How to register your multi-factor authentication (MFA)

Computer and phone instructions

Before you start

On your mobile phone, install the **Microsoft Authenticator** app. Use the QR code for your phone's operating system to go to the app store.
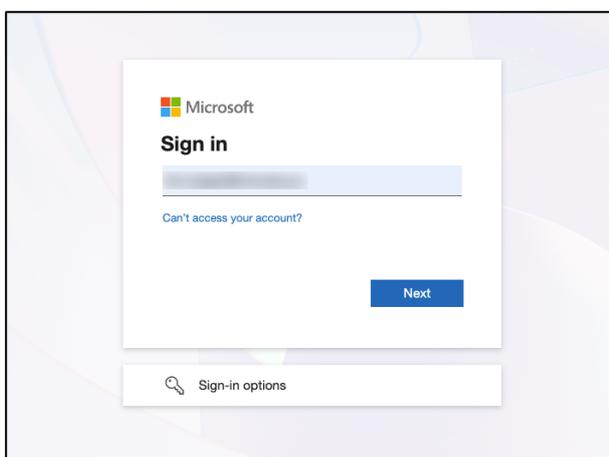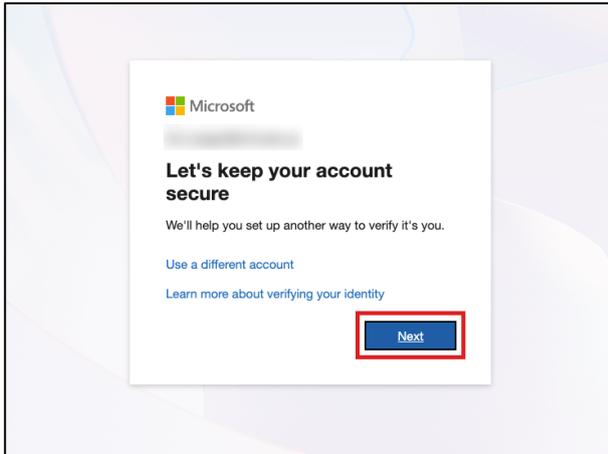

