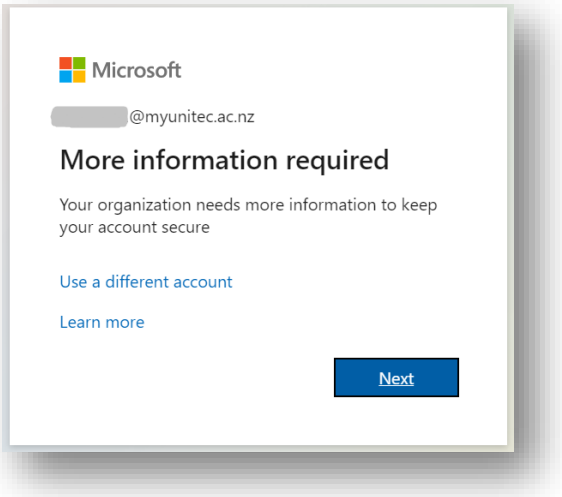
MFA for Students

Students are required to use Multi Factor Authentication (MFA) to access online resources when they are not physically on campus.
If you have never used MFA before on your Office 365 account you will need to register first. You'll be prompted to register automatically when you try to access an online resource for the first time off campus.

Then sign in with your Unitec student email address (*xxxx*@myunitec.ac.nz) and password.

Click next on the “More information required” screen.



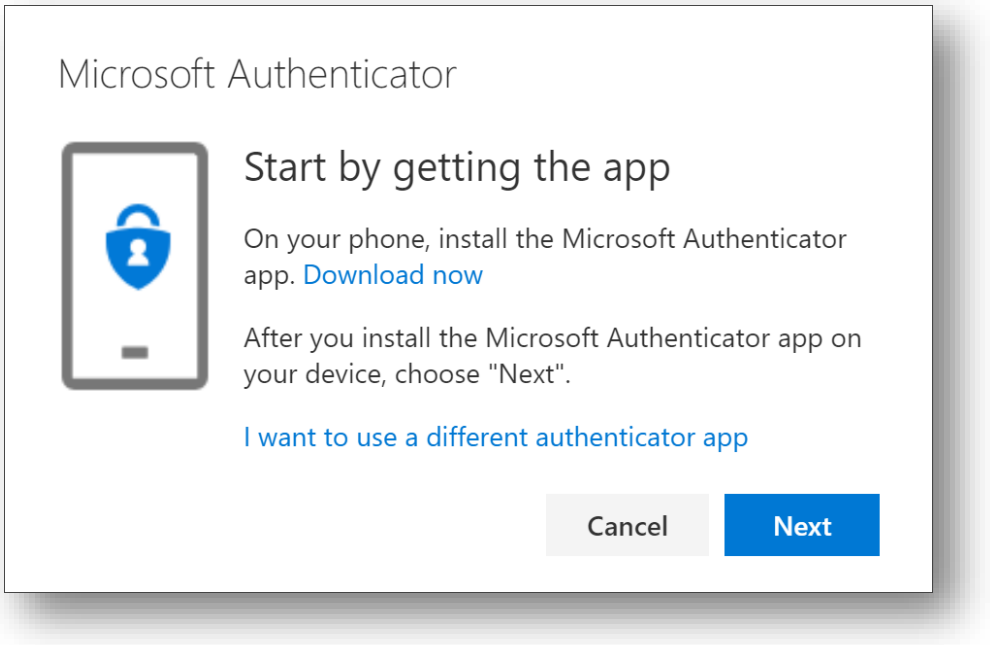
Follow these steps to set up your security info for your work account from the prompt.
After you select **Next** (Above) from the prompt, a **Keep your account secure wizard** appears (Below).

We strongly recommend using the "Microsoft Authenticator" smart phone app. However **if you don't have a smart phone** you can use a standard mobile phone. This is explained later in this document.

