Setting up MFA (Multi-factor Authentication)

MFA (Multi-factor Authentication) is a way of two-step verification you use besides your username and password to approve your login. You can do this with the MFA app on your smartphone. Follow the instructions below to see how to set this up.

Before you begin

In order to follow the steps below you need a laptop and mobile phone with the Microsoft Authenticator app. You can install this on <u>Android</u> and iOS (iPhone).

Instruction A: Register Azure MFA

1. After downloading the app on your phone, open an internet browser on your laptop and go to the website: https://portal.office.com.

There are 3 possible scenarios:

- You will immediately arrive at the screen of step 2.
- You will see a login window where you can log in with your HU account.
- You are logged into the website. In that case, log out by clicking on your profile picture at the top right and on Log out. Then log in again with your HU account.

If the screen described in step 2 does not appear, scroll down to Instruction B.

2. Click **Next.** You can also choose **Skip** to postpone this process. You can do so for 14 days. After this time period you will not be able to postpone as logging in will be required.

More info	ormation required
Your organizati your account se	on needs more information to keep ecure
Skip for now (1	4 days until this is required)
Use a different	account
Learn more	

3. Click **Next** if you have already installed the Authenticator app.

Ye	Keep your acc	OUNT SECURE
	Method 1 o App	f 2: App 2 Phone
Micros	oft Authenticator Start by getting the app	
	On your phone, install the Microsoft Au After you install the Microsoft Authentic	thenticator app. Download now cator app on your device, choose "Next". Next
I want to set u	up a different method	

4. Click **Next** in the following screen as well.

	Keep your acc	ount secure
You	ir organization requires you to set up the f	ollowing methods of proving who you are.
	Method 1 o	f 2: Арр
	Дрр	2 Phone
Microso	oft Authenticator	
	Set up your account	
-	If prompted, allow notifications. Then a	dd an account, and select "Work or school".
		Back Next
I want to set up	a different method	

- 5. Start the **Microsoft Authenticator app** on your smartphone.
- 6. Add an account by clicking on the **+ icon**.
- 7. Choose Work- or school account.



8. Click Scan a QR code.



NOTE: If a message states something along the line of 'Your organisation will let you know if this is required and where to find your QR Code for activation' is displayed on your phone, contact the IM&ICT Service Desk by calling 088 481 6666.

9. The code that needs to be scanned is displayed on your computer screen. Scan the code with your smartphone and click **Next** on your PC.

DO NOT scan the QR codes displayed on the images above and below. These are part of the manual.

An extra account will now be added to the app called: Stichting Hogeschool Utrecht.

Method 1 of 2: App				
A	pip	Phone		
Microsoft Autl	henticator			
Scan the QR co	de			
Use the Microsoft Aut app with your account	henticator app to scan the QR coo S	Je. This will connect the Microsoft Authenticator		
After you scan the QR	code, choose "Next".			
Can't scan image?		Back Next		

NOTE: If the QR code is not accepted, generate a new QR code or click **Can't the image be scanned?** A code and a URL will be generated which you both have to manually type on your phone.

- 10. Allow notifications when prompted on your smartphone.
- 11. Go back to your PC and click Next.
- 12. A number will now appear on your computer screen. Copy it in your phone and click Yes.

Are you tryin Adatum Co KimA@adatu	ng to sign in? prporation umcorp.com
Enter the number	shown to sign in.
Enter number	
No, it's not me	Yes

13. It is possible that your phone asks you for a PIN, fingerprint or a face scan. If a PIN is requested, use the same one that you use for unlocking your phone. Complete this process to continue.

14. Your computer will notify you that the notification is approved. Click **Next.**

Keep your account secure Your organization requires you to set up the following methods of proving who you are.			
Method 1 of 2 App	2 Phone		
Microsoft Authenticator	Back Next		
I want to set up a different method			

The next step is to add a phone number as a backup. (If the screen shown in step 14 does not appear, go directly to **Instruction B, Step 4** and choose the Login method: **Phone number.**

15. Select your country, enter your phone number (without the 0) and click Next.

Keep	your account secure
Your organization requires y	you to set up the following methods of proving who you are.
	Method 2 of 2: Phone
🧭 Арр	Phone
Phone	
You can prove who you are by answeri What phone number would you like to	ing a call on your phone. o use?
United States (+1)	Enter phone number
Call me Message and data rates may apply. Ch and cookies statement.	hoosing Next means that you agree to the Terms of service and Privacy Next

16. You will now receive a call on your phone. Answer the call and tap **Pound(#)** to approve. If you can't find the pound sign, click on the numeric keypad in the conversation window.

Your opposite	Keep your acco	ount secure
iou organizatio	Mathed 2 of 2	Phone
A	Method 2 of 2:	Phone
Phone We're calling		
		Back
l want to set up a different i	method	

Your smartphone is now registered successfully.

Keep your acco Your organization requires you to set up the follo	ount secure owing methods of proving who you are.
Method 2 of 2:	Phone
App	Phone
Phone	
Call answered. Your phone was registered successfully.	
_	Next

The registration has been completed successfully. You can close the browser or continue using the Office 365 website.

Instruction B: Alternative registration

Only do this if the screen shown in **Instruction A, Step 1** does not appear.

- 1. Go to the website: https://portal.office.com and log in with your HU-account.
- 2. Click on your **profile picture** at the top right corner, and click **View account**.



3. Go to Security details and click on Information about the update.

a set conner o					
WHICH IN THE REAL PROPERTY AND					
Greater	(a)				
lasariy ek		Security info	Password	Settings & Privacy	
and a		80	Q	ŝ	
njecisou		Nacp por reliferior namedy and service relevants lasts	Wata pro-parasite through in the parality in the second state of t	Reconsign your second settings and pas- transport date is used.	
helinge it frinky		colouit metric -	mand seconds :	With Official and Health -	
The set	May new York (L			
Lascation		Devices	Organizations	My sign-ins	
		Charles actual list in and realiser poor Connection Oniverse Manhadate Oniverse	Tax of the reperiod on the picks quart of	Searcher extrates you're speet in ant men fasyther toor oncom News REDEC actively -	
	had not converteen."				

4. It is possible that your phone number is already displayed here. In that case, you are finished. If not, click on **Add method** and choose **Phone number**. You can link up to 5 methods to your account. This way you are not dependent on one device.

	Considering		
verview	Security into		
eculty tells	These are the methods you use to sign into your account or reset your pass	word.	
	Default sign-in method: Microsoft Authenticator - notification Change		
Inganizations			
and man	+ Add method		
	S Prove	Change	Delete
tivitor .			
	B Managah Lafrentization		Delete .

TIP: If you want to be called instead of receiving a message, you can also set the default method in the screen above by clicking **Change** to the right of **Default sign-in method**.

Contact

If you experience any problems during the registration, please call the IM&ICT Service Desk at 088 481 6666.