

MFA Registration Process with Screenshots

- 1 MFA Registration Process with Screenshots 2
 - 1.1. Starting points in the browser 2
 - 1.1.1 First time visiting the browser 2
 - 1.1.2 Security Info page..... 3
 - 1.2. Starting points in the App 4
 - 1.2.1 Initial screens when app first downloaded..... 4
 - 1.2.2 Let’s add your first account screen 5
 - 1.2.3 Accounts already exist..... 6
 - 1.3. First time setup using a PC and mobile 6
 - 1.4. First time setup without a PC 12
 - 1.5. Let’s add your first account screen or adding when an account already exists..... 18
 - 1.6. Set up for text messages - I want to set up a different method 25
 - 1.7. Setting up Authenticator app using sign in instead of QR 28

1 MFA Registration Process with Screenshots

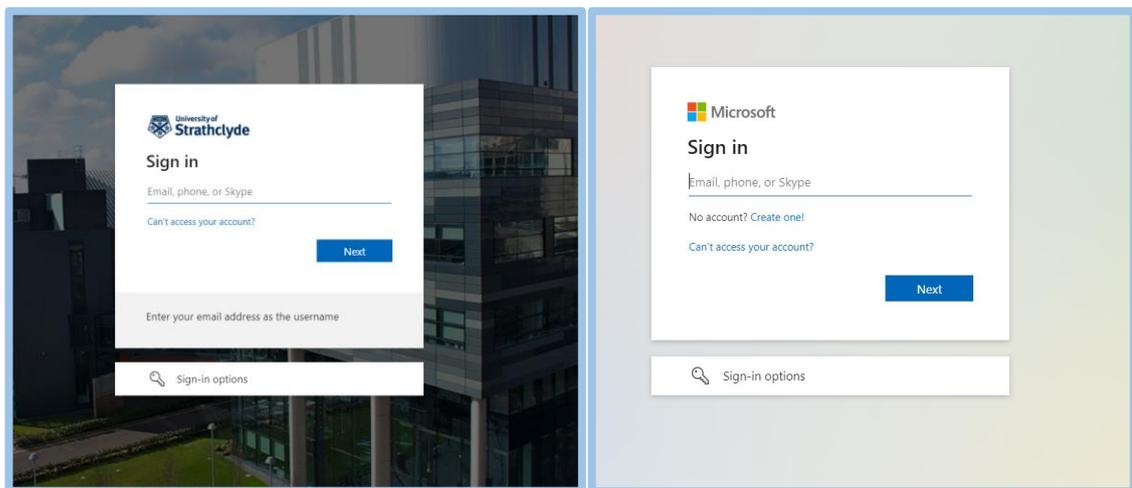
In the screenshots below, instructions that are carried out in a browser are framed in **blue** while screenshots from the app are framed in **green**.

1.1. Starting points in the browser

1.1.1 First time visiting the browser

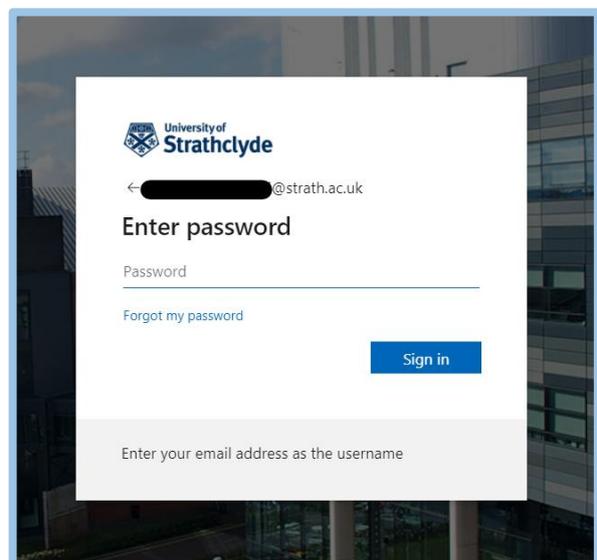
The first time that the setup page is visited (or if logging in again after deleting all sign-in methods), these screens will display.

1. Visit <https://aka.ms/mfasetup> on your PC. You will then be prompted to login. Enter your email and Click **Next**

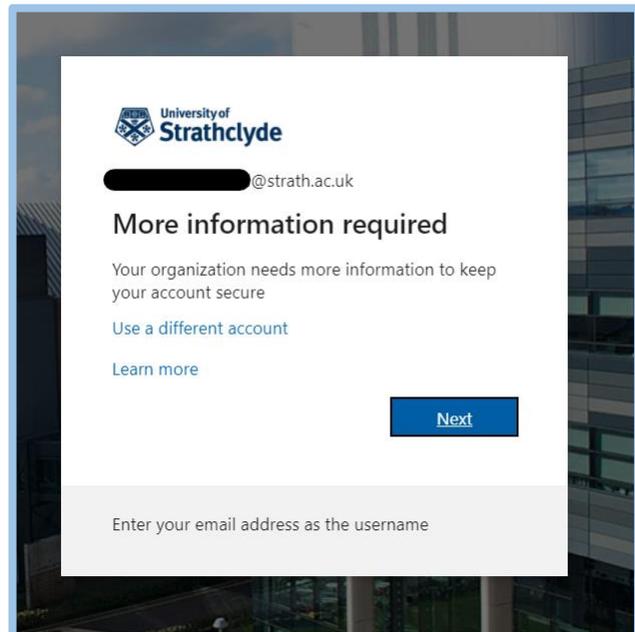


You may see Strath branding if the browser has remembered or picked up credentials elsewhere otherwise or, if using an incognito window, you won't see branding at this stage. Once the email address is recognised you should see Strath branding on the next screen.

2. You will now be asked for credentials, enter your password, and click **Sign in**

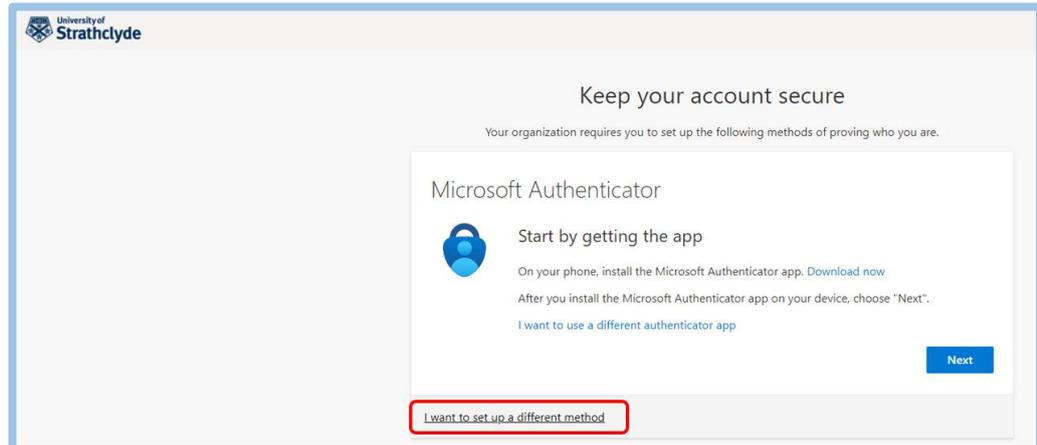


3. You will now be prompted to provide additional information, Click **Next**



4. If you haven't installed the Microsoft authenticator app on your phone, do so now, otherwise, Click **Next** to set up the authenticator.

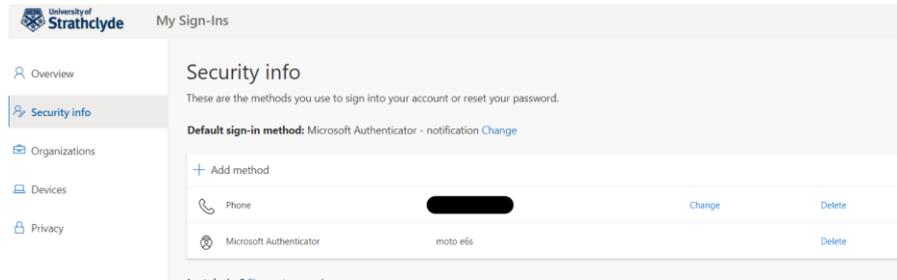
Alternatively, select [I want to use a different method](#) to set up phone number to receive codes by text or phonecall.



1.1.2 Security Info page

If sign-in methods have previously been added going to <https://aka.ms/mfasetup> will redirect to <https://mysignins.microsoft.com/security-info> and you will then have options to delete previous attempts

and add new methods. If MFA has been reset, it can be tidier to delete existing entries for an authenticator before adding new.



1.2. Starting points in the App

1.2.1 Initial screens when app first downloaded.

1. Privacy Statement



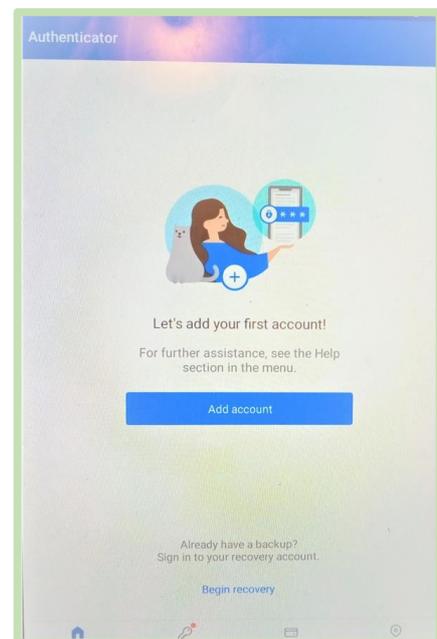
2. Options screen – these particular options are only seen at this point so to get back to them the app needs to be uninstalled and reinstalled or data cleared (android).