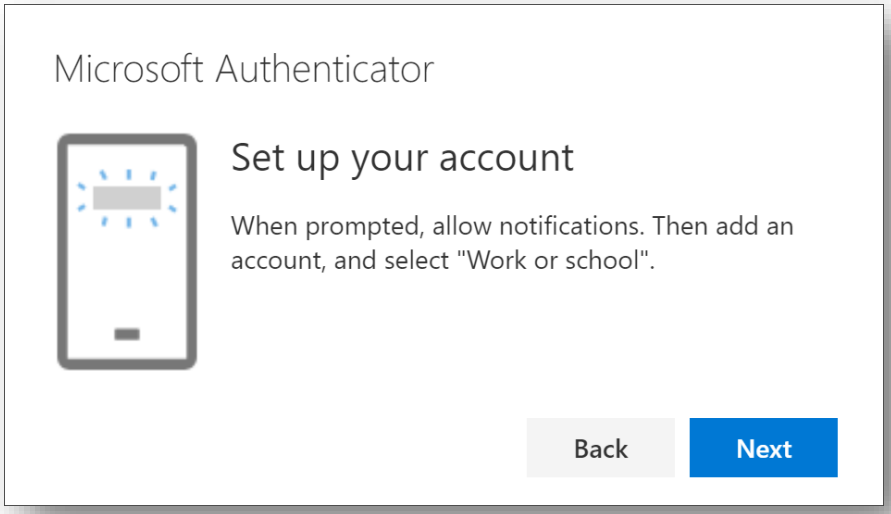
Authenticator Setup on Mobile Phone

We strongly recommend using the "Microsoft Authenticator" smart phone app. However **if you don't have a smart phone** you can use a standard mobile phone. This is explained later in this document.

After choosing Authenticator, you will get this screen.



If you are viewing this on your mobile device you can use the link here to download the Microsoft Authenticator app
If not from your device, go to your app store and search for "Microsoft Authenticator" and install it, then click **Next.**



Remain on the **Set up your account** page (Above) while you set up the Microsoft Authenticator app on your mobile device

Before moving forward read this whole section in blue.

Note: There may be some slight variation in the steps below depending on the Android or iPhone version you're using.

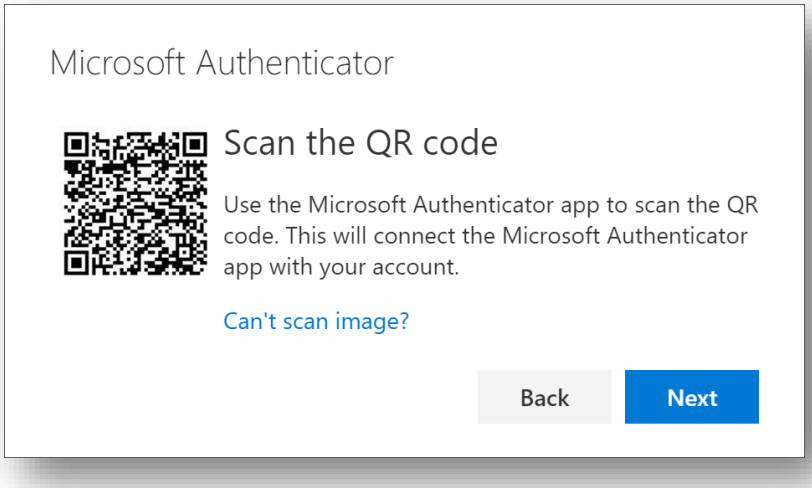
Open the Microsoft Authenticator app.

Allow notifications (if prompted)
Select **Add account** from the **Customize and control** icon (the +) on the upper-right, and then select **Work or school account**.

Note
If this is the first time you're setting up the Microsoft Authenticator app, you might receive a prompt asking whether to **allow the app to access your camera** (iOS) or to allow the app to **take pictures and record video** (Android).
You should select **Allow** so the Authenticator app can access your camera **to take a picture of the QR code in the next step**.
If you don't allow the camera, you can still set up the Authenticator app, but you'll need to add the code information manually. For information about how to add the code manually, see see **Manually add an account to the app**.

Return to the **Set up your account** page on your computer, and then select **Next** (Above).

The **Scan the QR code** page appears (below).



