

Instructions for configuring MultiFactor Authentication (MFA) - student version

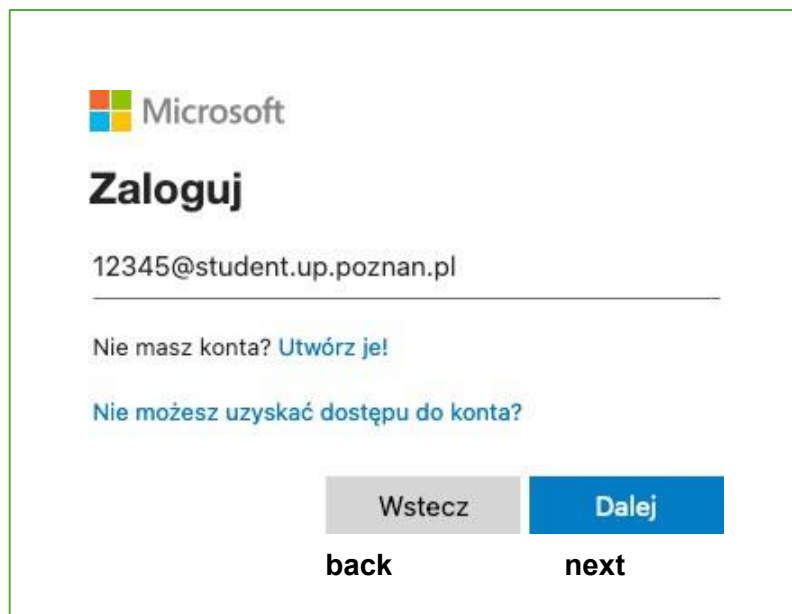
1.General Information:

Multi-factor Authentication (MFA) is an additional procedure for securing access to University resources. In addition to providing login information, the user in the next step provides a one-time security code sent in an SMS message or generated using a special application (available for all systems mobile systems).

2.MFA configuration (application-based version)

To configure multi-factor authentication (MFA - Multi-factor authentication):

- go to <https://login.microsoftonline.com> (or <https://office.com>)
- Enter your full student name, such as: 12345@student.up.poznan.pl and click "Next."



Microsoft

Zaloguj

12345@student.up.poznan.pl

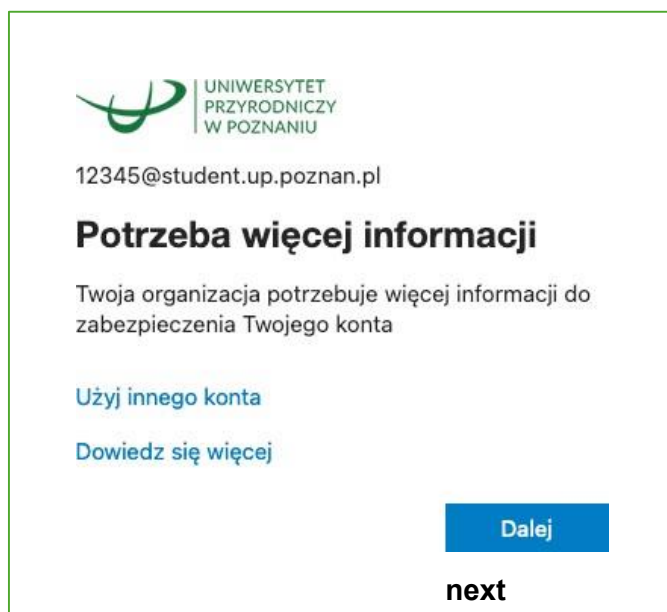
Nie masz konta? [Utwórz je!](#)

[Nie możesz uzyskać dostępu do konta?](#)

