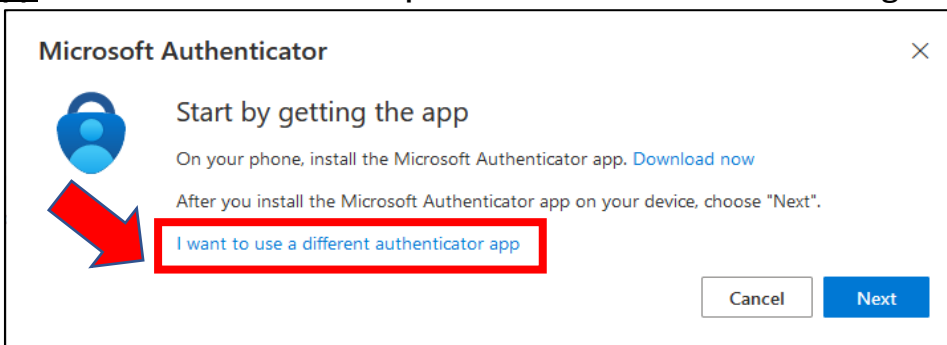
STEP.2 Initial Setup for Multi-Factor Authenticator

Web Browser

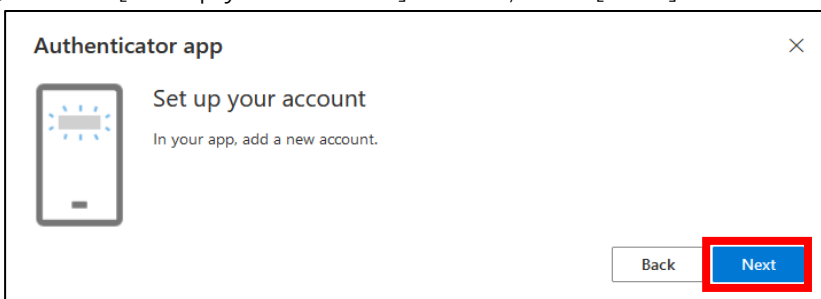
- 1 Using a web browser to sign in to the [Multi-Factor Authentication page](https://aka.ms/mfasetup) (<https://aka.ms/mfasetup>) with your APU email address and password.
- 2 When the [More information required] screen appears, click [Next].



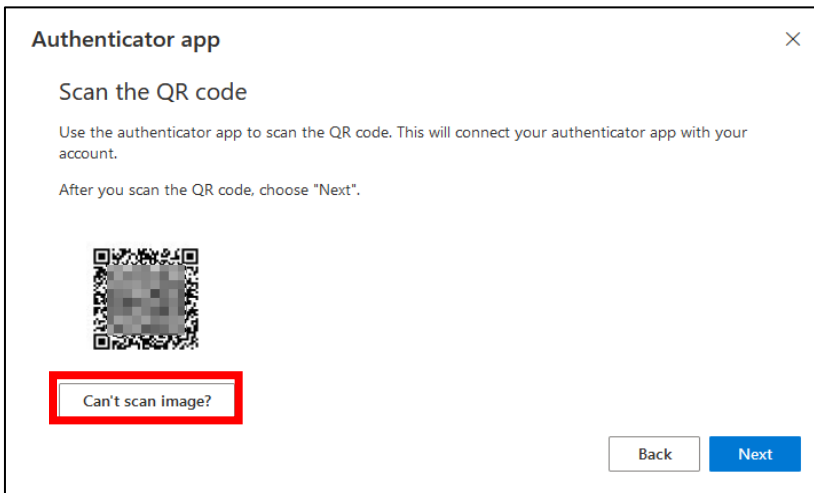
- 3 When the [Start by getting the app] screen appears, click [**I want to use a different authentication app**] as this manual will set up the authentication method using WinAuth.



