



Setting up MFA

When you access a website/app (that uses your work account) for the first time, on a new device or if you are accessing UP Education IT services remotely, it will ask for 2FA verification.

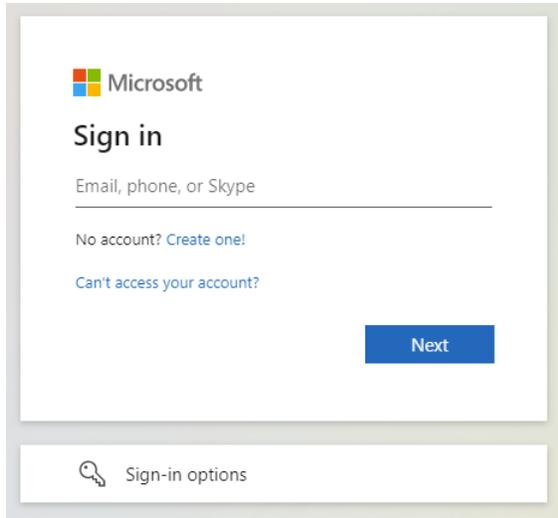
These instructions will show you how to set up Microsoft Authenticator on your phone. Before you begin, you will need to download the Microsoft Authenticator app for your phone from your respective app store; App Store for iPhone and Play Store for Android.

Contents

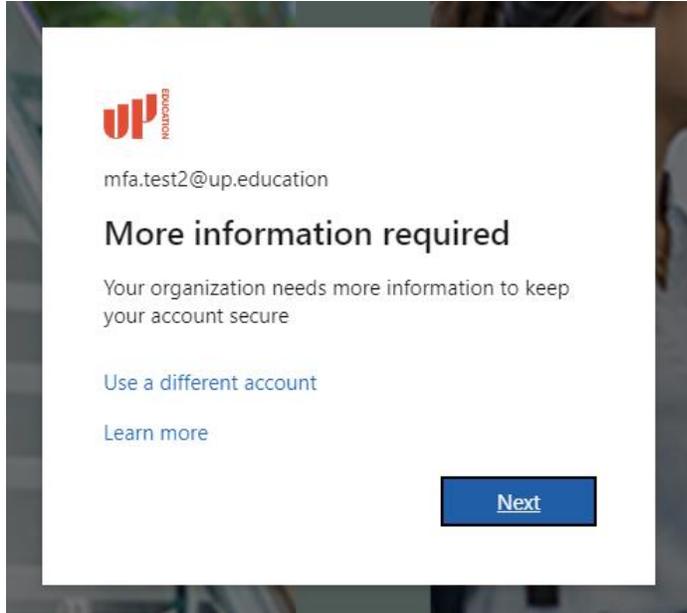
No multi-factor authentication currently set up:	2
Multi-factor authentication (SMS) already set up:.....	7

No multi-factor authentication currently set up:

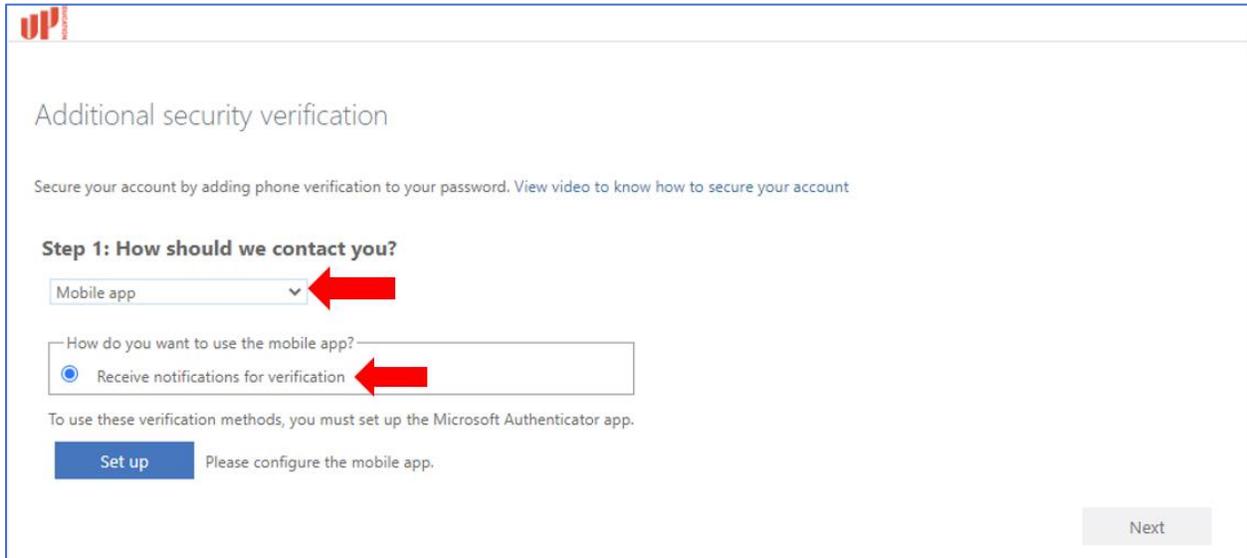
Step 1: Go to <https://aka.ms/mfasetup> - You may be prompted to sign in.



