



JÖNKÖPING UNIVERSITY

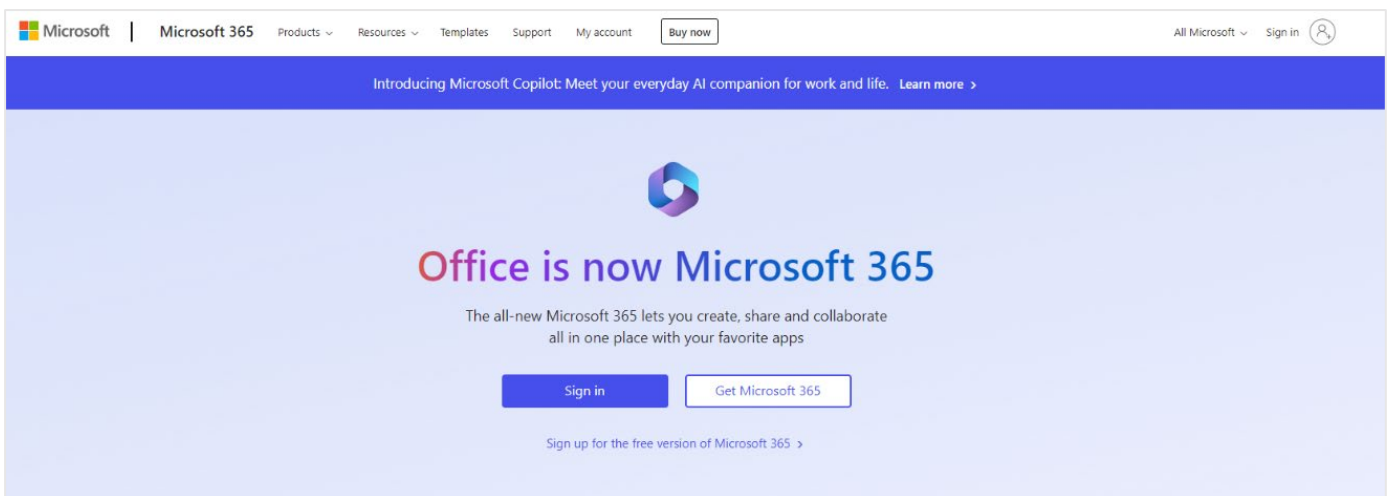


Configuring Multi-Factor Authentication (MFA)

Set up MFA

To set up MFA for the first time, you need to use a computer to login and have a mobile nearby.

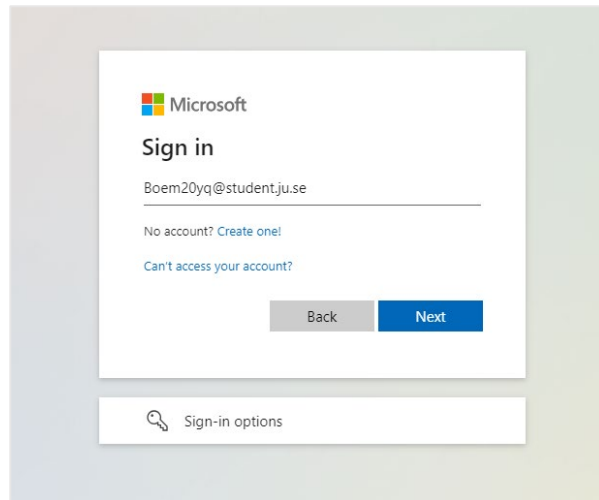
- Go to <https://www.office.com/> in a browser, log in with your JU account.





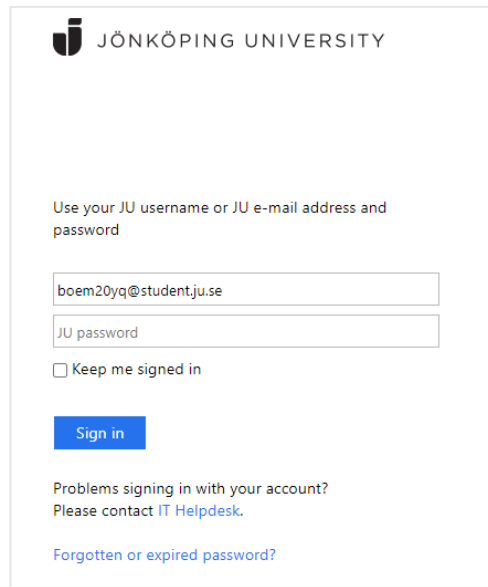
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- Enter your email address to JU.



