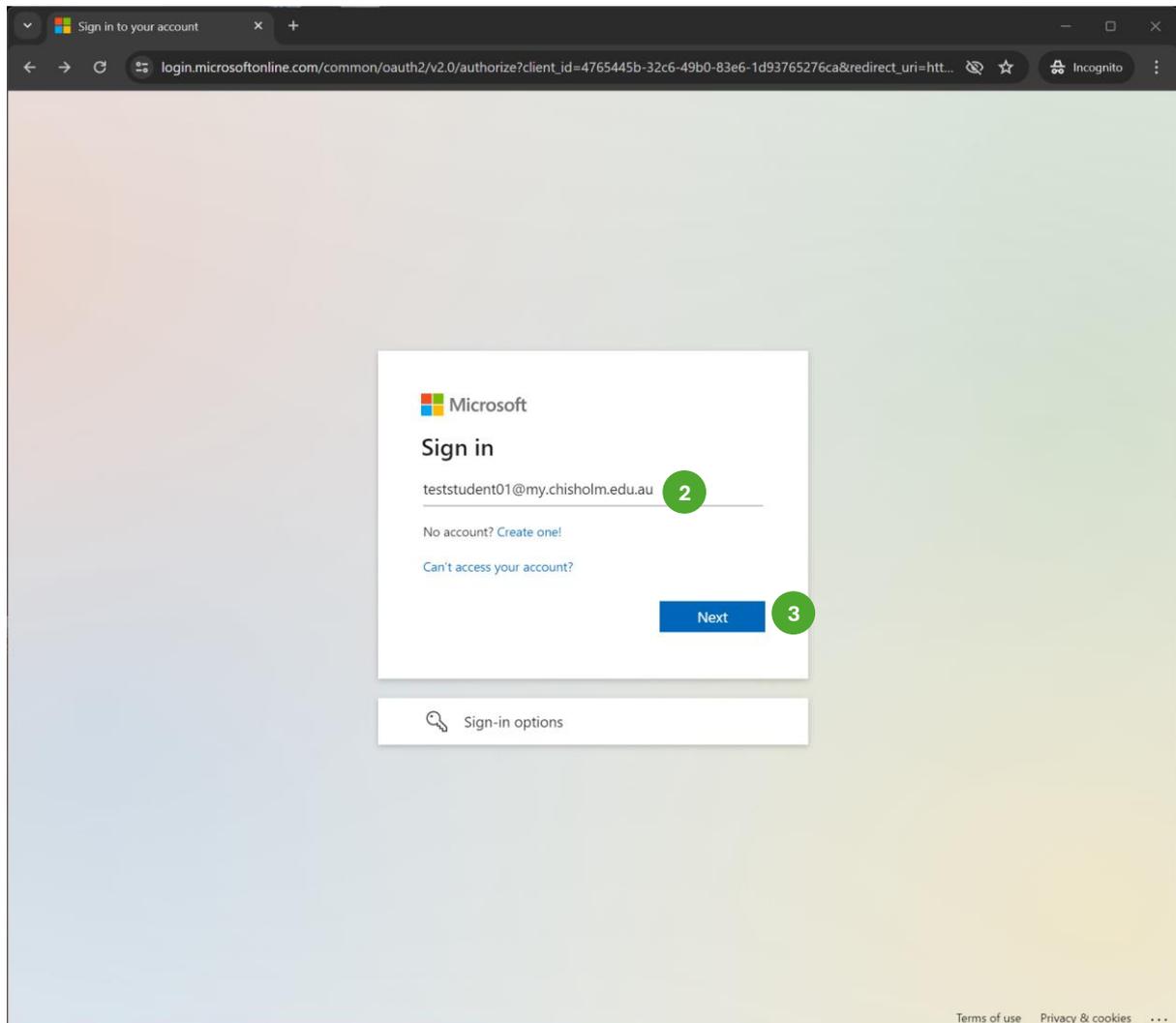


MFA | Setup Authenticator App

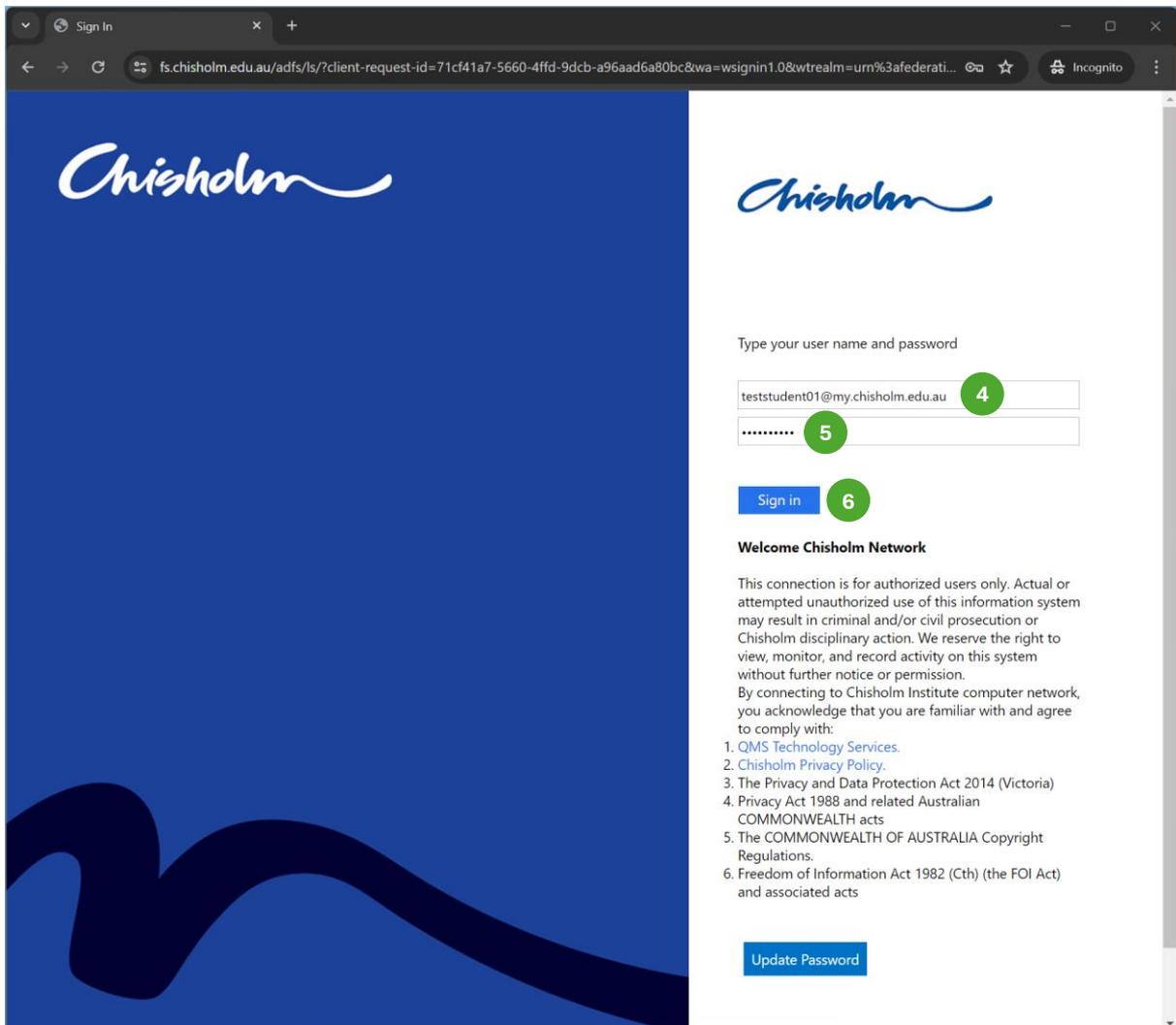
The Microsoft Authenticator app is the preferred method of MFA at Chisholm. Please note: You will need to download and install the Microsoft Authenticator app onto your mobile device to complete the setup.

