



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. And login with your JU account.

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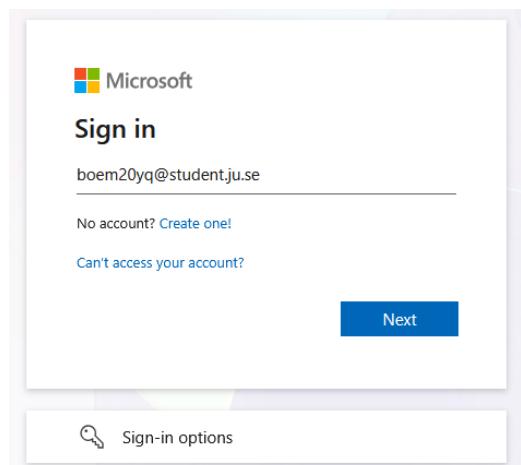
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- Enter your email address to JU.

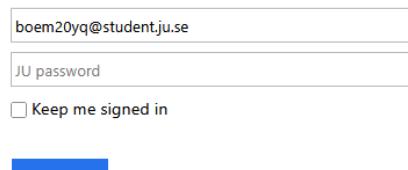


The image shows a Microsoft sign-in page. At the top is the Microsoft logo and the word "Sign in". Below that is an input field containing the email address "boem20yq@student.ju.se". Underneath the input field are links for "Create one!" and "Can't access your account?". At the bottom right is a blue "Next" button. Below the main form is a smaller box with a magnifying glass icon and the text "Sign-in options".

- And then your password

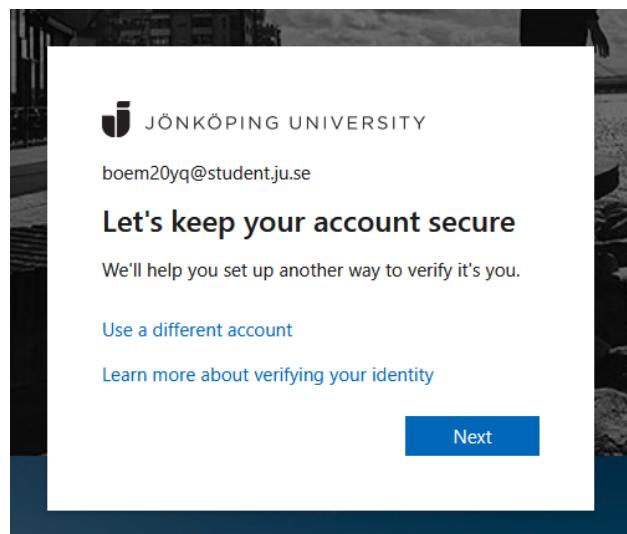


Use your JU username or JU e-mail address and password



The image shows a Jönköping University sign-in page. It features two input fields: one for "boem20yq@student.ju.se" and another for "JU password". Below the password field is a checkbox for "Keep me signed in". At the bottom is a blue "Sign in" button. To the right of the "Sign in" button are links for "Problems signing in with your account? Please contact [IT Helpdesk](#)." and "Forgotten or expired password?".