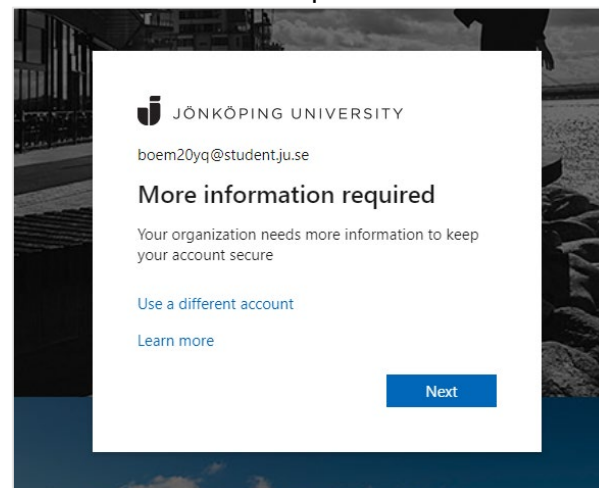
A screenshot of a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, the email address "Boem20yq@student.ju.se" is entered in a text field. Below the text field are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in box are two buttons: "Back" (grey) and "Next" (blue). Below the sign-in box is a "Sign-in options" section with a magnifying glass icon.

- And then your password



A screenshot of the Jönköping University sign-in page. At the top left is the university logo and the text "JÖNKÖPING UNIVERSITY". Below this, the instruction "Use your JU username or JU e-mail address and password" is shown. There are two text input fields: the first contains "boem20yq@student.ju.se" and the second is labeled "JU password". Below the fields is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom, there are two links: "Problems signing in with your account? Please contact IT Helpdesk." and "Forgotten or expired password?".

- The next page will show "More Information Required"
Click Next

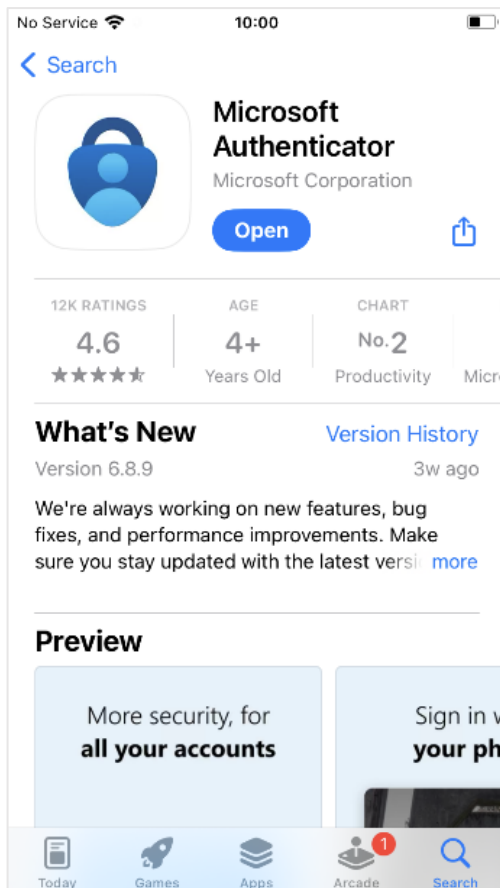


A screenshot of a "More information required" page. At the top left is the Jönköping University logo and the text "JÖNKÖPING UNIVERSITY". Below this, the email address "boem20yq@student.ju.se" is displayed. The main heading is "More information required". Below the heading, the text reads "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A blue "Next" button is located at the bottom right of the page.