Step 2: If you have not previously set up multi-factor authentication on your account, you will be shown the following prompt – Click 'Next'



Step 3: Select **Mobile app** from the dropdown menu below ‘Step 1: How should we contact you’, and then select **Receive notifications for verification** from the ‘How do you want to use the mobile app’ area.



UP!

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Mobile app 

How do you want to use the mobile app?

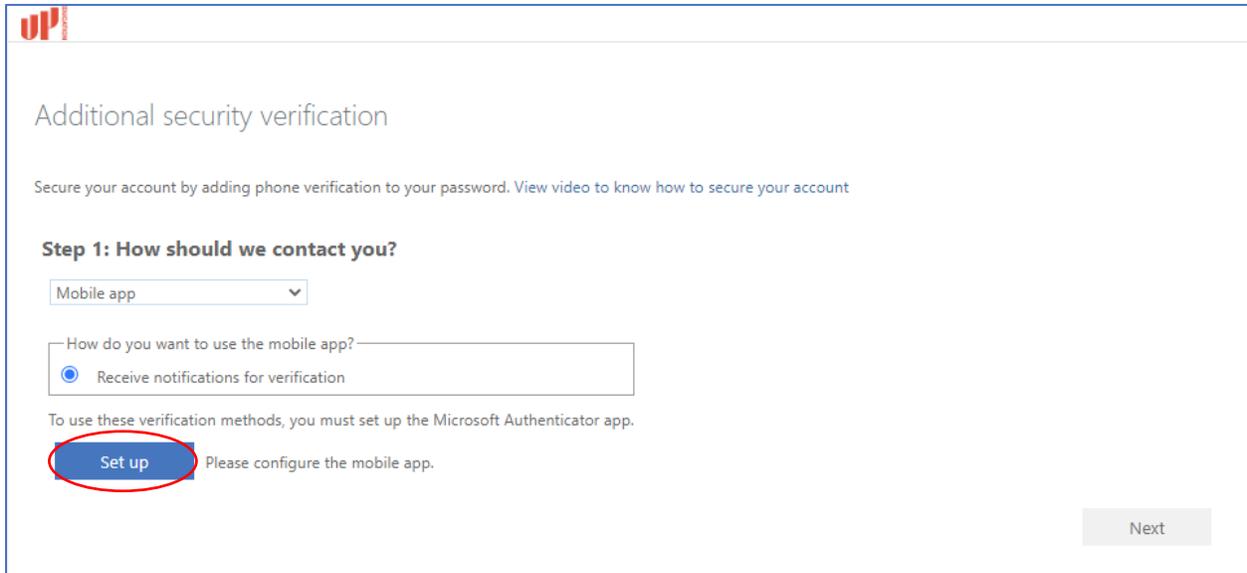
Receive notifications for verification 

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Please configure the mobile app.

Next

Step 4: Click ‘Set up’.



UP!