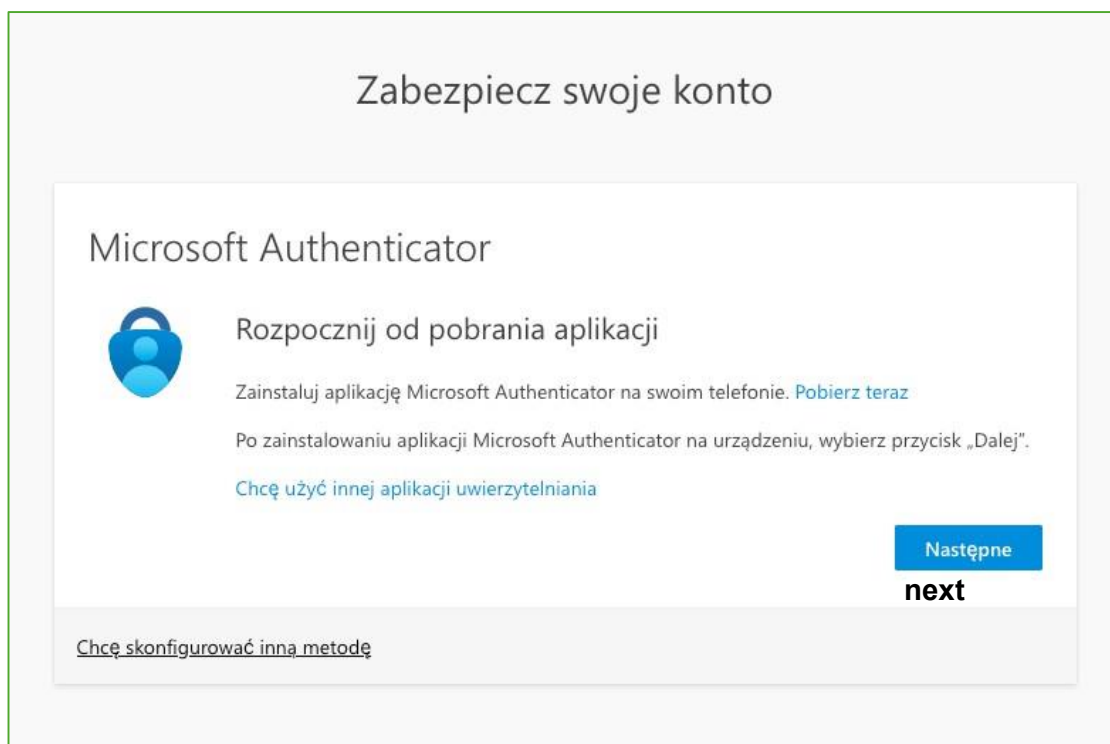
Wstecz Dalej

back next

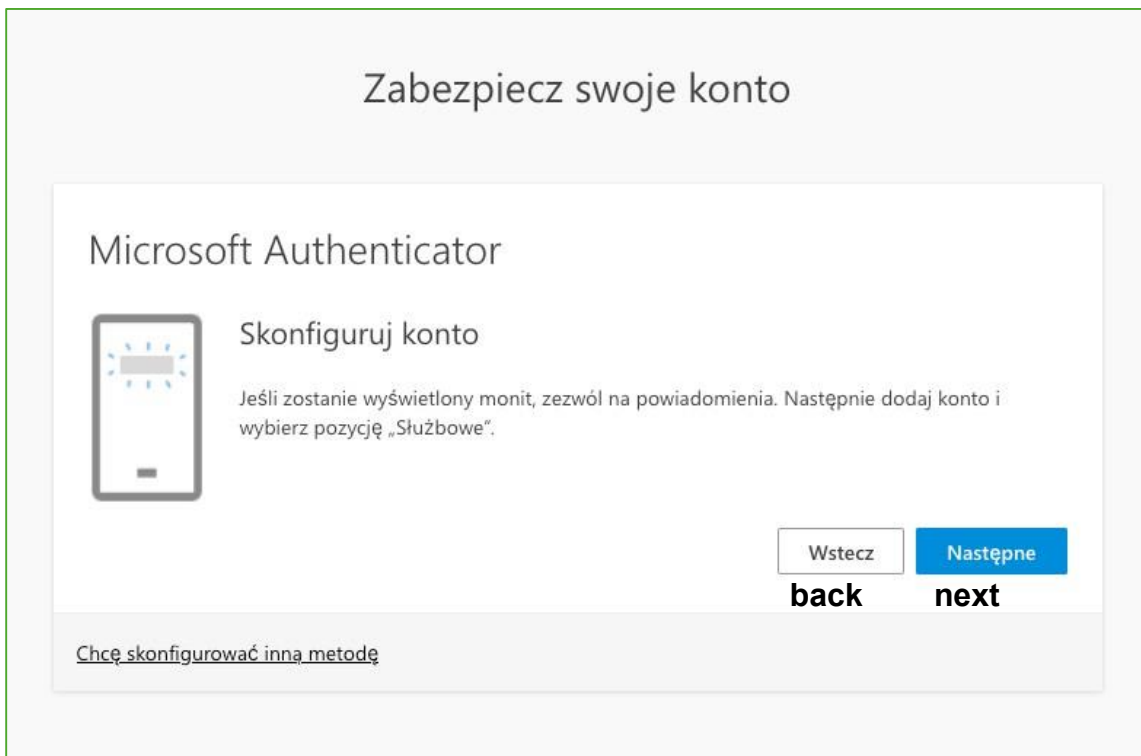
-in the next window enter the password and click on “Login”, the following will be displayed information