- Option to
 - a. [Skip](#) - takes you to another screen to add account
 - b. Sign in with Microsoft - don't use for university accounts
 - c. [Add work or School account](#) - asks you to sign in then takes you to browser on the mobile to complete set up. This is the preferred option if using a mobile to access browser.
 - d. [Scan a QR code](#) - selecting this option can give a code without having to log in first. This is the preferred option if using a PC to access browser
 - e. Restore from backup – A backup to a personal account is required but this option still requires verifying with a QR code from <https://aka.ms/mysecurityinfo> so it can be more straightforward to reset MFA and setup again that way.

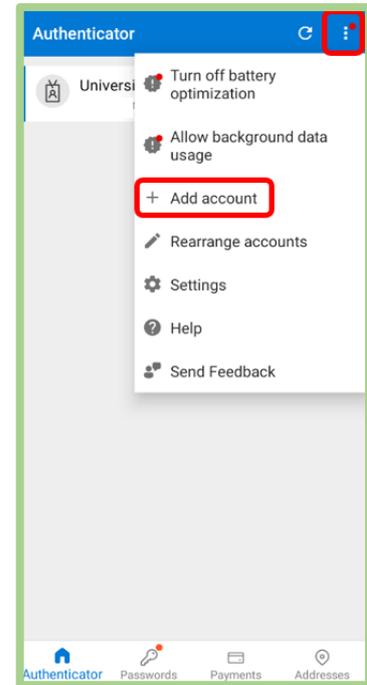
1.2.2 Let's add your first account screen

If **Skip** is selected on the first screen of the authenticator, this screen is then shown, select **Add Account** to setup.



1.2.3 Accounts already exist

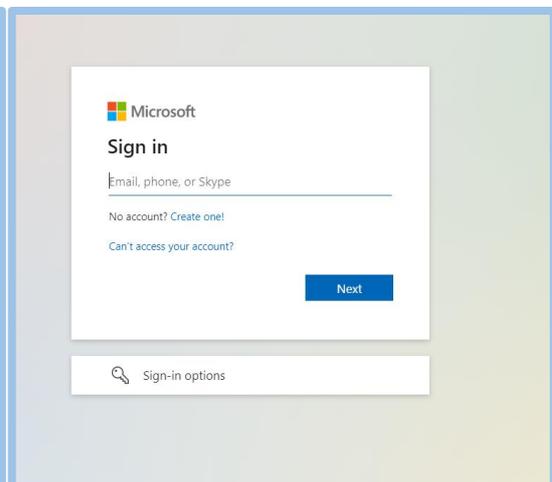
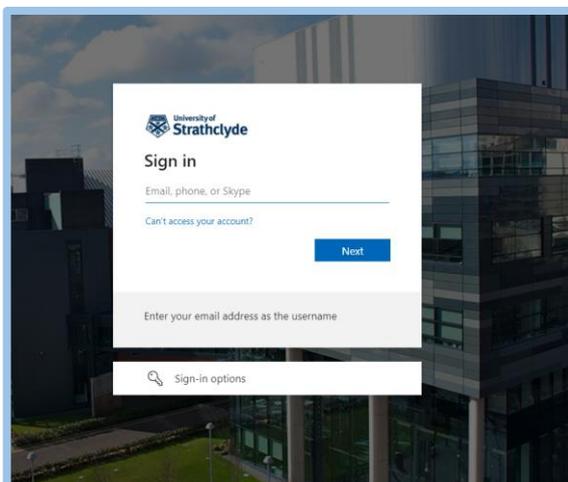
If data for an account (work or personal) already exists you may see an account listed, sometimes it will be greyed out if inactive. A new account can be added (or data overridden for an existing account) by clicking on the three dots then selecting **Add account**.



1.3. First time setup using a PC and mobile

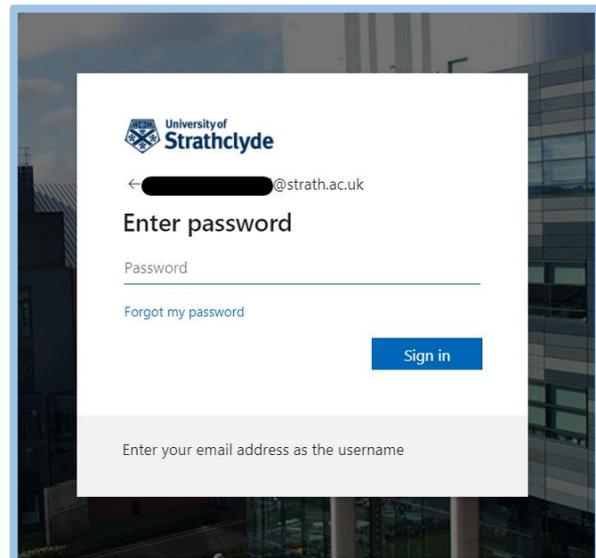
The first time setting up can look a bit different from subsequent attempts. You can get back to the initial screens if required by deleting any sign-in methods, logging out and then log back in to <https://aka.ms/mfasetup>.

1. Visit <https://aka.ms/mfasetup> on your PC. You will then be prompted to login. Enter your email and Click **Next**

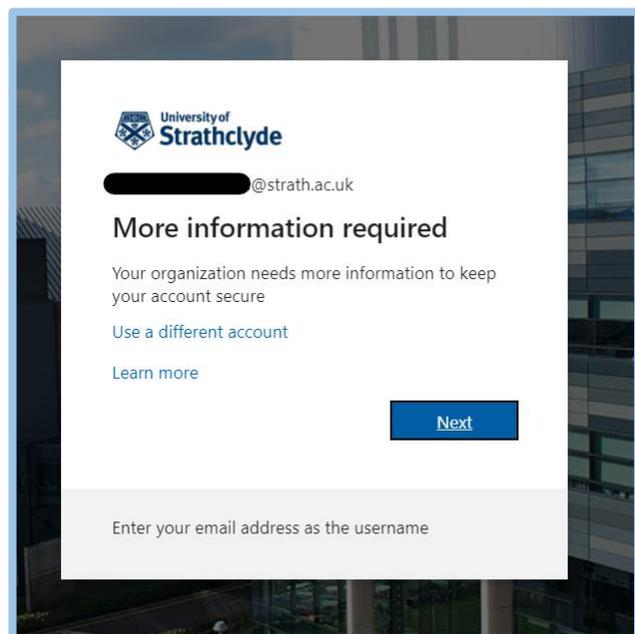


You may see Strath branding if the browser has remembered or picked up credentials elsewhere otherwise or, if using an incognito window, you won't see branding at this stage. Once the email address is recognised you should see Strath branding on the next screen.

2. You will now be asked for credentials, enter your password, and click **Sign in**

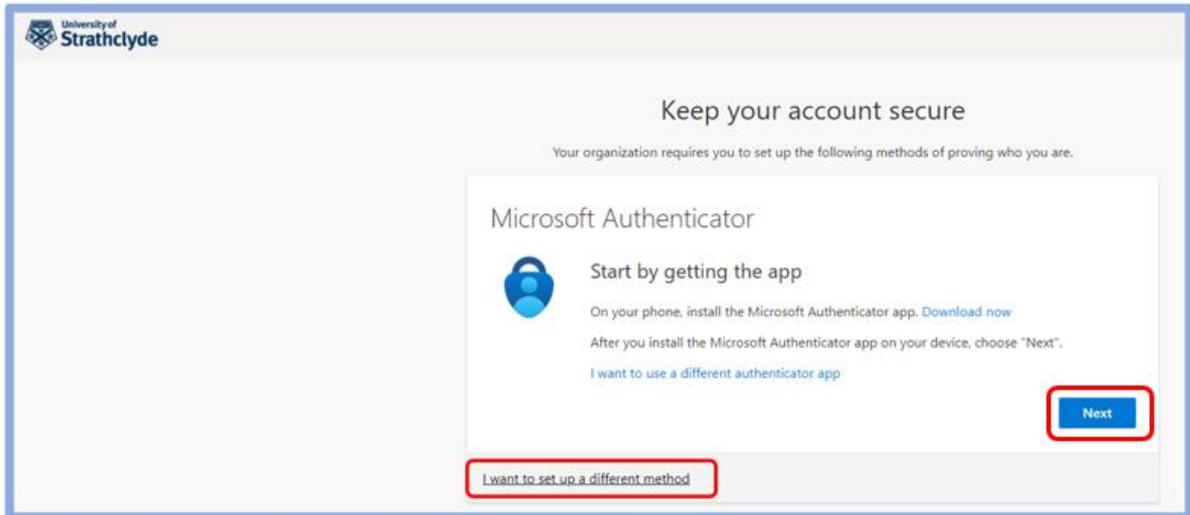


3. You will now be prompted to provide additional information, Click **Next**



4. If you haven't installed the Microsoft authenticator app on your phone, do so now, otherwise, Click **Next**.

Alternatively Select [I want to use a different method](#) to set up phone number to receive codes by text or phonecall.