The next page will show "Let's keep your account secure"
Click **Next**

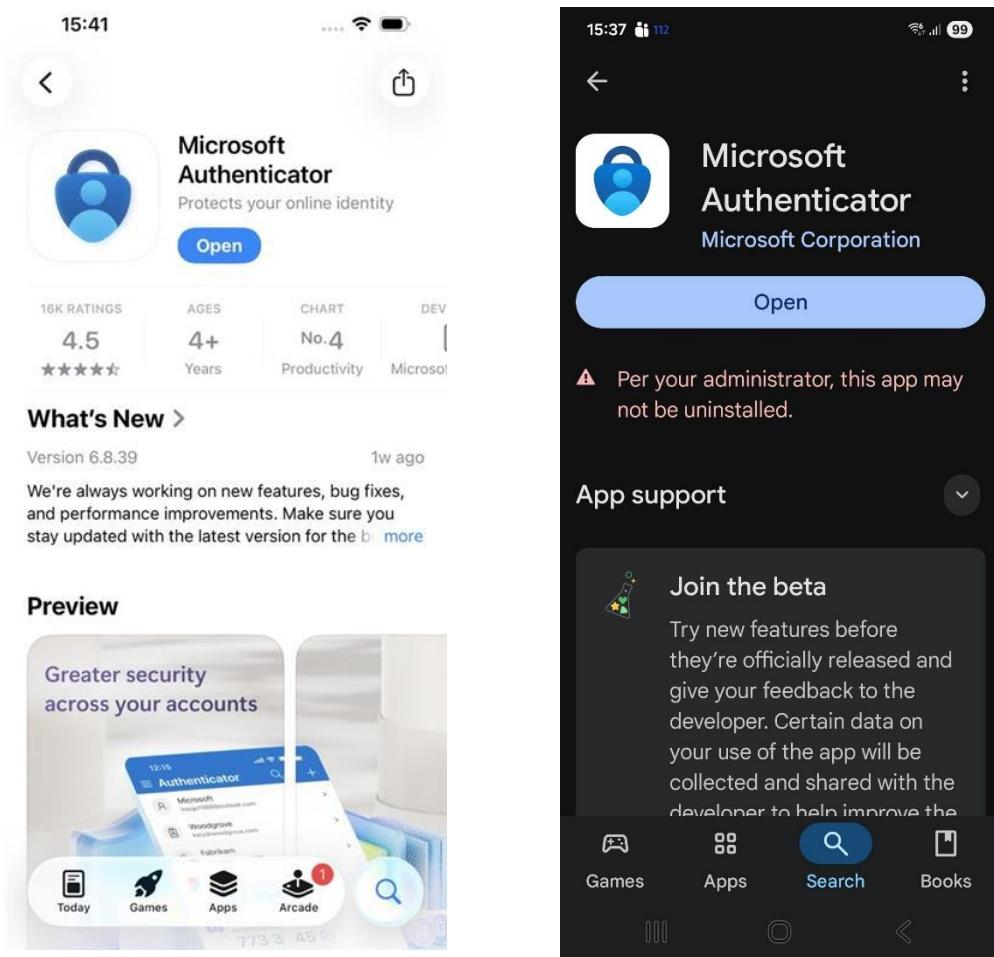




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Now it's time to install Microsoft Authenticator on your phone

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



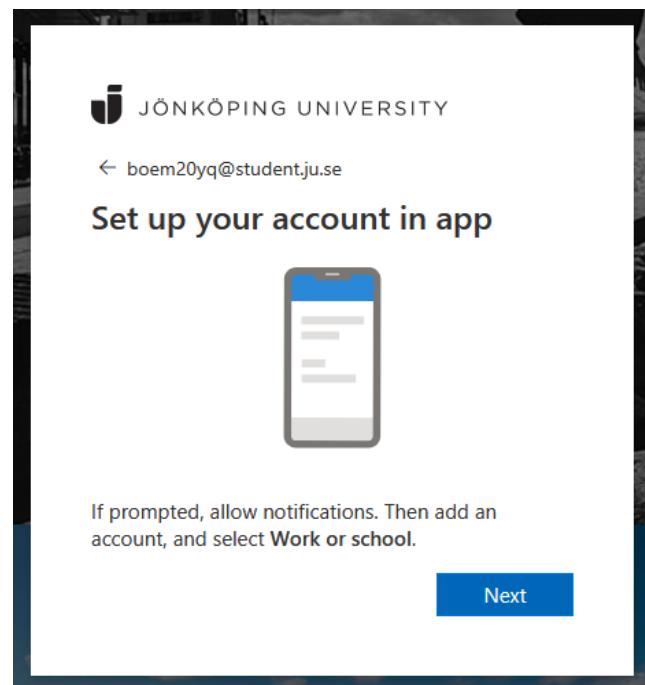
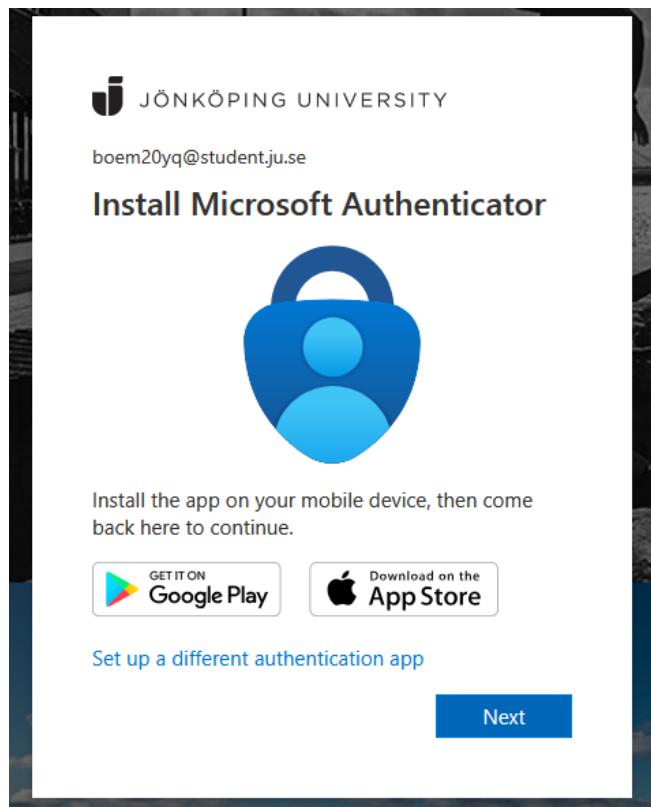
iOS

