

HOW TO REGISTER FOR MFA

Register for Microsoft (MS) Authenticator Multifactor Authentication (MFA) to secure and simplify your VU log-in process. Follow the steps below - you will need Internet access on a PC web browser and a compatible smartphone.
 - If you do not have a PC please visit an [IT Support Kiosk](#) on campus for assistance.

Step 1

Go to <https://aka.ms/mfasetup> on your PC and log-in using your **student** or **staff** log-in ID. If you do not have a PC please visit an IT Support Kiosk on campus for registration assistance.

 **Sign in**

Students sign in with

 **Sign in**

Staff sign in with

Step 2

Enter your password. A first time log-in may require setting a new password – follow the **More information required** prompt.

 **VICTORIA UNIVERSITY**
MELBOURNE AUSTRALIA

←

Enter password

Password

[Forgot my password](#)

Step 3

Click [Download now](#) to install the MS Authenticator App from your relevant app store.

Keep your account secure

Your organization requires you to set up the following methods on proving who you are.

Method 1 of 2: App 2 Phone

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](#)

Step 4

Scan the QR code for your type of mobile device. Once installed, click **Next** on your PC.

Get the app on your phone*

Scan the QR code or click the relevant link for your type of mobile device.




App Store
[Get the app](#)




Google Play
[Get the app](#)

Step 5

On your mobile, open the MS Authenticator App. Select **Work** or **school** then **Scan a QR code**.

Microsoft Authenticator

Set up your account

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

Accounts +

Add first account



Add account

What kind of account are you adding?

-  Personal account

-  Work of school account

-  Other account (Google, Facebook, etc.)


Step 6

Scan the QR code on your PC to link your VU log-in ID to MS Authenticator and follow the prompts. Click **Next** on your PC.

Keep your account secure

Your organization requires you to set up the following methods on proving who you are.

Method 1 of 2: App 2 Phone

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 the image?](#)

Step 7

Approve the mobile notification by entering the number displayed on your PC screen.

Microsoft Authenticator

Let's try it out



Approve the notification we're sending to your app by entering the number shown below.

37

Enter the number shown to sign in.

Enter number here

37

Step 8

Once approved, click **Next** and follow the prompts to set up a 2nd method of approval by SMS or phone.

Keep your account secure

Your organization requires you to set up the following methods on proving who you are.

Method 1 of 2: App 2 Phone

Microsoft Authenticator

 ✔ Notification approved

Step 9

Success! You've set up your MFA log-in to your VU account with MS Authenticator.

Keep your account secure

Your organization requires you to set up the following methods on proving who you are.

Method 2 of 2: Done

✔
App

✔
Phone

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

- 
Phone
+61 041XXXXXX
- 
Microsoft Authenticator

Multi-Factor Authentication (MFA) Self-Enrolment Registration Guide

Secure and simplify your Victoria University log-in process

For help see [FAQS](#) or visit an [IT Support Kiosk](#) on campus, phone the IT Customer Support Desk +61 3 9919 2777 or use the self-service [Support Hub](#)