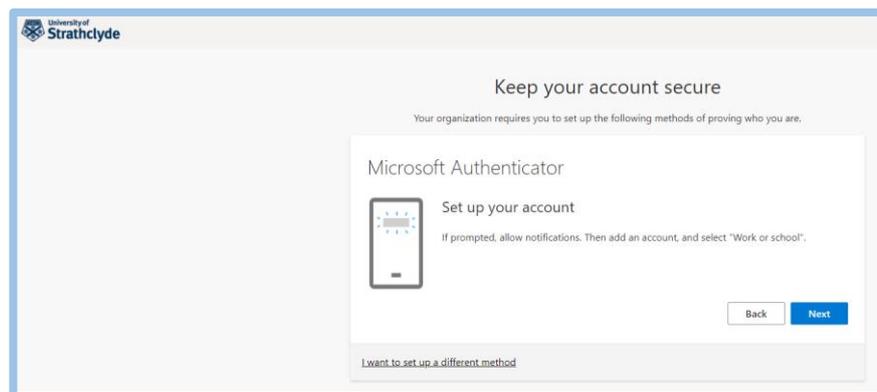
5. Open the app and agree to privacy statement



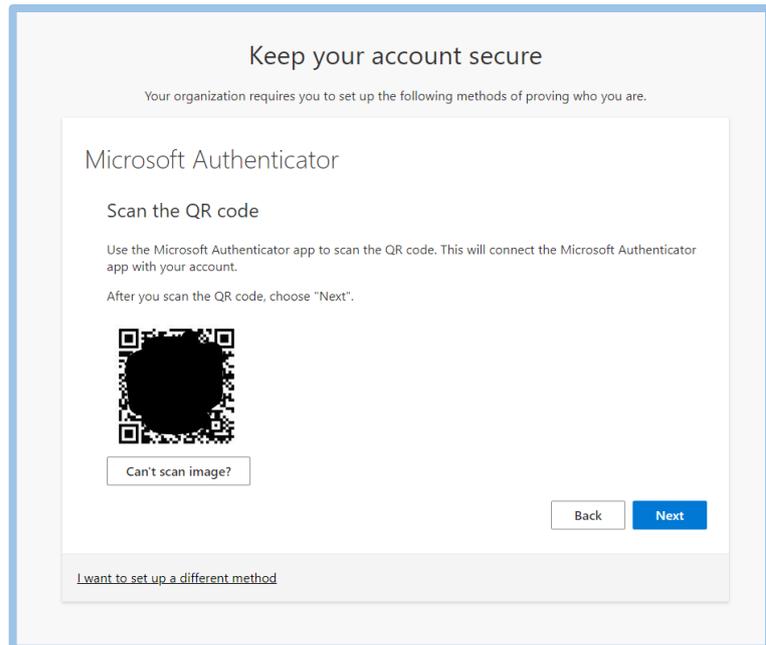
6. Select **Scan a QR code**



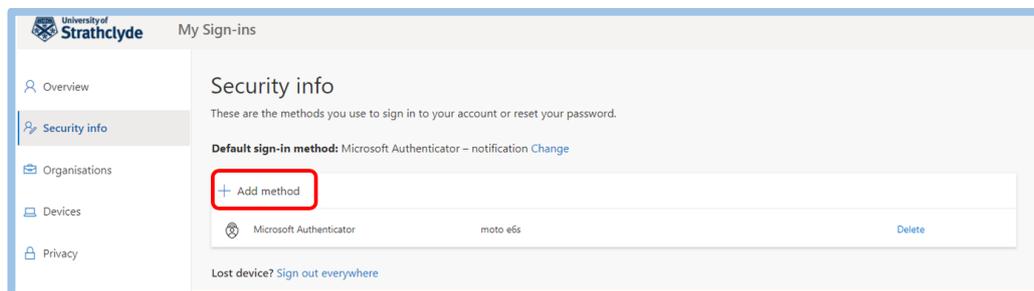
7. Go back to PC and select **Next**



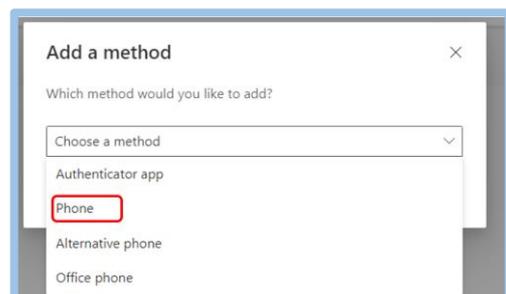
- In the Authenticator App, Scan the QR Code then the PC Browser, Click **Next**. There is a time limit on completing these instructions so errors may appear if not done fast enough.



- A test authentication request should be generated, click **Approve** on the phone screen
- There may be a requirement to enter screen lock as well.
- Once the Notification is approved successfully, you need to go back to the browser to complete the set-up. Click **Next** on the PC browser
- You will now be taken to your security info page. This is where you can setup additional methods of authentication. We recommend adding your mobile in case something happens to your authenticator app. Click **Add Method**



- From the dropdown, select **Phone** and click **Add**



14. Enter your area code and mobile phone number and click **Next**



Phone [Close]

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

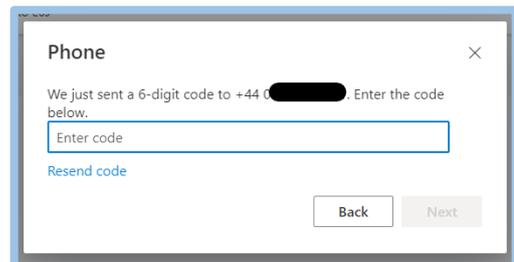
United Kingdom (+44) [Country Code] 0123456789 [Phone Number]

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Cancel] [Next]

15. You will now be sent a 6 digit code to your mobile, enter it here and Click **Next**



Phone [Close]

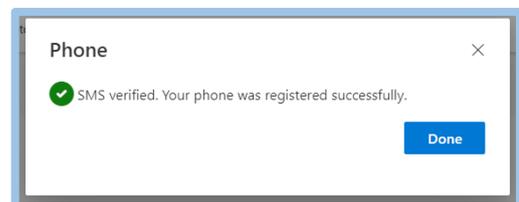
We just sent a 6-digit code to +44 [Redacted]. Enter the code below.

Enter code [Input Field]

[Resend code](#)

[Back] [Next]

16. SMS should now be verified, click **Done**

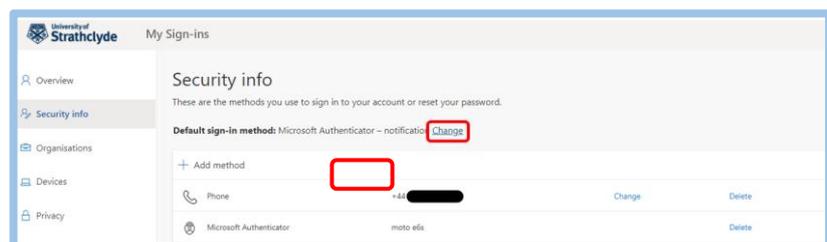


Phone [Close]

SMS verified. Your phone was registered successfully.

[Done]

17. You will now be taken back to security info. To change your default sign in method, click **Change**



University of Strathclyde My Sign-ins

Overview
Security info
 Organisations
 Devices
 Privacy

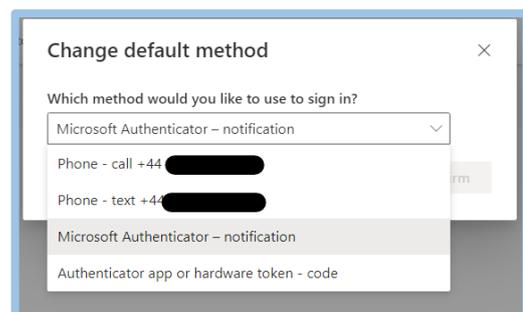
Security info
 These are the methods you use to sign in to your account or reset your password.

Default sign-in method: Microsoft Authenticator – notification [Change](#)

+ Add method [Redacted]

| | | | |
|-------------------------|----------------|------------------------|------------------------|
| Phone | +44 [Redacted] | Change | Delete |
| Microsoft Authenticator | moto e6s | | Delete |

18. From the dropdown, select preferred method and click **Confirm**



Change default method [Close]

Which method would you like to use to sign in?

Microsoft Authenticator – notification [Dropdown]

Phone - call +44 [Redacted] [Confirm](#)

Phone - text +44 [Redacted] [Confirm](#)

Microsoft Authenticator – notification

Authenticator app or hardware token - code

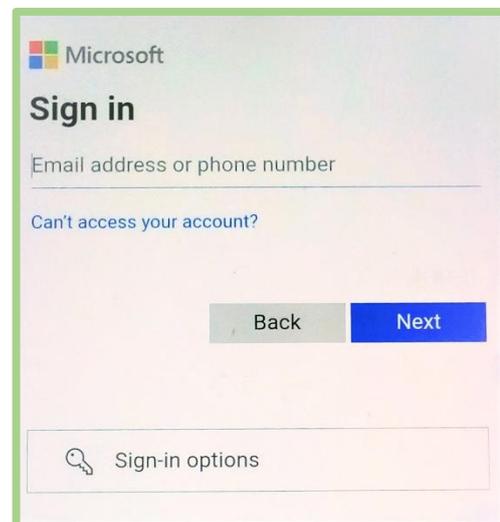
19. Once you are registered for MFA, you can manage your authentication methods at <https://aka.ms/mysecurityinfo>.