iPhone (iOS)
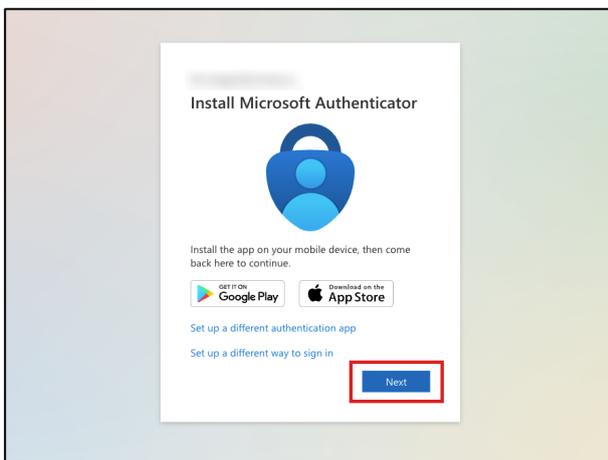

Android

Set up the Microsoft Authenticator app

1. On your computer, go to **aka.ms/mfasetup**

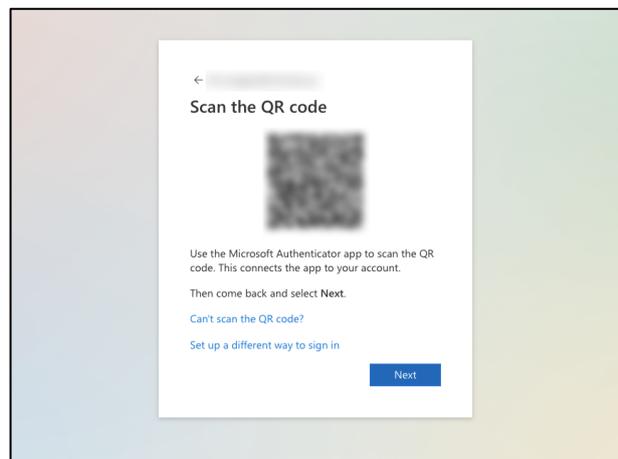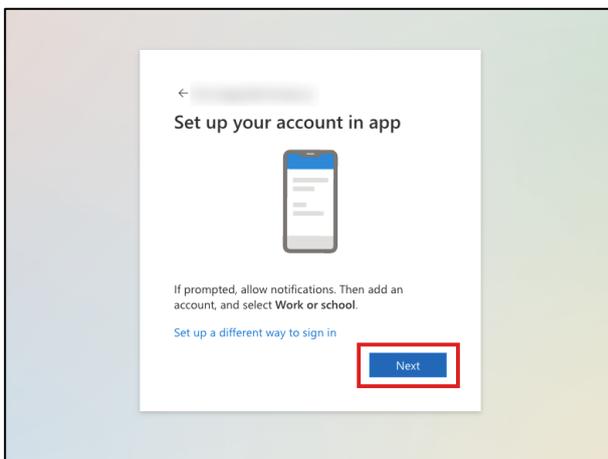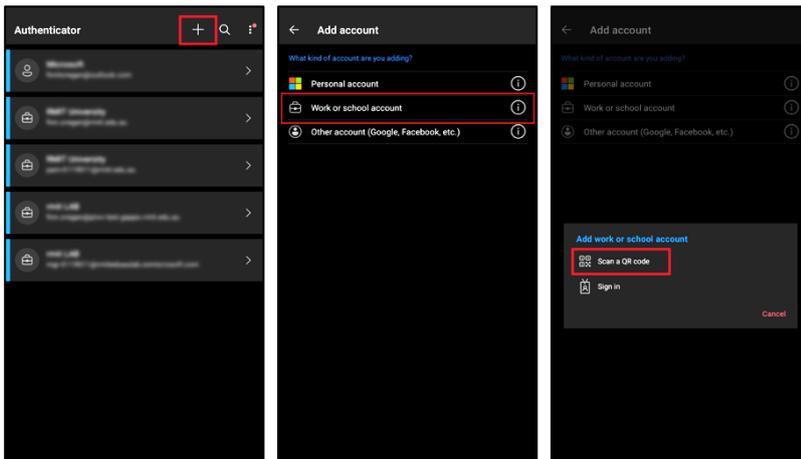2. If prompted, sign in with your **RMIT email address and password**.

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3. Select **Next**.

4. Select **Next** again.

5. Select **Next** once more. A QR code will appear on your screen.

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6. On your phone, open the **Microsoft Authenticator** app, then select the **+** icon > **Work or school account** > **Scan a QR code**.
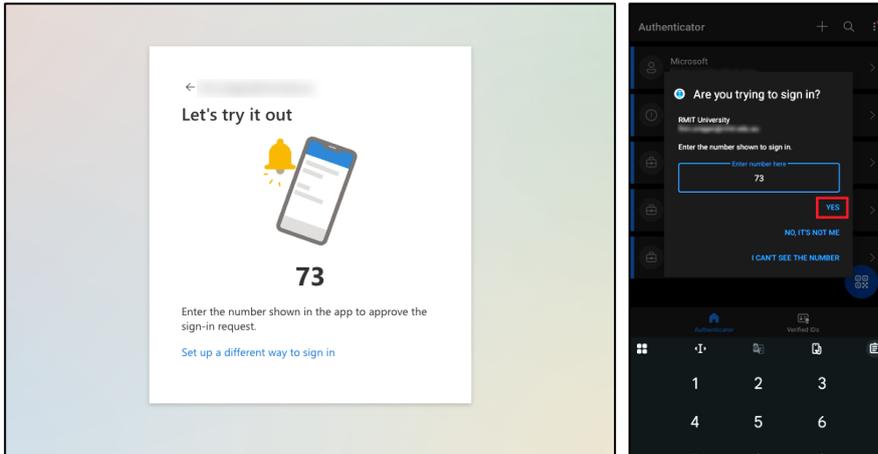

