

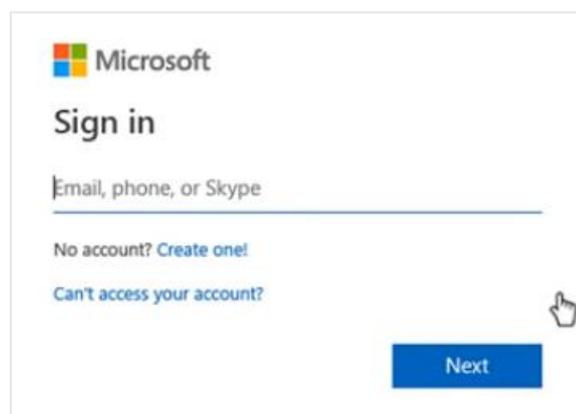
# Multi Factor Authentication

## Quick Start Guide

**Multi Factor Authentication (MFA)** is security method that ensures that only you can log into your account. It does this by requiring at least 2 methods of authentication – your password and another piece of information (Microsoft Authenticator App, Text message code or a phone call). This guide will help you set up and register for MFA.

## Register for MFA

1. To register for MFA visit: <https://account.activedirectory.windowsazure.com/Proofup.aspx>
2. Login to your university account using your [username@surrey.ac.uk](mailto:username@surrey.ac.uk).
3. Enter your password.
4. You will be prompted to set up a method for secondary factor authentication on your account. Click **Next**.



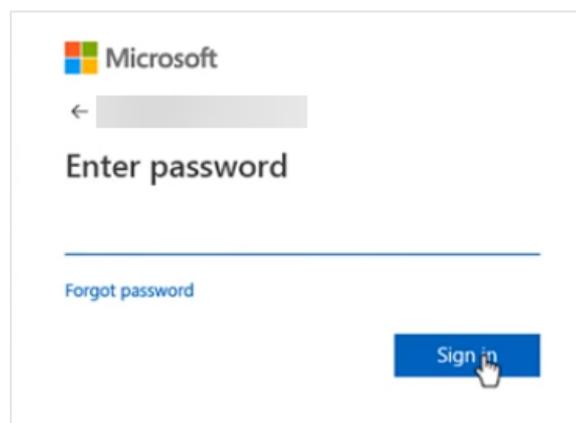
Microsoft  
Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Next



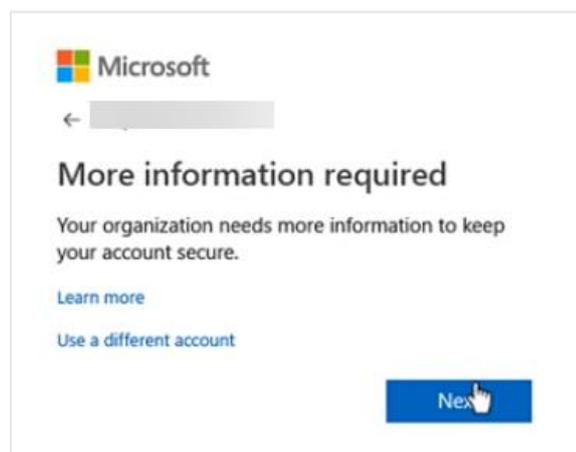
Microsoft

←

Enter password

[Forgot password](#)

Sign in



Microsoft

←

More information required

Your organization needs more information to keep your account secure.