If you have not setup MFA or if this is your first time logging in, see the MFA | Setup SSPR and MFA guide.

1. **Go to** aka.ms/mfasetup or portal.office.com
2. **Enter** Staff or Student Email Address
3. **Click** Next

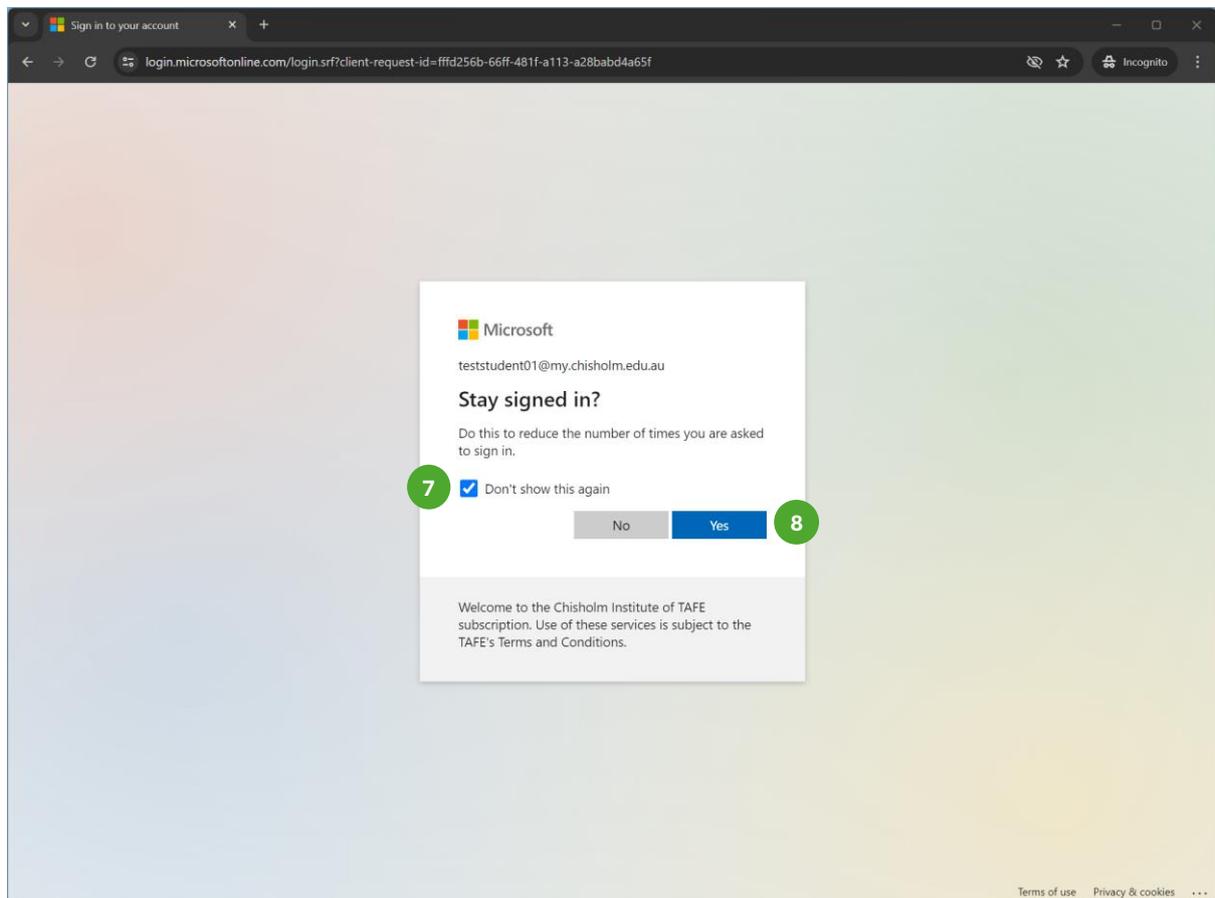


4. **Enter Staff or Student Email Address**
5. **Enter Password**
6. **Click Sign in**