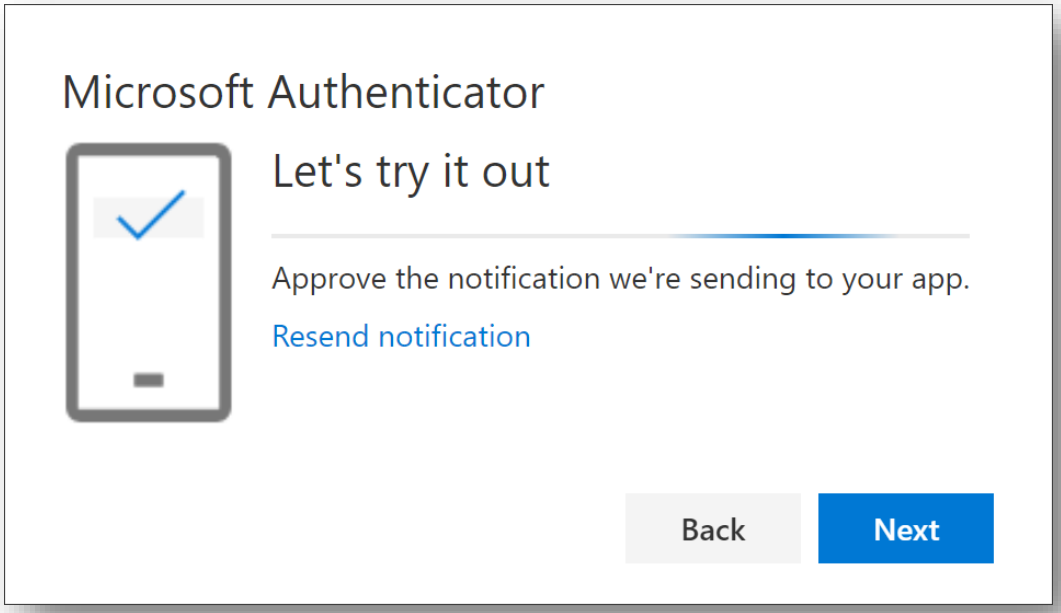
Scan **your** QR code (Not the one shown here) with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your work or school account.
The Authenticator app should successfully add your work or school account without requiring any additional information from you.

If the QR code reader can't read the code, you can select **Can't scan the QR image** and manually enter the code and URL into the Microsoft Authenticator app. For more information about manually adding a code, see Manually add an account to the app.

Select **Next** (Above) on the **Scan the QR code** page on your computer.

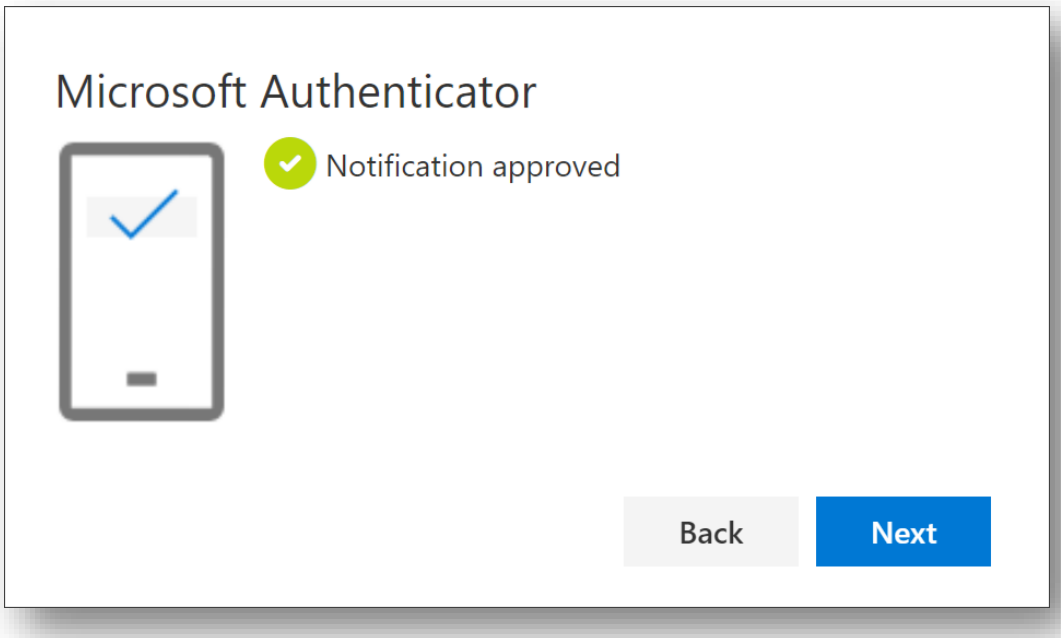
A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account. (below) You should receive a notification in your app.

Tap Approve on your mobile device to continue.



Approve the notification in the Microsoft Authenticator app, and then select **Next**.

Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using two-step verification or password reset.