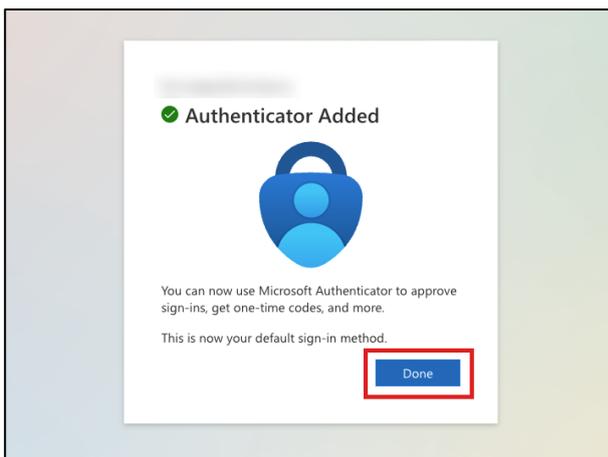7. Use your phone to scan the QR code displayed on your computer.
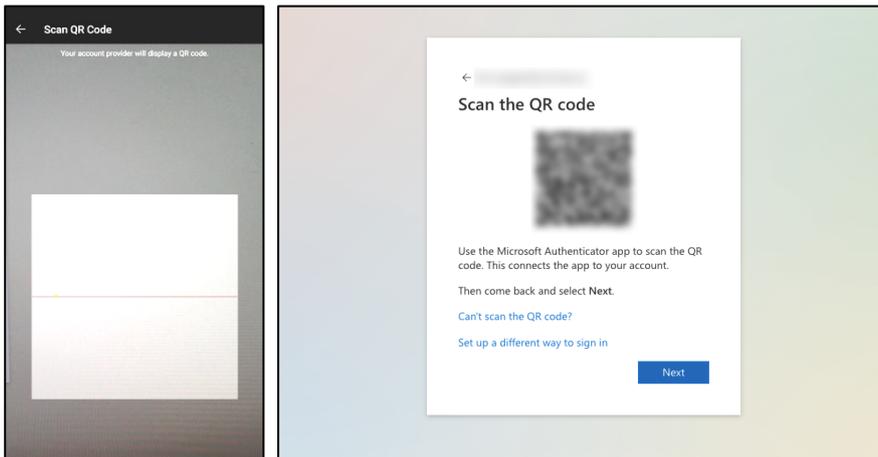
8. On your computer, select **Next**.

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9. A notification will be sent to your phone. **Enter the number** shown on your computer into the Microsoft Authenticator prompt on your phone and select **Yes** to approve.
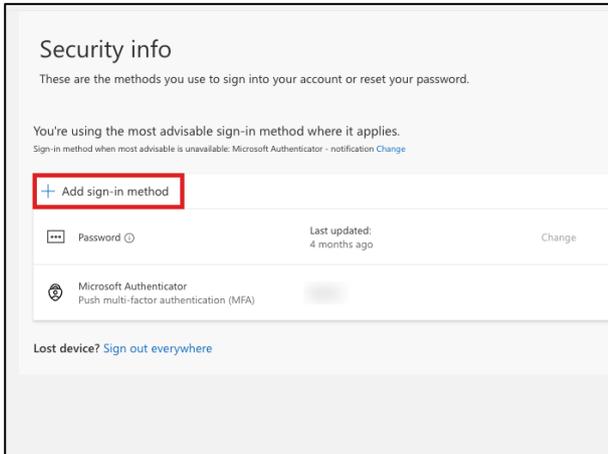

10. Select **Done** on your computer.

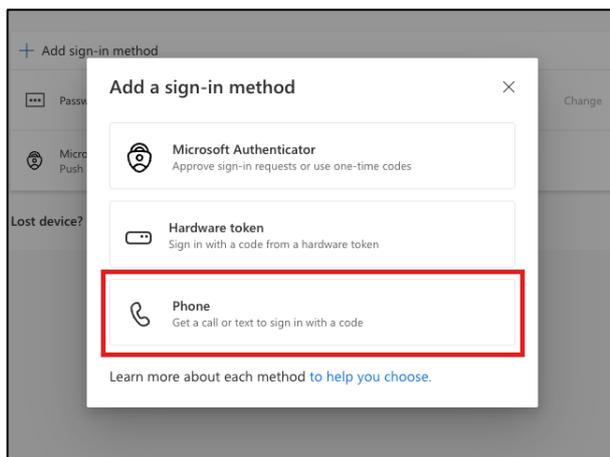11. If you're asked whether you want to stay signed in:

- Select **No** if other people use this computer, or
- Select **Yes** if you're the only user.

