



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University

Multi Factor Authentication (MFA) Registration User Guide

Table of Contents

1. Overview	3
2. Step-by-Step Guide Registering for MFA.....	3

1. Overview

Multi-Factor Authentication (MFA) is an extra layer of security for your ATU Student Microsoft 365 account. Verifying your identity using an additional factor (something you have in your possession, such as your mobile phone) prevents others accessing your account, even if they know your password. All ATU students are required to register their account for MFA.

All ATU students are provided with Microsoft 365 Account which is used to access a range of online services such as; student registration system - Banner, Microsoft Office 365 - Outlook, Teams, OneDrive, etc, library system, including accessing resources locally within the ATU campuses (e.g., Computer Labs).

Your Microsoft ATU Student account username will take the format of: studentID@atu.ie

As a student you will require access to a mobile device, phone or tablet device (Android or Apple) to use MFA.

2. Step-by-Step Guide Registering for MFA

1. On your computer, go to: <https://aka.ms/MFASetup>, sign in with your ATU student credentials (studentID@atu.ie), see figure 1 and 2 below.

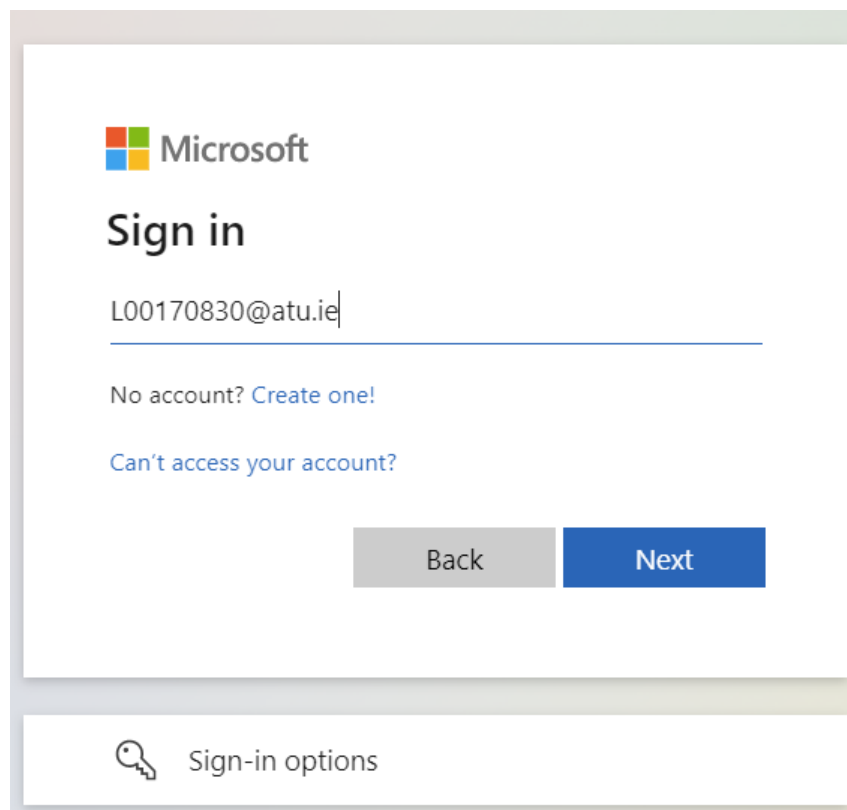


Figure 1: Microsoft Office 365 Login Screen

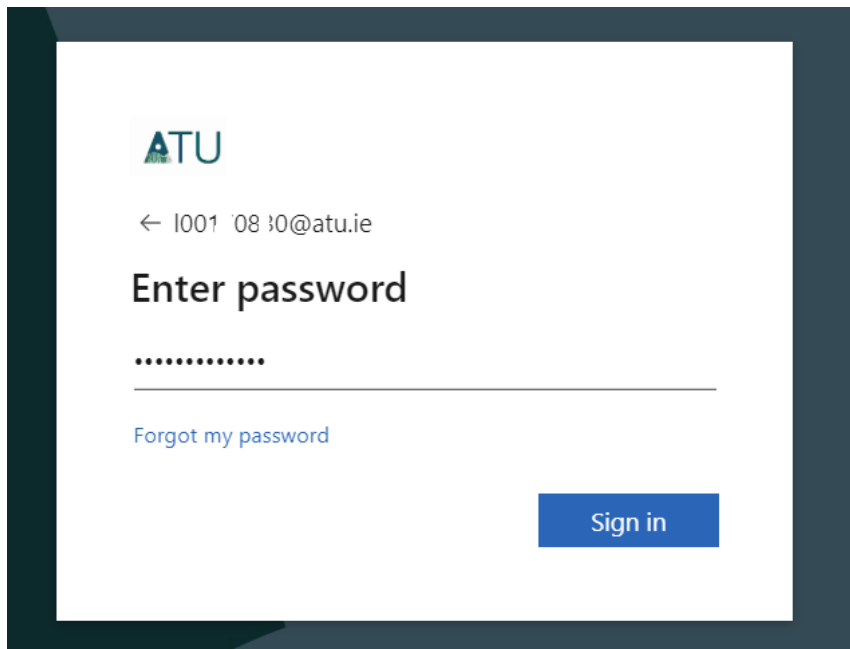


Figure 2: After entering student login ID, diverted ATU password screen

2. Select **Next** to proceed with registering for MFA.

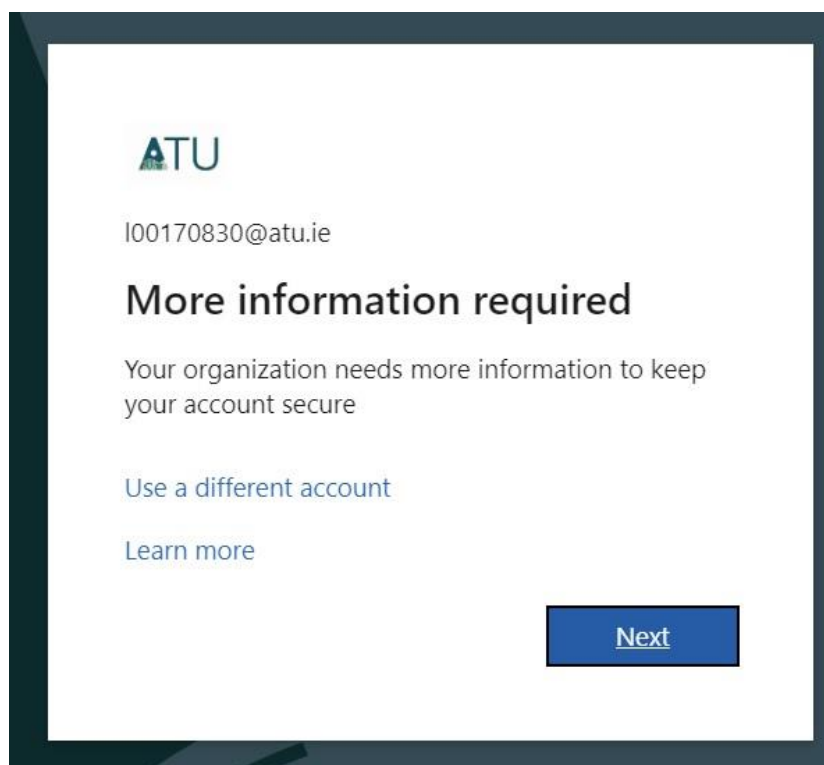


Figure 3: Click Next to proceed to Registering for MFA

