

Microsoft Authenticator App (Android with Play Store)

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What is Multi-Factor Authentication (MFA)?

- MFA is like an extra lock for your login. It helps keep everyone at German Jordan University safe from hackers and other online threats.
- MFA is an authentication method that requires a two-step verification method for users when signing into Microsoft Office.
- Two-step verification allows you to use your accounts more securely because:
 1. passwords can be forgotten!
 2. passwords can be stolen!
 3. passwords can be compromised!

This guide will instruct you on how to accomplish MFA utilizing the Microsoft Authenticator App .

Let's Start Together

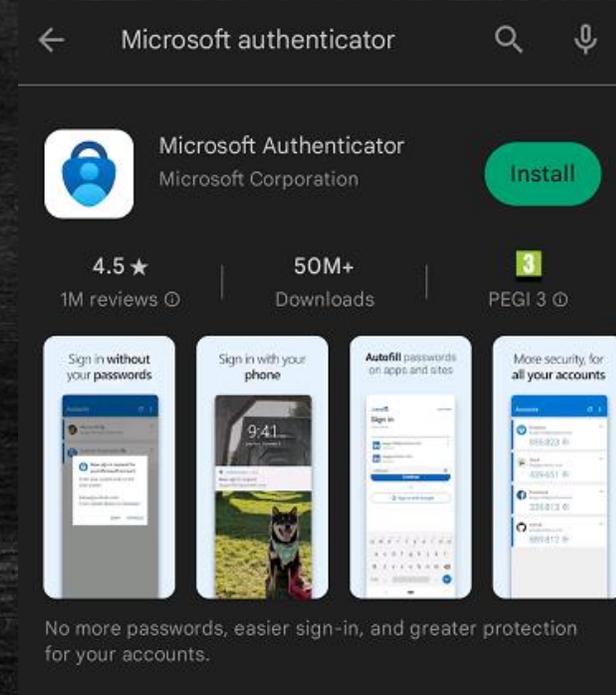
Be advised:

- The following procedure is a one-time process and can take up to 5 minutes to activate (average less than 3 minutes).
- To perform this initial setup, both a mobile device and a desktop/laptop computer will be utilized.