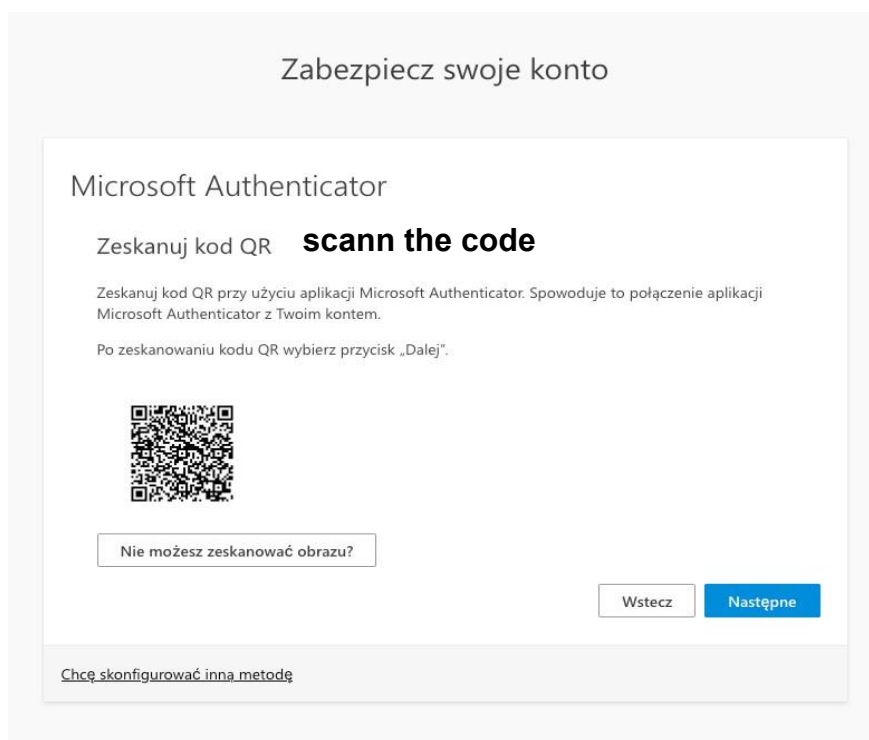
- After selecting “Next”, a page will open with a choice of verification methods. The default option is the Microsoft Authenticator application (it is also possible to add a phone number and verify via SMS or another authentication application such as Google Authenticator)



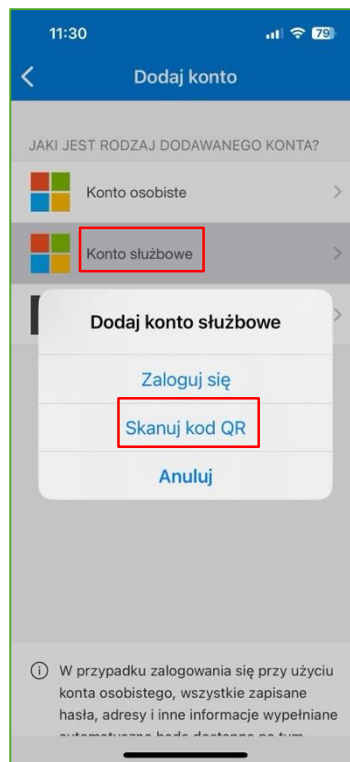
- You need to download and install the Microsoft Authenticator app on your mobile device. After selecting “Download now”, a page will appear where the Android or iOS apps will be available for downloading
- After installing the app, you can proceed to the next window:



-After clicking on “Next,” the code QR will be displayed, which must be scanned in the app on the mobile device.