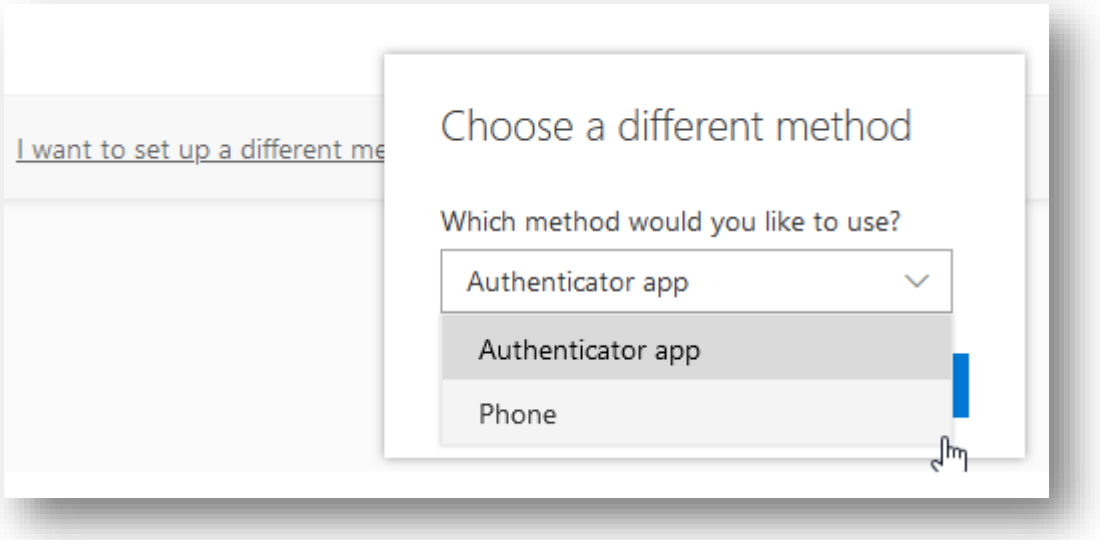


After approving select **Next**. (above)

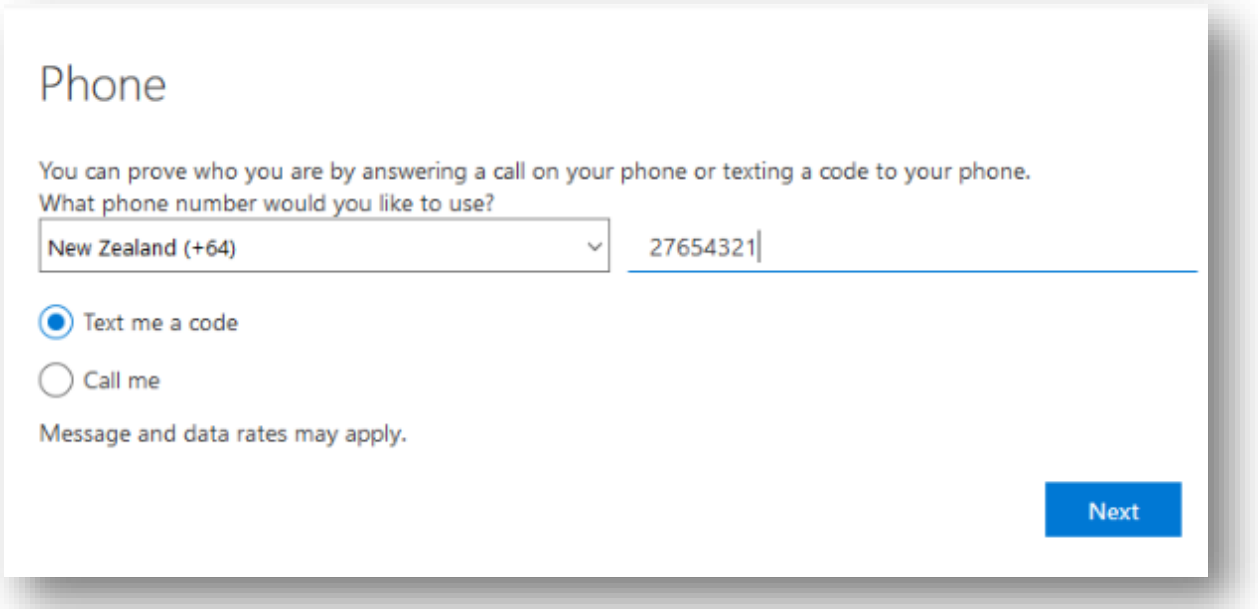
Note: Once you've setup the app on your mobile device you will also see an One-Time password code that changes every 30 seconds. You don't need to use the code unless you change your default method on the Authenticator app.

