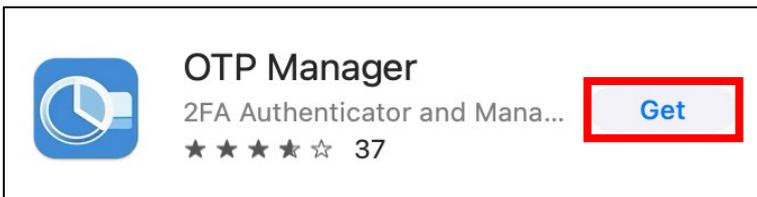


# Multi-Factor Authentication: OTP Manager Initial Setup Guide

This is a manual for installing and configuring OTP Manager on a Mac PC.

## STEP.1 Install the OTP Manager Software

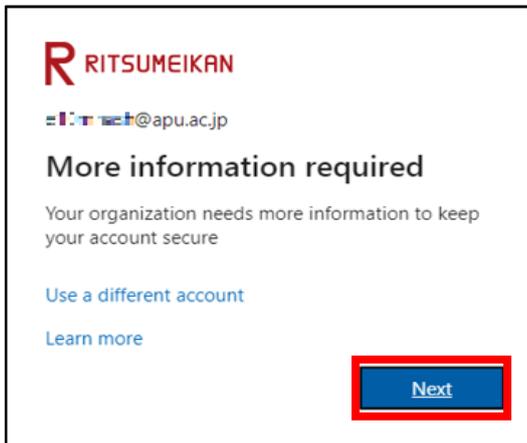
- 1 Install the OTP Manager software from the Mac App Store.



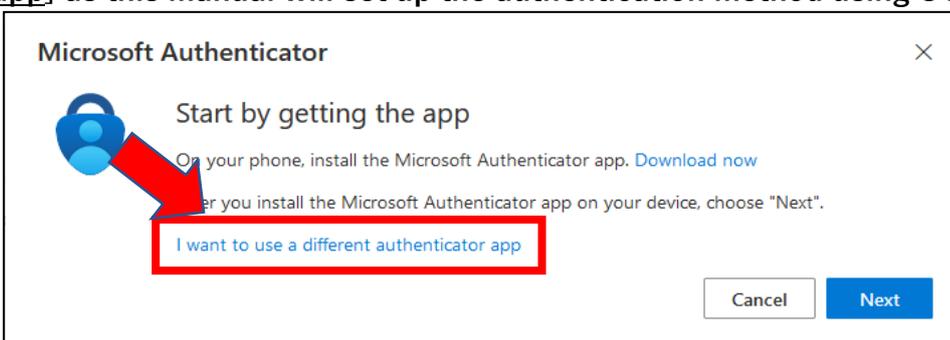
## STEP.2 Initial Setup for Multi-Factor Authenticator

### Web Browser

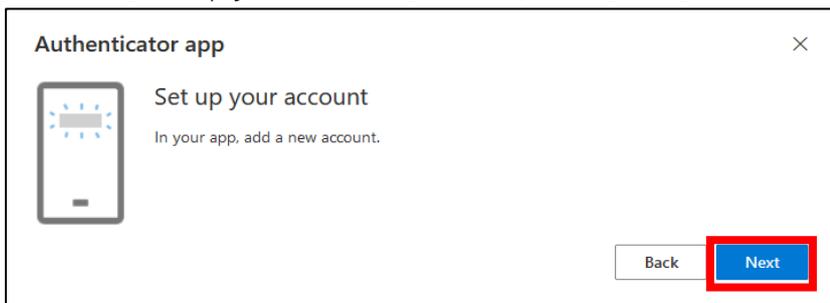
- 1 Using a web browser to sign in to the [Multi-Factor Authentication page \(https://aka.ms/mfasetup\)](https://aka.ms/mfasetup) with your APU email address and password.
- 2 When the [More information required] box shows up, click [Next].



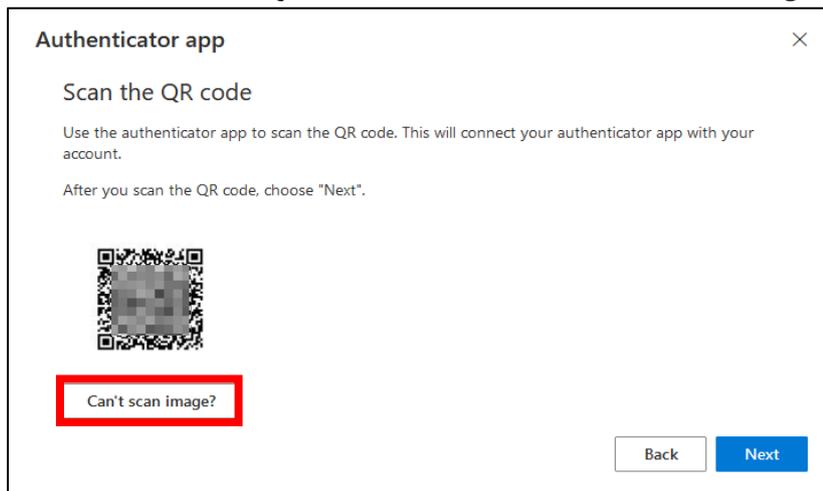
- 3 When the [Start by getting the app] screen appears, **click [I want to use a different authentication app]** as this manual will set up the authentication method using OTP Manager.