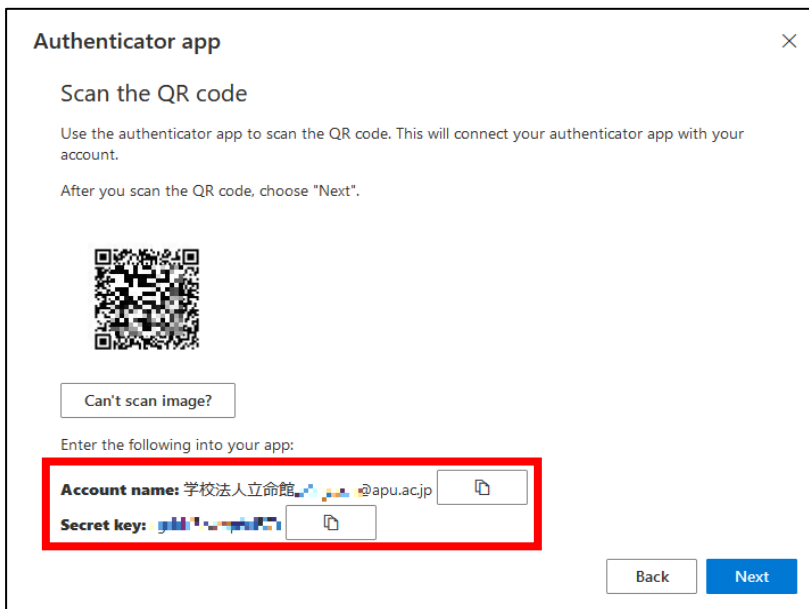
- 4 On the [Set up your account] screen, click [Next].



5 On the [Scan the QR code] screen click [Can't scan image?].

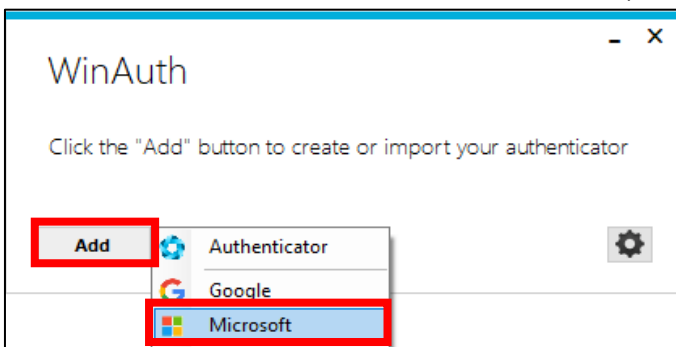


6 Your [Account name] and [Secret key] will be displayed, so copy the [Secret Key].

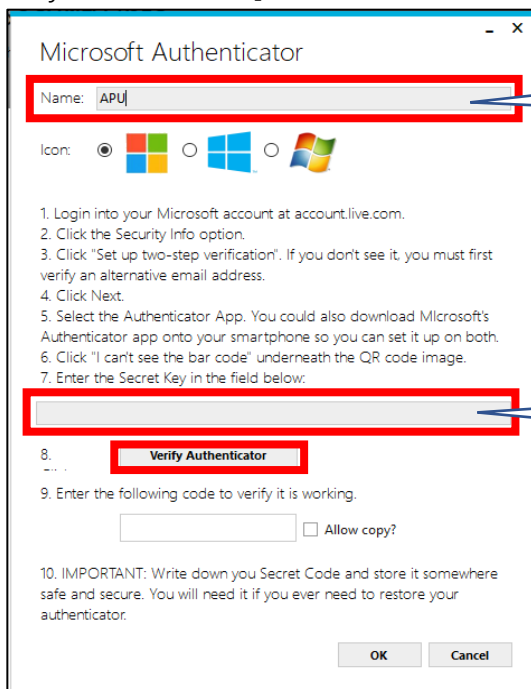


WinAuth

7 Launch WinAuth.exe from the location in Step.1, then click [Add] --> [Microsoft].



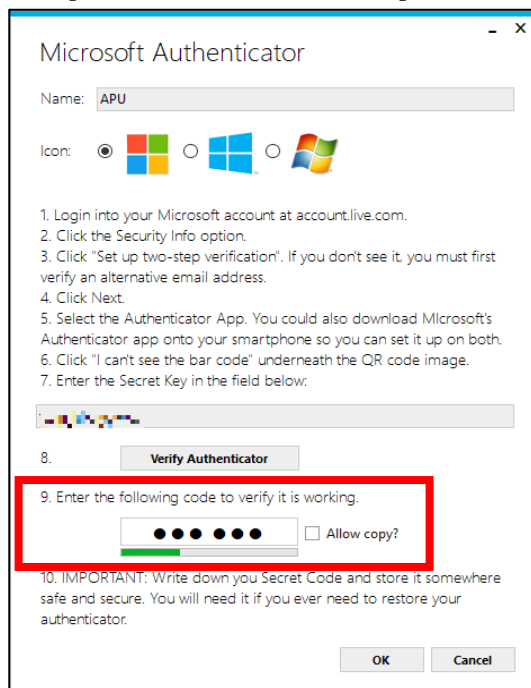
8 Enter the information as shown below on WinAuth's [Microsoft Authenticator] screen, then click [Verify Authenticator].