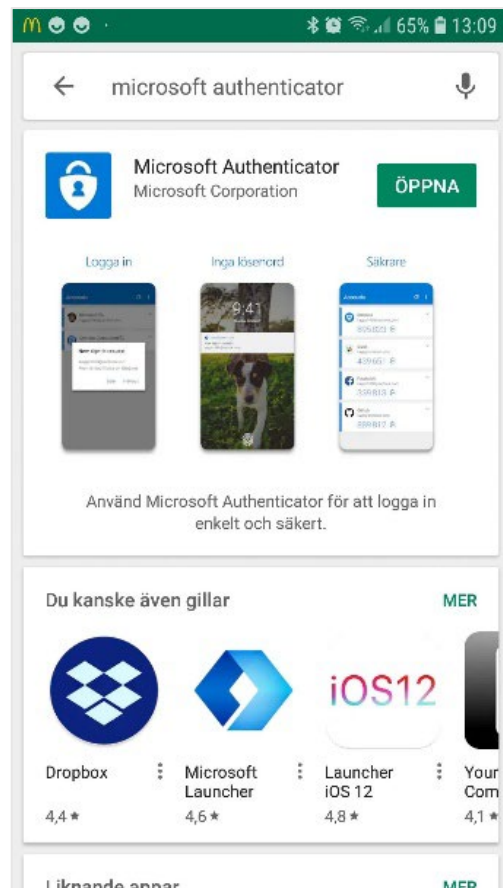


Now it's time to install Microsoft Authenticator on your phone

- Before you continue, you need to download the **Microsoft Authenticator app** on your phone. Install from the **AppStore** on an Apple device and from **Google Play** on an Android device.



iOS

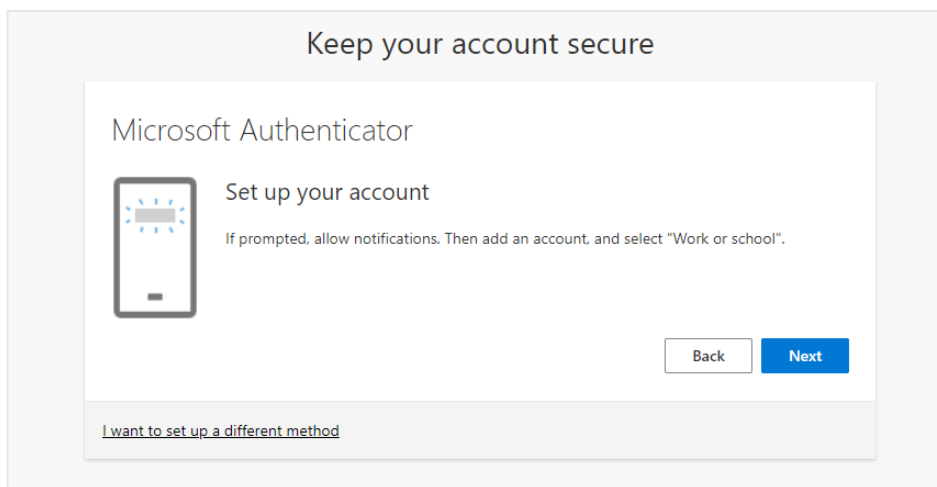
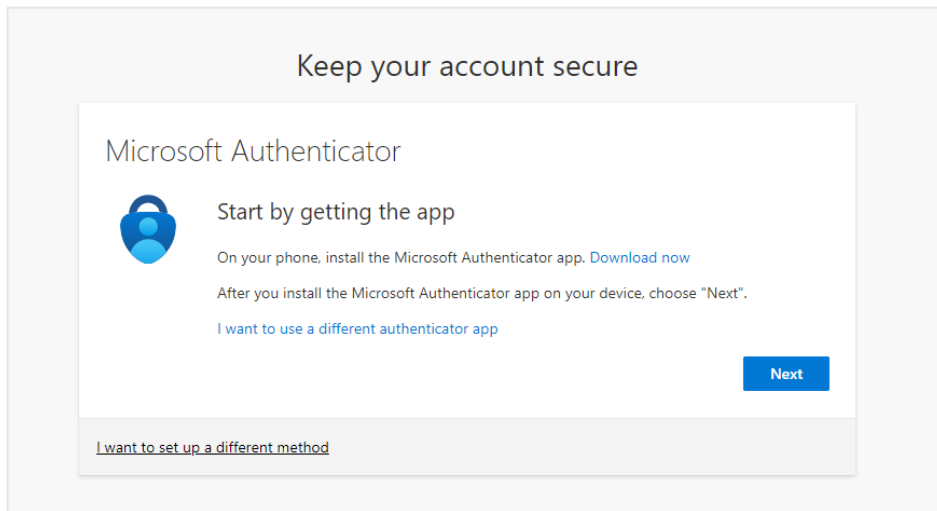