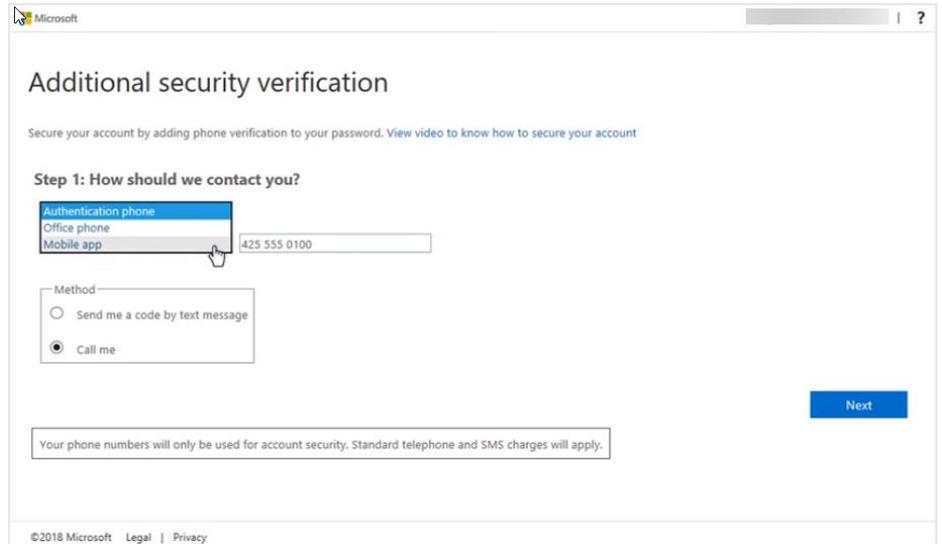
[Learn more](#)

[Use a different account](#)