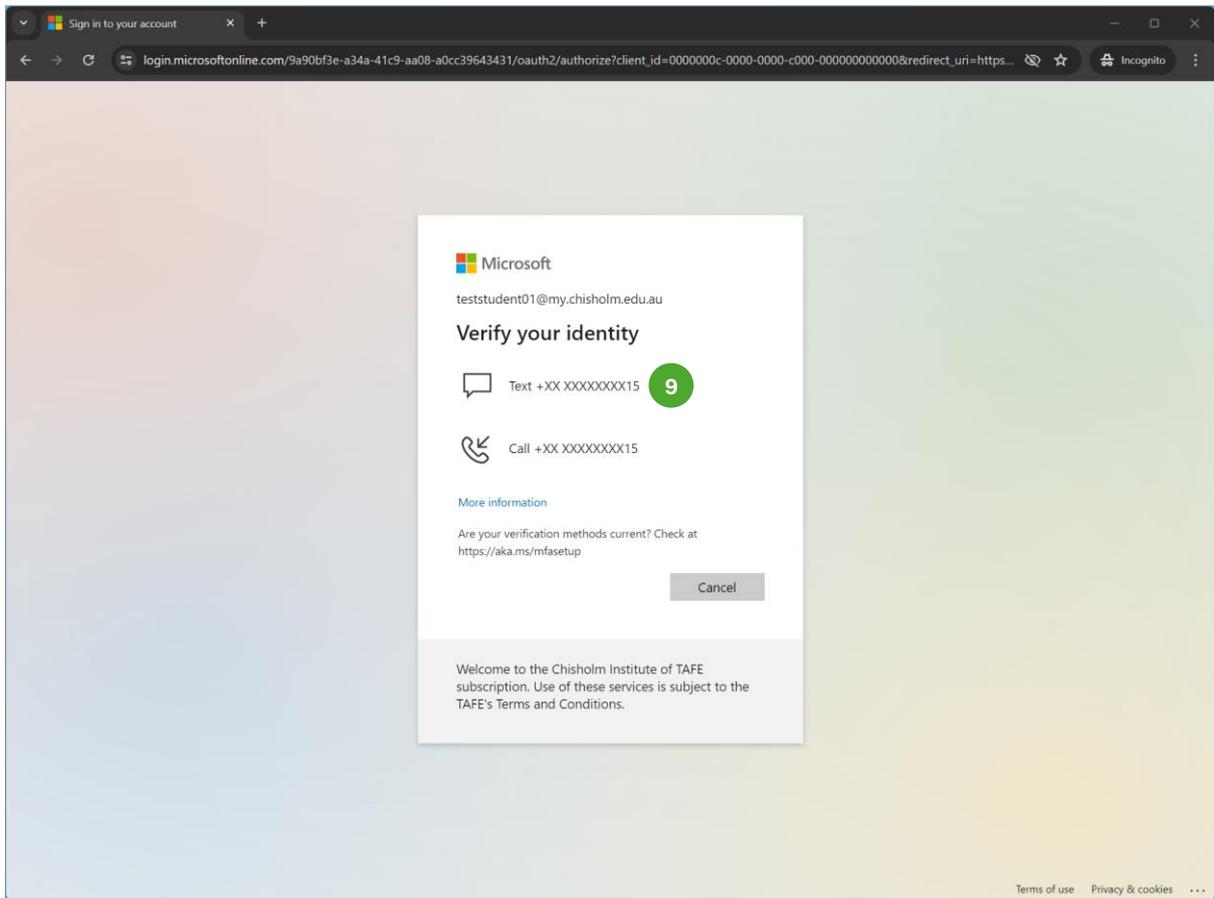


7. **Check** Don't show this again

8. **Click** Yes



9. Click Text



The image shows a browser window with a Microsoft identity verification dialog box. The browser's address bar shows a URL from login.microsoftonline.com. The dialog box is titled "Verify your identity" and is for the user "teststudent01@my.chisholm.edu.au". It offers two verification methods: "Text +XX XXXXXXXX15" (with a green circle containing the number 9) and "Call +XX XXXXXXXX15". There is a "More information" link and a "Cancel" button. At the bottom of the dialog, there is a welcome message for the Chisholm Institute of TAFE subscription.

Microsoft
teststudent01@my.chisholm.edu.au

Verify your identity

Text +XX XXXXXXXX15 **9**

Call +XX XXXXXXXX15

[More information](#)

Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

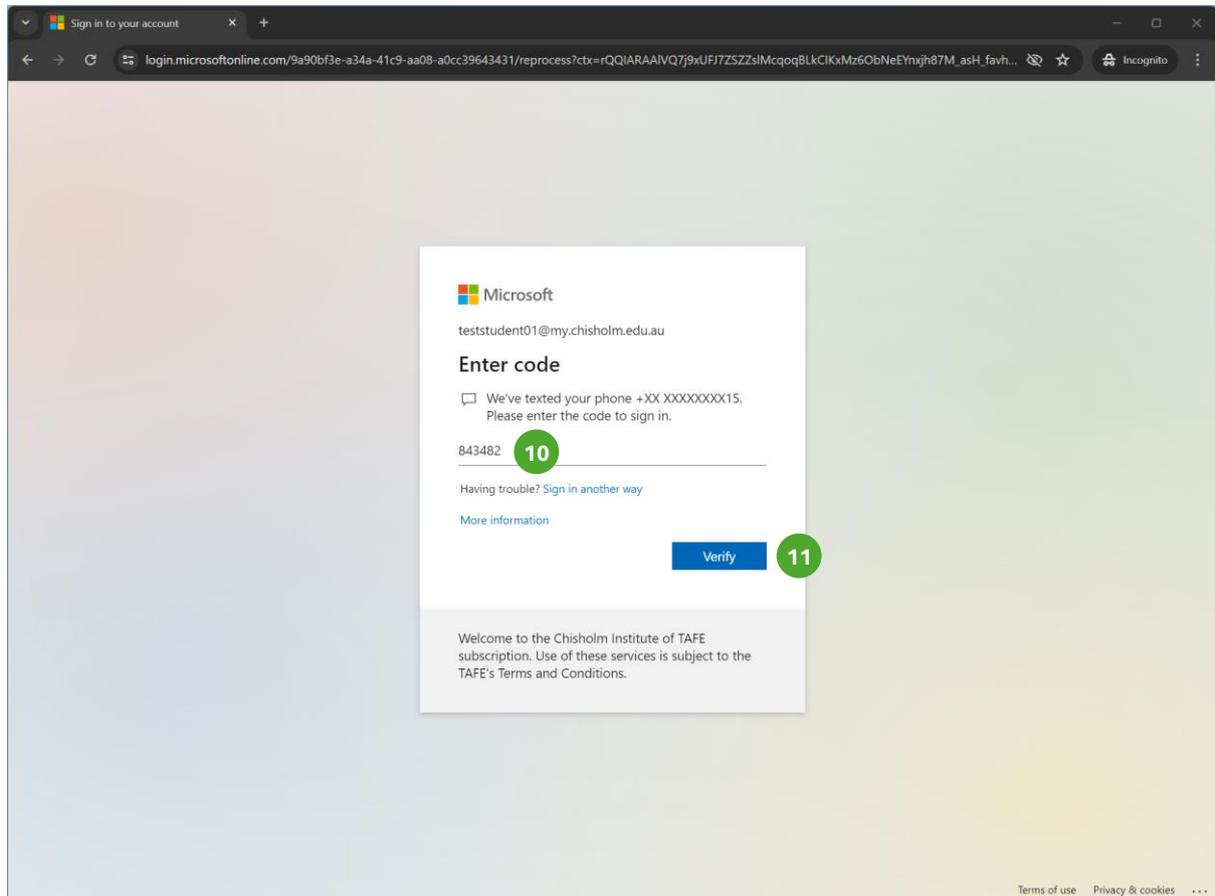
Welcome to the Chisholm Institute of TAFE subscription. Use of these services is subject to the TAFE's Terms and Conditions.

Terms of use Privacy & cookies ...

