



HOW-TO **Setup MFA**

Guide to setup
Microsoft Authenticator



Avondale
UNIVERSITY

TECH SERVICES

1. Please follow these instructions using your Laptop  and Mobile  device.

2. Open a browser (eg. Edge, Chrome, Firefox) and type <https://microsoft365.com>, then select **Sign In**.

3. Enter your Avondale email address.

Staff

firstname.lastname@avondale.edu.au

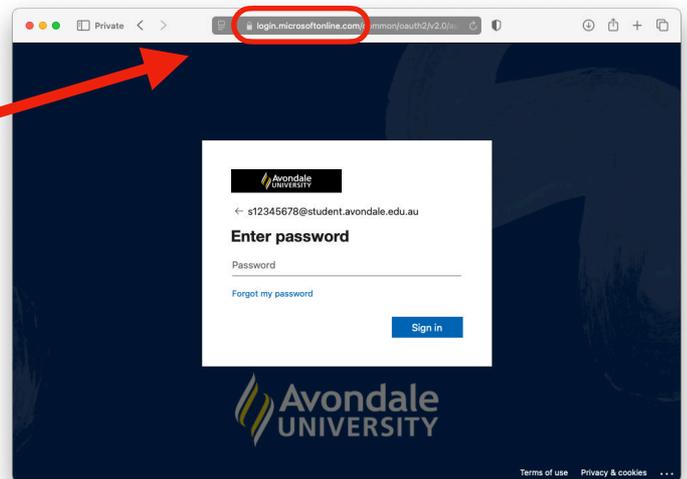
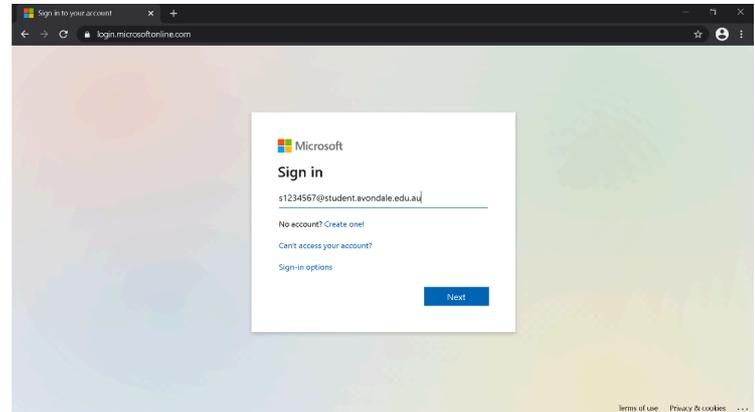
Students

s12345678@student.avondale.edu.au

4.1. Notice the url at the top says login.microsoftonline.com

4.2. Notice the Avondale University banner.

4.3. This is the **only website** on the internet where you should enter your **password**. Any other website risks the security of Avondale.

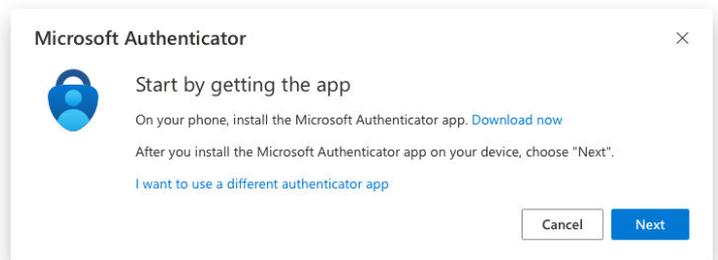


Two Factor Authentication

5. Avondale's recommended method of two factor authentication is Microsoft Authenticator.

5.1. **Microsoft Authenticator** is free and downloaded on your phone.

