# HOW TO REGISTER FOR MFA – Students

Page 1.

Register for Multi-factor Authentication (MFA) for Microsoft 365 applications.

Follow the steps below – you will need a web browser and a smartphone with Internet access.

## Step 1 – web browser

Logout from your existing session & then Go to (<https://office.com>) on your web browser and log-in using your **student** log-in ID.

**Students** sign in

Image.

Image description.

A screenshot of Microsoft 'Sign in' page.

End image.

## Step 2 – web browser

Enter your password.

Image.

Image description.

A screenshot of Macquarie University 'Enter password' page.

End image.

## Step 3 – web browser

After adding your password, you will arrive on this page to set-up MFA.

Image.

Image description.

A screenshot of Microsoft Authenticator page with the following information.

More information required

Your organization needs more information to keep your account secure

You have 14 days until this is required

**Use a different account**

**Learn more**

Next

Need help with sign in using MFA?

Visit: https://students.mq.edu.au/support/technology/MFA/MS365

Email: [help@mq.edu.au](mailto:help@mq.edu.au)

Call: IT Service Desk 98504357 (HELP)

End image.

Click on 'Next' to move to continue set up your MFA

## Step 4 – web browser

Click [Download now](http://www.microsoft.com/en-au/security/mobile-authenticator-app) to install the MS Authenticator App from your relevant app store.

Image.

Image description.

A screenshot of Microsoft Authenticator page with the following information.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. **Download now**

After you install the Microsoft Authenticator app on your device, choose 'Next'.

**I want to use a different authenticator app**

End image.

## Step 5 – smartphone

Use your smartphone camera app to scan the QR code from the web browser to install the MS Authenticator app then click **Next** in the web browser. (don't scan the below code from the guide)

Get the app on your phone (note \*)

Image.

Image description.

Scan the QR code or click the relevant link for your type of mobile device.

QR Code

App Store.

QR Code

Google Play.

End image.

## Step 6 – smartphone

On your smartphone, open the MS Authenticator App, press Add account, select work or school account and then Scan QR code.

Images.

Image descriptions.

Screenshots of Microsoft Authenticator pages with the following information.

* Microsoft Authenticator  
  Set up your account  
  If prompted, allow notifications. Then add an account and select "Work or school".
* Accounts  
  Add first account
* Add account  
  What kind of account are you adding?
  + Personal account
  + Work of school account
  + Other account (Google, Facebook, etc.)

End images.

## Step 7 – smartphone

Use the MS Authenticator app on your smartphone to scan the QR code from the web browser and follow the prompts. (Do not use the camera app to scan the QR code).

Click **Next** on your PC.

Image.

Image description.

A screenshot of Microsoft Authenticator page with the following information.

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code.

This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next"

End image.

## Step 8 – smartphone

Enter the two digits shown in the web browser into the MS Authenticator app in your smartphone, then press Yes.

Images.

Image descriptions.

Screenshots of Microsoft Authenticator pages with the following information.

* Microsoft Authenticator  
  Let's try it out  
  Approve the notification we're sending to your app by entering the number shown below.
* Enter the number shown to sign in

End images.

## Step 9 – web browser

Once approved, click **Next**.

Image.

Image description.

A screenshot of Microsoft Authenticator page with the following information.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

(tick) Notification approved

End image.

## Step 10

Success! You've set up your MFA log-in to your MQ account with MS Authenticator

Image.

Image description.

A screenshot of Microsoft Authenticator page with the following information.

Keep your account secure

Your organization 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:**

End image.

Click 0n 'Done'