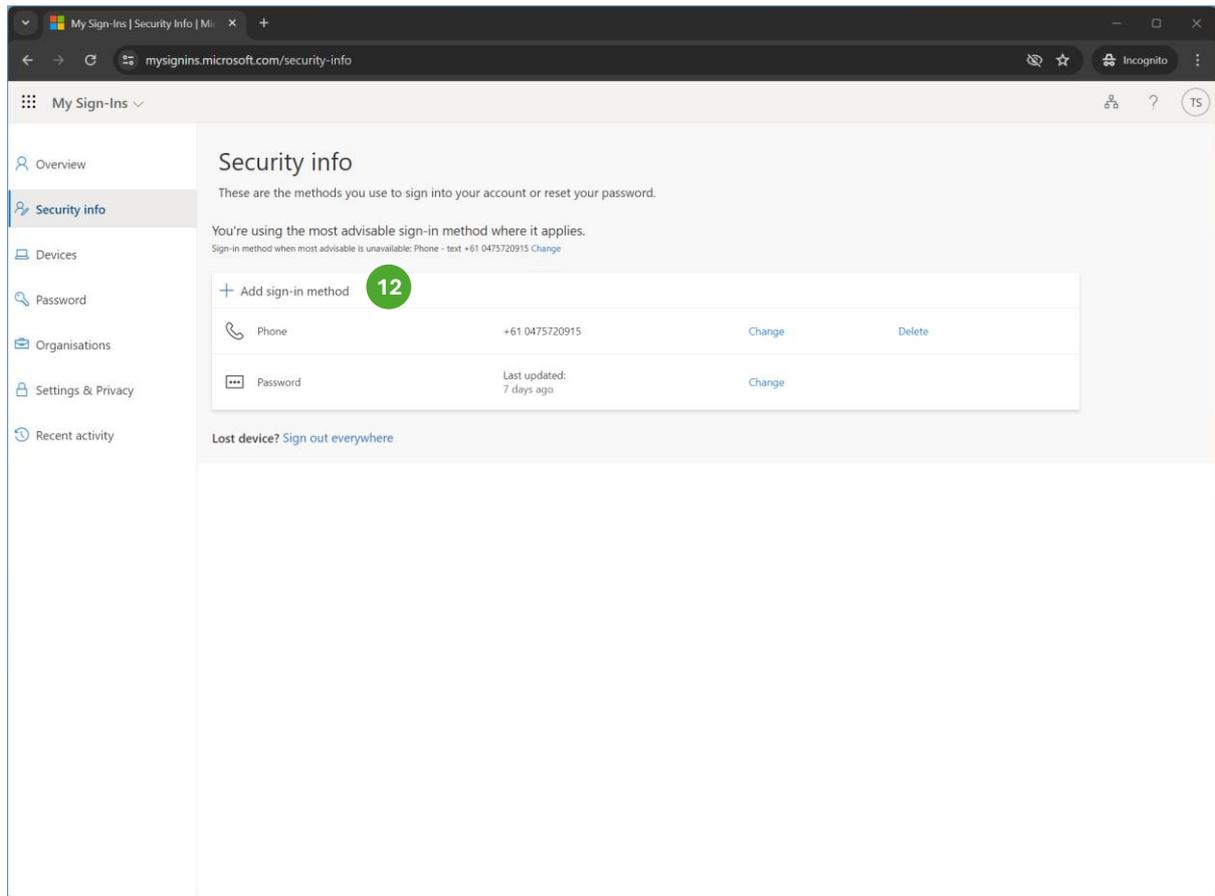
Note: A 6 digit code will be sent by SMS to the number you registered during MFA setup.