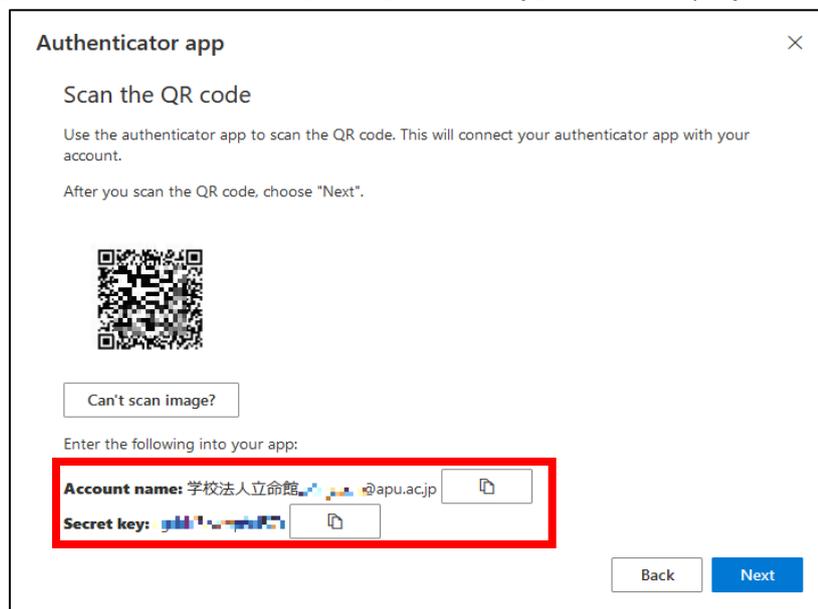
4 On the [Set up your account] screen, click [Next].



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

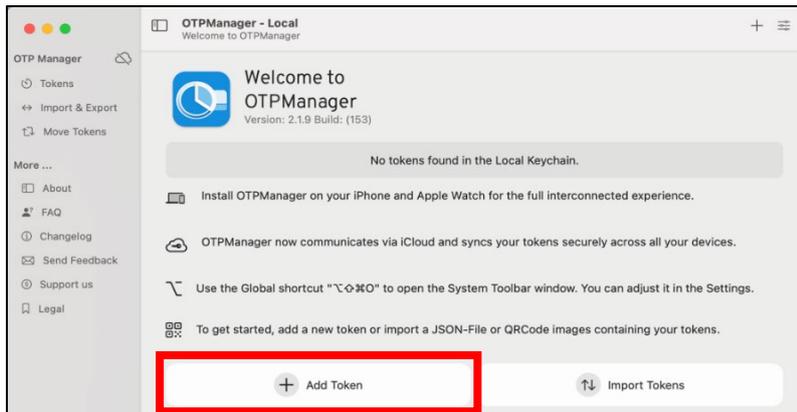


6 Your [Account name] and [Secret key] will be displayed, so copy the [Secret key].



## OTP Manager

- 7 Launch the OTP Manager and click [Add Token].

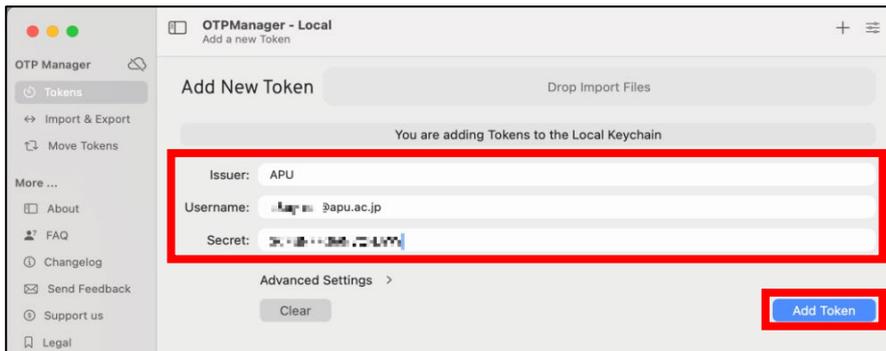


- 8 Enter the following information on the [Add New Token] screen of OTP Manager and click [Add Token].