1.4. First time setup without a PC

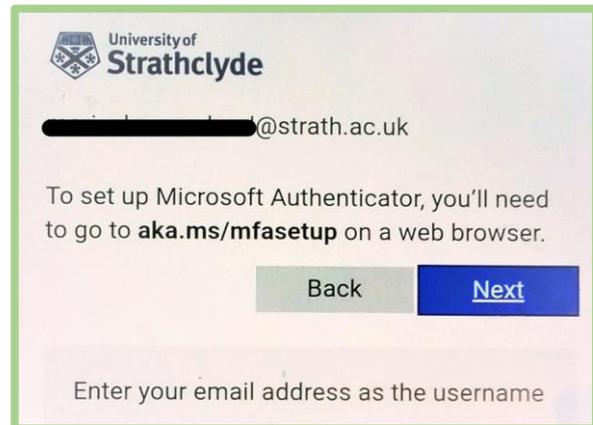
1. This method is best if only using a phone but will ask for a sign in first and you need to complete all steps in a time period otherwise problems occur and you are more likely to get caught in a loop where you need to authenticate but can't. The image below should be the starting screen (after agreeing to license terms), if you don't have this, you can clear the data from the app (android) or uninstall and re-install to start fresh.



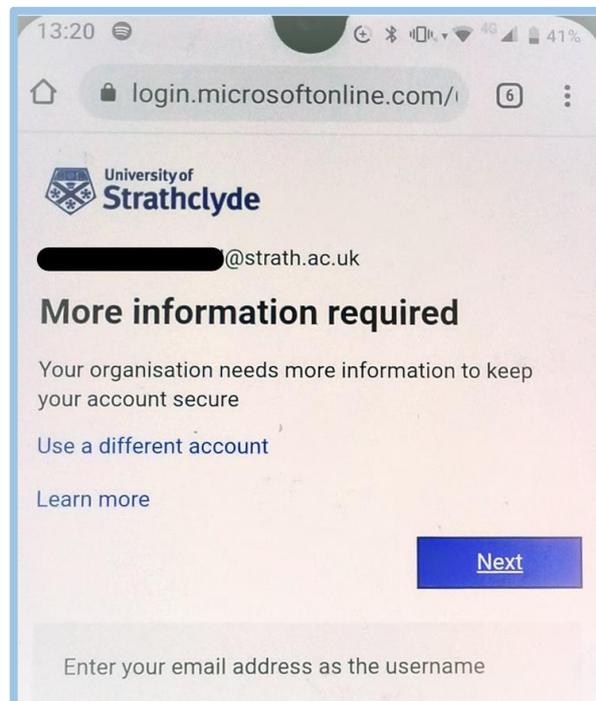
2. Sign in with email address and password



3. You will then be directed to a browser, selecting **Next** will open the browser webpage



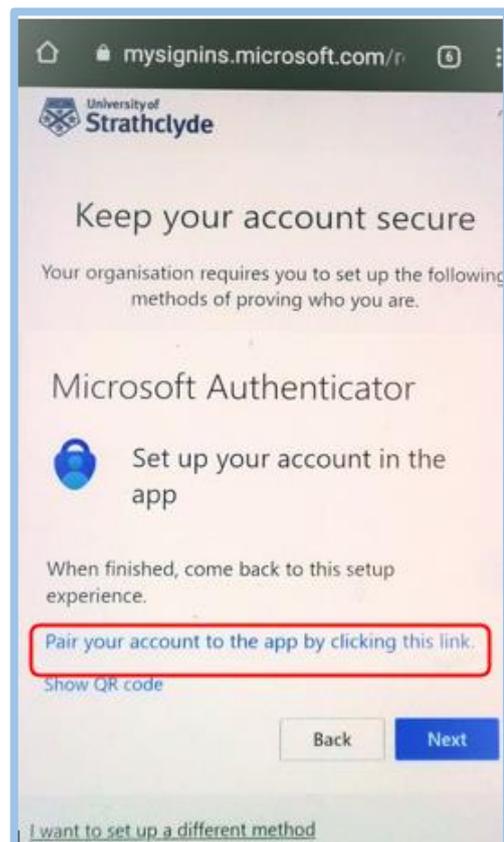
4. You will be prompted to log in again with email address and password.
5. You will then be advised more Information is required, select **Next**



6. You will be asked to download the app, click **Next**



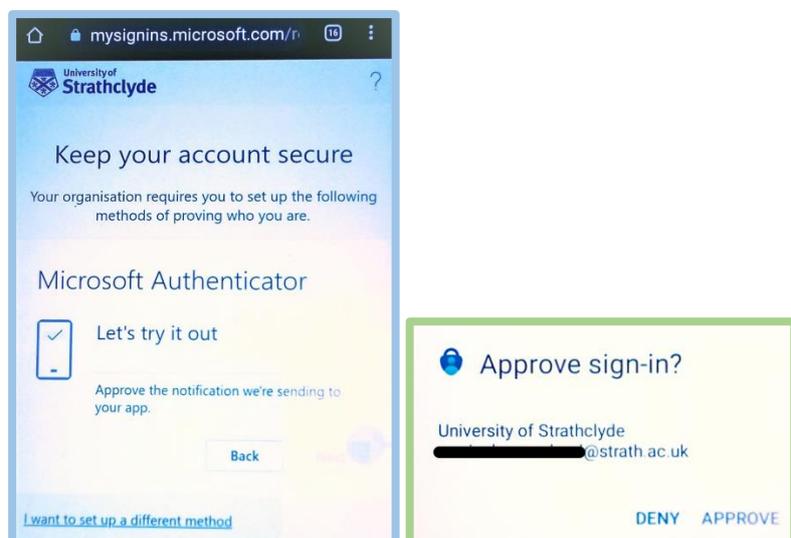
7. Select **Pair your account to the app** by clicking this link



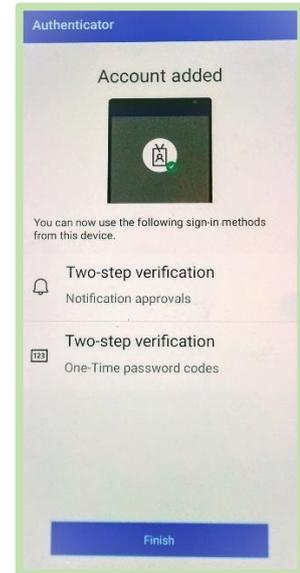
8. NB. It may look at this point that the account has been set up but to complete the process you must go back to the browser and select **Next**



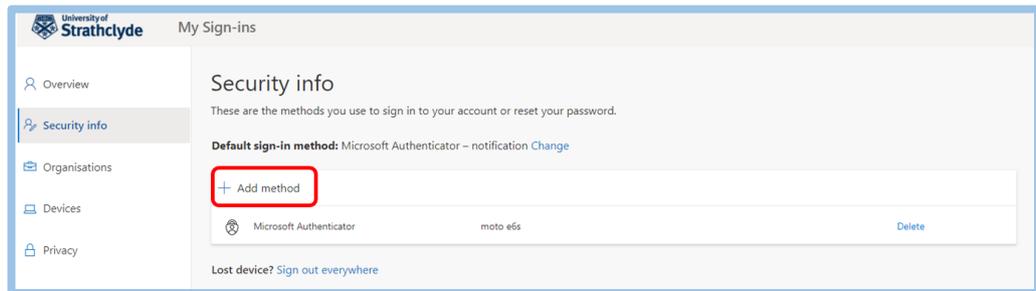
9. You will then receive a test authentication request



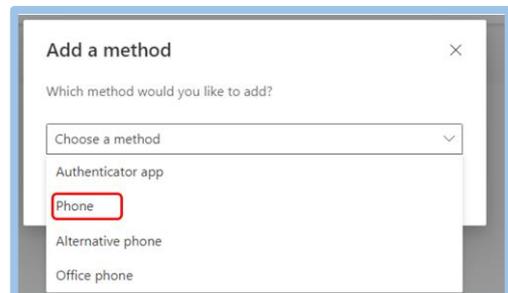
10. Once the Notification is approved successfully, Click **Done** on the mobile browser.