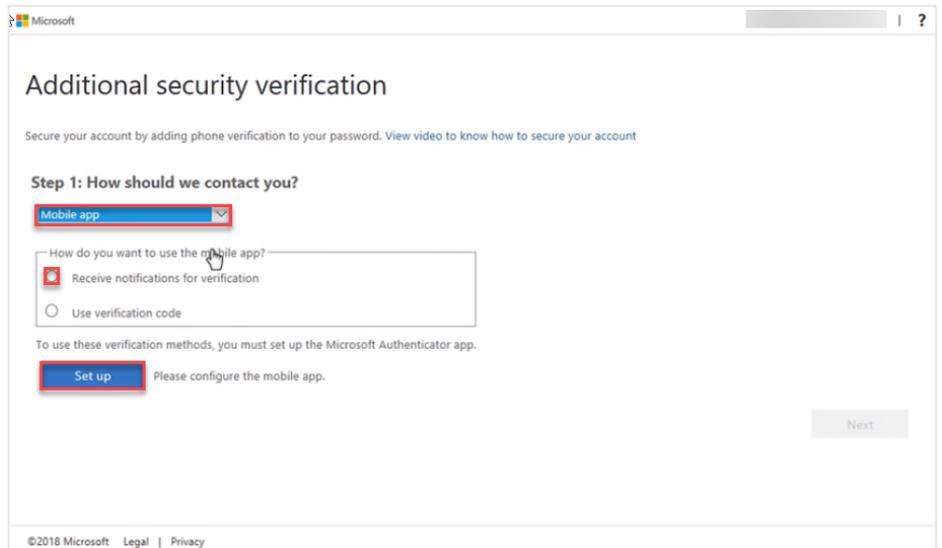
Next

# Set up Microsoft Authenticator App

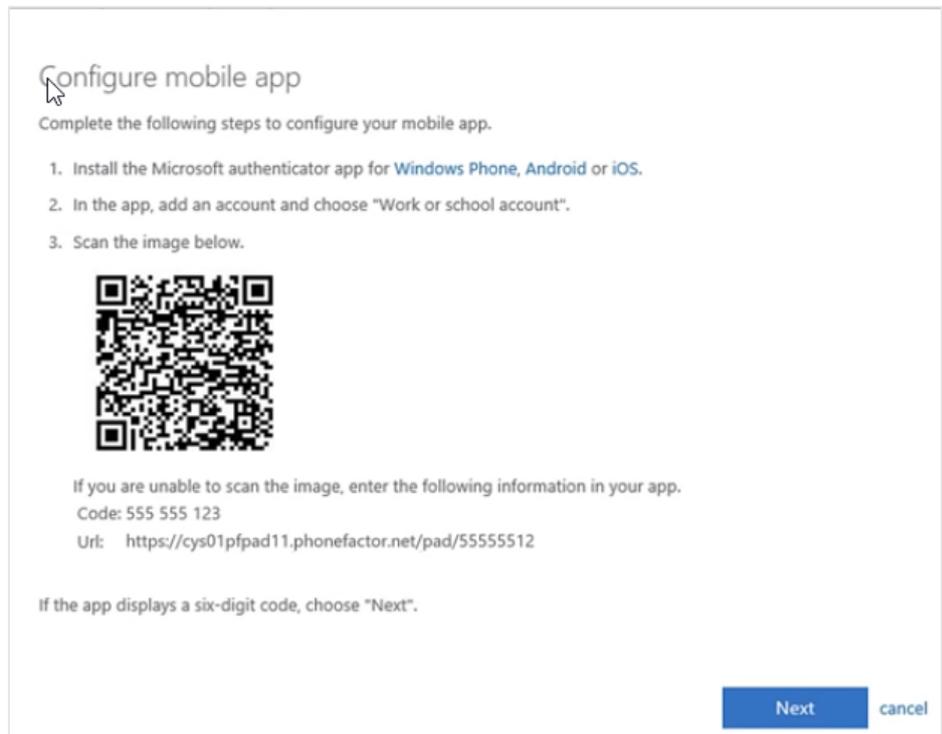
5. Choose **Mobile App** from the drop-down list.



6. Click on **Receive notifications for verification**. Click **Set up**.

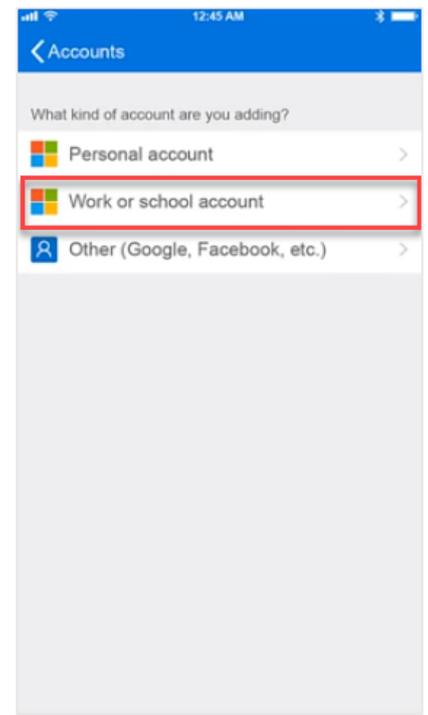


7. A QR code and instructions for your smart device will appear on the screen. Follow the instructions to set up the Microsoft Authenticator App on your device.



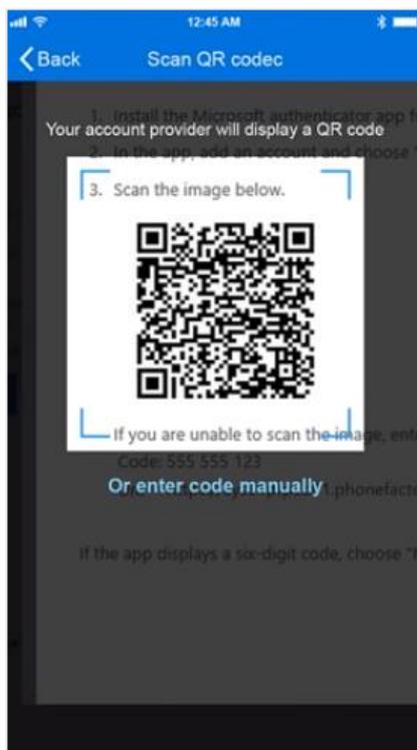
8. From your mobile or tablet device install the Microsoft Authenticator App ([Android](#), [iOS](#), [Windows Phone](#)).

Open the app and choose **Add account** followed by **Work or school account**. This will open the camera on your device.