Android



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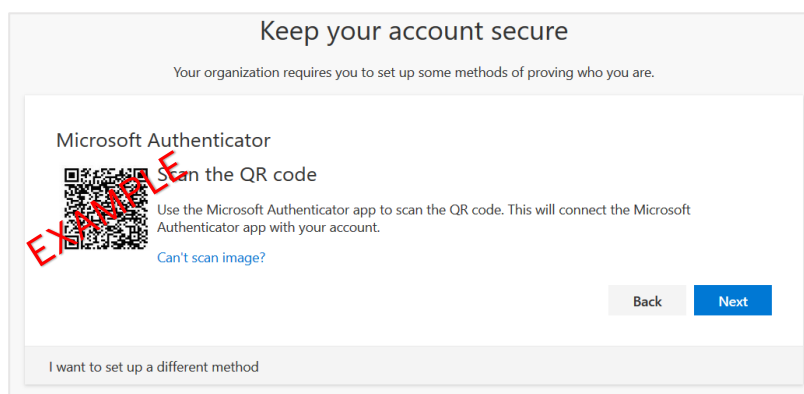
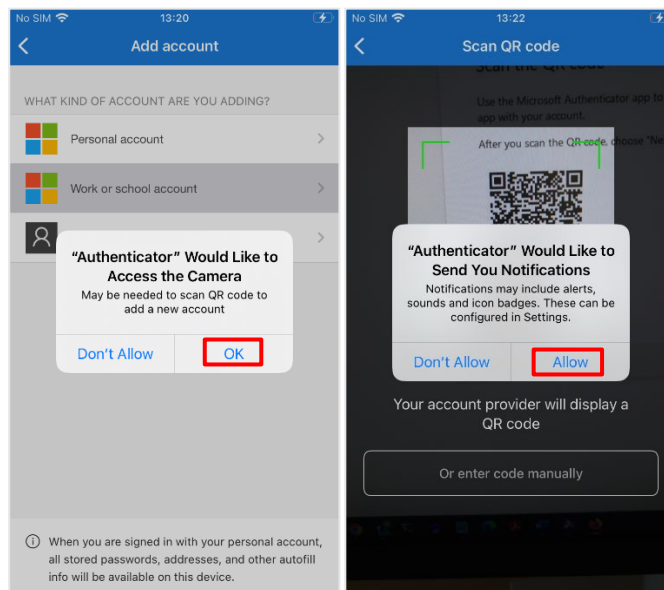
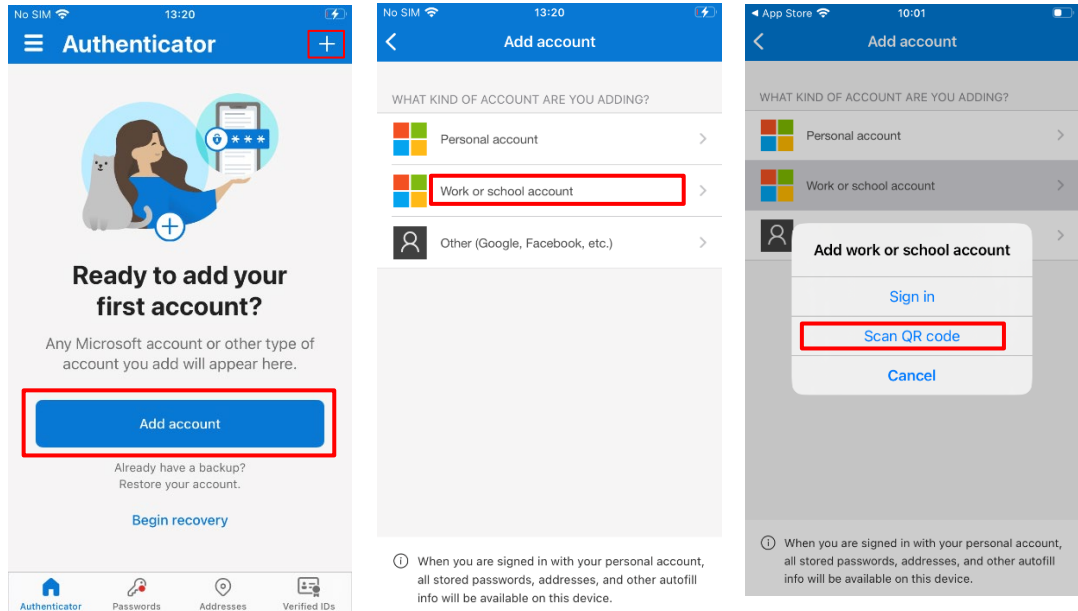
- Once the app is installed on the phone you want to use for the sign-in, select **Next** followed by **Next** again on the "Set up your account" dialog box.