Android



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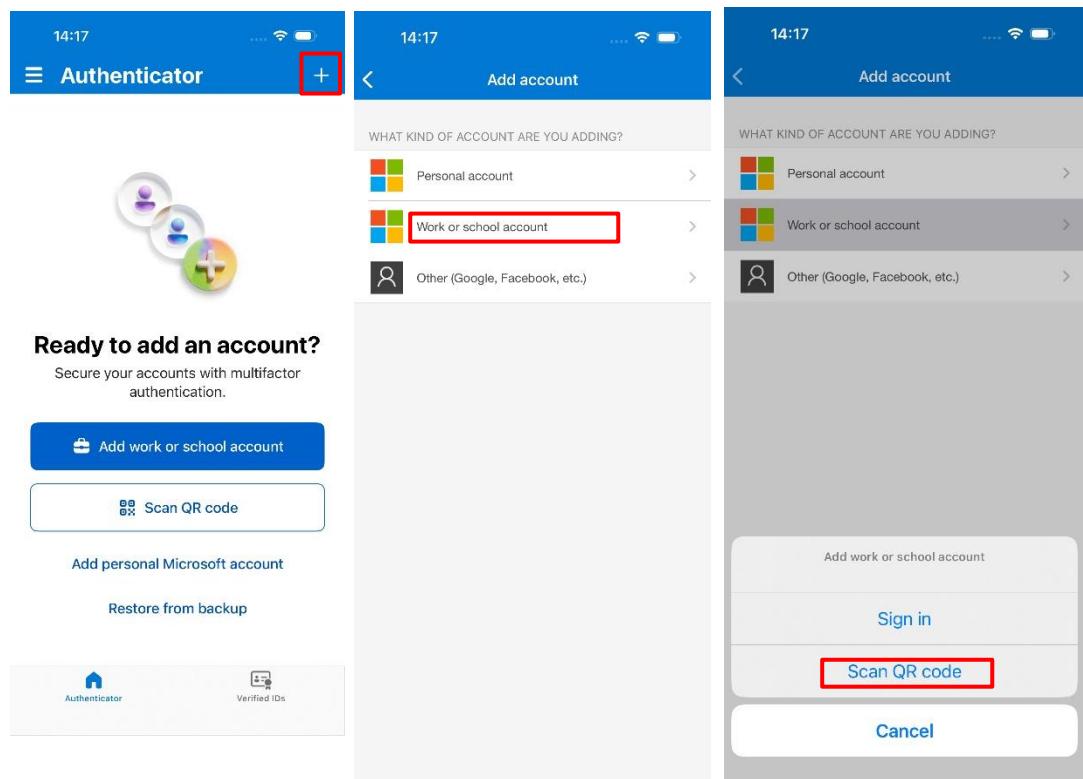
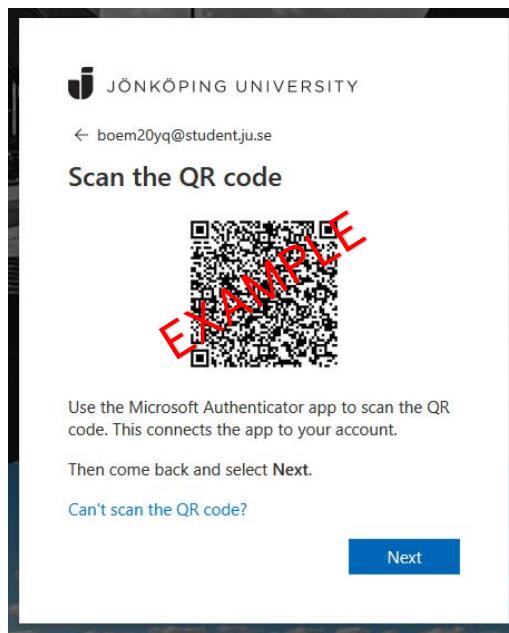
- Once the app is installed on the phone you want to use for the sign-in, select **Next** followed by **Next** again on the "Set up your account" dialog box.