Setting up the Microsoft Authenticator Application

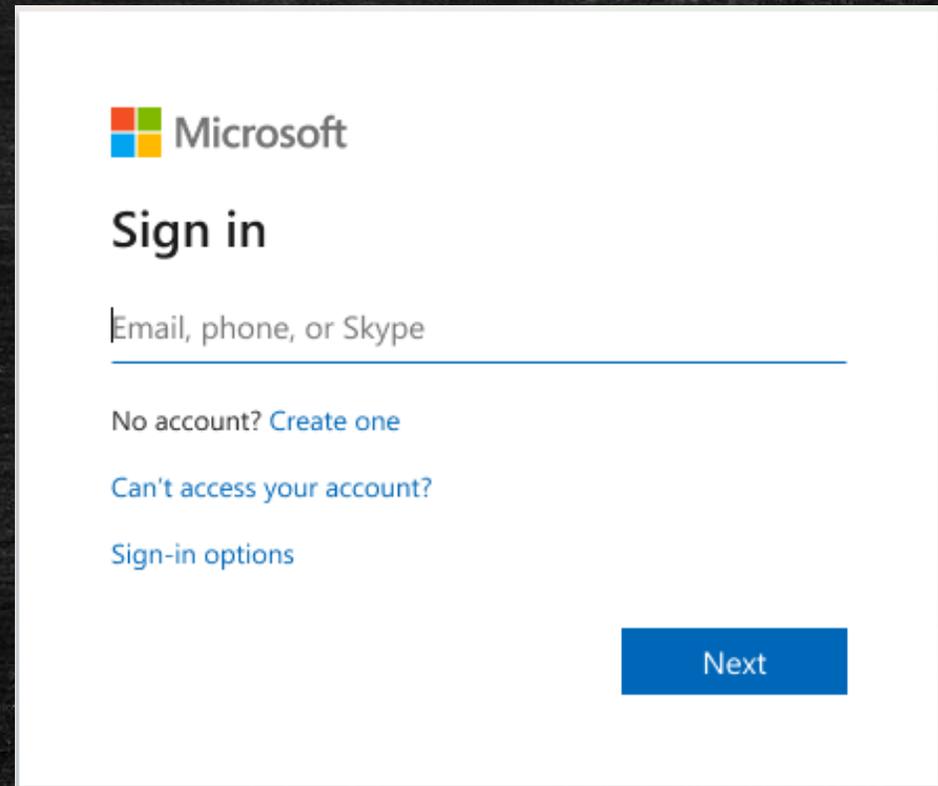
On your Smartphone device

Download and install the Microsoft Authenticator app for your mobile device from play store.



On your computer's web browser:

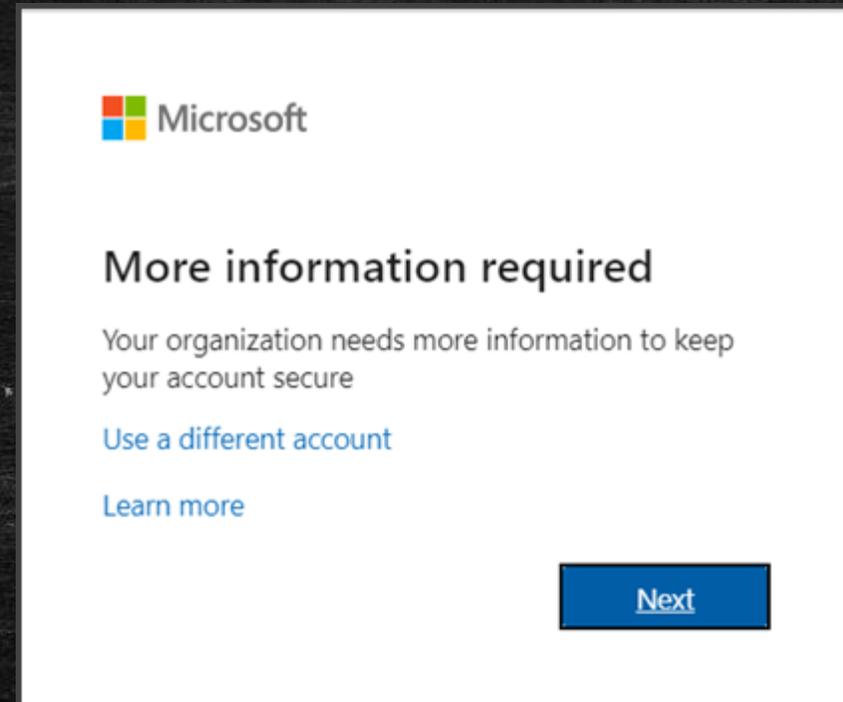
- Open a web browser and visit <https://www.office.com/> or <https://login.microsoftonline.com/>.
- Clicking the Sign In button ,will display the Microsoft Sign in dialog box.
- Enter your GJU email username.
- Click the blue Next button.



The screenshot shows the Microsoft Sign in dialog box. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are three links: "No account? Create one", "Can't access your account?", and "Sign-in options". At the bottom right is a blue button labeled "Next".