11. You will now be taken to your security info page. This is where you can setup additional methods of authentication. We recommend adding your mobile in case something happens to your authenticator app. Click **Add Method**



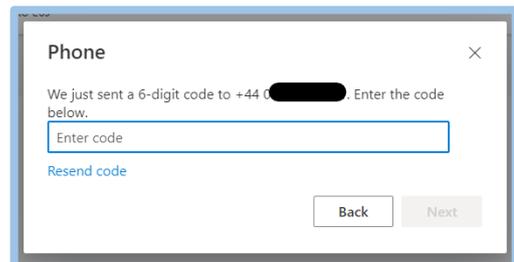
12. From the dropdown, select **Phone** and click **Add**



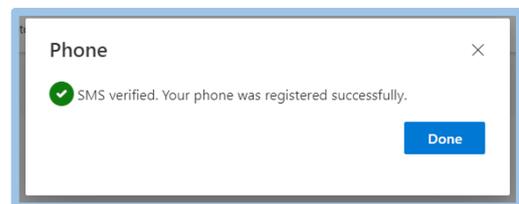
13. Enter your mobile phone number and click **Next**



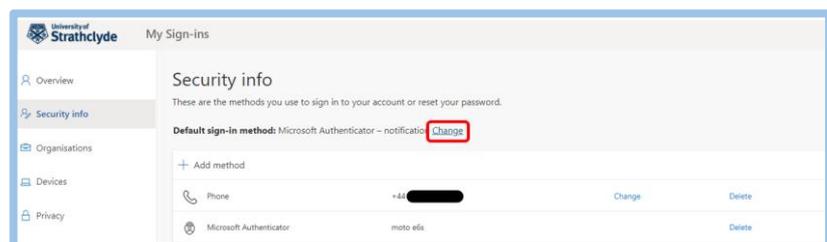
14. You will now be sent a 6 digit code to your mobile, enter it here and Click **Next**



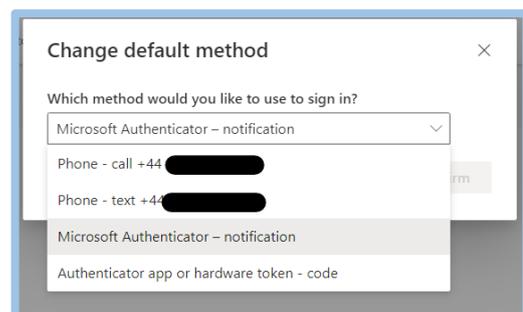
15. SMS should now be verified, click **Done**



16. You will now be taken back to security info. To change your default sign in method, click **Change**



17. From the dropdown, select preferred method and click **Confirm**

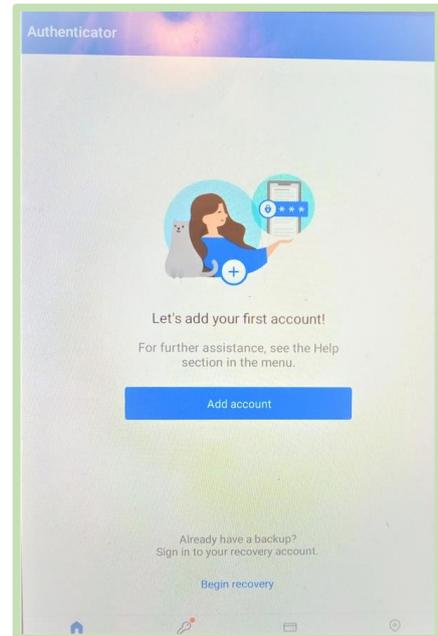


18. Once you are registered for MFA, you can manage your authentication methods at <https://aka.ms/mysecurityinfo>.

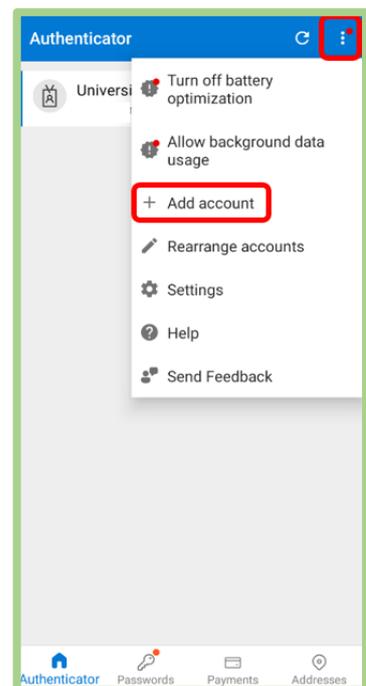
1.5. Let's add your first account screen or adding when an account already exists

This section can be followed whether using a separate PC or just using a mobile.

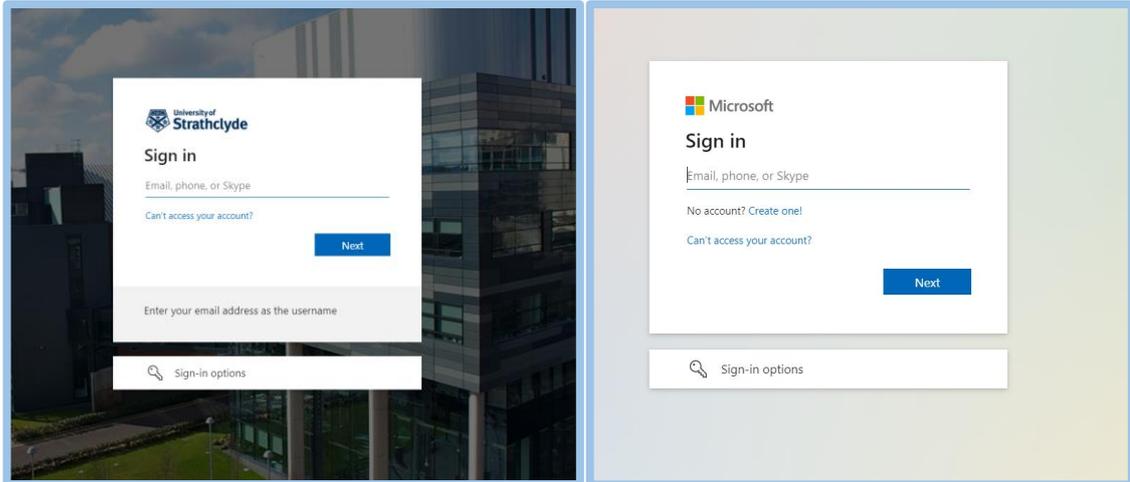
1. If Skip is selected on the first screen of the authenticator, this screen is then shown, select **Add Account**



2. Alternatively, if an account already exists, you can add a new account by clicking on the three dots and **Add account**.

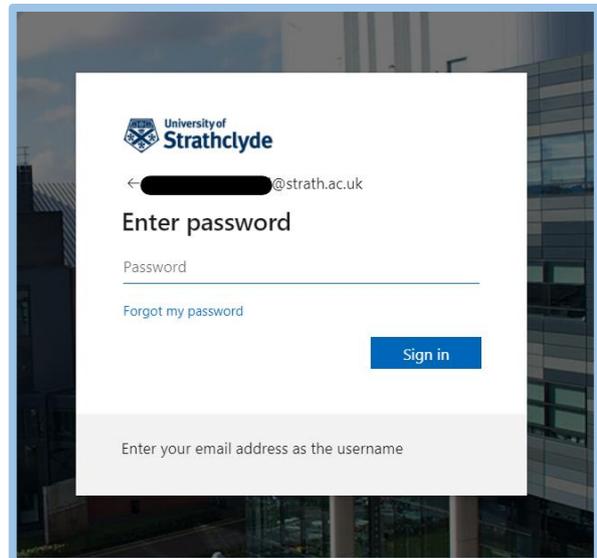


3. Visit <https://aka.ms/mfasetup> in your browser. This can be a browser on your phone or on a separate PC. You will then be prompted to login. Enter your email and Click **Next**

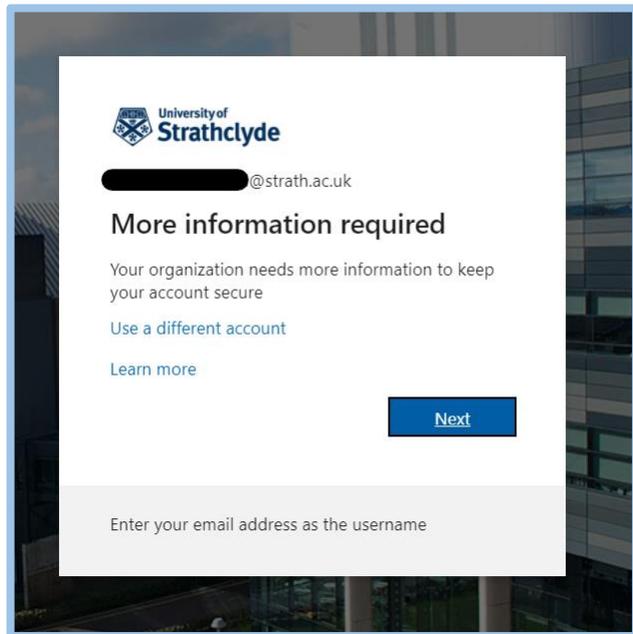


You may see Strath branding if the browser has remembered or picked up credentials elsewhere otherwise or, if using an incognito window, you won't see branding at this stage. Once the email address is recognised you should see Strath branding on the next screen.