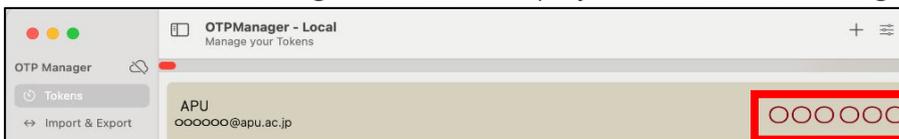
Issuer: APU

Username: APU email address

Secret: Secret key of 6

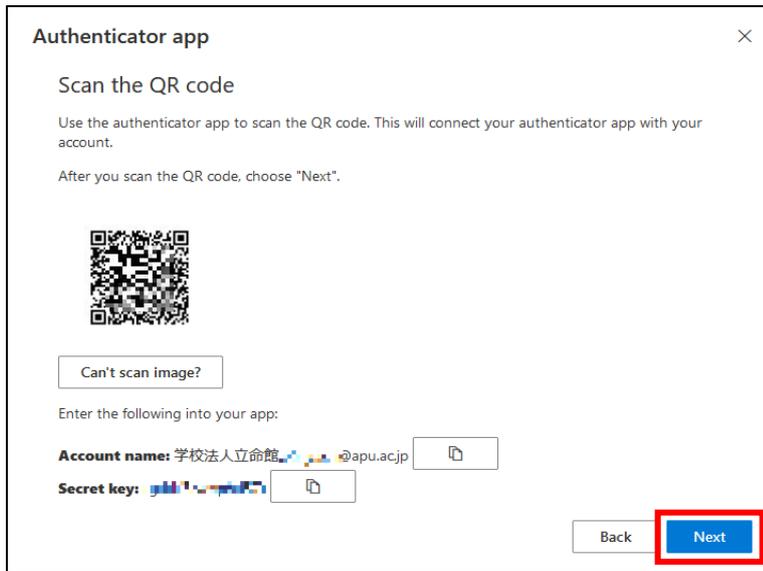


- 9 Make sure that a 6-digit number is displayed on the OTP Manager screen.



## Web Browser

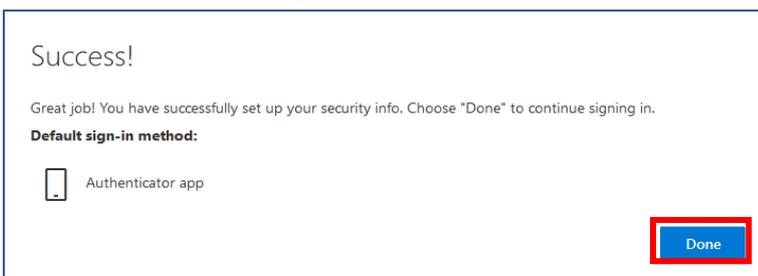
- 10 Click [Next] on the [Scan the QR code] screen in your web browser.



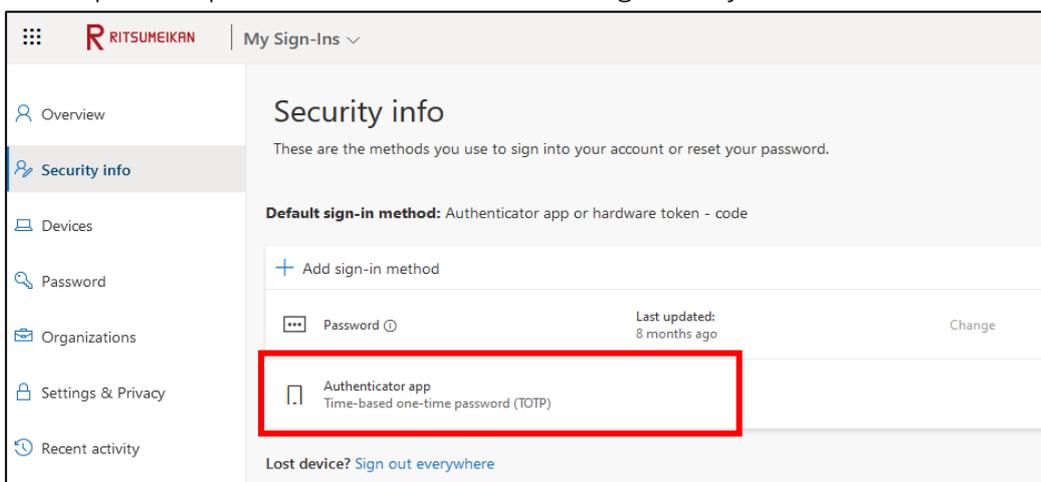
- 11 On the [Enter Code] screen, enter the six-digit number 9 and click [Next].



- 12 Click [Done] on the [Success!] screen.



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



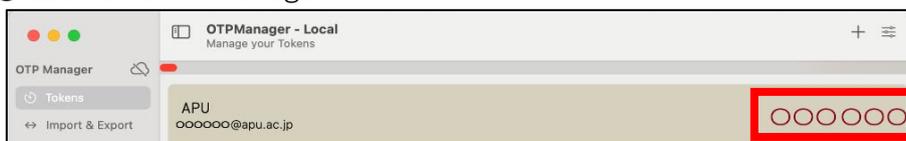
## STEP.3 How to sign in after initial settings

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.

### OTP Manager

#### ① Launch OTP Manager.



### 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 OTP Manager, 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