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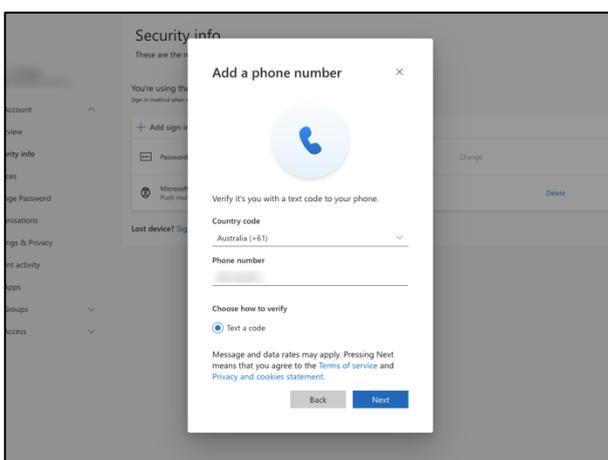# Add your mobile number as a backup method

12. On the security info page, select **+ Add sign in method**.

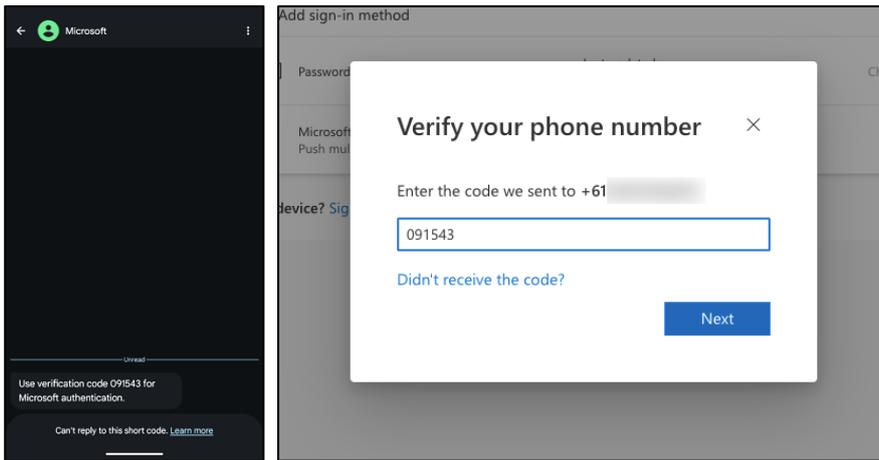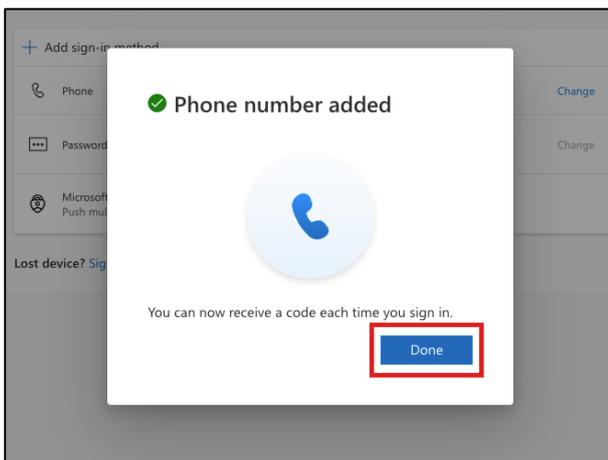
13. Choose **Phone**.

14. Select your **country code** and **enter your mobile number**, then select **Next**.

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15. Enter the **verification code** sent to your phone, then select **Next**.

16. Select **Done**.

Your MFA is now set up with Microsoft Authenticator, and your mobile number is added as a backup method.

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