# User Guide on Activating Multi-Factor Authentication (MFA)

**Prerequisite:**

- Your mobile phone (connected to a good data signal or wifi)
- A PC or tablet connected to the internet.

**Setup Procedures:**

1. On your **mobile device**, install Microsoft Authenticator App (**Android**/**iOS**.)

## Get the app on your phone*

Scan the QR code with your Android or IOS mobile device.
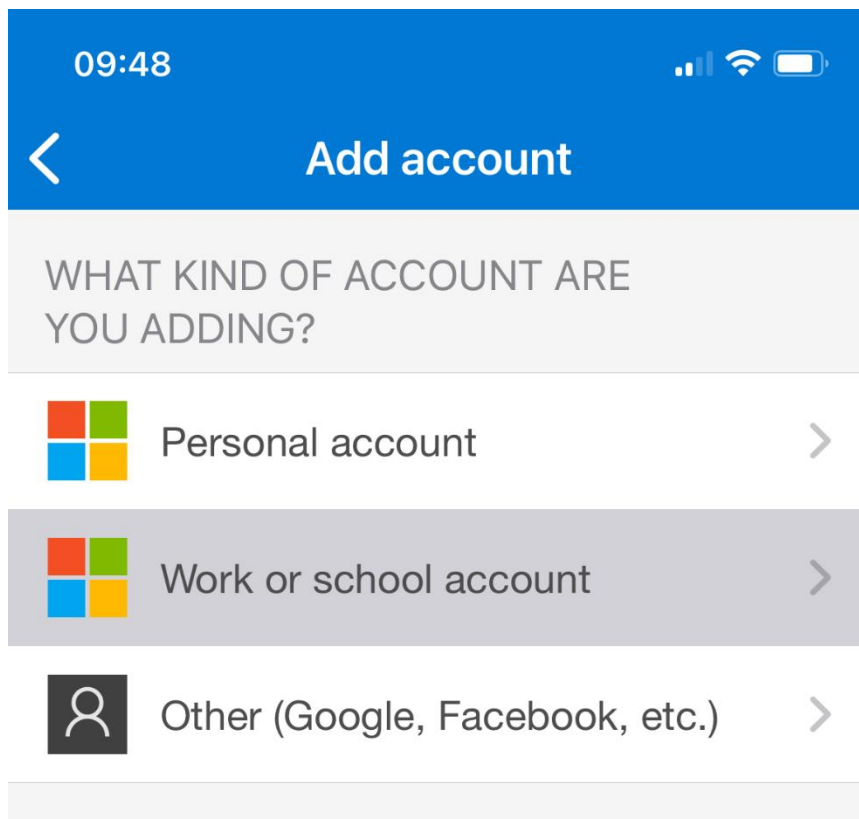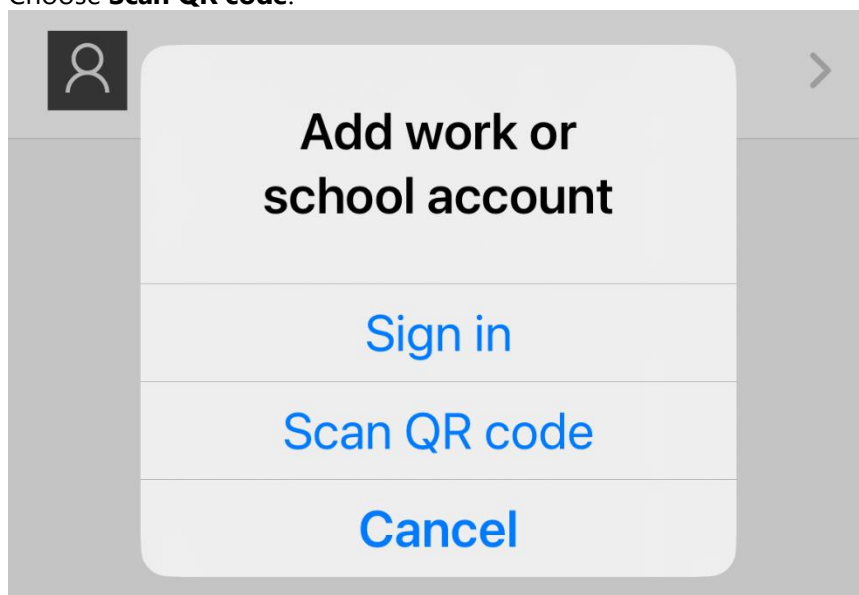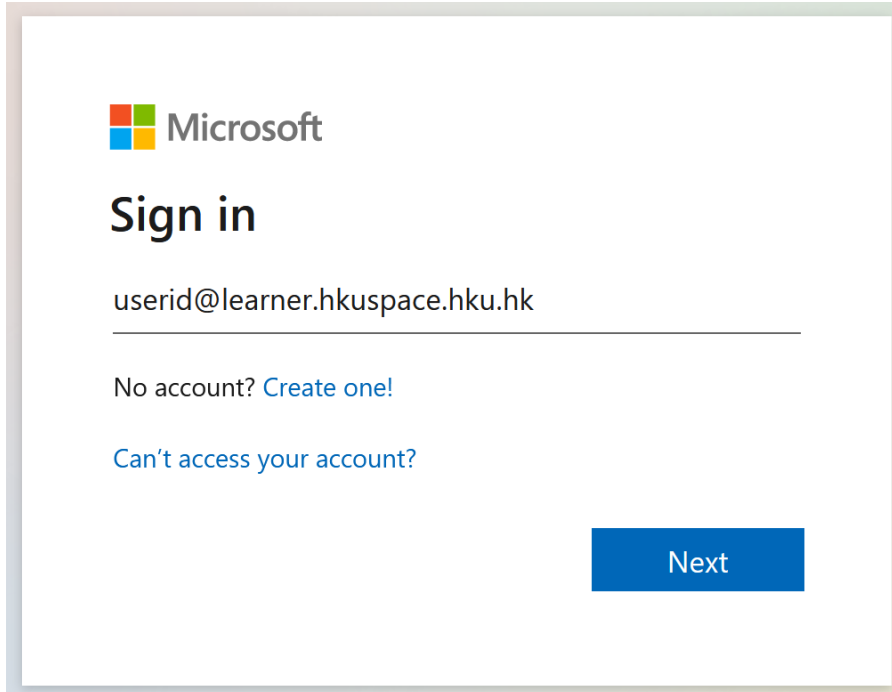