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Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

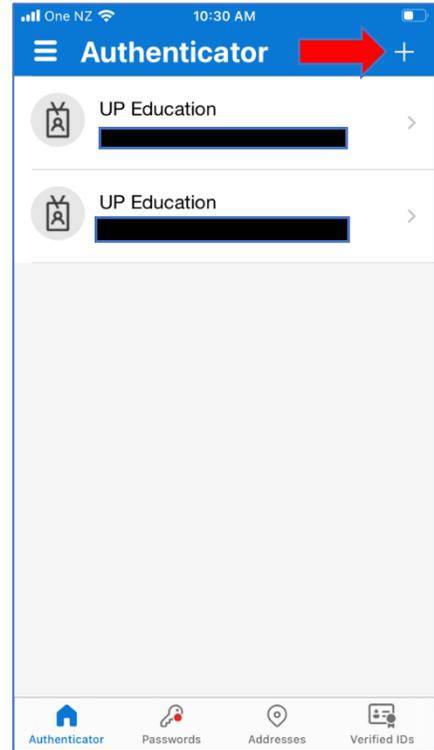
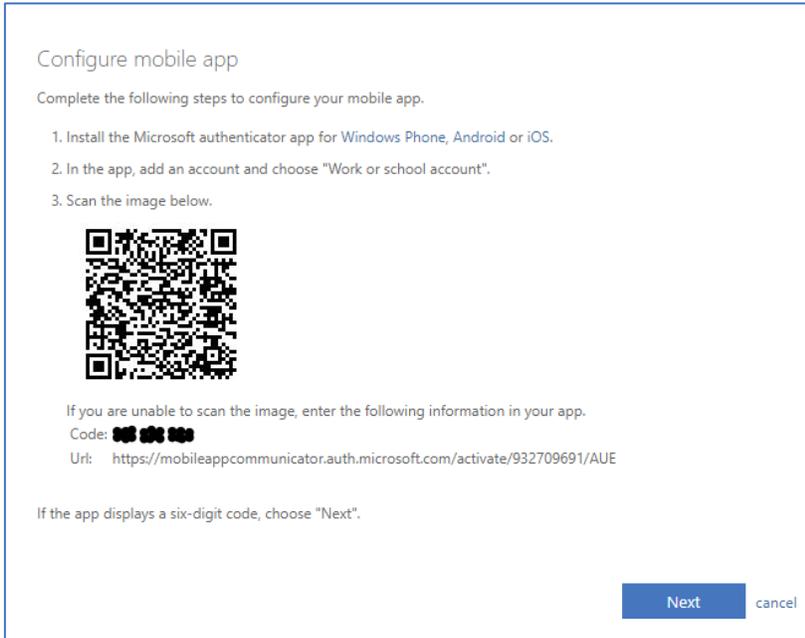
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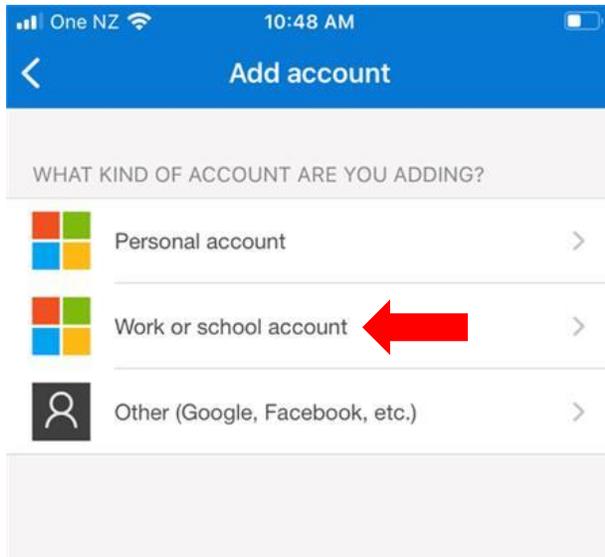
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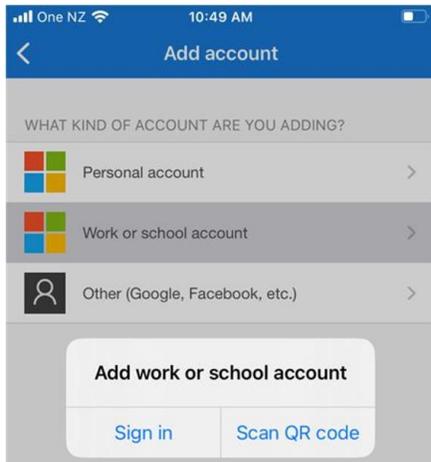
Step 5: You will then be shown the following window. Open the Microsoft authenticator app on your phone and press '+' (Add Account).