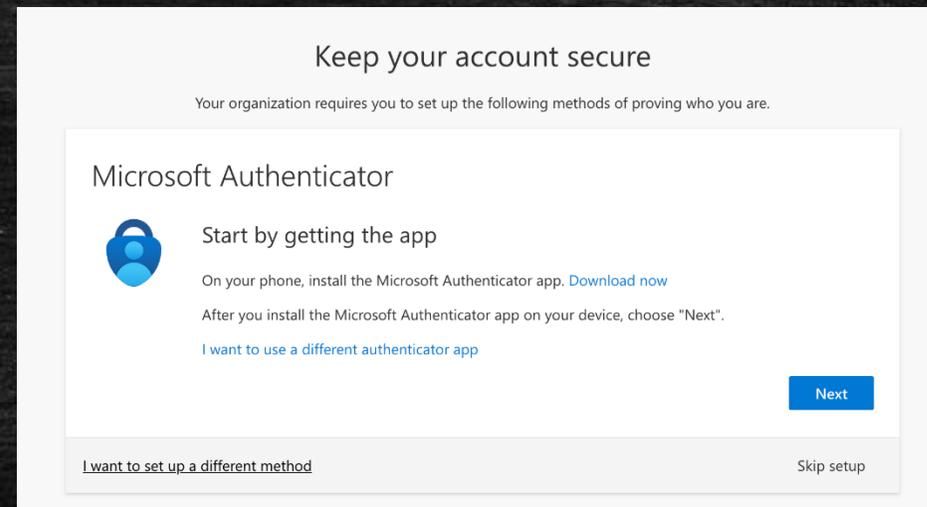
On your computer's web browser:

- You will then be prompted that "More Information required".
- Click the blue Next button.



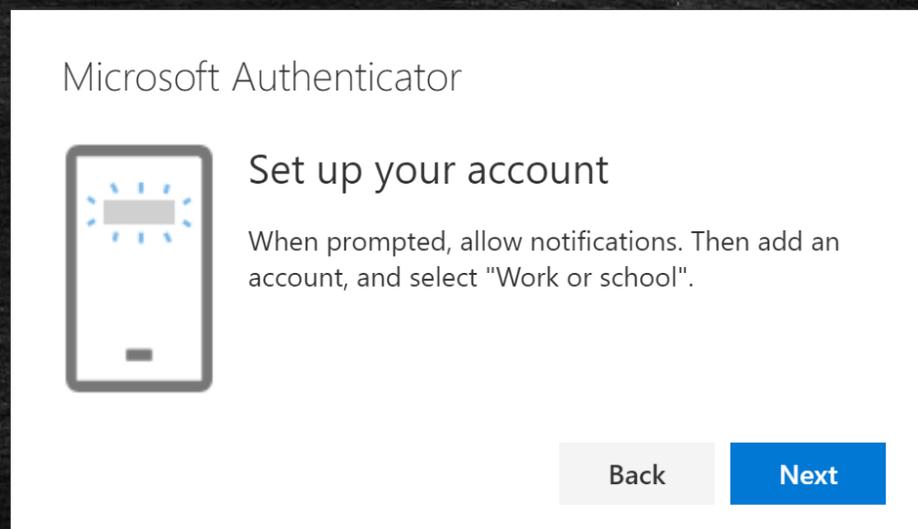
On your computer's web browser:

- You then see the Keep your account secure dialog box.
- Click the blue Next button.



On your computer's web browser:

- The following screen will prompt you to Set up your account.
- Click the blue Next button.



On your computer's web browser:

- A QR code will be displayed.
- Go back to your mobile device to continue set up.

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.

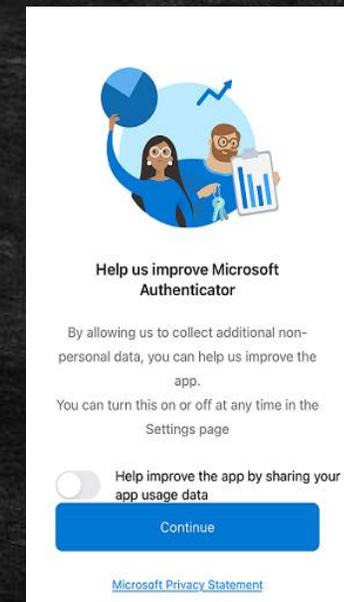
[Can't scan image?](#)

Back

Next

On your mobile device:

- On your mobile device, open the Microsoft Authenticator App.
- Review the privacy statement, and if you agree, tap the blue Accept button.
- Select whether the “Help improve . . .” or not, and click the blue Continue button.



