

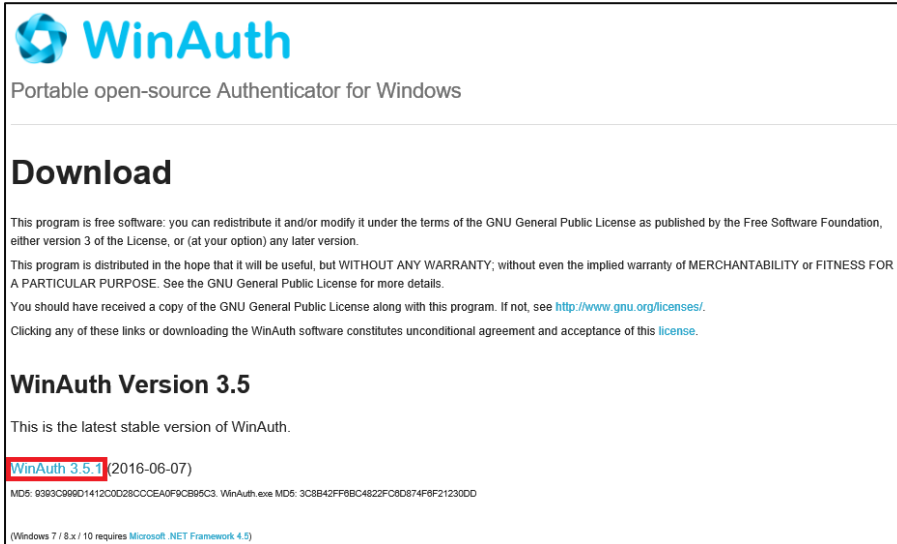
Multi-factor Authentication: WinAuth Initial Setup Guide


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>

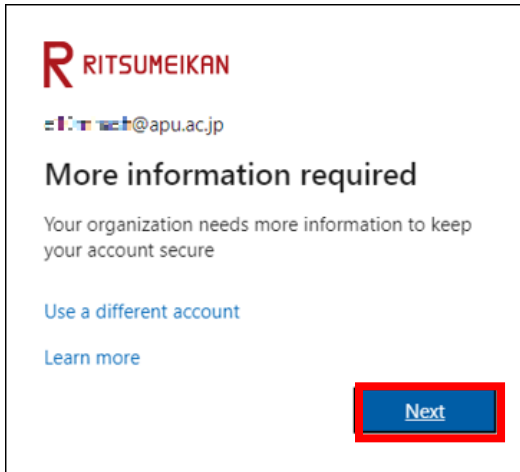


- ② Open the downloaded zip file.
- ③ Move the extracted file "WinAuth.exe" to the location of your choice.
 You can also create a shortcut on the desktop.

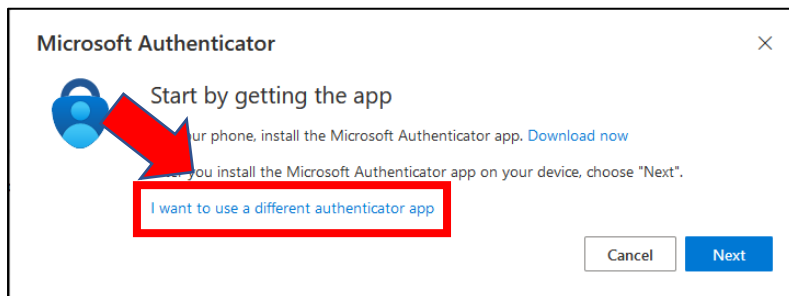
STEP 2: Initial Setup for Multi-factor Authentication

