

How to Enrol for MFA – Mobile App

Where you see these icons



Use your mobile device

Use your PC or laptop

This visual guide will help you enrol your smartphone for Multi-Factor Authentication. You will need internet access on a web browser and a smartphone. Follow the steps below for registration and the icons will guide you on when to switch between your computer and mobile device.

Step 1



Download and install the Microsoft Authenticator App on your mobile phone:

- [Android](#) (Playstore) or
- [iOS](#) (AppStore)



Android



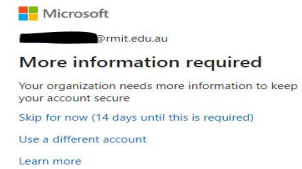
Apple

Step 2



When ITS enrolls you for MFA registration, upon first login to **Office 365** apps, you will be asked to provide additional information for MFA. You may defer this for 14 days by clicking “**Skip for now**”

Step 3



Once you receive this prompt and are ready to register for MFA, Click **Next** to continue.

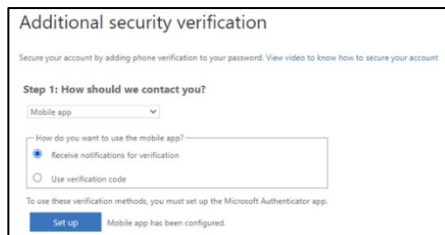
Step 4



You will be redirected to an **Additional Security Verification** screen.

Under “How should we contact you?” Ensure Mobile app is selected from the menu, choose ‘**Receive notifications**’ and click ‘**Set up.**’

Step 4



Step 5



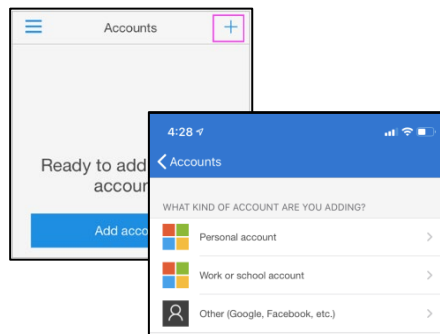
You will be redirected to **Configure mobile app** screen and a **QR Code** will appear, do not click on the next button yet.

Step 6



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

Step 6



Step 7



Using your phone, scan the **QR Code** that appeared on your computer screen in step 5. Once the QR code has been scanned, your RMIT account will be automatically added to the app.

Please continue to page 2



Need help?

Please contact the Service & Support Centre.

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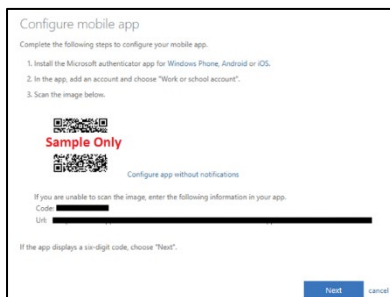
Use your PC or laptop

Instructions continued...

Step 8



Click **Next** on your computer



Step 9



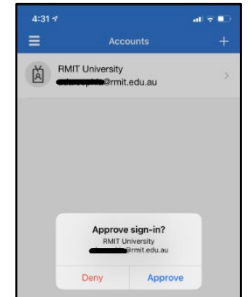
You will be redirected to **Additional Security Verification** screen stating the mobile app has been configured for notification and verification codes.

Click **Next**.

Step 10



A notification will be sent to your mobile device for confirmation.



Step 11



Click **Approve** in the **Microsoft Authenticator** app on your mobile phone.

Step 12



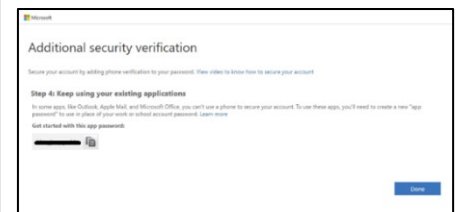
Enter your **mobile phone no.** as the preferred backup verification step in case you lose access to the app or your device.

Click **Next**.

Step 13



Click on **Done** to complete registration.



For more information on MFA, visit

rmit.edu.au/students/support-and-facilities/it-services-for-students/cyber-safety/multi-factor-authentication



Need help?

Please contact the Service & Support Centre.