10. Enter 6 digit code

11. Click Verify



12. Click Add Sign In Method

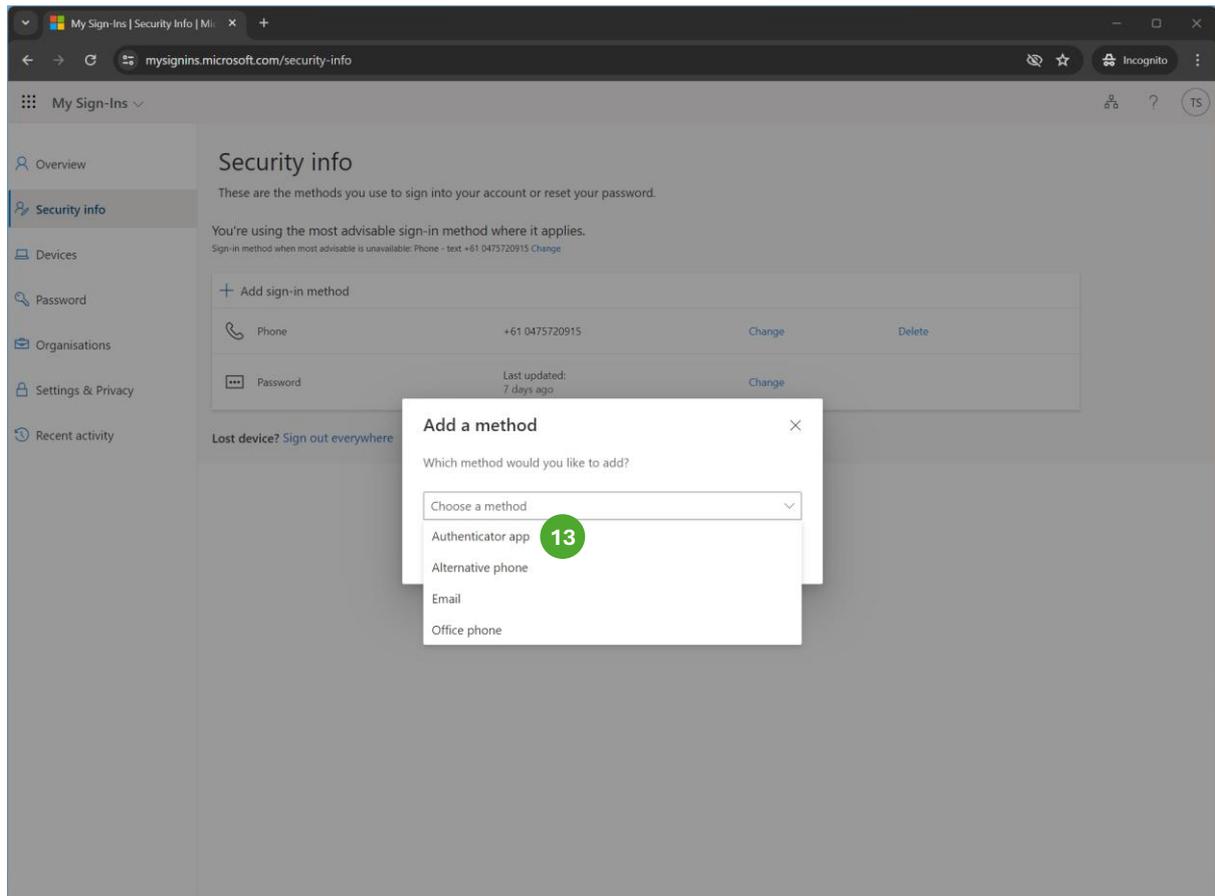


The screenshot shows the Microsoft Security Info page in an Incognito browser window. The page title is "My Sign-Ins | Security Info | Microsoft". The URL is "mysignins.microsoft.com/security-info". The left sidebar contains navigation options: Overview, Security info (selected), Devices, Password, Organisations, Settings & Privacy, and Recent activity. The main content area is titled "Security info" and contains the following text: "These are the methods you use to sign into your account or reset your password." and "You're using the most advisable sign-in method where it applies." Below this, there is a table of sign-in methods:

+ Add sign-in method 12			
Phone	+61 0475720915	Change	Delete
Password	Last updated: 7 days ago	Change	

Below the table, there is a link: "Lost device? [Sign out everywhere](#)".

13. Select Authenticator App from the drop down menu



14. Click Add

The screenshot shows the Microsoft Security Info interface in a browser window. The page title is "My Sign-Ins | Security Info | Microsoft". The URL is "mysignins.microsoft.com/security-info". The page is titled "Security info" and contains a list of sign-in methods. A modal dialog box titled "Add a method" is open, asking "Which method would you like to add?". The dropdown menu is set to "Authenticator app". There are "Cancel" and "Add" buttons. A green circle with the number "14" is overlaid on the "Add" button.

My Sign-Ins | Security Info | Microsoft

mysignins.microsoft.com/security-info

My Sign-Ins

Overview

Security info

Devices

Password

Organisations

Settings & Privacy

Recent activity

Security info

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

You're using the most advisable sign-in method where it applies.
Sign-in method when most advisable is unavailable: Phone - text +61 0475720915 [Change](#)

+ Add sign-in method

Phone	+61 0475720915	Change	Delete
Password	Last updated: 7 days ago	Change	

Lost device? [Sign out everywhere](#)

Add a method

Which method would you like to add?

Authenticator app

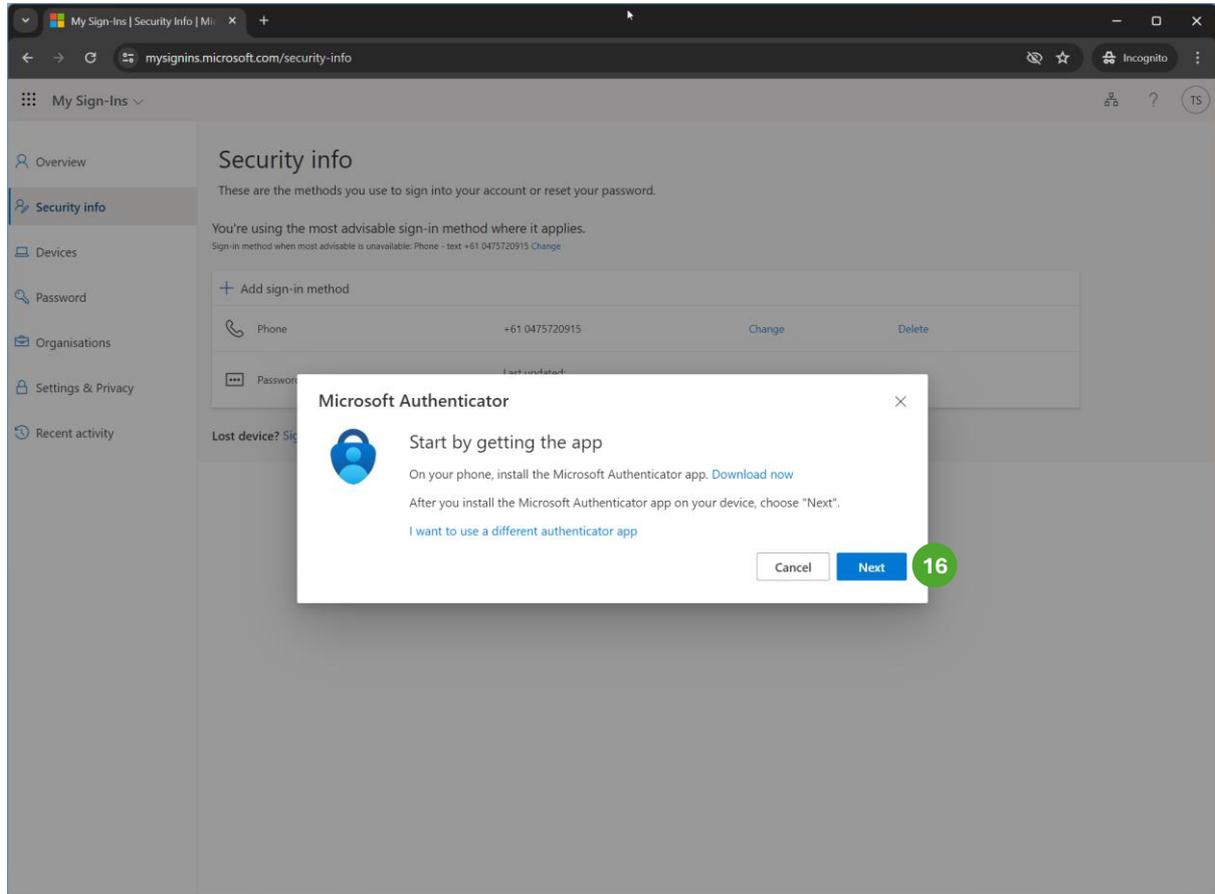
[Cancel](#) [Add](#)