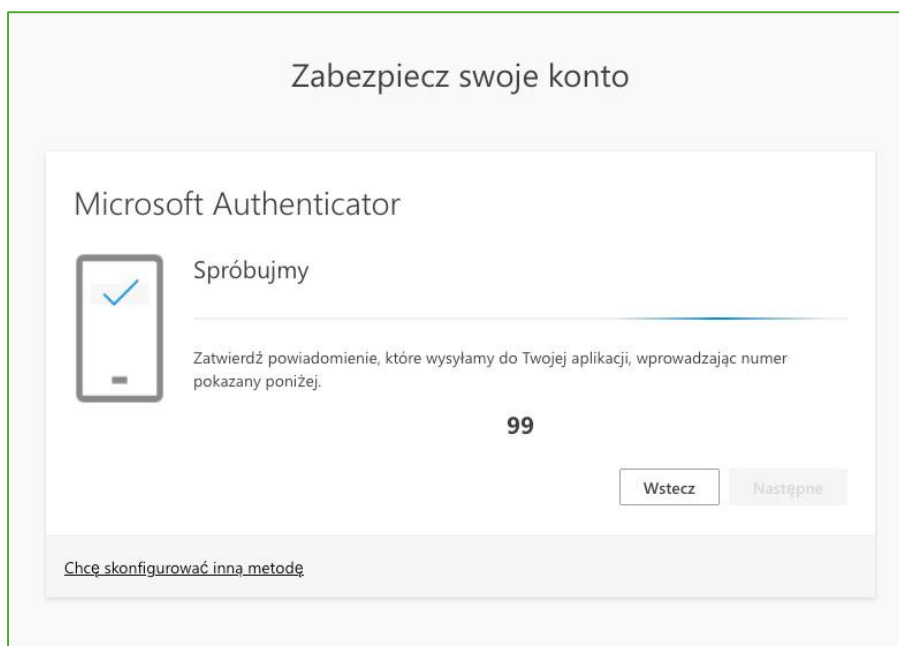
To scan the code, in the Microsoft Authenticator application, select + in the upper right corner and then “Business account” and then “Scan code QR”



After scanning the code, the app will display “Successfully added an account.”

- The last step is to verify the login with the freshly configured application:

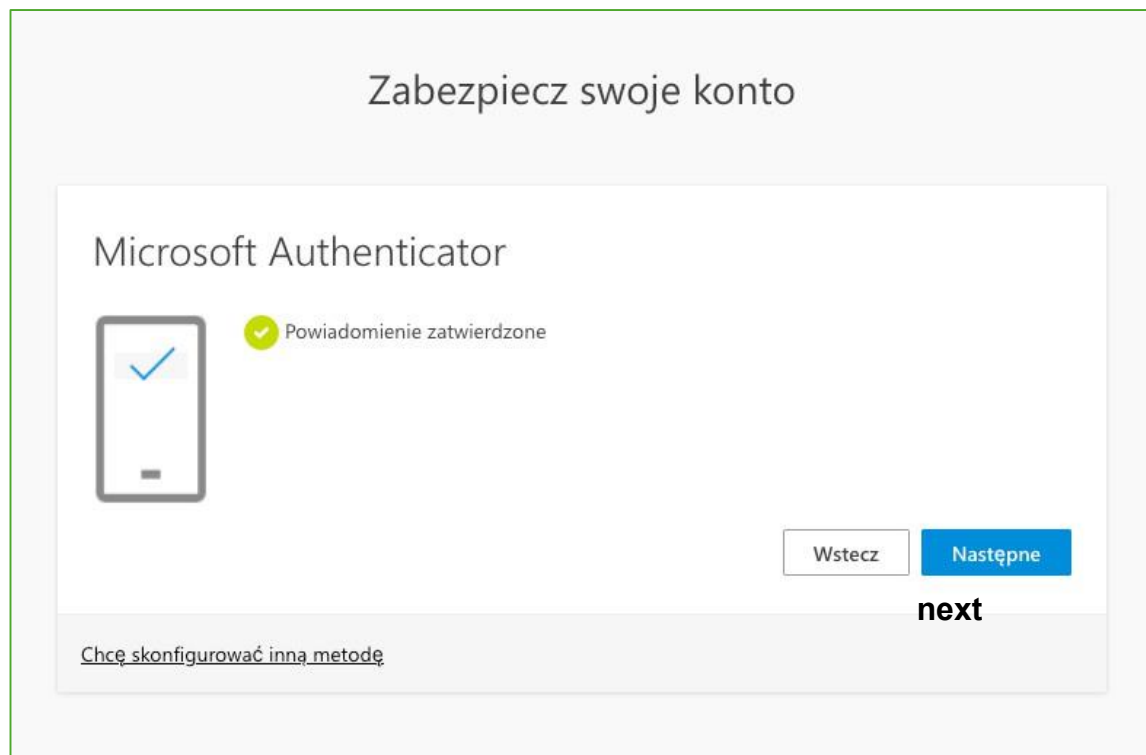
Browser screen



The Application



After correct verification, the following message will appear:



After clicking on “Next”, the MFA configuration process will be completed and the user will have access to MS365.