Prerequisite

Microsoft Authenticator app installation is required before beginning the mobile device MFA client setup. The Microsoft Authenticator App is available for mobile devices on these operating systems: <u>Android, iOS, and Windows</u>.

Device version requirement

iOS: Requires iOS 12.0 or later

Android: Requires 6.0 or later



Download QR code









Enrolling Multi-Factor Authentication (MFA) and setup Microsoft Authenticator

Setup Microsoft Authenticator

- 1. Open Microsoft Authenticator app on your mobile phone.
- 2. Select Add work or school account.
- 3. Login your HKAPA account (email address) then select Sign In.

		The Hong Kong Academy for Performing Arts 香港演藝學院
Peace of mind for your digital life	Cancel	Please sign in with your Academy Network ID, e.g. a12345.stu@hkapa.edu/s20chantaiman@hkapa.edu
authentication.	Microsoft	and password to proceed.
	Sign in	testitsu@hkapa.odu
	testitsu@hkapa.edu	Password
Sign in with Microsoft	No account? Create one!	Sian in
	Can't access your account?	
Add work or school account	Next	For assistance, please call EDulT Help Desk at 258 8737. Click here to change your password.
回日 回数 Scan a QR code		
You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook		
Postare from backup		

Registration

- 1. After Sign in it will be showing More information requested and then select Next.
- In "Step 1: How should we contact you?" select Authentication phone and Method Send me a code by text message.
- 3. Enter your mobile phone number and select country code (e.g. +852 Hong Kong)
- 4. Then select Next.

testitsu@hkapa.edu More information required Your organization needs more information to keep your account secure Use a different account Next Your phone numbers will only be used for account security. Standard telephone and SMS ch	Microsoft	Step 1: How should we contact you?
More information required Your organization needs more information to keep your account secure Use a different account Next Next Next Send me a code by text message Call me Your phone numbers will only be used for account security. Standard telephone and SMS ch SECURE Microsoft Legal Privacy	testitsu@hkapa.edu	Authentication phone Select your country or region
Your organization needs more information to keep your account secure Use a different account Next Call me Your phone numbers will only be used for account security. Standard telephone and SMS ch	More information required	Method
Use a different account Next Your phone numbers will only be used for account security. Standard telephone and SMS ch *2022 Microsoft Legal Privacy	Your organization needs more information to keep your account secure	Send me a code by text message Call me
Your phone numbers will only be used for account security. Standard telephone and SMS ch x2022 Microsoft Legal I Privacy	Use a different account	
#2022 Microsoft Legal Privacy	Next	Your phone numbers will only be used for account security. Standard telephone and SMS ch
		82022 Microsoft Legal I Privacy

Verification

- 1. Microsoft will send you the verification code by SMS.
- 2. Enter the verification code, and then select Verify.

Additional security verification Secure your account by adding phone verification to your password. View video to know how to secure your account		- 1
Step 2: We've sent a text message to your phone at +1 1234567890		
When you receive the verification code, enter it here		- 1
	Cancel	Verify

- 3. App password for older apps that don't support two-factor verification. (Not necessarily)
- 4. Select Done.



Finish

- 1. Allow Authenticator to send you the Notification.
- 2. MFA and Microsoft Authenticator setup is complete.

\equiv Authenticator	+	< 🔅
Azure AD testitsu@hkapa.edu		The Hong Kong Academy for Performing Arts testitsu@hkapa.edu
"Authenticator" Would Like to Send You Notifications Notifications may include alerts, sounds and icon badges. These can be configured in Settings. Don't Allow Allow	©_ ③ ◎ ∞ ≈ ~ ~	Notifications enabled You can use this device to approve notifications to verify your sign-ins One-time password code
		Image phone sign-in > Image password >
		RE Update security info
		C Review recent activity

Other

1. You can review your preferred respond option and setting by accessing page

https://aka.ms/MFASetup

Additional security verification	
When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. View video to know how to secure your account	
what's your preferred option?	
We'll use this verification option by default.	
Notify me through app 🗸	
how would you like to respond?	
Set up one or more of these options. Learn more	
✓ Authentication phone * Hong Kong SAR (+852) ✓	
✓ Office phone (do not use a Lync * Hong Kong SAR (+852) ✓ phone) Extension	
Alternate authentication phone Select your country or region	
✓ Authenticator app or Token Set up Authenticator app	
Authenticator app	
Save cancel	
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.	