5.2. Scan the QR codes with your phone  and install Microsoft Authenticator.



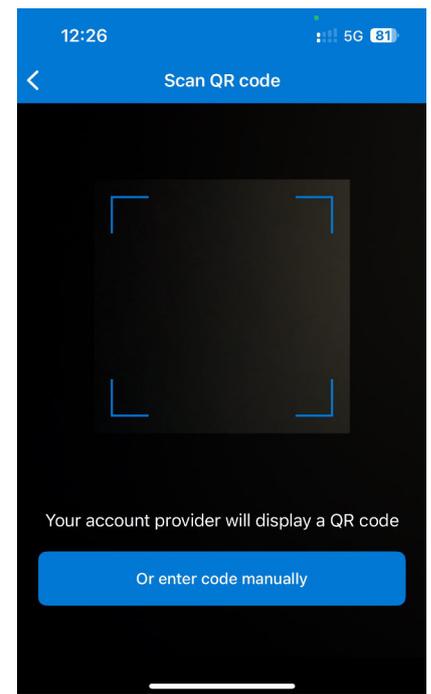
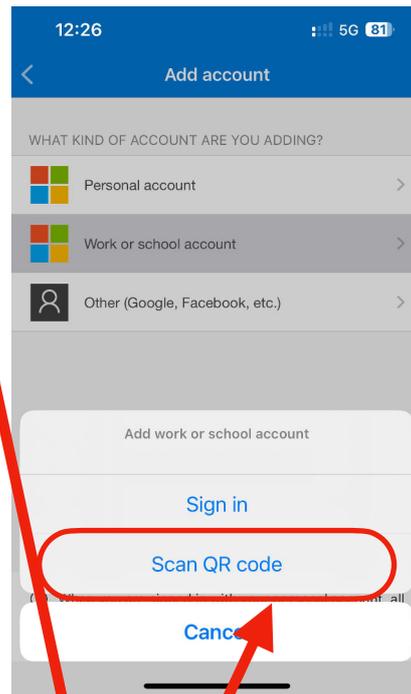
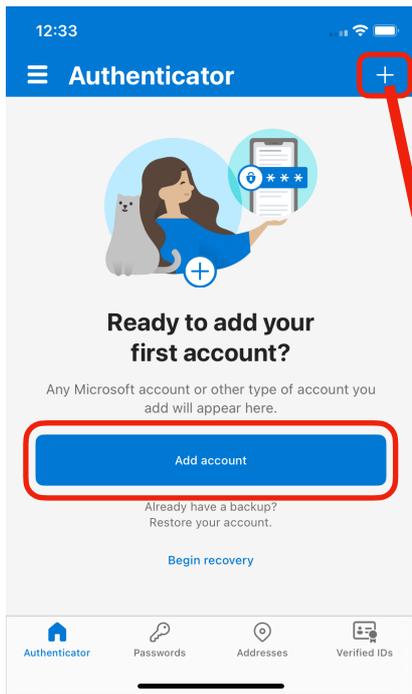
Visit <https://www.microsoft.com/en-au/security/mobile-authenticator-app> for more information.

Note: You need a reliable internet connection on both your phone and laptop to be able

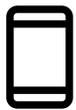


Google Play

App Store



6.



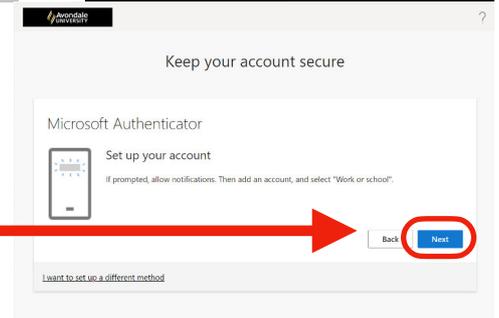
Using your phone, tap the + button in the top right hand corner, then select Scan QR code.

7.

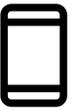


On your computer, select **Next** until you see the QR code.

Next



8.