"APU" (optional)

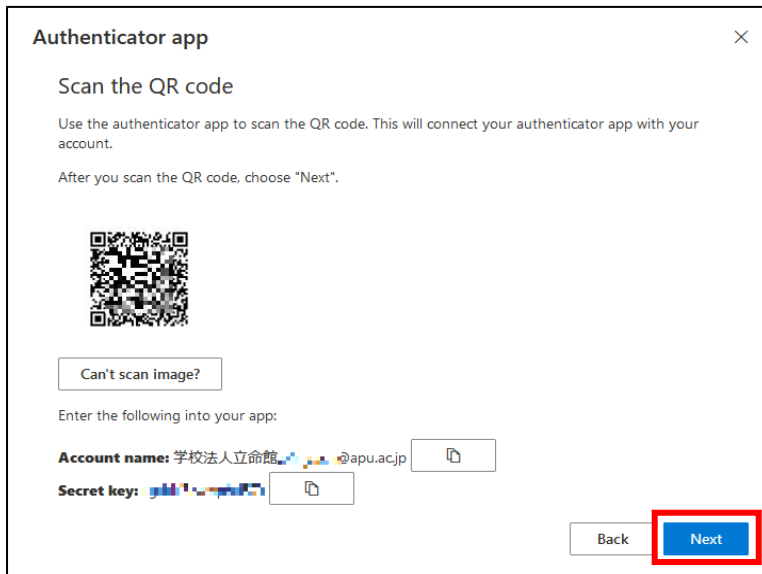
Paste the copied secret key from 6

9 Make sure that a six-digit number is displayed in [9. Enter the following code to verify it is working] on the [Microsoft Authenticator] screen.

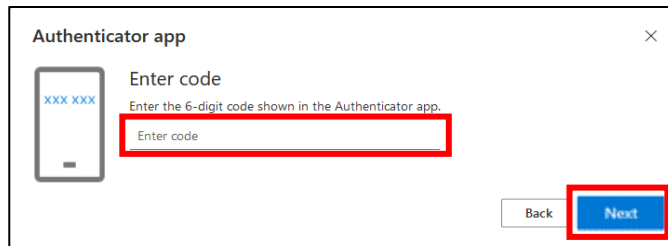


Web Browser

- 10 On the [Scan the QR code] screen in your web browser, click [Next].

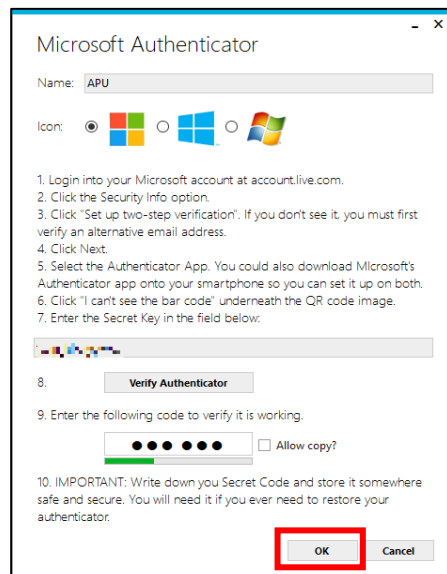


- 11 On the [Enter Code] screen, enter the 6-digit number in 9 and click [Next].



WinAuth

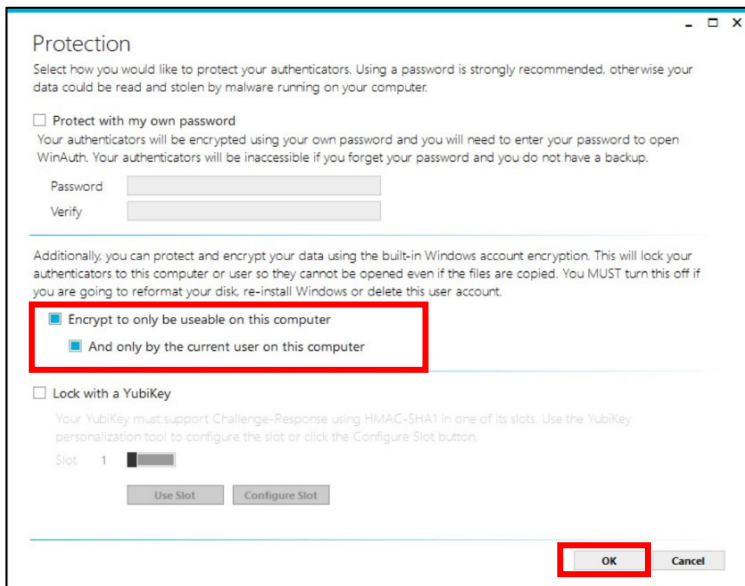
- 12 On [Microsoft Authenticator] screen, click [OK].