Web Browser

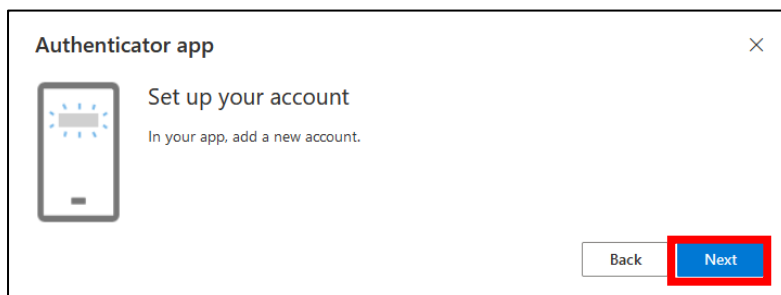
- ① Sign in to the MFA Setup Page via your web browser (<https://aka.ms/mfasetup>).
- ② When the [More information required] box shows up, click [Next].



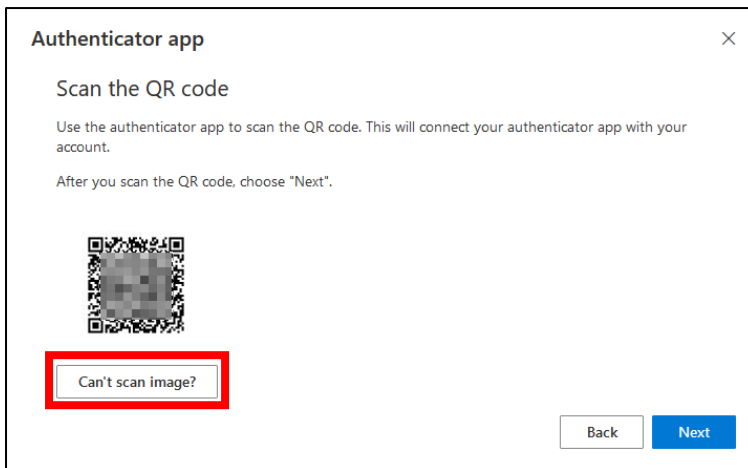
- ③ When the [Start by getting the app] screen appears, click **I want to use a different authentication app** as this manual will set up the authentication method using WinAuth.



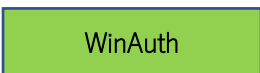
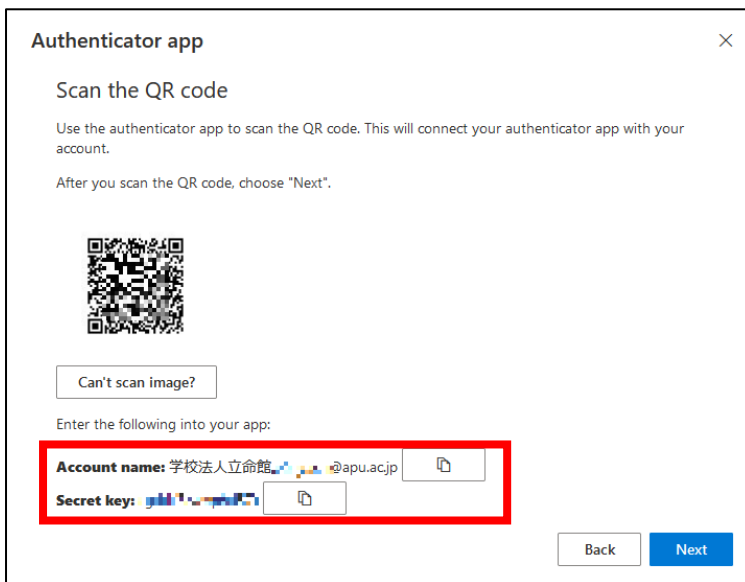
- ④ On the [Set up your account] screen, click [Next].