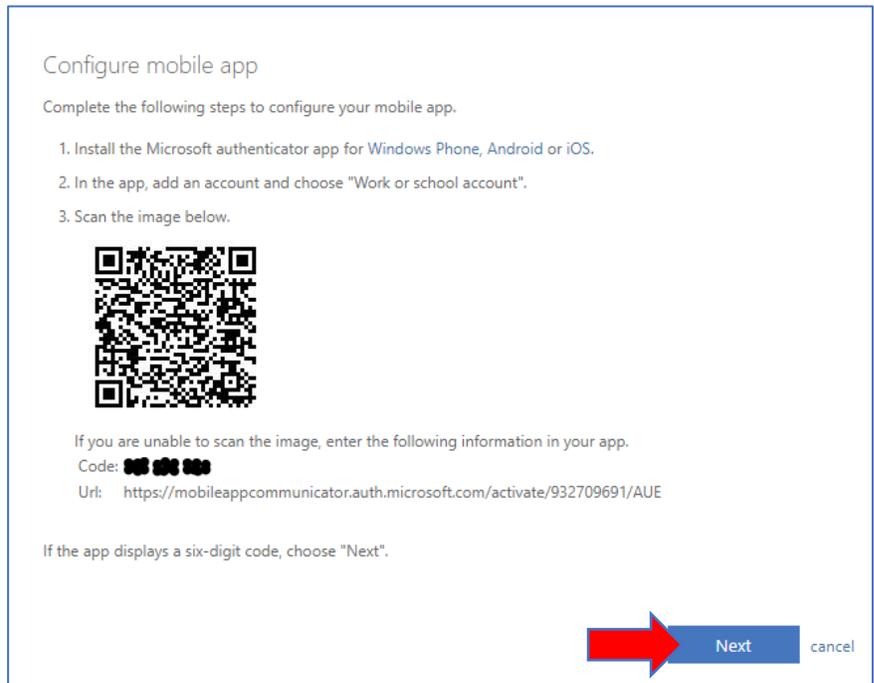
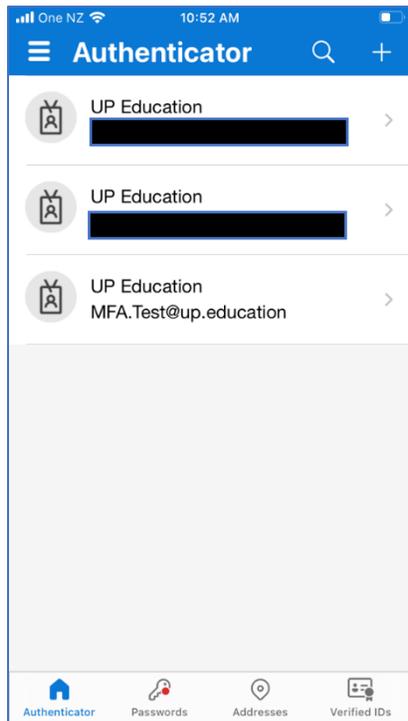
Step 6: Press 'Work or school account'.



Step 7: Press 'Scan QR code', then aim your phone's camera at the QR code in the window titled 'Configure mobile app' (will look like screenshot in Step 5).



Step 8: Once the QR code has been scanned, you should see your work email appear under 'Authenticator'. On the 'Configure mobile app' window, click 'Next'.



Step 9: 'Set up' will now be greyed out and next to it, it should say 'Mobile app has been configured for notifications.' Click 'Next'.

Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Receive notifications for verification

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up Mobile app has been configured for notifications.

Next

Step 10: You should now be taken to a page titled 'Additional security verification'. If you see your phone under **Authenticator app or Token**, then Microsoft authenticator is all set up on your account!

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. View video to know how to secure your account

what's your preferred option?

We'll use this verification option by default.

Notify me through app

how would you like to respond?

