

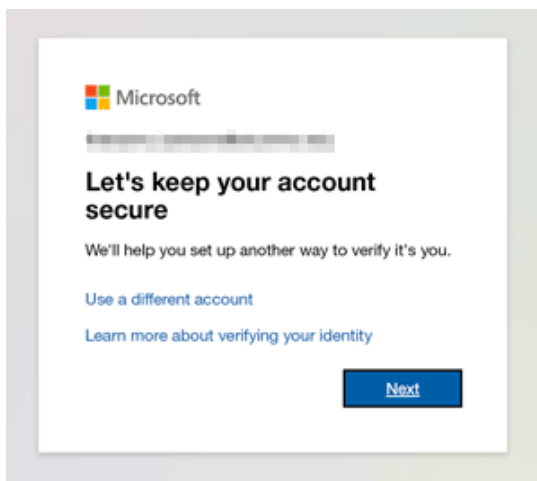
Student guide - Microsoft Authenticator Setup



Below is information on how to set up the Microsoft Authenticator application method for MFA. If you experience any issues or need help, please contact our friendly Digital Solutions team. You can text for free on 8676, call us on 04 463 5050 or email on servicedesk@vuw.ac.nz

On your computer:

1. When you login to Pūaha from off campus for the first time, you may be prompted to setup MFA. If you are presented with this screen, click 'Next'.



2. You will be prompted to install Microsoft Authenticator (recommended). If you prefer to use another method, select 'Other options' and select your preferred method. Otherwise, proceed with the steps below.



3. Go to your phones' App Store and search for "Microsoft Authenticator"
[Download Microsoft Authenticator App from the App Store](#) [Download Microsoft Authenticator App from Google Play](#)

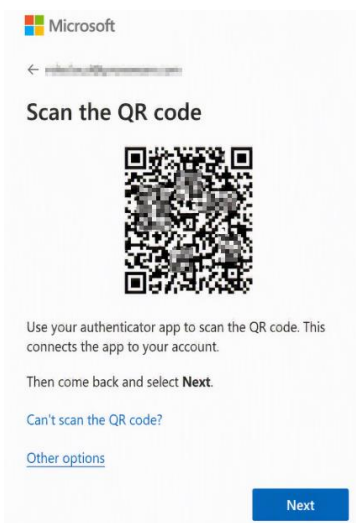
The app should have an icon like the blue one to the right.



4. Click Next.

On your phone:

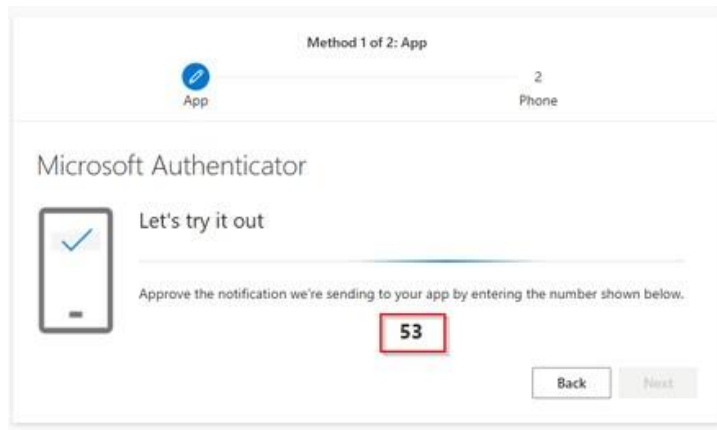
5. Open the Authenticator app.
6. Select the 'Add account' or '+', then select 'Work or school account'.
7. Select Scan QR code and scan the code on your computer screen.



8. When successful your university email will appear in the Authenticator app.

On your computer:

9. Click Next. This will show you a number and send a notification to your phone



On your phone:

10. Tap on the notification, enter the number shown on your computer and click 'Yes'. This number expires after a few minutes so don't wait too long!

Setup complete! Your university account is now protected with MFA!