Google Play



App Store

2. Once installed, start the app, and choose **Work or school account**.

3. Choose **Scan QR code**.

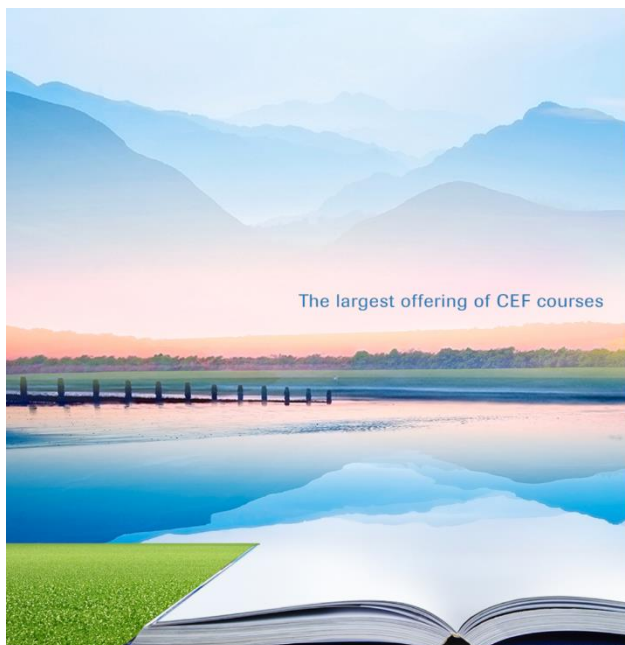4. Now on your **computer or tablet**, go to https://aka.ms/mfasetup and enter your **school email address**, e.g. 12345678@learner.hkuspace.hku.hk.