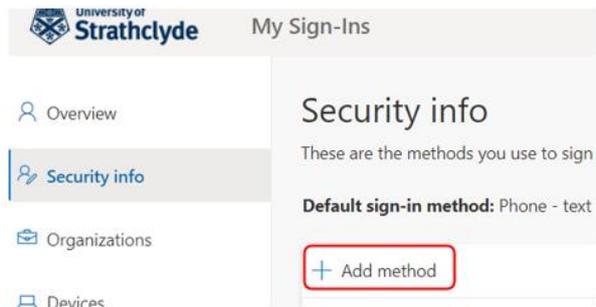
4. You will now be asked for credentials, enter your password, and click Sign in



5. You will now be prompted to provide additional information, Click Next

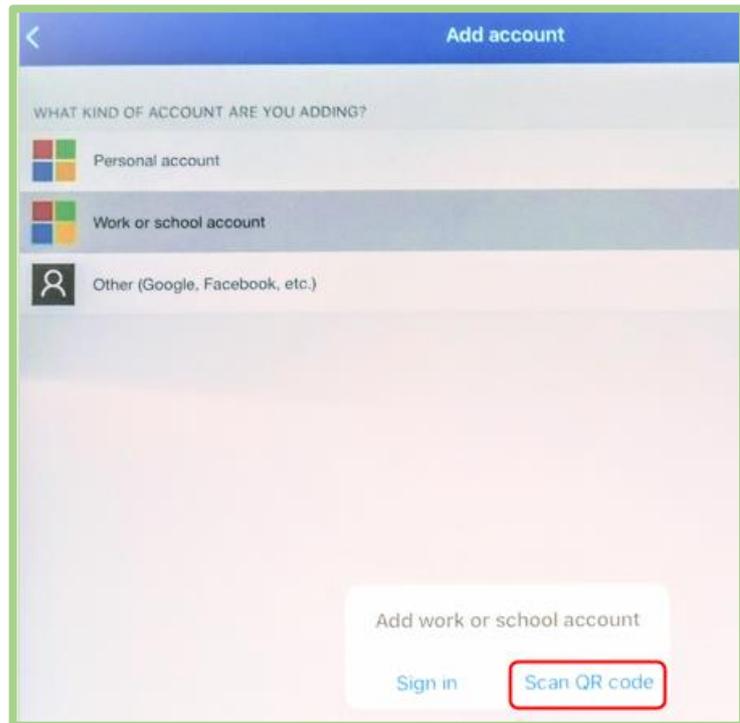


6. If you have previously added sign-in methods, you may see the Security Info screen instead, select Add method and select authenticator app from menu. You will be prompted to get the app, click Next.

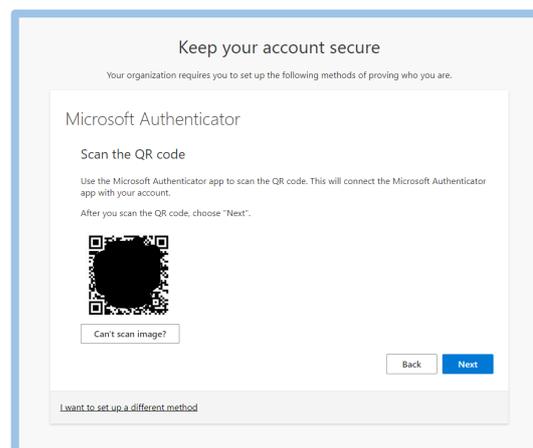
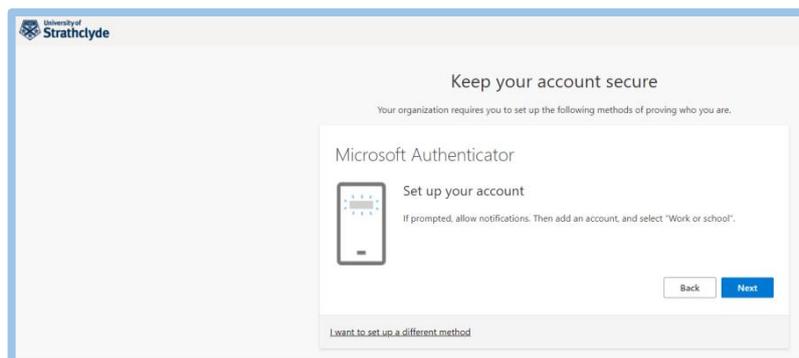


7. In the Authenticator App, choose **Work or school account**, if you receive a permission prompt, click Allow. Select **Scan a QR code**. NB. If sign in is selected instead of QR code, this can cause a loop of being asked to authenticate but if a phone number has already been given as

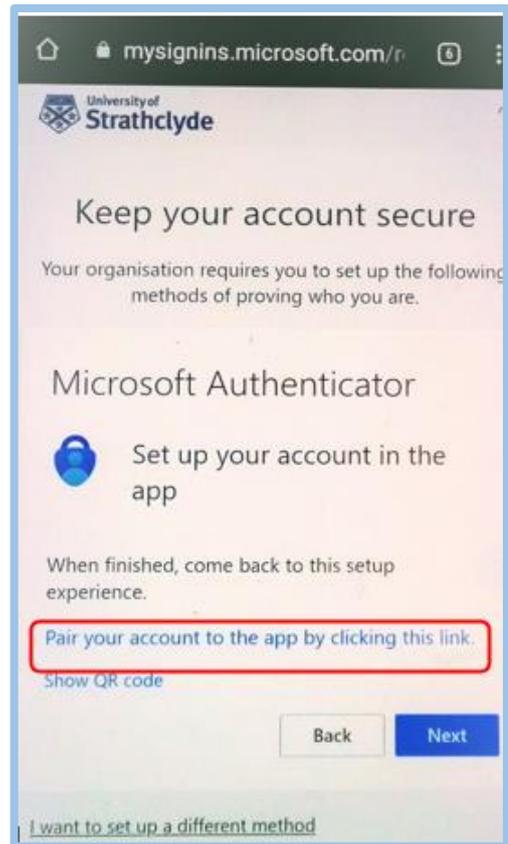
an alternative method, the sign in option can be used instead of the QR code.
(see [Setting up Authenticator app using sign in instead of QR](#))



- Go back to browser and select **Next**. There is a time limit on completing these instructions so errors may appear if not done fast enough. If you are using a desktop/laptop browser, you will see the screen below, scan the QR code using the app. (refer to point 7 if using a mobile browser)



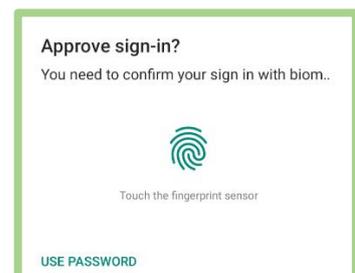
9. If using a browser on your mobile you will have the option to click a link to pair the device rather than using a QR code. Select **Pair your account to the app by clicking this link**



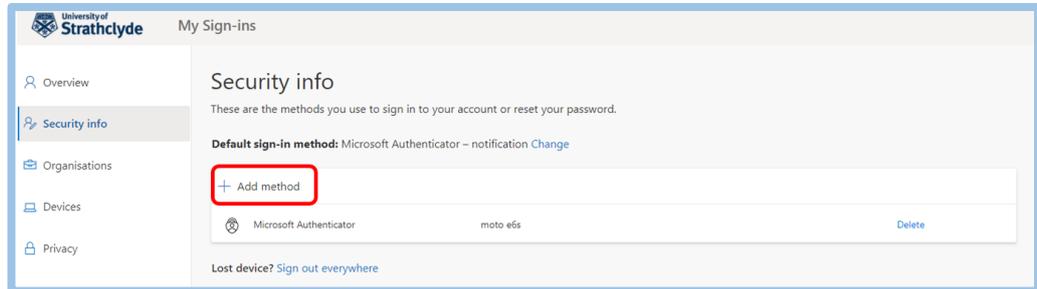
10. A test authentication request should be generated, click **Approve** on the phone screen



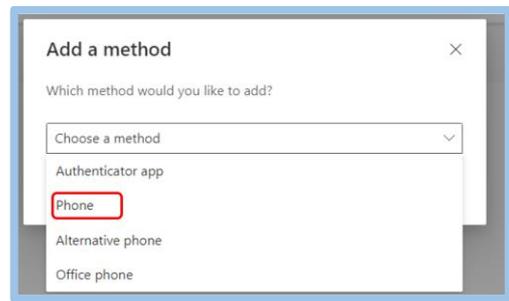
11. There may be a requirement to enter screen lock as well.