14

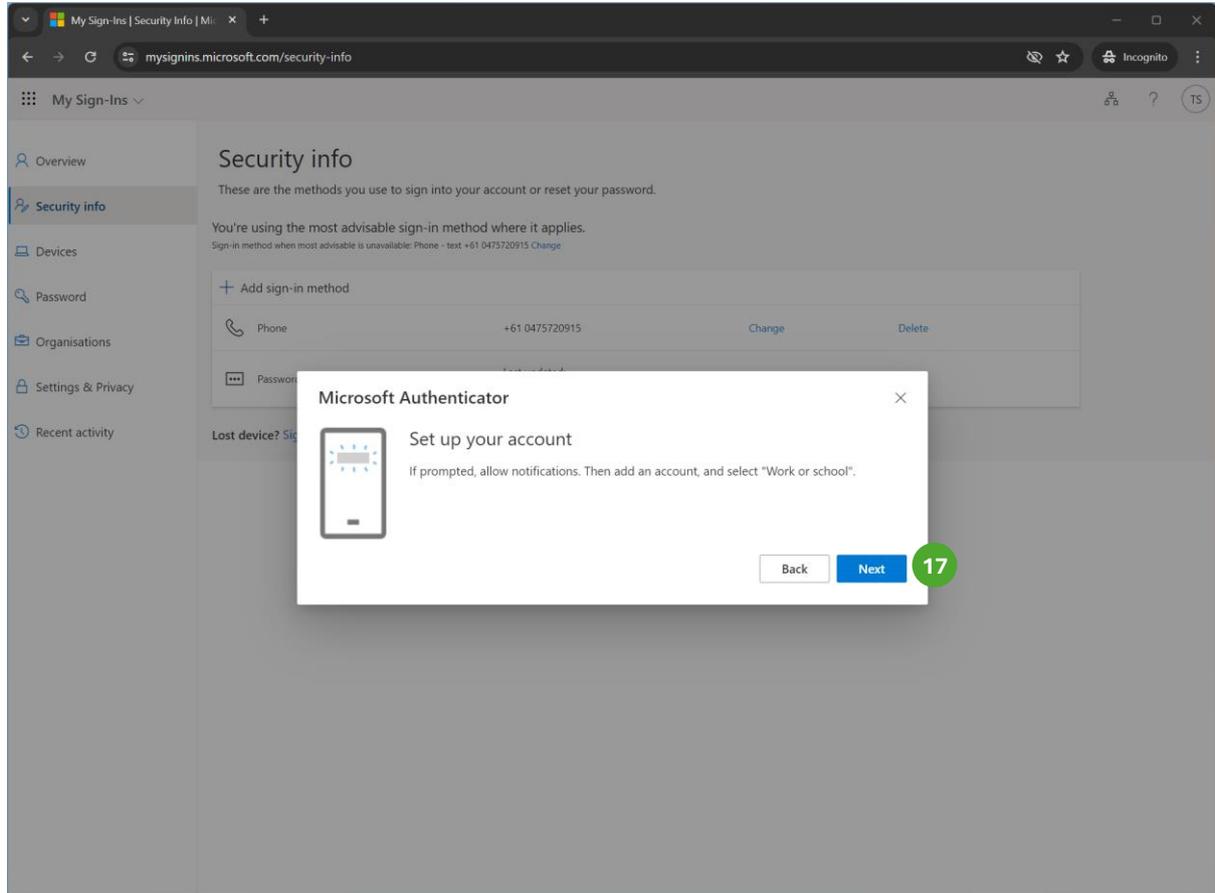
CONTINUE ON YOUR PHONE OR MOBILE DEVICE

15. **Download** the Microsoft Authenticator App from the AppStore or Play Store on to your mobile phone or device

16. **Click Next**



17. Click Next



The screenshot shows a web browser window at the URL `mysignins.microsoft.com/security-info`. The page title is "My Sign-Ins" and the main heading is "Security info". Below the heading, there is a message: "These are the methods you use to sign into your account or reset your password." and "You're using the most advisable sign-in method where it applies." A table lists the sign-in methods, with "Phone" selected and showing the number "+61 0475720915". A "Microsoft Authenticator" dialog box is overlaid on the page, containing the text "Set up your account" and "If prompted, allow notifications. Then add an account, and select 'Work or school'." The dialog box has a "Back" button and a "Next" button. A green circle with the number "17" is positioned over the "Next" button.

My Sign-Ins | Security Info | Mi: x +

mysignins.microsoft.com/security-info

My Sign-Ins

Security info

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

You're using the most advisable sign-in method where it applies.

Sign-in method when most advisable is unavailable: Phone - text +61 0475720915 [Change](#)

+ Add sign-in method

Phone	+61 0475720915	Change	Delete
...	Password		

Lost device? Sign out

Microsoft Authenticator

Set up your account

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

[Back](#) [Next](#) 17

On Your phone:

18. **Open** the Microsoft Authenticator App
19. **Click** Add account



Ready to add your first account?

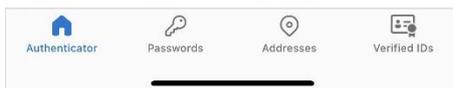
Any Microsoft account or other type of account you add will appear here.

Add account **19**

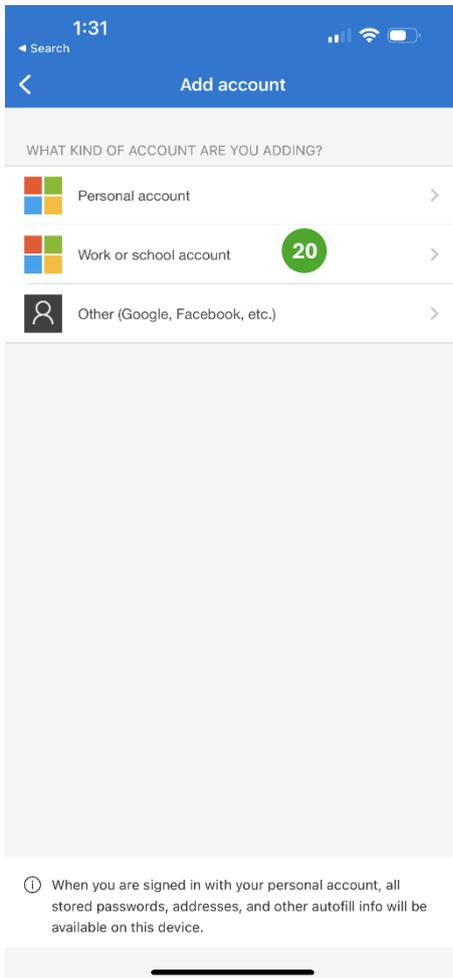
Already have a backup?
Restore your account.

New update available.