Set up one or more of these options. Learn more

Authentication phone * New Zealand (+64) 123456789

Office phone (do not use a Lync phone) Select your country or region Extension

Alternate authentication phone Select your country or region

Authenticator app or Token Set up Authenticator app

Authenticator app - iPhone 8 Delete

restore multi-factor authentication on previously trusted devices

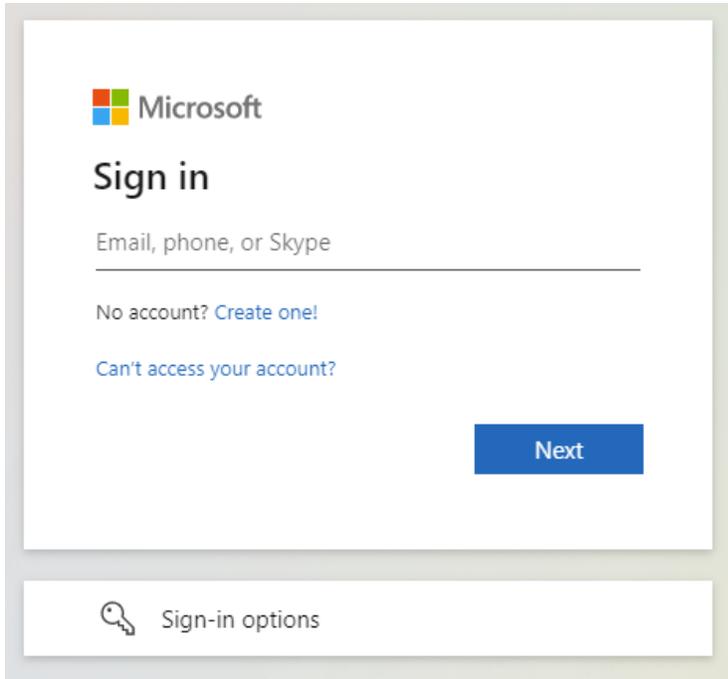
Restore

Save cancel

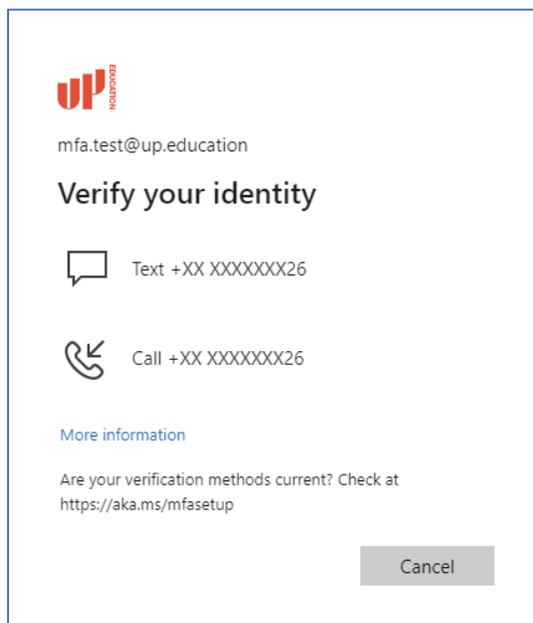
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.

Multi-factor authentication (SMS) already set up:

Step 1: Go to <https://aka.ms/mfasetup> - You may be prompted to sign in.



Step 2: If SMS (Text/Call) multi-factor authentication is already set up on your account, you will be shown the following prompt – Select whichever option you prefer.



Step 3: Once signed-in you will see the below webpage. Select **Notify me through app** from the dropdown menu below 'We'll use this verification option by default', and then select **Authenticator app or Token** from the 'how would you like to respond?' area.

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When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account](#)

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Authentication phone *

Office phone (do not use a Lync phone)

Alternate authentication phone

Authenticator app or Token

 restore multi-factor authentication on previously trusted devices

Step 4: Click 'Set up Authenticator app'.

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone *

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Configure mobile app

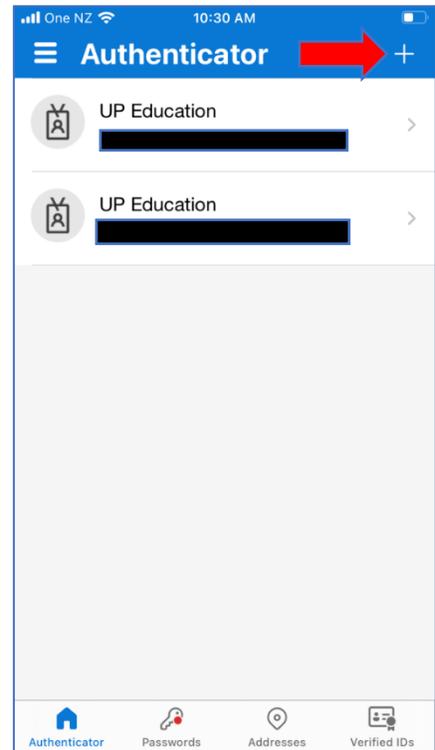
Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for [Windows Phone](#), [Android](#) or [iOS](#).
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