Phone Setup

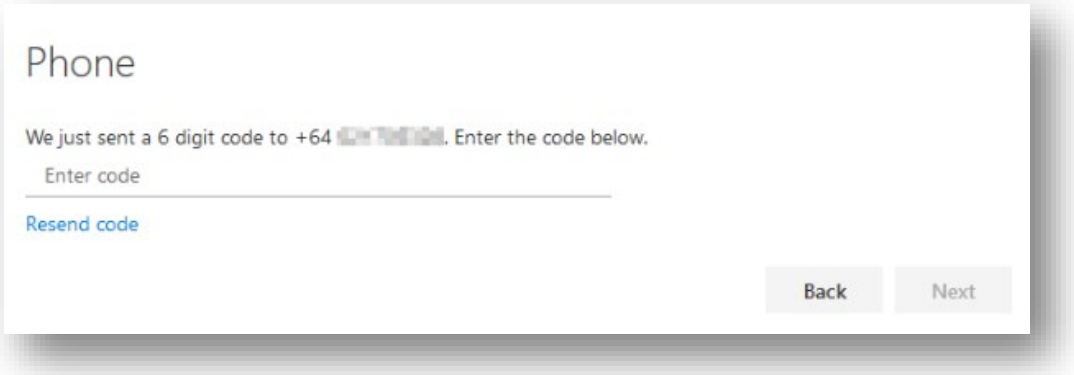
Click **I want to setup a different method** and choose **Phone**



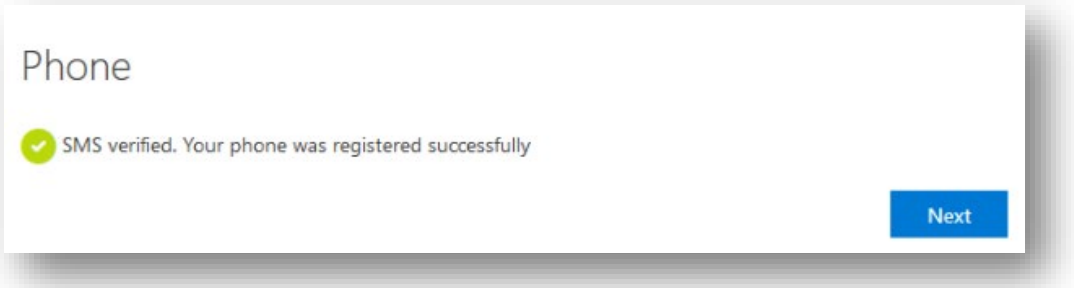
On the next screen, enter your mobile phone number and select Text **me a code**.



Enter the code that was sent to your mobile phone at the next screen.

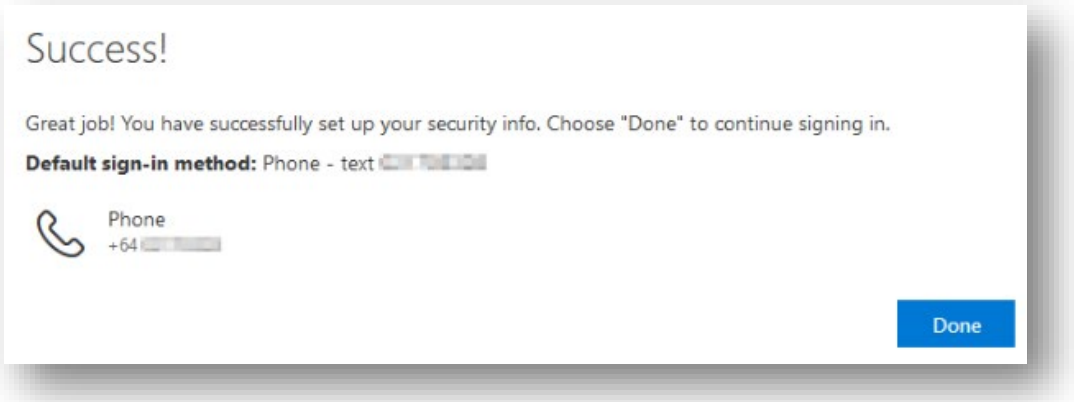


Review the success notification, and then select **Next**. (below)