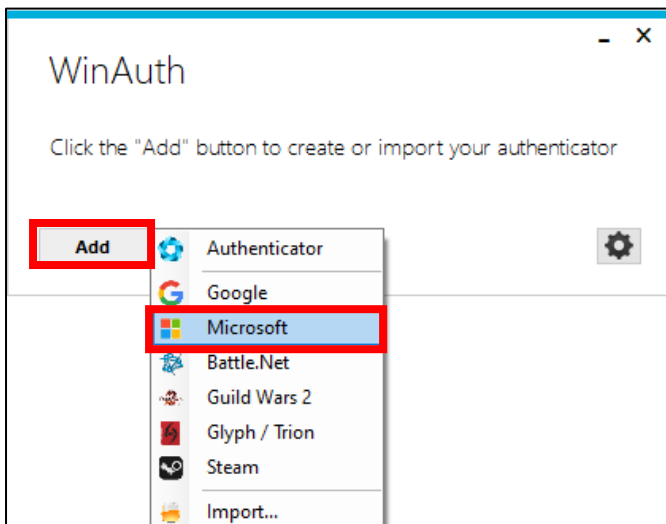
- ⑤ On the [Scan the QR code] screen, click [Can't scan image?].



- ⑥ Your "Account Name" and "Secret Key" will be displayed, so copy the "Secret Key".






- ⑦ Open 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].

Microsoft Authenticator

Name:

Icon: ☒  ☐  ☐ 

1. Login into your Microsoft account at account.live.com.
2. Click the Security Info option.
3. Click "Set up two-step verification". If you don't see it, you must first verify an alternative email address.
4. Click Next.
5. Select the Authenticator App. You could also download Microsoft's Authenticator app onto your smartphone so you can set it up on both.
6. Click "I can't see the bar code" underneath the QR code image.
7. Enter the Secret Key in the field below:

8.

9. Enter the following code to verify it is working.
 ☐ Allow copy?

10. IMPORTANT: Write down you Secret Code and store it somewhere safe and secure. You will need it if you ever need to restore your authenticator.




"APU" (optional)

Paste the copied secret key in 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.

Microsoft Authenticator

Name:

Icon: ☒  ☐  ☐ 

1. Login into your Microsoft account at account.live.com.
2. Click the Security Info option.
3. Click "Set up two-step verification". If you don't see it, you must first verify an alternative email address.
4. Click Next.
5. Select the Authenticator App. You could also download Microsoft's Authenticator app onto your smartphone so you can set it up on both.
6. Click "I can't see the bar code" underneath the QR code image.
7. Enter the Secret Key in the field below:

8.

9. Enter the following code to verify it is working.
 ☐ Allow copy?

10. IMPORTANT: Write down you Secret Code and store it somewhere safe and secure. You will need it if you ever need to restore your authenticator.

Web Browser

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


×

Authenticator app

Scan the QR code

Use the authenticator app to scan the QR code. This will connect your authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Enter the following into your app:

Account name: 学校法人立命館大学 @apu.ac.jp


Secret key: [Redacted]

Back

Next

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

Authenticator app



Enter code

Enter the 6-digit code shown in the Authenticator app.

Back




Next

WinAuth

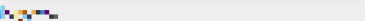
- ⑫ On “Microsoft Authenticator” screen, click [OK].

Microsoft Authenticator

Name:


Icon: ☒  ☐  ☐ 

1. Login into your Microsoft account at account.live.com.
2. Click the Security Info option.
3. Click "Set up two-step verification". If you don't see it, you must first verify an alternative email address.
4. Click Next.
5. Select the Authenticator App. You could also download Microsoft's Authenticator app onto your smartphone so you can set it up on both.
6. Click "I can't see the bar code" underneath the QR code image.
7. Enter the Secret Key in the field below:



8.

Verify Authenticator
9. Enter the following code to verify it is working.




☐ Allow copy?

10. **IMPORTANT:** Write down you Secret Code and store it somewhere safe and secure. You will need it if you ever need to restore your authenticator.