On your mobile device:

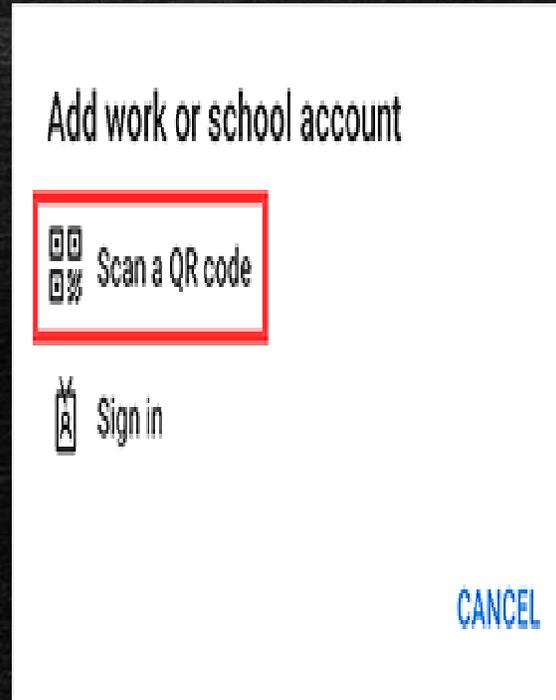
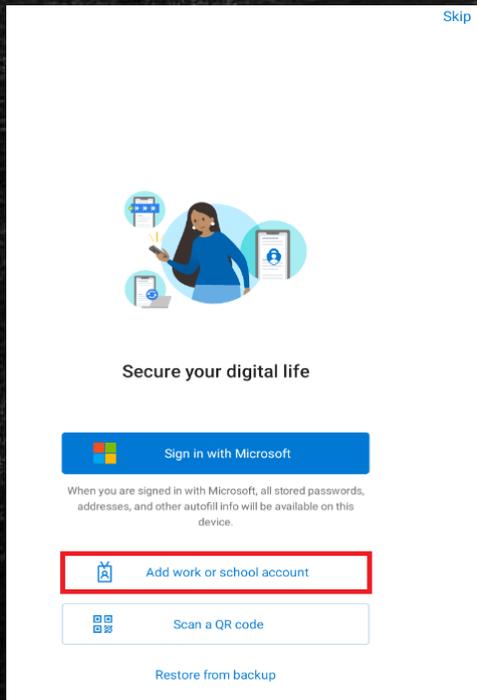
Method 1



- Select the action "Scan a QR code".
- If prompted, allow the Microsoft Authenticator App access to your device's camera.
- Follow the steps outlined on page 15.

On your mobile device:

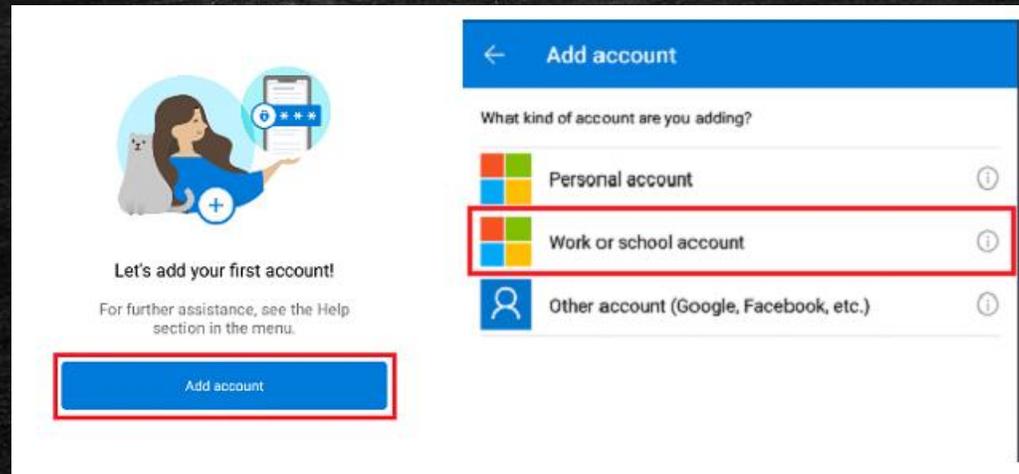
Method 2



- Click "Add work or school account".
- Select **Scan a QR code**.
- If prompted, allow the Microsoft Authenticator App access to your device's camera.
- Follow the steps outlined on page 15.