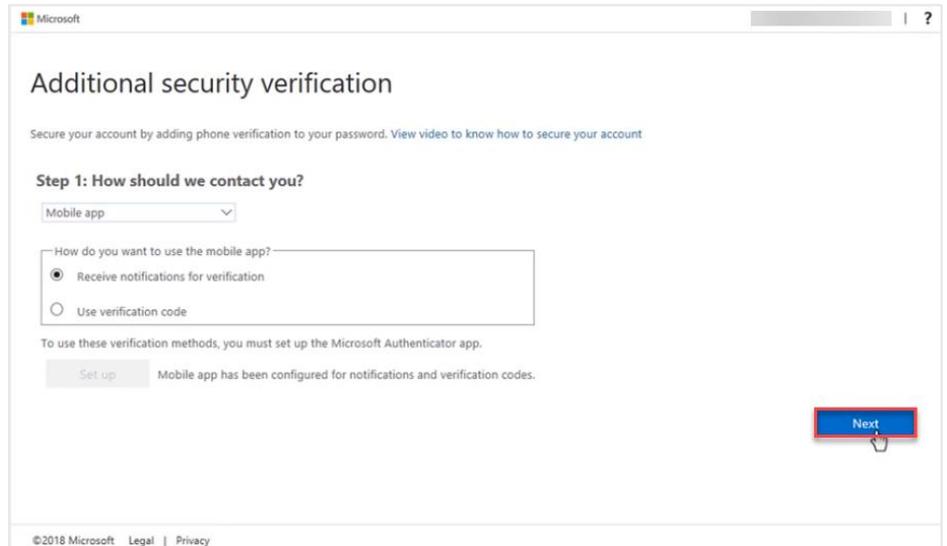


9. Scan the QR code on your computer or laptop using your smart device. Click **Next**.

If you are unable to scan the image a code is also available on screen. To enter the manual code, you will need to click on **or enter code manually**.

