USER GUIDE

SETTING UP MULTIFACTOR AUTHENTICATION (MFA)

UniSC

Follow these instructions to complete MFA registration using a computer and a smart phone (recommended). [Video instructions are also available](.).

STEP 1 – Install the Microsoft Authenticator app.

STEP 2 – Register for MFA.

STEP 1 - INSTALL THE MICROSOFT AUTHENTICATOR APP

FROM GOOGLE PLAY STORE (ANDROID) OR APP STORE (IPHONE) ON YOUR SMART PHONE

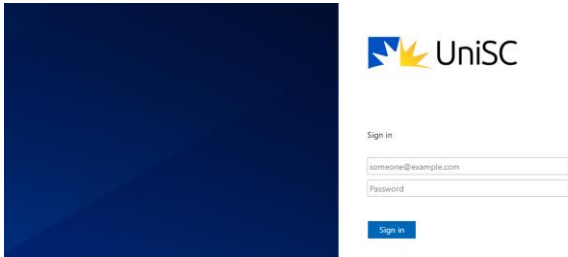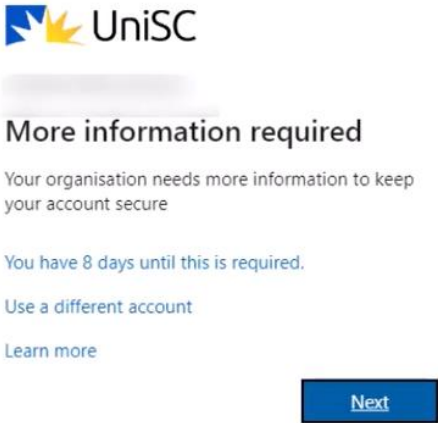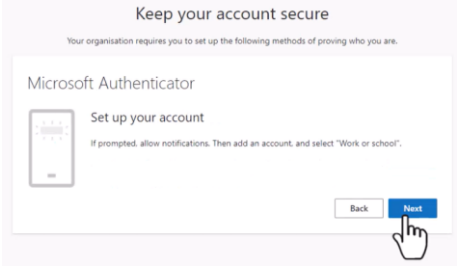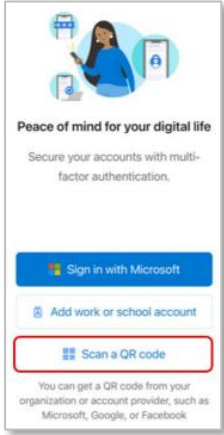|		
📱	Scan the relevant QR code to download the Microsoft Authenticator app to your smart phone.	
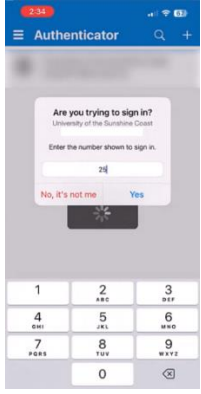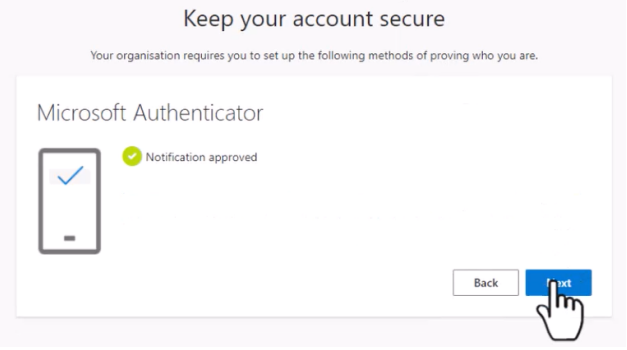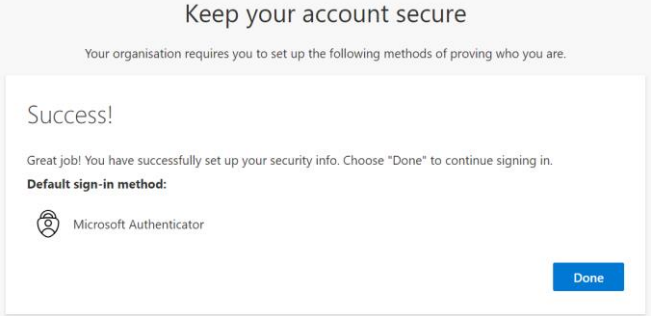
📱	1. Once installed:
	   • **Accept** the Terms and Conditions
	   • Nominate your preference regarding collection of data
	
	Then select **Continue**
		4:54
		
		Microsoft respects your privacy
		We collect required diagnostic data to keep the app secure and updated. This does not include any personal data.
		
		Accept
		Microsoft Privacy Statement	

STEP 2 - REGISTER FOR MFA

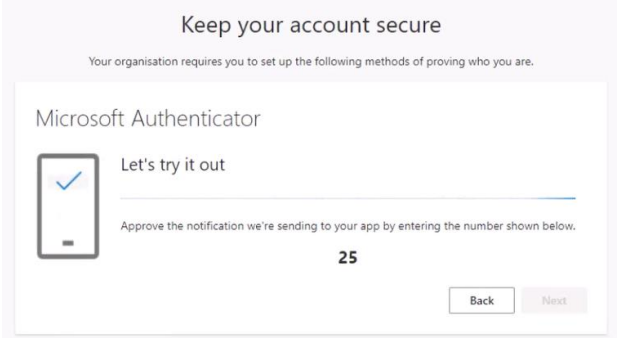|	
USE A WEB BROWSER TO COMPLETE REGISTRATION	
💻	**On your laptop or computer:** 1. Open a browser and go to aka.ms/mfasetup. 2. Enter your UniSC username and password.	UniSC Sign in someone@example.com Password Sign in
💻	3. Click **Next.**	UniSC More information required Your organisation needs more information to keep your account secure You have 8 days until this is required. Use a different account Learn more Next

💻	4. On the 'Keep your account secure' screen, select **Next.**	
💻	5. On the 'Set up your account' screen, select **Next**	
📱	**On your mobile phone:** 6. Using your phone, open the Microsoft Authenticator app and select **Scan a QR Code.** If you have previously used the app, you may need to tap the Plus icon, then Work or School account, then Scan a QR Code. *Note: Allow the app to use the camera if prompted. You can change this setting later if desired.*	
📱	Use the Microsoft Authenticator app on your phone to scan the QR code on YOUR screen.	
💻	**On your laptop or computer:** 7. You will be prompted to test the Microsoft Authenticator app. Retrieve the number displayed on your screen.	

📱	**On your mobile phone:** 8. **Enter** the number into your Microsoft Authenticator app. If you have biometrics set for your phone, you may need to pass the prompt as normal.	
💻	**On your laptop or computer:** 9. Once entered, the Microsoft Authenticator will check and then provide a notification that the authentication was approved. Select **Next.**	
💻	10. You have successfully installed the Microsoft Authenticator app and registered for MFA. To end, select **Done**	
👥❓	**Queries and support** • If you have any queries or need support, please contact the Student IT Help Desk - via [UniSC Connect](#) or phone +61 7 5459 4455. • If you don't have a smart phone or cannot use the app for any other reason, please complete an [MFA Exception Request form](#).