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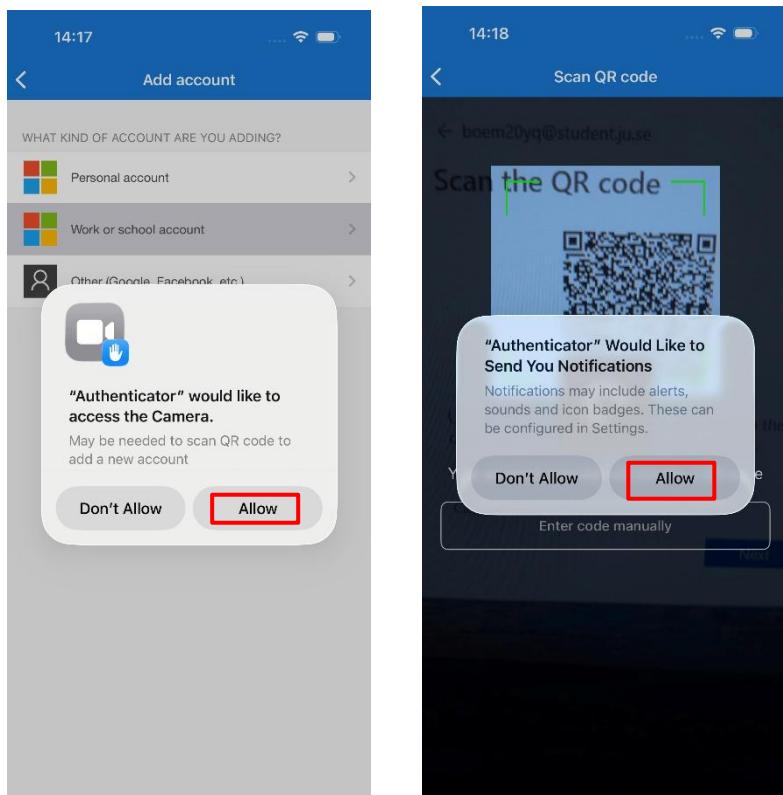
- When the QR-code is showing **Open Microsoft Authenticator** on mobile. Click on the **Plus Sign** to **Add account** followed by **Work or school account**.



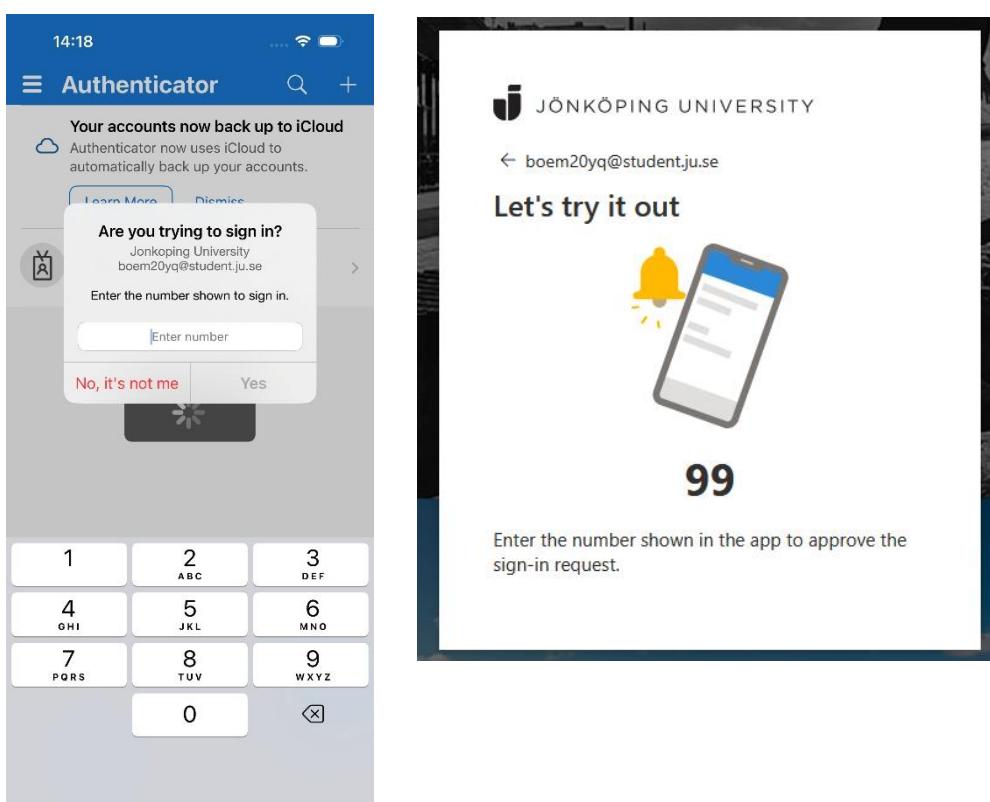


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- Click **Allow** so the Authenticator get access to the camera and can **Send Notifications**. Then **Scan the QR code** that shows in your browser.



- 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.





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