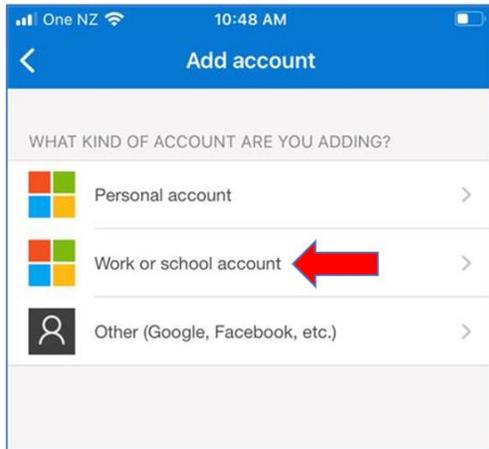


If you are unable to scan the image, enter the following information in your app.
Code:
Url: <https://mobileappcommunicator.auth.microsoft.com/activate/932709691/AUE>

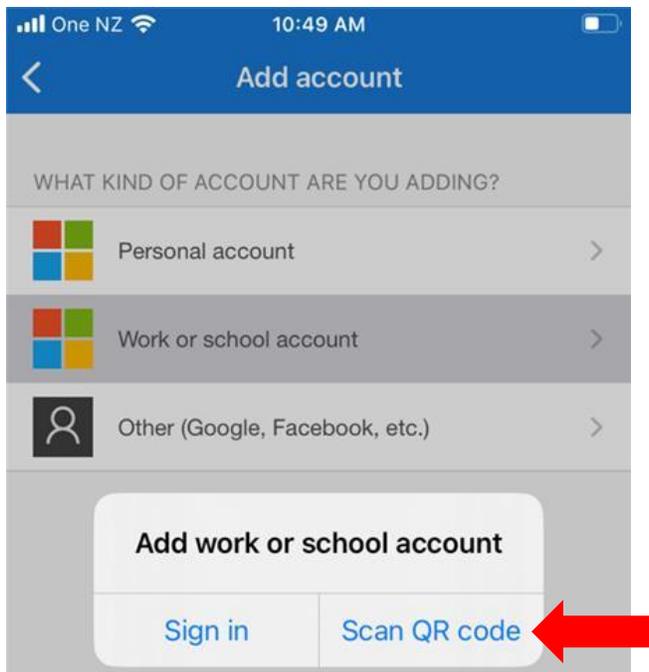
If the app displays a six-digit code, choose "Next".