- Once the Notification is approved successfully, Click **Next** on the PC browser. It is important to go back to the browser at this point to ensure the setup is complete.
- You will now be taken to your security info page. This is where you can setup additional methods of authentication. We recommend adding your mobile in case something happens to your authenticator app. Click **Add Method**



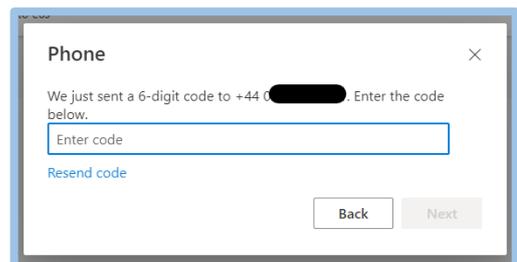
- From the dropdown, select **Phone** and click **Add**



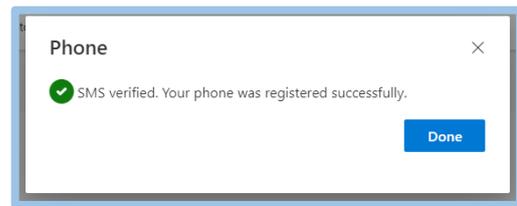
- Enter your mobile phone number and click **Next**



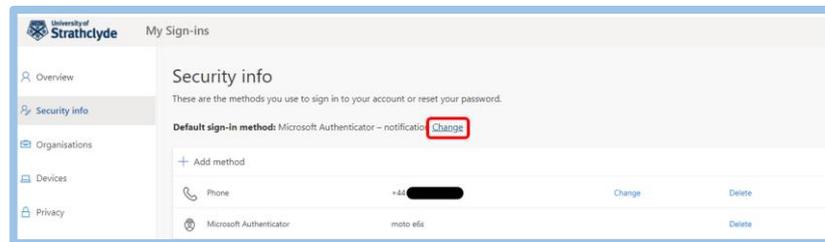
- You will now be sent a 6 digit code to your mobile, enter it here and Click **Next**



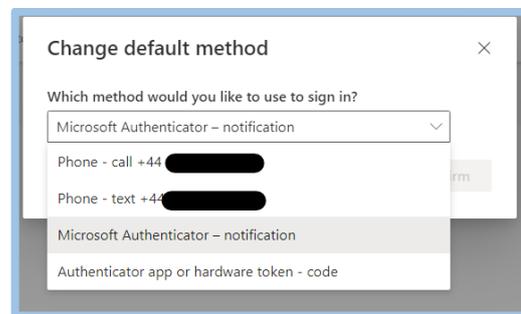
17. SMS should now be verified, click **Done**



18. You will now be taken back to security info. To change your default sign in method, click **Change**



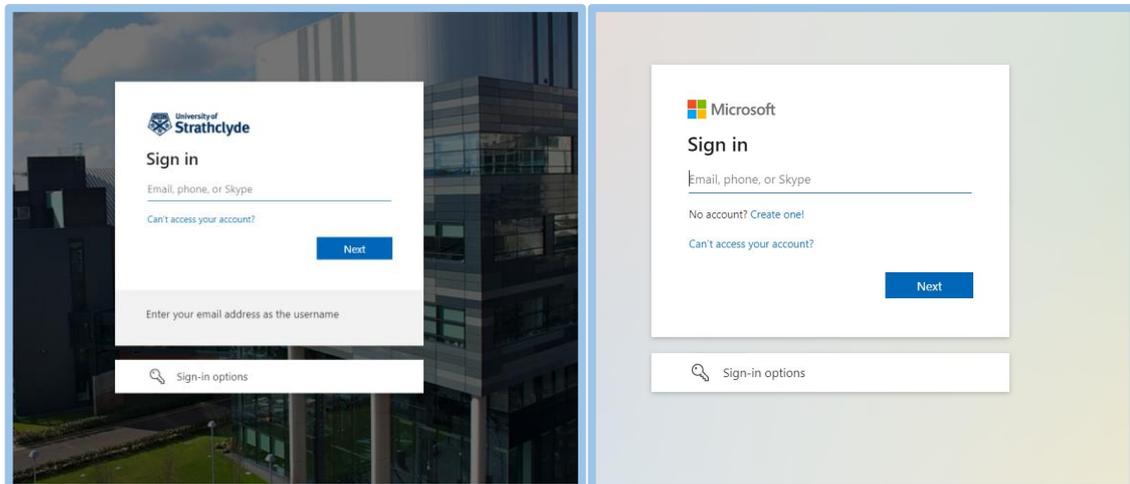
19. From the dropdown, select preferred method and click **Confirm**



20. Once you are registered for MFA, you can manage your authentication methods at <https://aka.ms/mysecurityinfo>.

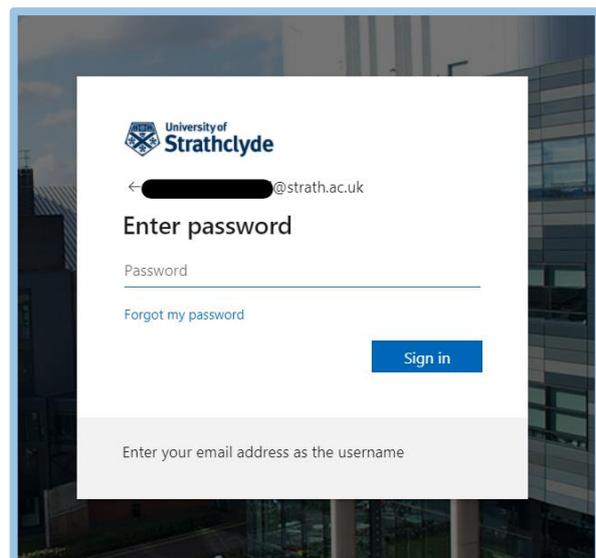
1.6. Set up for text messages - I want to set up a different method

1. Visit <https://aka.ms/mfasetup> on your PC. You will then be prompted to login. Enter your email and Click **Next**

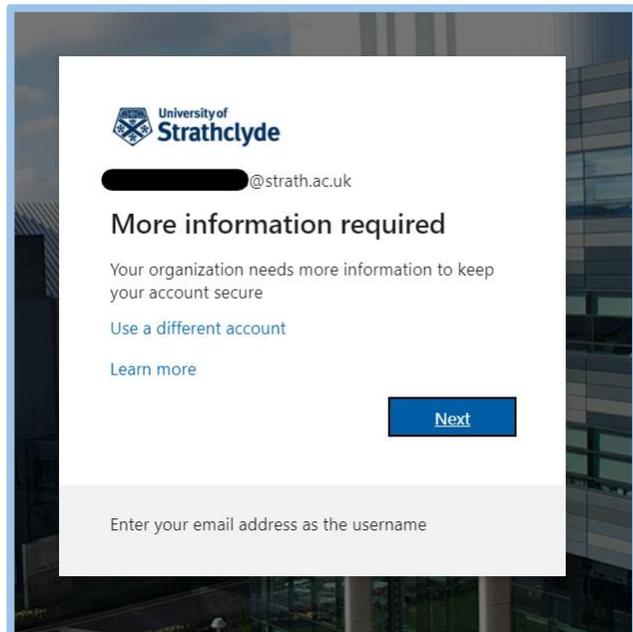


You may see Strath branding if the browser has remembered or picked up credentials elsewhere otherwise or, if using an incognito window, you won't see branding at this stage. Once the email address is recognised you should see Strath branding on the next screen.

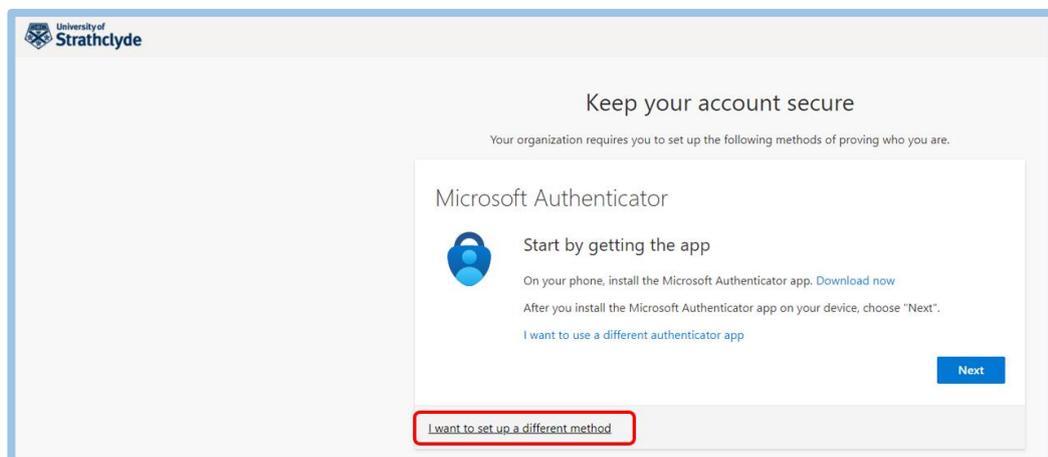
2. You will now be asked for credentials, enter your password, and click **Sign in**



- You will now be prompted to provide additional information, Click **Next**



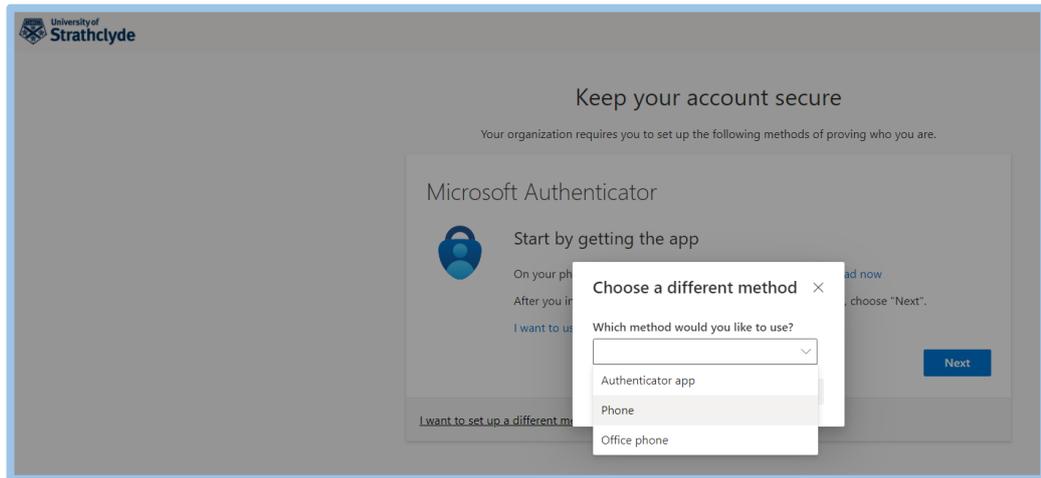
- Select **I want to set up a different method** to set up phone number to receive codes by text or phonecall.