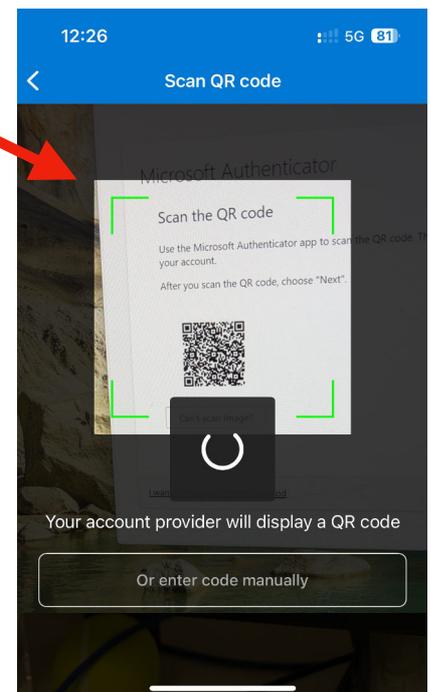
Using your phone, place your camera over the QR code to link your phone with your Avondale account.

9.



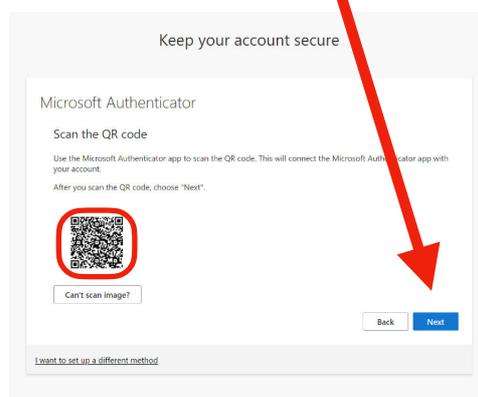
Next, on your computer, select **Next**. A notification appears on your phone.

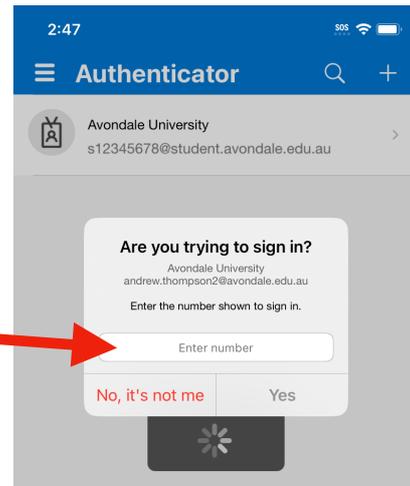
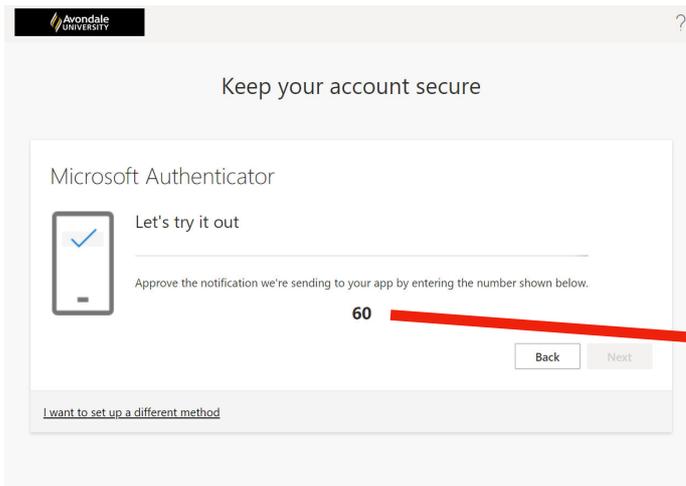
Next



Steps on this page link your phone with your Avondale account. If you loose or replace your phone, you will need to setup two factor authentication again.