5. Enter your password and click **Sign in**.

**Keep your account secure**

**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

Next

I want to set up a different method

6. You will be re-directed to the Microsoft Authenticator setup page. Click Next to continue.



**Keep your account secure**
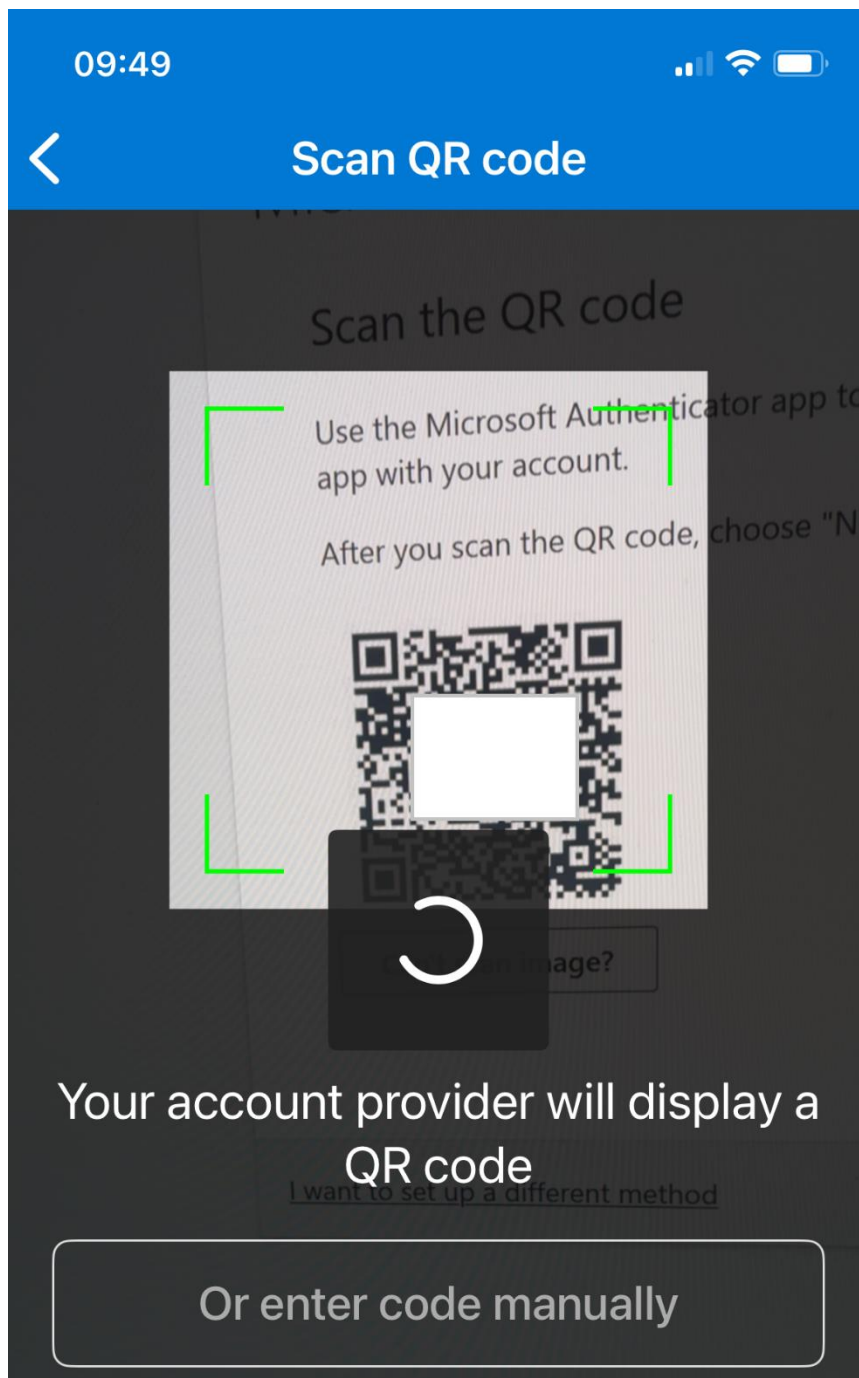
**Microsoft Authenticator**

**Set up your account**

If prompted, allow notifications. Then add an account, and select "Work or school".

Back    Next

I want to set up a different method

7. Now, use your **mobile device** to scan the QR code displayed on your browser.

8. Click **Next** on your browser.

## 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.
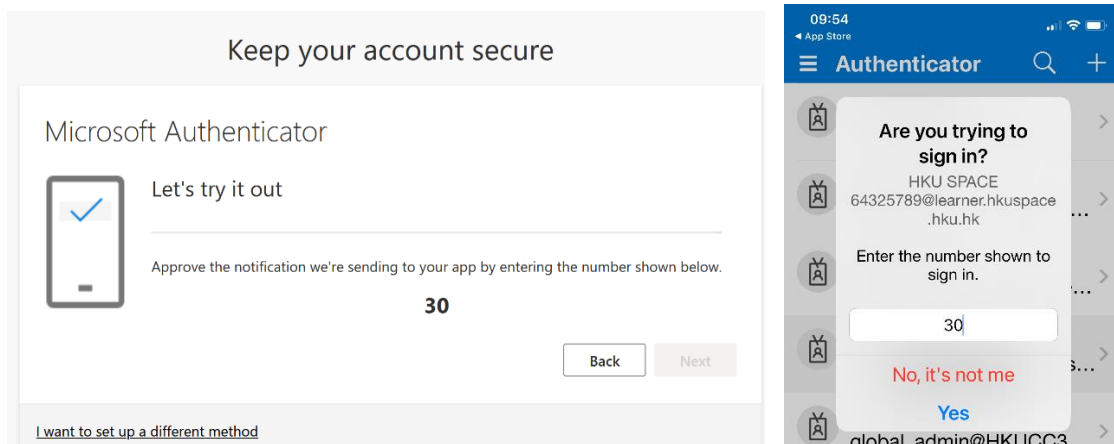
After you scan the QR code, choose "Next".

Can't scan image?

Back | **Next**

9. Next, you need to try out the app. **In the app on your phone,** type the number shown on your computer screen or other device and click **yes** to confirm sign in.

10. MFA is now activated on your account.
11. You are recommended to add an additional sign-in method such as **Phone** as an backup authentication method.
12. On your browser, click +Add sign-in method.

### Security info

These are the methods you use to sign into your account or reset your password.

+ Add sign-in method

13. Choose Phone, choose the area code and enter your phone number.

14. Enter the code received on your phone and click Next.
15. Your phone is now registered.