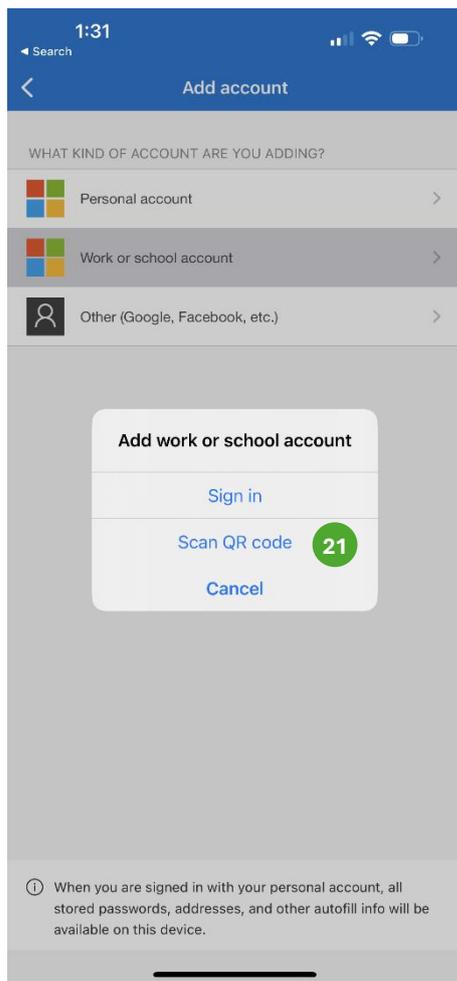
UPDATE



20. Click Work or school account

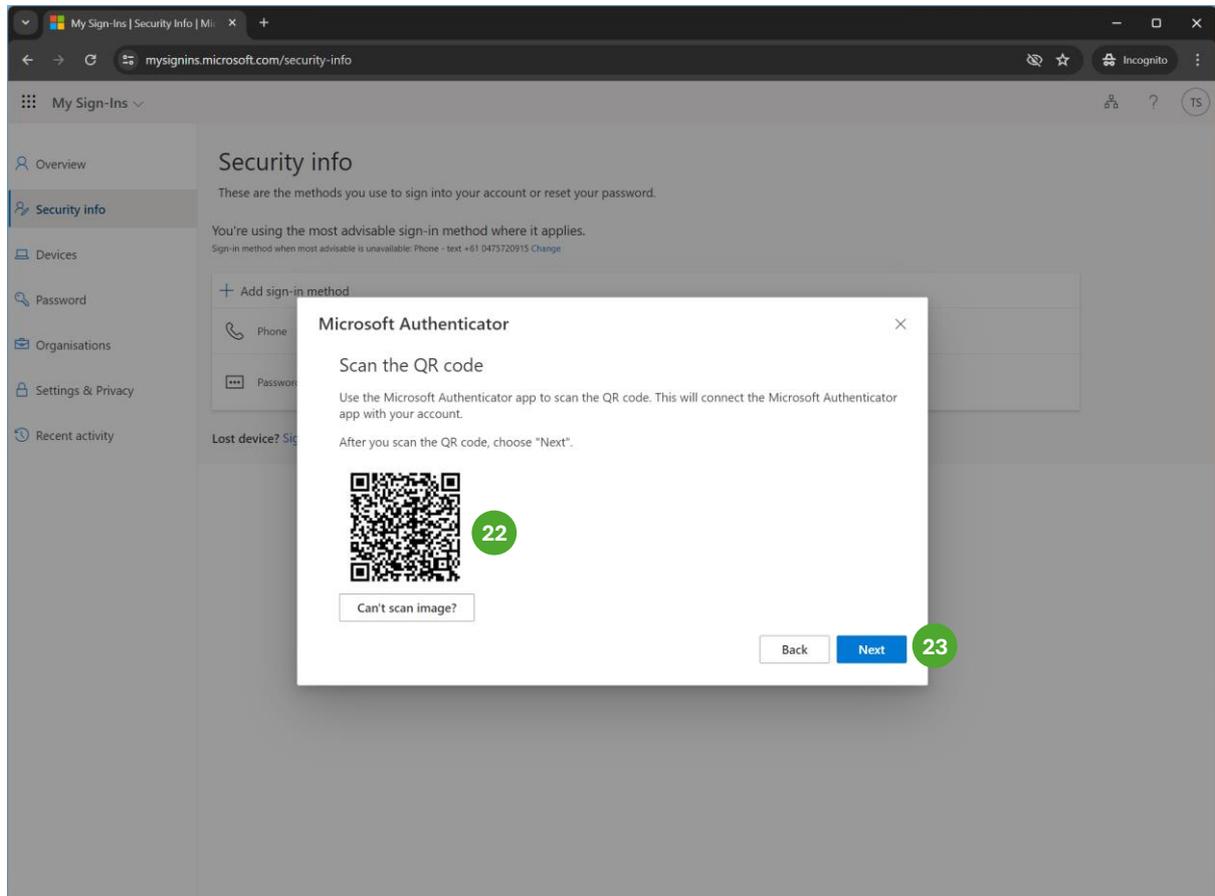


21. Click Scan QR code

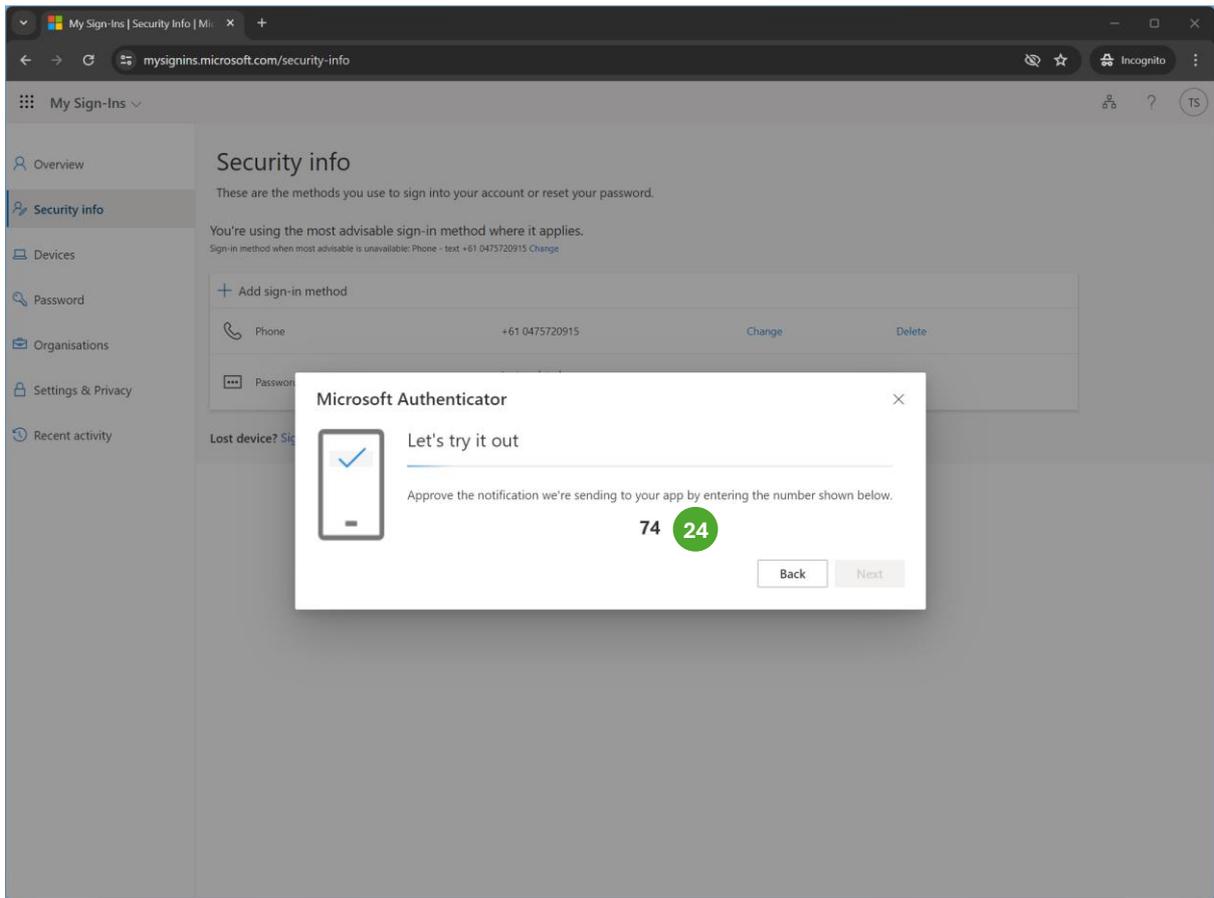


22. **Scan** the QR code on the screen