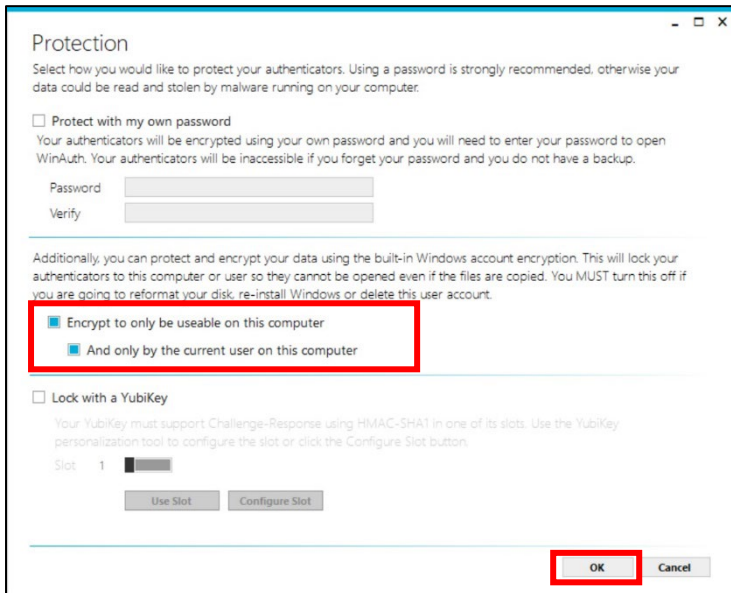
OK

Cancel

- ⑬ On the WinAuth's "Protection" screen, check both [Encrypt to only be useable on this computer] and [And only by the current user on this computer], then click [OK].

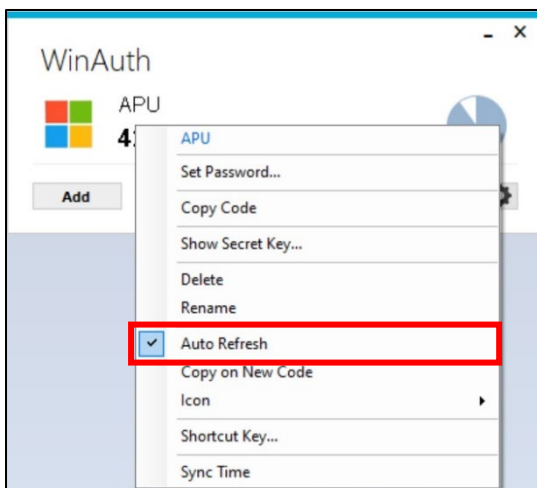
 If you do not require a WinAuth startup password, uncheck [Protect with my own password].

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



The image shows the "Protection" window in WinAuth. It has a title bar with standard window controls. The main text says: "Select how you would like to protect your authenticators. Using a password is strongly recommended, otherwise your data could be read and stolen by malware running on your computer." There are three main sections: 1. "Protect with my own password" (unchecked), which includes fields for "Password" and "Verify". 2. "Additionally, you can protect and encrypt your data using the built-in Windows account encryption. This will lock your authenticators to this computer or user so they cannot be opened even if the files are copied. You MUST turn this off if you are going to reformat your disk, re-install Windows or delete this user account." This section contains two checked options: "Encrypt to only be useable on this computer" and "And only by the current user on this computer", both of which are highlighted with a red rectangle. 3. "Lock with a YubiKey" (unchecked), which includes a "Slot" dropdown and "Use Slot" and "Configure Slot" buttons. At the bottom right, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red rectangle.

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



The image shows the WinAuth application window. On the left, there's a sidebar with a logo, "APU", a "4" icon, and an "Add" button. The main area shows a list of authenticators. A right-click context menu is open over one of the authenticators. The menu items are: "APU", "Set Password...", "Copy Code", "Show Secret Key...", "Delete", "Rename", "Auto Refresh" (which is checked and highlighted with a red rectangle), "Copy on New Code", "Icon", "Shortcut Key...", and "Sync Time".

- ⑮ The setup is now complete. Please close WinAuth and 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.

WinAuth

- ① Open WinAuth.



Web Browser

- ② Access Microsoft365 in your web browser, enter your APU email address and password, 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 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