3. They are two options for MFA, **Microsoft Authenticator App** or using **SMS**. The recommended approach is using Microsoft Authenticator App.

Microsoft Authenticator App

On your smartphone or tablet, download the Microsoft Authenticator App from the App Store or Google Play Store.

SMS

If you wish to use SMS to receive a text code for your MFA, then select "I want to set up a different method" and follow on the on-screen instructions. The remaining steps in this guide if you are using Microsoft Authenticator App.

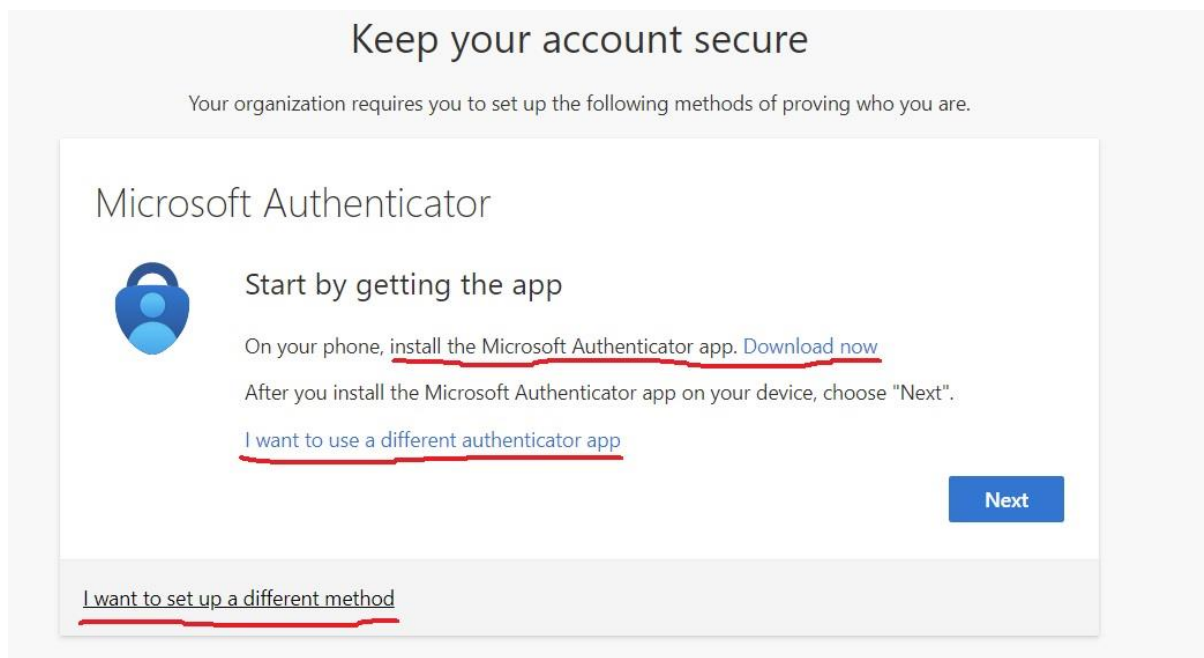


Figure 4. Chose MFA preference, Microsoft Authenticator app or SMS

4. Once the **Microsoft Authenticator app** is installed on your mobile device follow the Set-up Wizard to complete setting up the application on your device.
5. On **Your Computer**, Select **Next** to Proceed to screen as per figure 5 below.

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

Figure 5: Instruction to add Account on Microsoft Authenticator App (mobile device)

6. Click **Next**, and on your **Mobile Device**, Select SCAN QR Code to open camera. You will be presented a screen similarly to figure 6 below.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back

Next

Figure 6: Scan QR code with you Mobile Device using Authenticator App

7. **After scanning the QR code successfully, on your mobile device**, when prompted, select **Approve** to link your account to your **Microsoft Authenticator app**
8. Your account and your **Microsoft Authenticator app** are now linked. **On your computer**, select **Next** to complete registration.