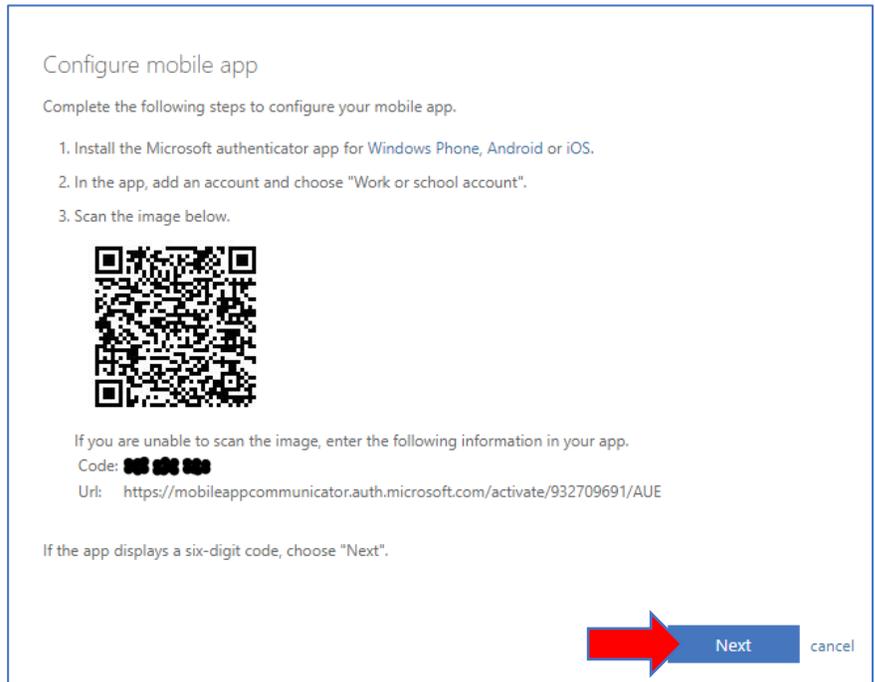
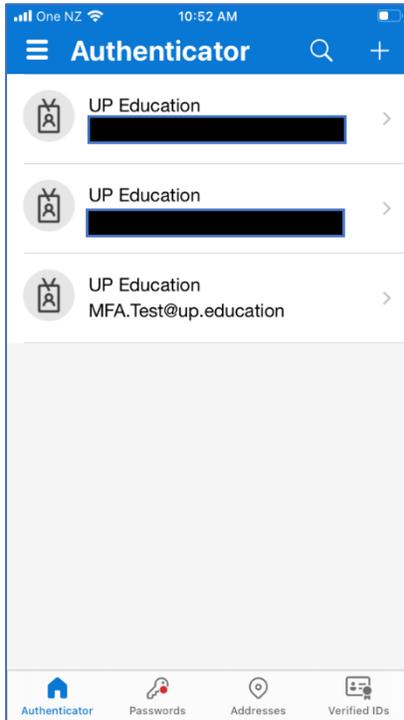
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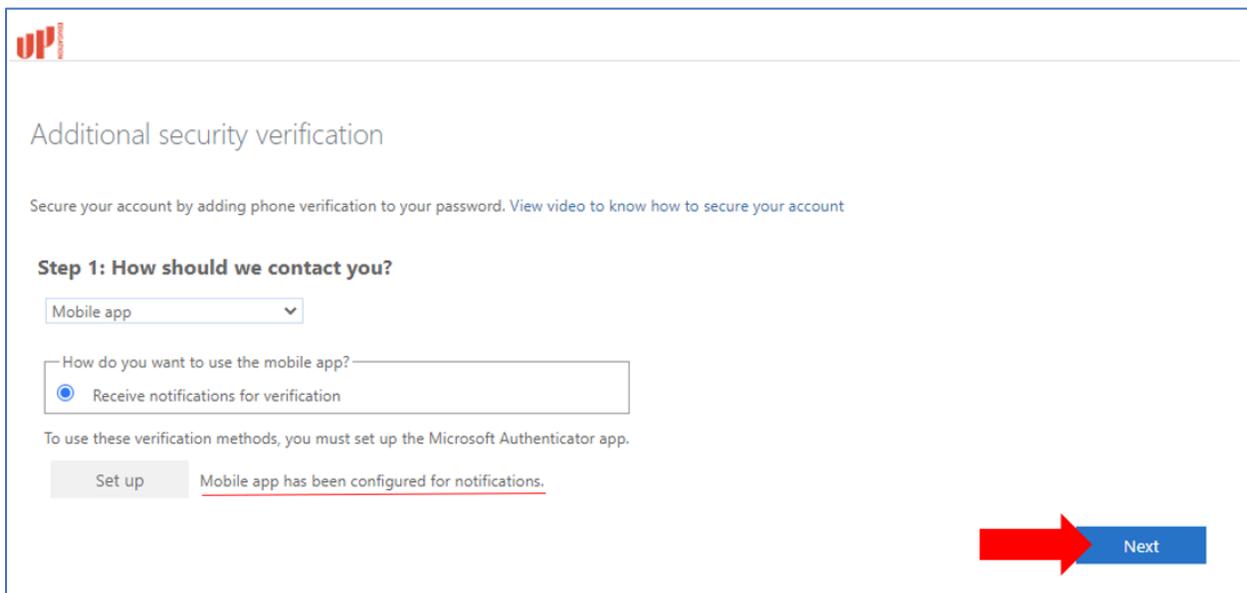
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Authenticator app - iPhone 8 [Delete](#)