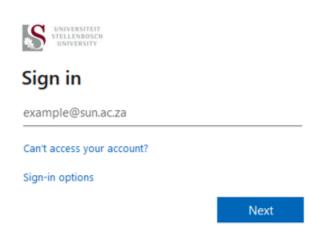
# MFA via Microsoft Authenticator App

This guide will advise you set up Microsoft Multi-factor Authentication.

### Step-by-step guide

1. On your computer, visit <u>portal.office.com</u> You will be prompted to Sign in with your Stellenbosch University credentials. Type in your email address and click on **Next**.



To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at www.sun.ac.za/useradm. 2. You will then be prompted to enter your password and click on Sign in.



- 3. You will now be requested to enable additional security on your account. Click on Next to proceed.
- 4. When requested on how you should be contacted you select Mobile App and click on 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?



Next

5. You will now have to install the Microsoft Authentication application from the application store on your mobile device. For the Google Playstore link click here For the AppStore link click here



**6.** Open the Microsoft Authenticator App on your smartphone



7. Select **OK** on Data Privacy.

#### **Data Privacy**

We gather non-personally identifiable usage data to help us improve the app. You can turn this off in settings. Learn more in the FAQs available under the Help menu.

OK

8. Select SCAN QR CODE.



9. Select Allow authenticator application to take pictures and record video.



10. Position the camera of your mobile device over the QR code displaying on your desktop. The mobile device will scan the QR code and your account will then show on the authentication application on your mobile device.



11. Return to your desktop and click Next on configure mobile App on your desktop.

## 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.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app. Code:  $606\,503\,790$ 

Url: https://co1eupad04.eu.phonefactor.net/pad/452837391

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

Next

ancel

12. The Set-up option will now be greyed out. Click on 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	v
— How do you wa	nt to use the mobile app?
Receive not	ifications for verification
O Use verifica	tion code
To use these verifi	cation methods, you must set up the Microsoft Authenticator app.
Set up	Mobile app has been configured for notifications and verification code

Next

13. The system will now try to reach your Mobile application.

# Additional security verification

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

Step 2: Let's make sure that we can reach you on your Mobile App device

Please respond to the notification on your device.

Nevt

**14.** It will send you a notification to your mobile device. Tap **APPROVE** on the notification.

# Approve sign-in request AEJED?

Microsoft

DENY APPROVE

15. As soon as you click on APPROVE you will be asked to add your mobile device phone number. We strongly suggest adding your mobile device phone number to act as a backup if you are unable to access or use the mobile App for any reason and click on Done.

## Additional security verification

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

Step 3: In case you lose access to the mobile app

South Africa (+27) 

©720000000

Done

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

16. Click on No when asked to Stay signed in.



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mfatest@sun.ac.za

# Stay signed in?

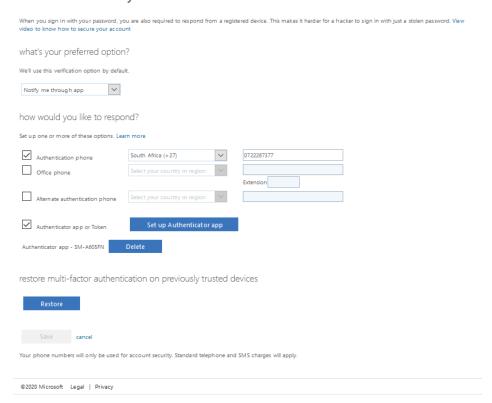
Do this to reduce the number of times you are asked to sign in.

Don't show this again



To Sign-in at Stellenbosch University requires @sun.ac.za username. Passwords can be changed at www.sun.ac.za/useradm. 17. When you see the screen below you can just close your browser. You are now enrolled for Multi Factor Authentication via the authenticator application

#### Additional security verification



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