On your mobile device:

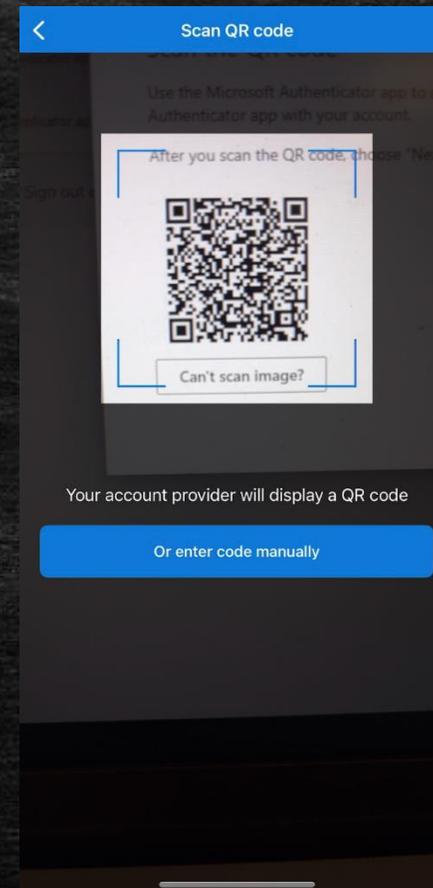
Method 3



- Press **Skip** in the upper right corner of the screen.
- click "Add Account," "Continue," "Work or school account" and "Scan QR Code".
- If prompted, allow the Microsoft Authenticator App access to your device's camera.
- Follow the steps outlined on page 15.

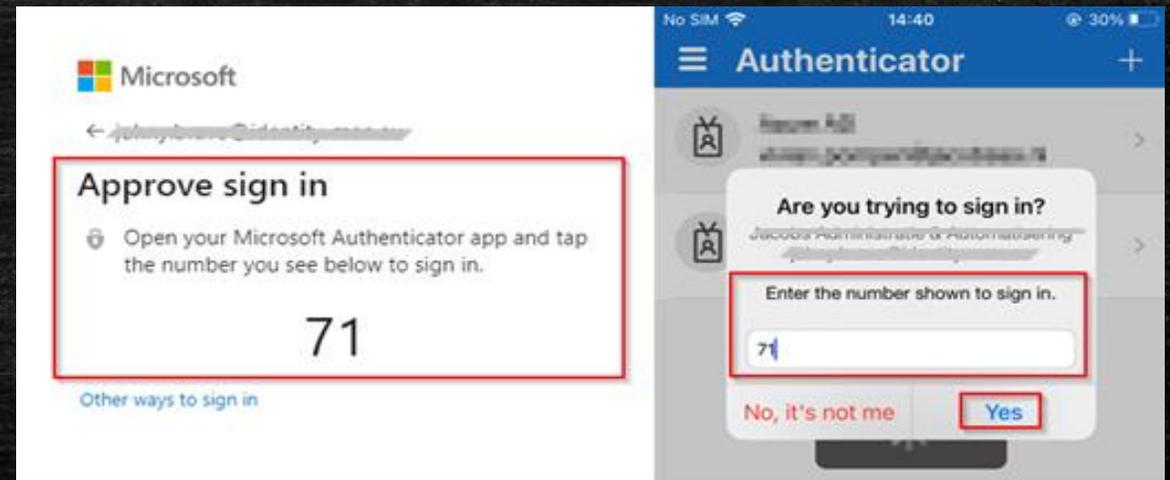
On your mobile device and your desktop/laptop computer:

- Your device's camera will be activated.
- Scan the QR code displayed on your desktop/laptop computer with your mobile device.



