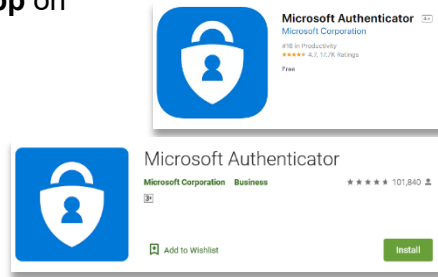


Download Microsoft Authenticator App

Install the **Microsoft Authenticator App** on your mobile phone.

[Apple App Store](#) for iPhones

[Google Play](#) for Android



Registration Tips

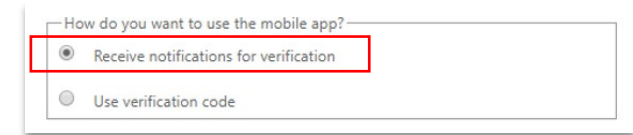
- Ensure your mobile phone is secure with a passcode or security PIN (or fingerprint/face recognition). If you're not sure, how to set this up:
 - [iPhone Instructions](#)
 - [Android Instructions](#)
- Watch the MFA YouTube video: <https://youtu.be/uWbkLu14g30>

Get Started for Self-enrolment

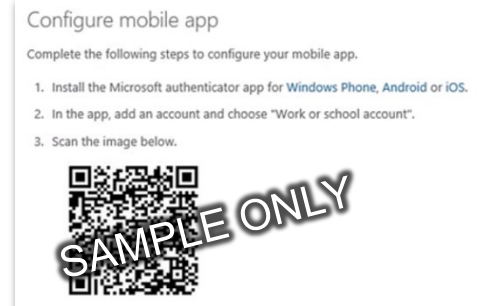
1. Go to <http://aka.ms/mfasetup> (from your computer) and log into your account using your staff ID (e5000000@vu.edu.au) and password.
2. From the **Additional security verification** screen choose **Mobile App** from the drop-down box under **How should we contact you?**



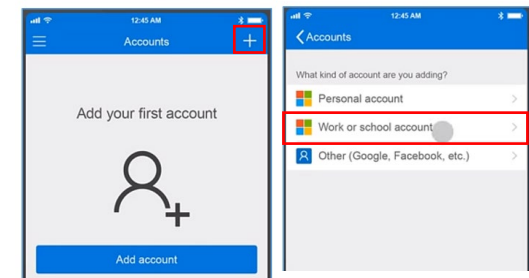
4. Check the **Receive notifications for verification** option



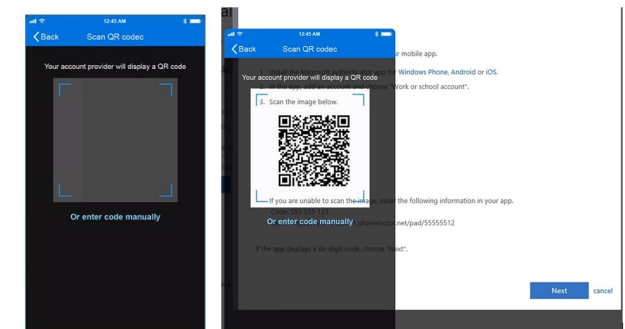
5. Click **Set up** (A square QR Code will appear on your screen, do not click the next button yet!).



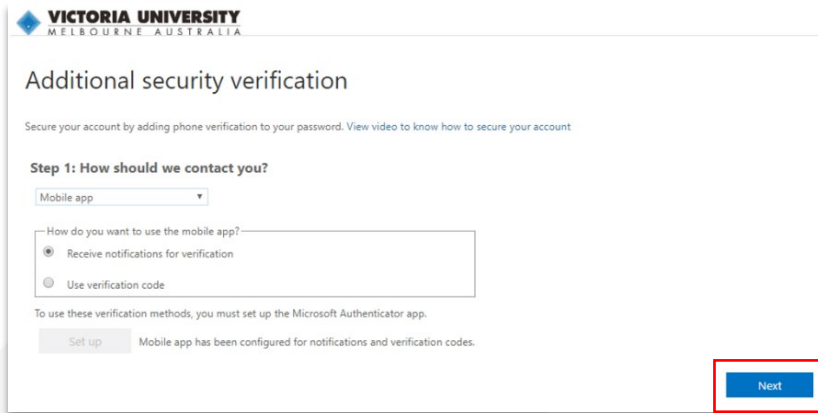
6. Using your mobile phone. Open the **Microsoft Authenticator App**, tap the plus (+) sign on the top right, then tap the option for **Work or school account**.



7. Using your phone, then **scan the QR Code** that you had appear on your computer screen (in step 5). Once the QR Code has been successfully scanned, a six-digit code will display on your mobile phone.



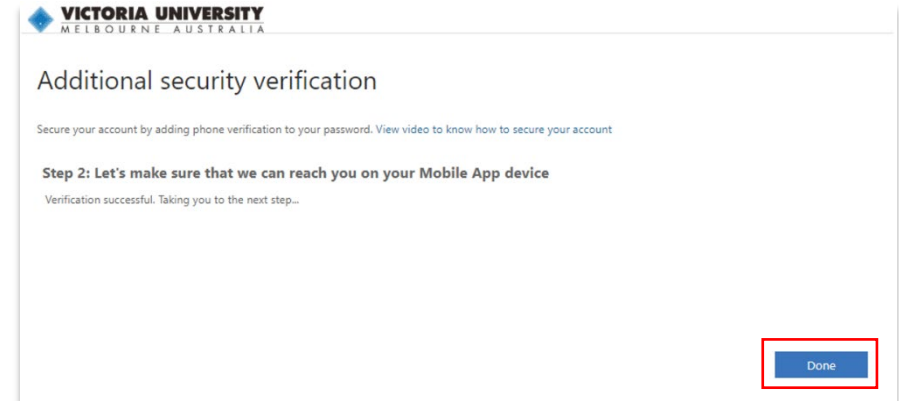
8. From the **Additional security verification screen** (on your computer) click **Next**.



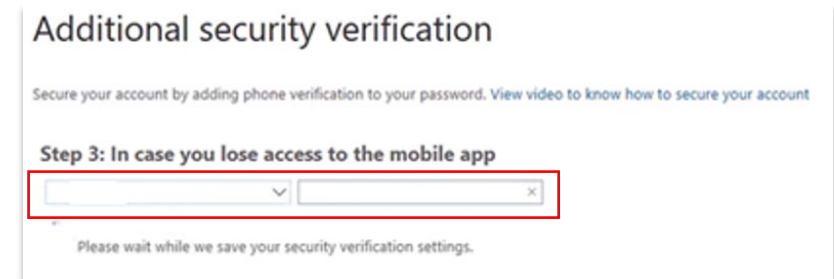
9. A notification will be sent to your mobile device for confirmation. Click **Approve** in the **Microsoft Authenticator** app on your mobile phone.



10. From the **Additional security verification screen** (on your computer) click **Done**.



11. Enter your **mobile phone number** as the preferred backup verification step in case you lose access to the app or your device and click **Done**.



12. Check your settings are correct (if you need other verification backups in case of international travel etc., then please repeat step 11), then click **Cancel**.
13. Your **Profile** will appear showing the Registration is complete. You can now **Close** the internet browser.