USER GUIDE SETTING UP MULTIFACTOR AUTHENTICATION (MFA)



Follow these instructions to complete MFA registration using a computer and a smart phone (recommended). <u>Video instructions are also available</u>.

STEP 1 – Install the Microsoft Authenticator app.

STEP 2 – Register for MFA.

STEP 1 - INSTALL THE MICROSOFT AUTHENTICATOR APP

FROM GOOGLE PLAY STORE (ANDROID) OR APP STORE (IPHONE) ON YOUR SMART PHONE				
	Scan the relevant QR code to download the Microsoft Authenticator app to your smart phone.			
		国家伝統国家の支援に		



STEP 2 - REGISTER FOR MFA

USE A WEB BROWSER TO COMPLETE REGISTRATION				
	 On your laptop or computer: 1. Open a browser and go to <u>aka.ms/mfasetup</u>. 2. Enter your UniSC username and password. 	Sign in Passand		
	3. Click Next.	More information required Your organisation needs more information to keep your account secure You have 8 days until this is required. Use a different account Learn more		

 4. On the 'Keep your account secure' screen, select Next. 5. On the 'Set up your account' screen, select Next 	Keep your account secure Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Your your phone, install the Microsoft Authenticator sago. Download now: May up than the Microsoft Authenticator ago on your device. choose "Neat". Its ure to use a different authenticator ago Very ure to use a different authenticator ago Neat to use a different authenticator ago Very ure requires your to set up the following methods of proving who you are. Microsoft Authenticator Very urganisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator. Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticators. Microsoft Authenticator. Microsoft Authentic
 On your mobile phone: 6. Using your phone, open the Microsoft Authenticator app and select Scan a QR Code. If you have previously used the app, you may need to tap the Plus icon, then Work or School account, then Scan a QR Code. Note: Allow the app to use the camera if prompted. You can change this setting later if desired. 	Figure of mind for your digital life Secure your accounts with multi-tactor authentication. Sign in with Microsoft Add work or school account Sign a QR code You can get a QR code from your organization account provider, such as Microsoft, Google, or Facebook
Use the Microsoft Authenticator app on your phone to scan the QR code on YOUR screen.	<section-header></section-header>
 On your laptop or computer: 7. You will be prompted to test the Microsoft Authenticator app. Retrieve the number displayed on your screen. 	Keep your account secure Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Let's try it out Approve the notification we're sending to your app by entering the number shown below. 25

 On your mobile phone: 8. Enter the number into your Microsoft Authenticator app. If you have biometrics set for your phone, you may need to pass the prompt as normal. 	A (♥ CD Authenticator Q ↓ Are you trying to sign in? Unwandy of the Surahie Chart Dier in Authoriter about the sign in Part 1 No. It's not me Ves 1 2 4 1 2 4 1 2 5 1
On your laptop or computer: 9. Once entered, the Microsoft Authenticator will check and then provide a notification that the authentication was approved. Select Next.	Keep your account secure Your organisation requires you to set up the following methods of proving who you are. Microsoft Authenticator Image: Comparison of the provided
 10.You have successfully installed the Microsoft Authenticator app and registered for MFA. To end, select Done 	Keep your account secure Your organisation requires you to set up the following methods of proving who you are. Success! Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:
 Queries and support If you have any queries or need support, please contact the Student IT Help Desk - via <u>UniSC Connect</u> or phone +61 7 5459 4455. If you don't have a smart phone or cannot use the app for any other reason, please complete an <u>MFA Exception Request form</u>. 	