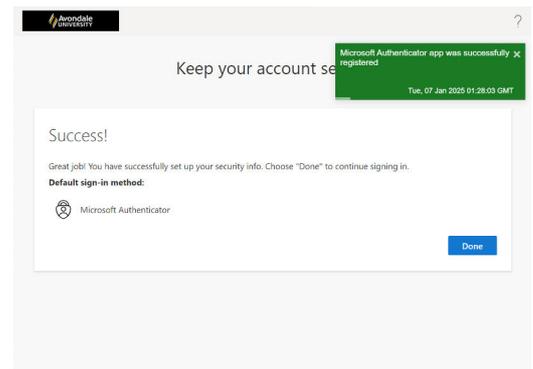
Continue on the next page to





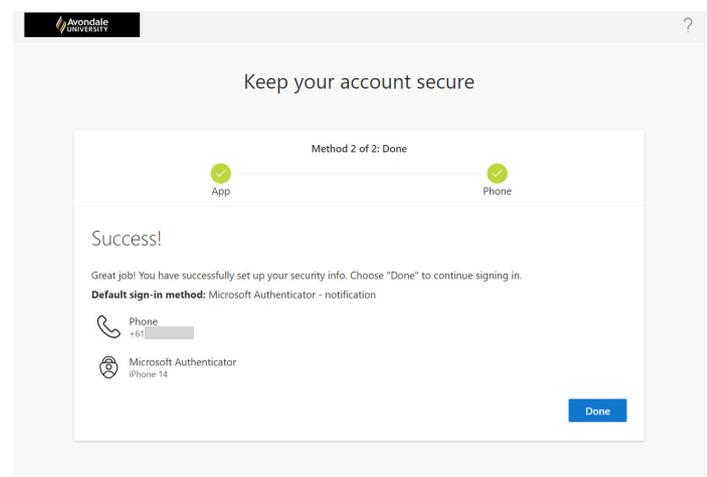
- 10.**  +  Type the number from your compute into the notification on your phone. Then, select Yes. If someone else is breaking into your account, or you did not meant to sign in, select "No it's not me".

- 11.**  Once you've entered the number, select Done to finish setting up Microsoft Authenticator.



- 12.**  You may be asked to enter and confirm your phone number and/or personal email address.

If you forget your password, then you can use either your personal email address or phone number, and Microsoft Authenticator, to reset your password.



13.  Once you have completed setting up Microsoft Authenticator and entered your mobile phone and/or email address, you will see the screen to the right.

14. At this point:

- Your account is secured using two factor authentication.
- If you forget your password, select “Forgot my password” to reset your password without Tech Services’ assistance.
- If you lose your phone, you will need to contact Tech Services for assistance.

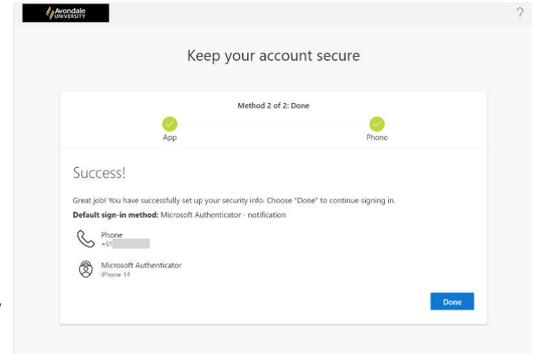
15. Select Done.

16. Finally (for real this time), you’re asked to sign in. Moving forward, you’ll need to:

1. Enter your Avondale email address.
2. Enter its password.
3. Approve the notification on your phone.

You will need your phone to login on your computer.

17. Congratulations! You have finished your account setup.



Additional security and privacy controls are available here: <https://myaccount.microsoft.com>.

To add additional two-factor authentication methods:

1. Visit <https://mysignins.microsoft.com/security-info>
2. Then select Add sign-in method.
3. Select Microsoft Authenticator, then either select Next, or “I want to use a different authenticator app”.
 - 3.1. See Apple’s article [Use the Passwords App to create, manage, and share passwords and passkeys across Apple devices.](#)
 - 3.2. See Microsoft’s article [How to add your accounts to Microsoft Authenticator](#)

Did you know?

You can access Microsoft apps at <https://microsoft365.com>, including Outlook. Simply sign in with your Avondale email address to view your documents in the cloud.