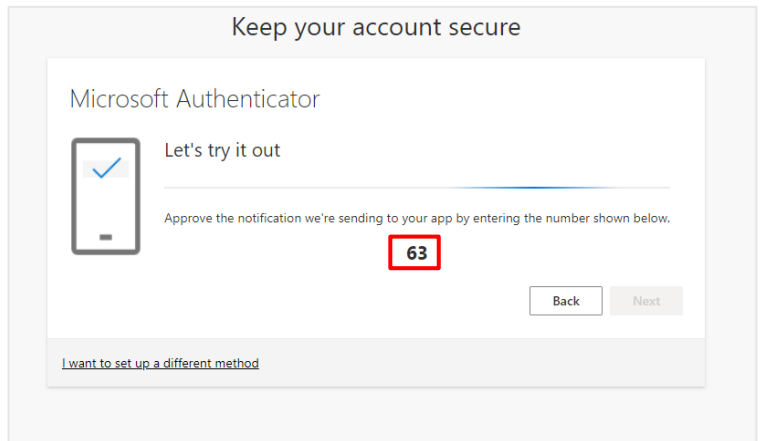
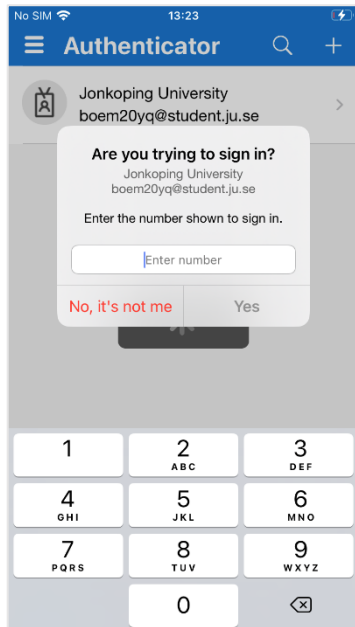
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- Open **Microsoft Authenticator** on mobile. Select **Add account** (or click the **plus sign**) followed by **Work or school account**. Scan the QR code into your browser. *(Don't forget to allow Notifications on your phone)*

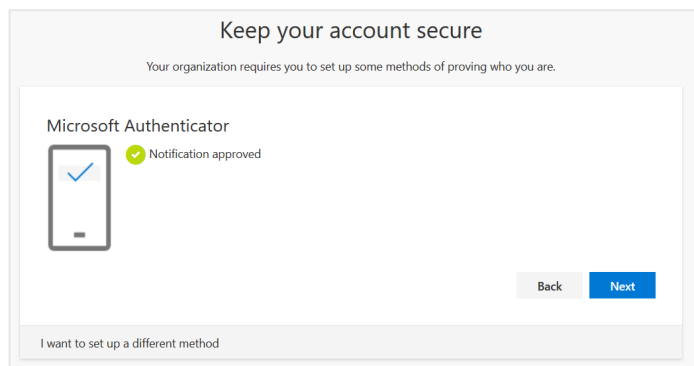




- When the QR code is scanned, the account should appear in Microsoft Authenticator as shown below. Select **Next** in your browser to test the confirmation. Enter the number into the Authenticator app that appears in the browser.



- Click Next.



- When everything is ready, the following is shown and after a confirmation with **Done**, MFA is now ready to use.