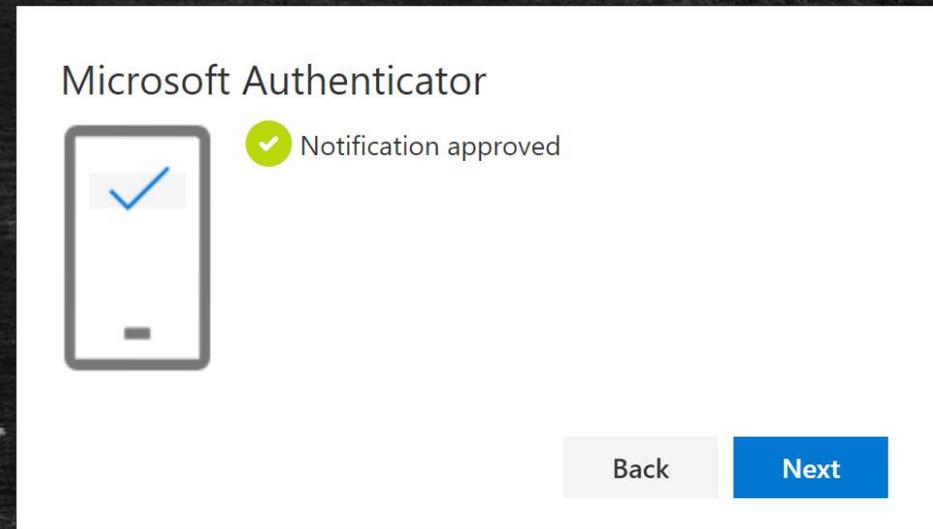
On your mobile device and your desktop/laptop computer:

- The Authenticator App will be prompt you to “Enter the number shown to sign in”.
- Enter the multi-digit code displayed on your computer.
- Tap the blue Approve button.



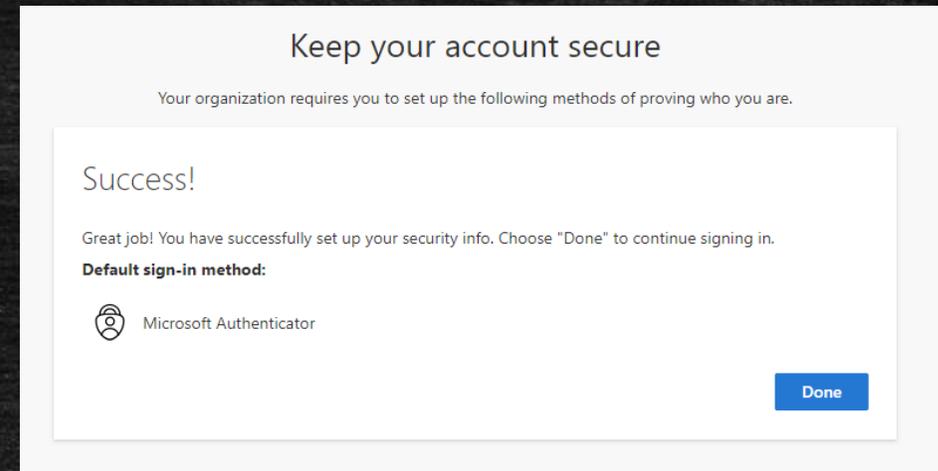
On your computer's web browser:

- The Authenticator App will then show that the notification has been approved.
- Tap the blue Next button.



On your computer's web browser:

- Success!!
- Tap the blue Done button.
- You have now completed the registration process!



You are now ready to securely use Microsoft Office
365 and all associated applications!

For IT support, fill a ticket using MyGJU, select (Information Systems and Technology Center ISTC) Entity, and (Microsoft Office 365 or Microsoft Azure) Service.

Many Thanks