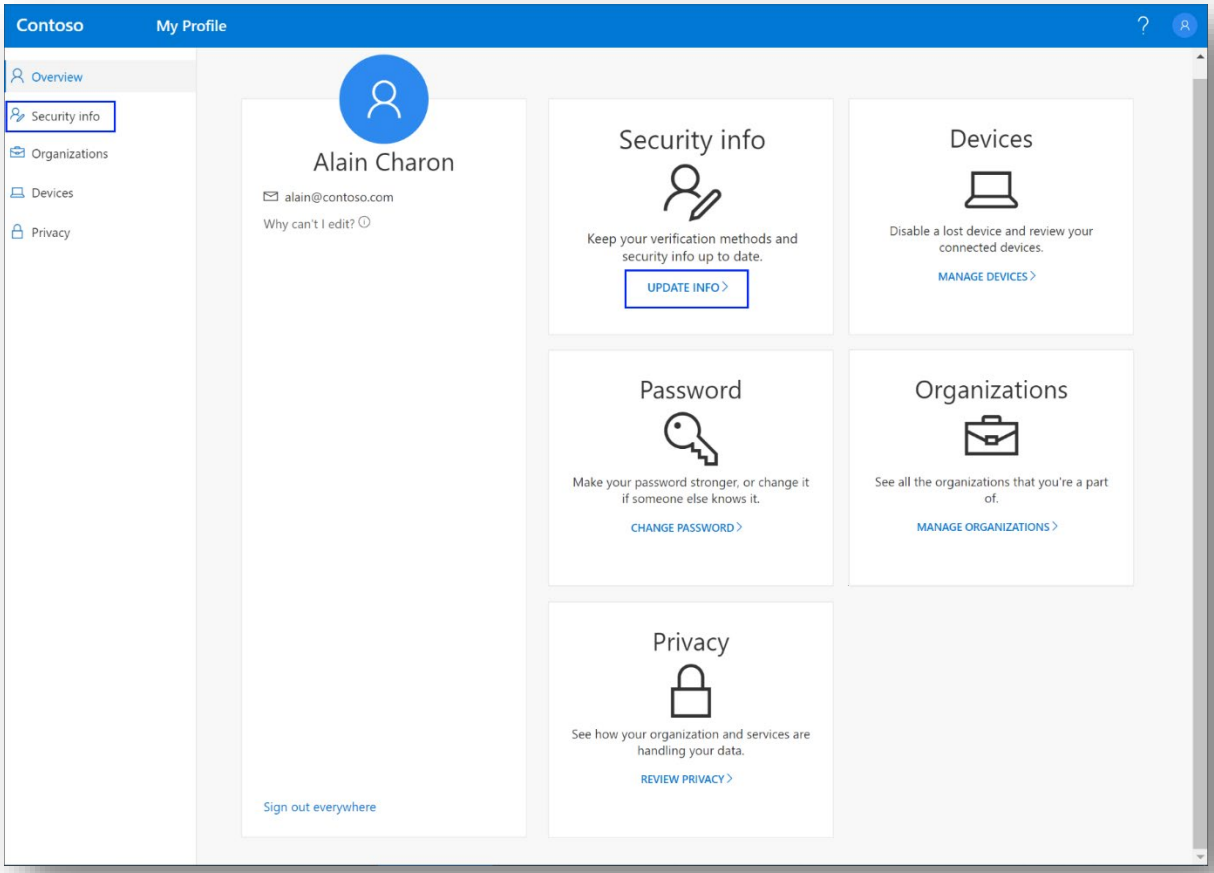


Your security info is updated to use text messaging or a phone call to verify your identity when using MFA

Review the **Success** page (below) to verify that you've successfully set up both the Microsoft Authenticator app and a phone (either text message or phone call) method for your security info, and then select **Done**.



It's recommended to add more than one method if you can. You can do this by logging into your Office 365 account and click on **My Profile** in the top right corner.



Select **Security info** in the left menu or by using the link in the **Security info** pane. If you have already registered, you'll be prompted for two-factor verification. Then, select **Add method** in the **Security info** pane.