23. **Click** Next

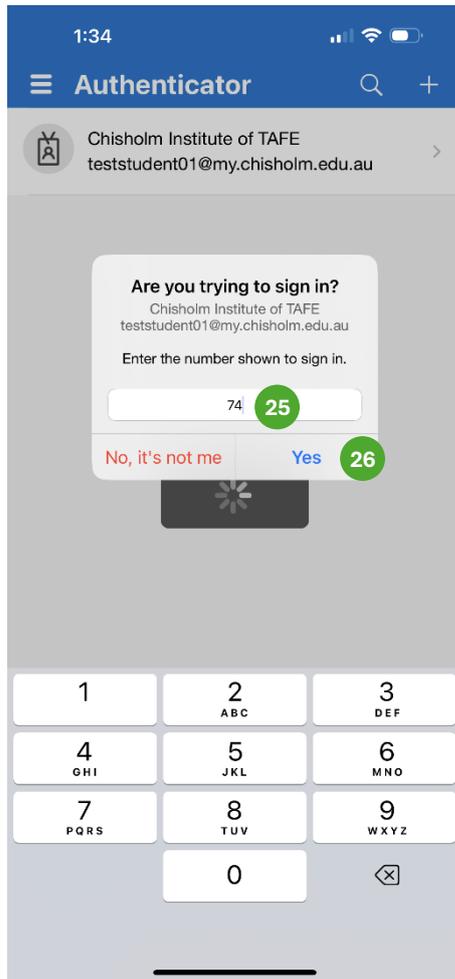


24. **Note** the number displayed on the screen

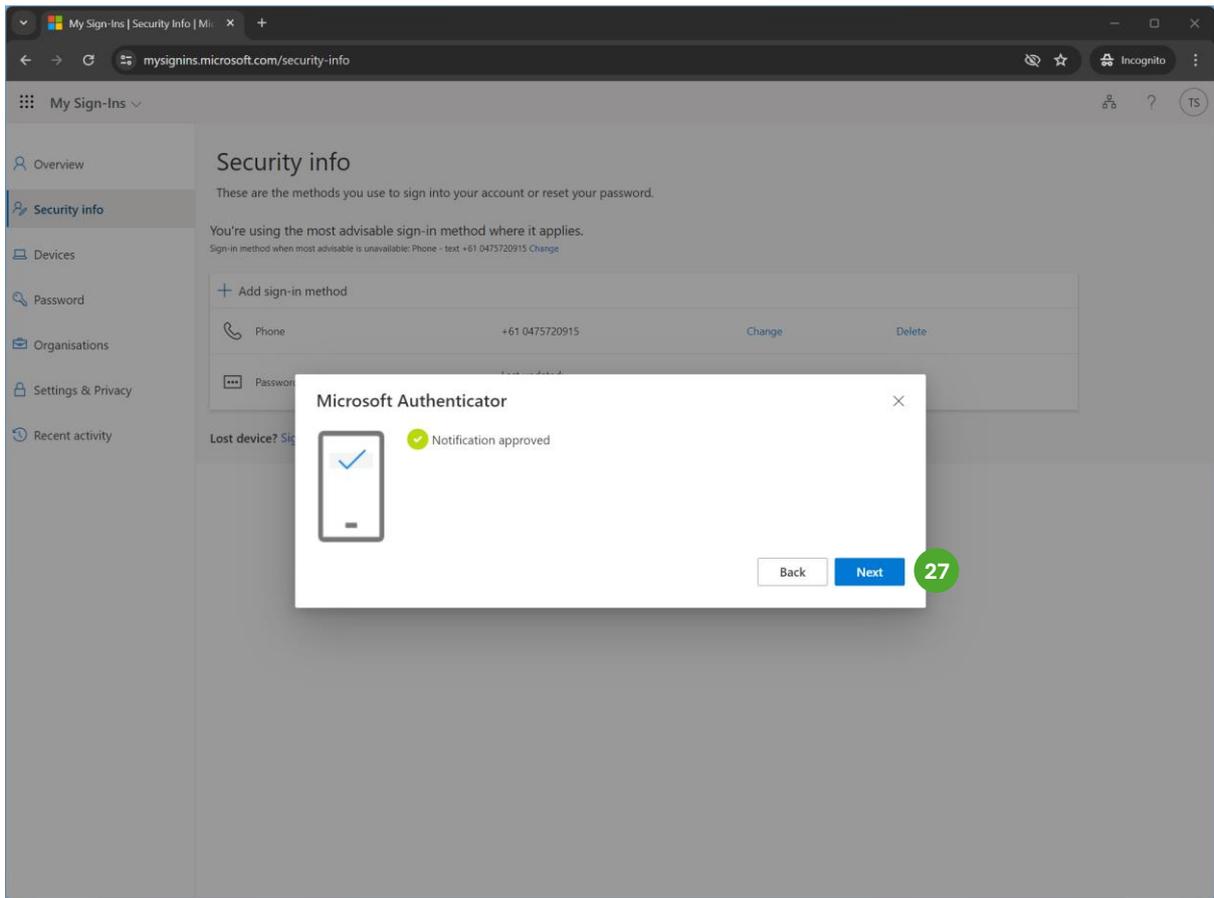


25. Enter the number displayed on the screen

26. Click Yes



27. Click Next



Completed