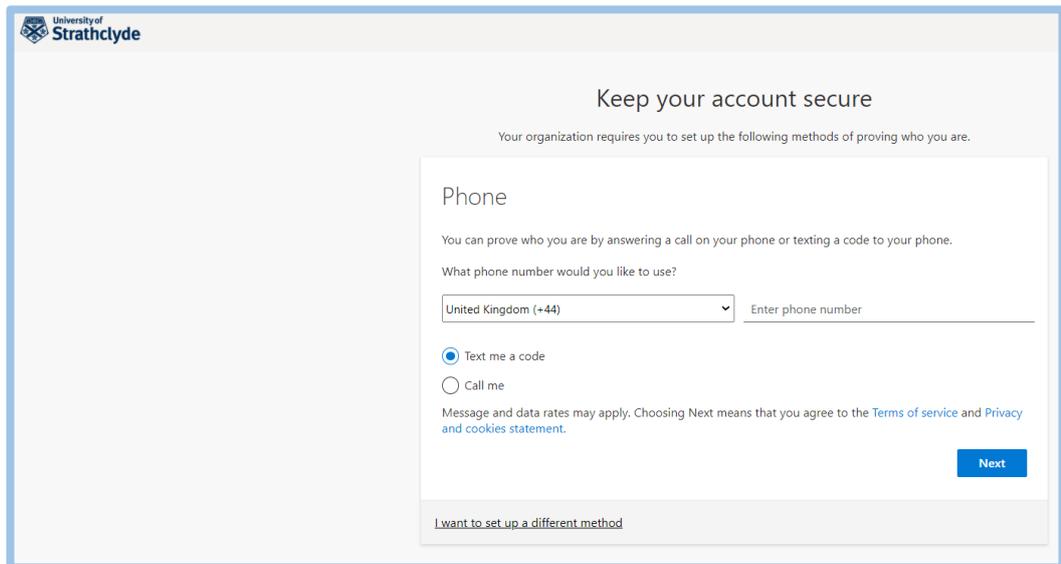
- If you have previously added sign-in methods, you may see the Security Info screen instead when you login, select **Add method** and select authenticator app from menu. You will be prompted to get the app, click **Next**.



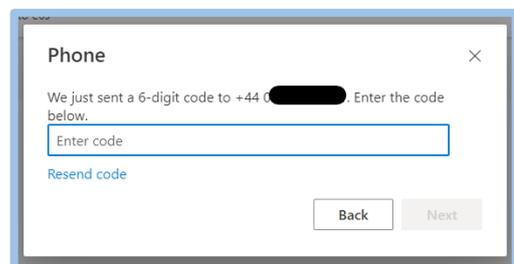
6. Select **Phone** from the drop down list.



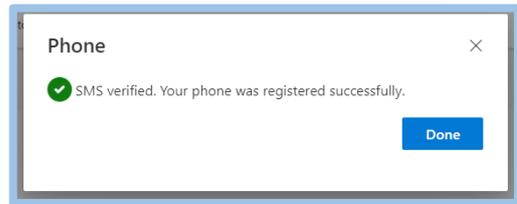
7. Select your region and enter your mobile number. Select **Next**.



8. You will now be sent a 6 digit code to your mobile, enter it here and Click **Next**



9. SMS should now be verified, click **Done**

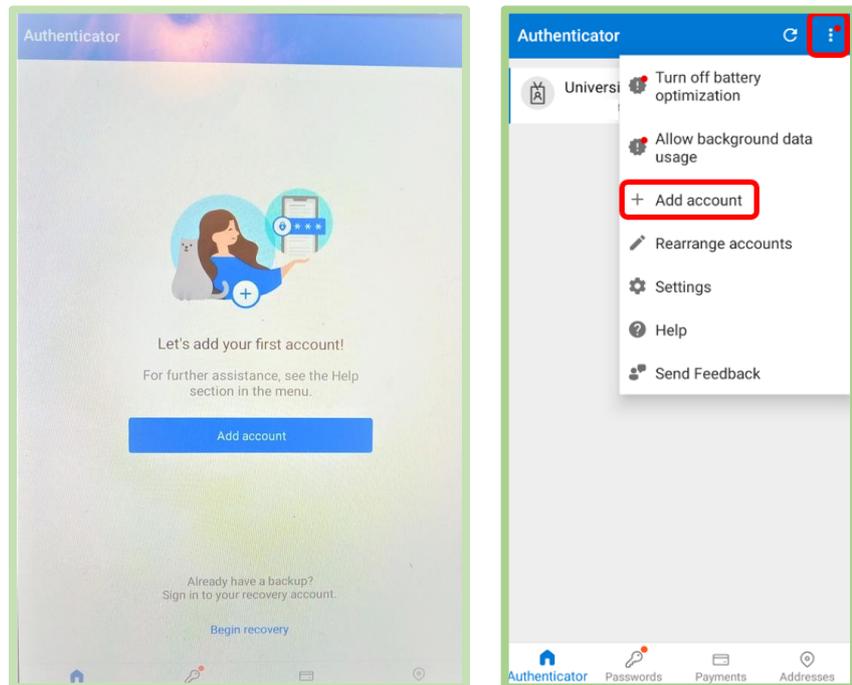


10. You will now be taken back to security info, where you can add the authenticator as an additional method.

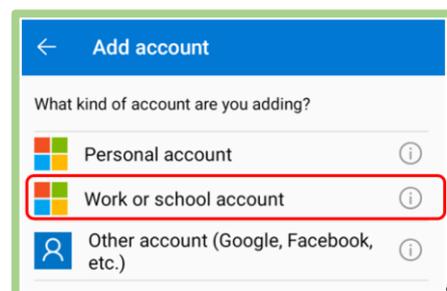
1.7. Setting up Authenticator app using sign in instead of QR

This method can be used if a phone has already been added as an authentication method (see [Set up for text messages - I want to set up a different method](#)) and can solve issues with QR codes not working.

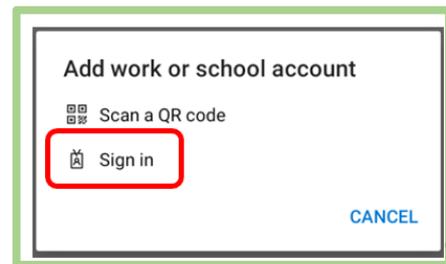
1. In the Authenticator app select to **Add account**. This may vary depending on starting screen.



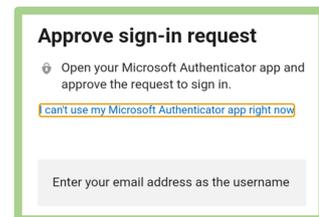
2. Select **Add Work or School Account**



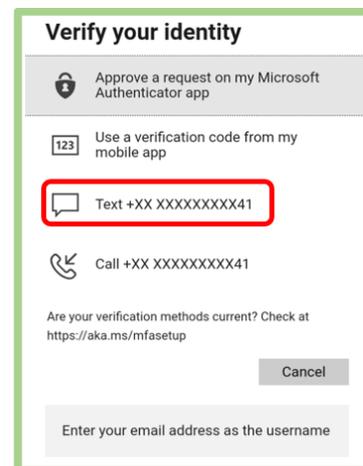
3. Select **Sign In** and enter email address and password when prompted



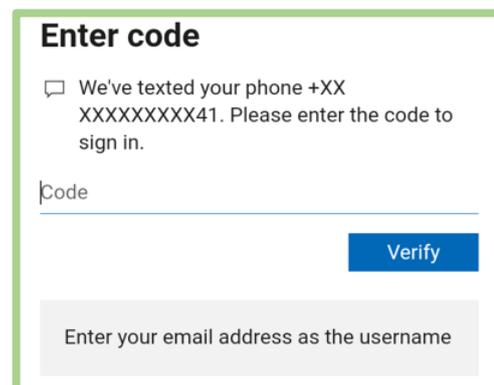
4. If asked to approve sign-in using authenticator, select **I can't use my Authenticator App right now.**



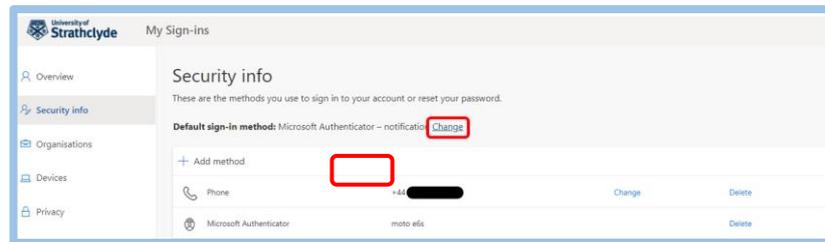
5. Select the text option



6. You should receive a code to your mobile, enter it and select verify.



7. You can now go to <https://aka.ms/mysecurityinfo> to manage your preferences and change the default method.
8. To change your default sign in method, click **Change**



9. From the dropdown, select preferred method and click **Confirm**