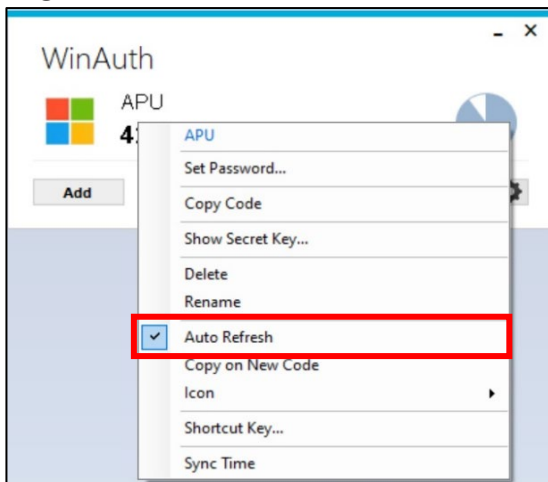
13 When the WinAuth [Protection] screen displays, check both [Encrypt to only be useable on this computer] and [And only by the current user on this computer], then click [OK].

💡 If you do not require a WinAuth startup password, uncheck [Protect with my own password].

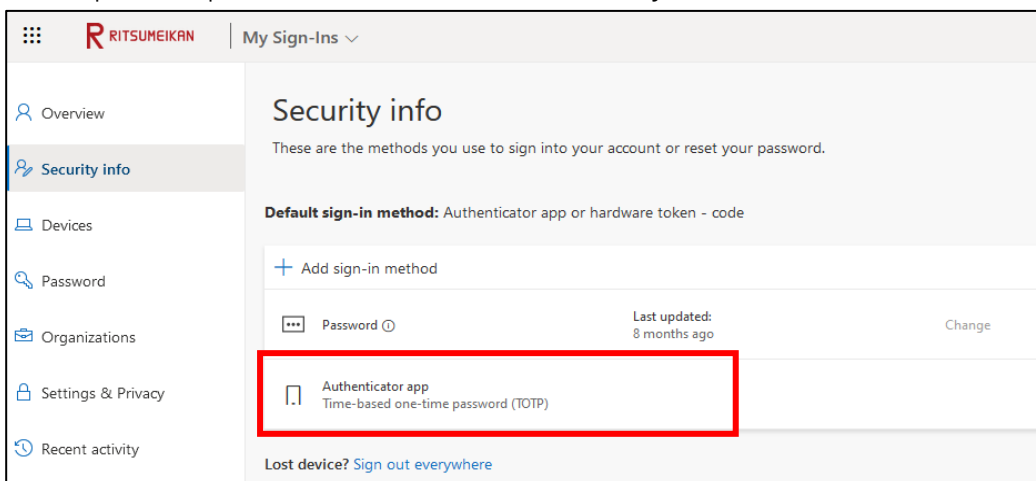
To set a startup password for WinAuth, check [Protect with my own password] and enter a password of your choice in [Password] and [Verify].



14 Right-click the WinAuth screen and click [Auto Refresh]. (A six-digit number will be displayed.)



15 Once you have confirmed that [Authenticator app] has been added to the [Security info] screen, the setup is complete. Please close WinAuth and your web browser.



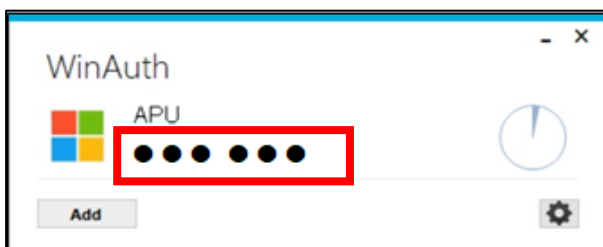
STEP.3 How to sign in after initial settings

After completing STEP.2, you will be able to use the service starting the next day.
If you need to sign in via MFA again, please follow the steps below.

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.

WinAuth

- 1 Launch WinAuth.



Web Browser

- 2 Enter your APU email address and password on the university's authentication screen, and click [Sign in].
- 3 Once [Enter code] is displayed in your web browser, enter the 6-digit number displayed in WinAuth, then click [Verify].

! 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