

# **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
- Login to your university account using your <u>username@surrey.ac.uk</u>.

**3.** Enter your password.

Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	C.
	Next
Microsoft	
←	
Enter password	
Forgot password	

**4.** You will be prompted to set up a method for secondary factor authentication on your account. Click *Next*.

Microso	oft
←	
More info	ormation required
Your organizati your account s	ion needs more information to keep ecure.
Learn more	
Use a different a	count

## Set up Microsoft Authenticator App

- 5. Choose Mobile App from the Microsoft | ? drop-down list. 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? 425 555 0100 obile app O Send me a code by text message Call me Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply. ©2018 Microsoft Legal | Privacy 6. Click on Receive | ? Microsoft notifications for verification. Click Set 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? How do you want to use the mobile app? Receive notifications for ve fication O Use verification code To use these verification methods, you must set up the Microsoft Authenticator app. Please configure the mobile app. ©2018 Microsoft Legal | Privacy
- 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.

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.
Url: https://cys01pfpad11.phonefactor.net/pad/55555512
If the app displays a six-digit code, choose "Next".

cancel

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.



जा 😤	12:45 AM	* ==
Account	its	
What kind o	of account are you adding?	
Pers	onal account	>
Work	or school account	>
R Othe	r (Google, Facebook, etc.)	>

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*.

Microsoft	
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? Seceive notifications for verification	
O Use verification code To use these verification methods you must set up the Microsoft Authe	enticator ano.
Set up Mobile app has been configured for notifications	and verification codes.
	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.

unt ♥ 12:45 AM
(i) 895 823 (i)
Approve sign-in? Deny Approve

## 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.

	county ven	lication			
cure your account by add	ling phone verification to	your password. View vie	deo to know how to secur	e your account	
itep 3: In case you	lose access to the	mobile app			
Select your country or reg	ion 💦				
					Done
Your phone numbers will	only be used for account	security. Standard telep	hone and SMS charges w	ill apply.	

## 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.

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	Approve sign-in?				
	Deny Approve				
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Remember to only approve notifications you know you have initiated. If you have not initiated, it ignore the request or click on deny.