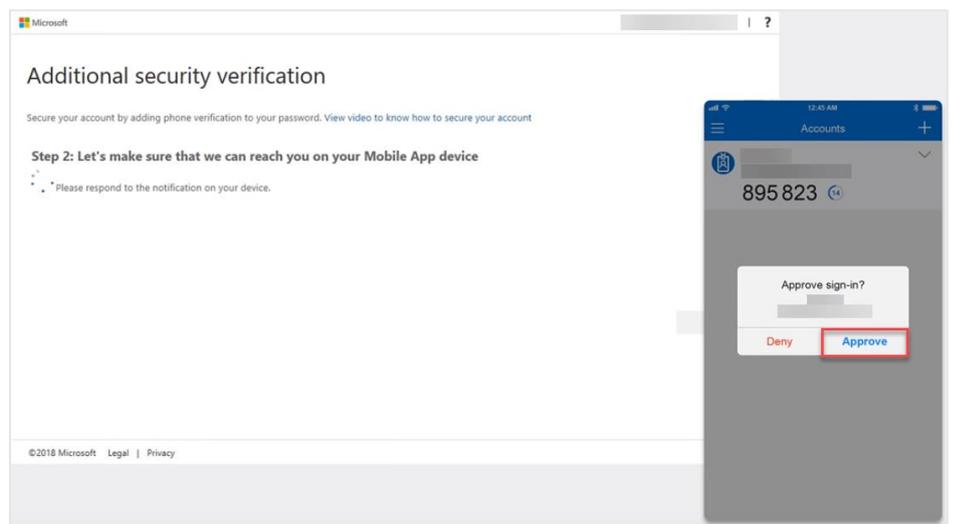


11. The account is now added. Click **Next**.



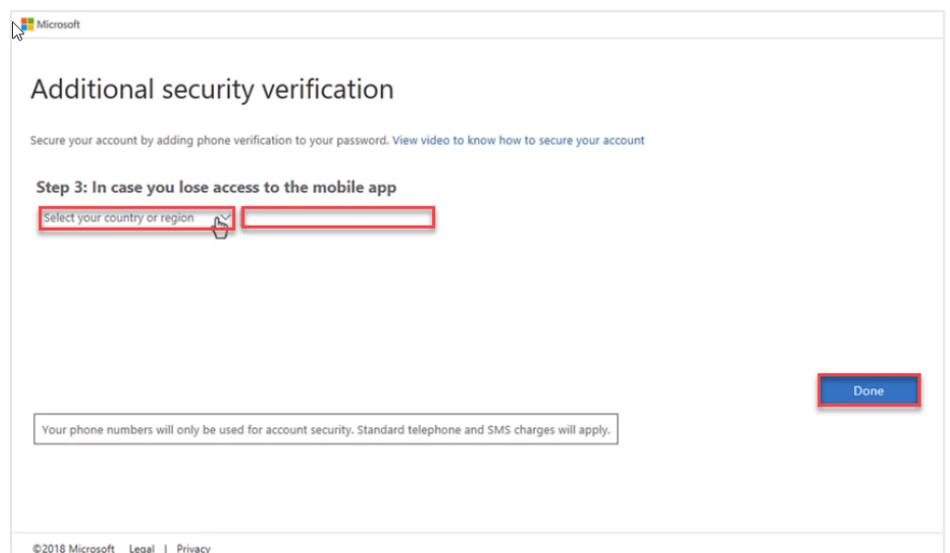
12. Next you will need to verify that the app works. It will send a notification to your phone to approve. Click **Approve**.

**Remember to only approve notifications you know you have initiated like this one.**



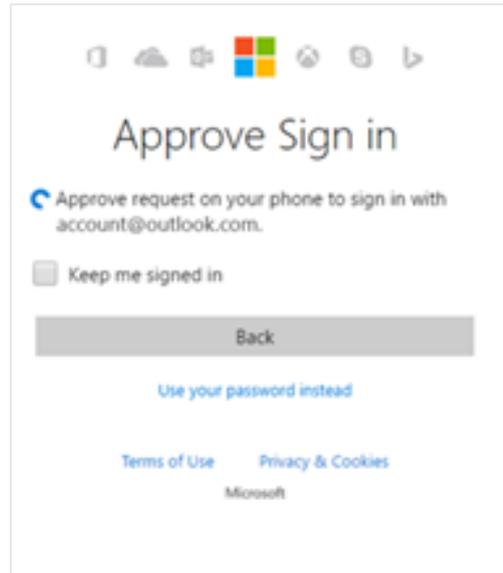
## Add a mobile phone number

13. Finally, enter a phone number in case you lose access to your mobile app. You will need to choose your country code and enter your telephone number. Click **Done** to complete MFA setup.

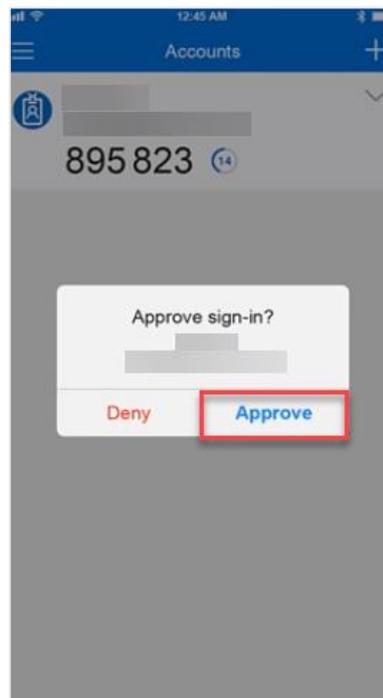


## Approve sign in using the Microsoft Authenticator App

Once you have set up MFA on your device you will be able to use your smart device to authenticate your login if prompted. If you are asked to approve a sign in a screen similar to the one below will appear on your screen.



If this happens you will need to open the Microsoft Authenticator App from your device and click on **Approve** to gain access or enter a code generated from the app to gain access to your account.



**Remember to only approve notifications you know you have initiated. If you have not initiated, it ignore the request or click on deny.**