Before you begin
In order to follow the steps below you need a laptop and mobile phone with the Microsoft Authenticator app. HU smartphones have the app installed by default (you can find the app in the work profile). For private phones, you can install this on Android and iOS (iPhone).

# Instruction A: Enrollment Azure MFA

1. After downloading the app on your phone, open an internet browser on your laptop and go to the website: https://portal.office.com. There are 3 possible scenarios:

- You will immediately arrive at the screen of **step 2.**
- You will receive a login window where you can log in with HU data.
- You are logged in to the website. In this case, log out by clicking on your profile picture at the top right and on Log out. Then log in again with your HU account.

If the screen described in **step 2** does not appear, scroll down to **Instruction B.**
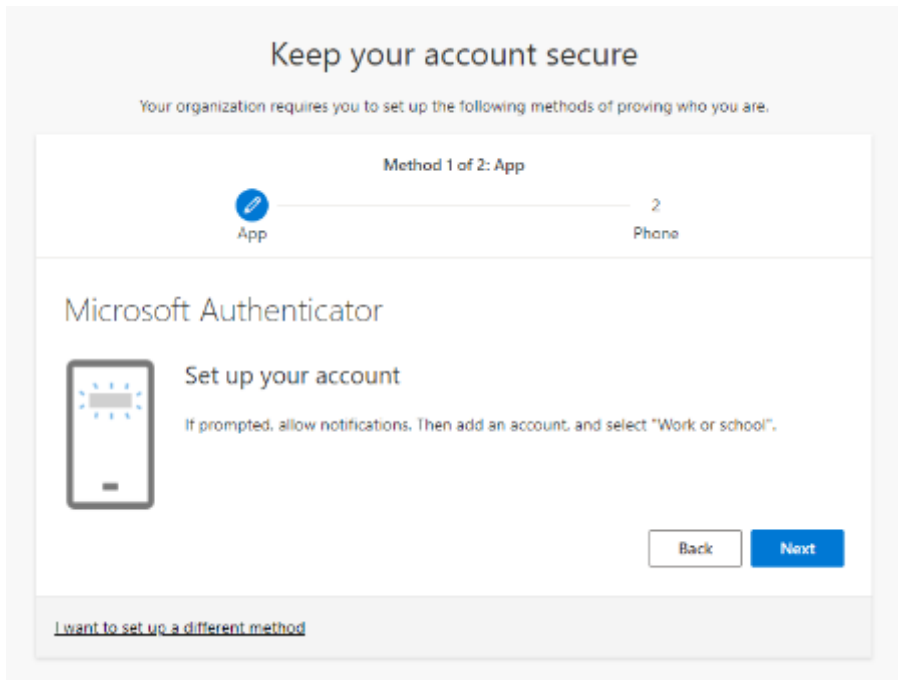
2. Click **Next.** You can also choose **Skip** to postpone this process. You can do so for 14 days. After this time period you will not be able to postpone as it will become a requirement for you to log in.
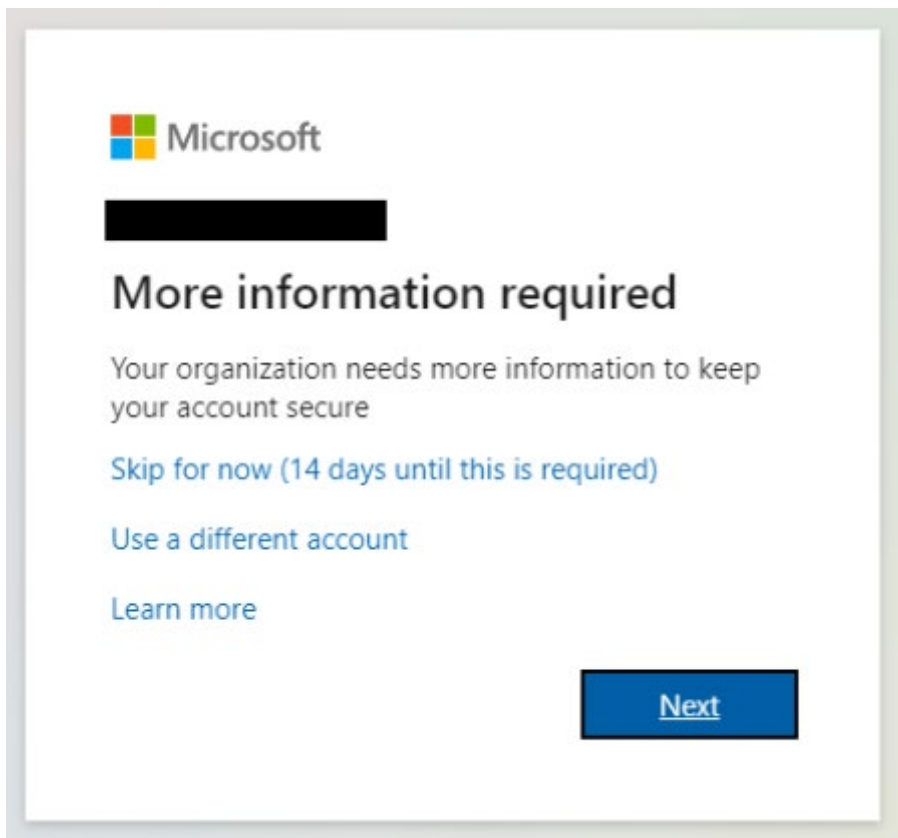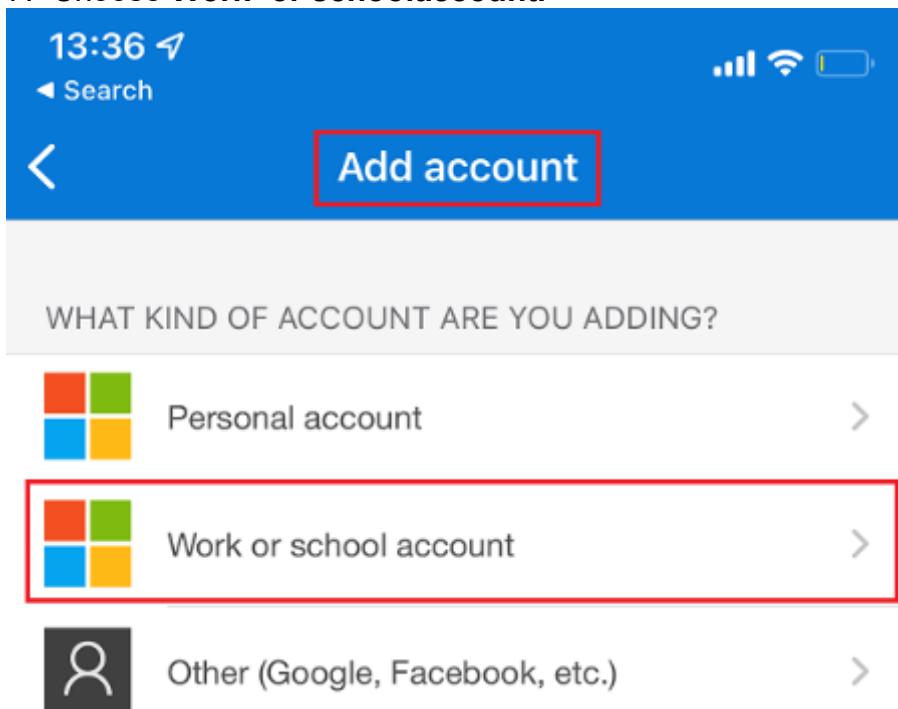
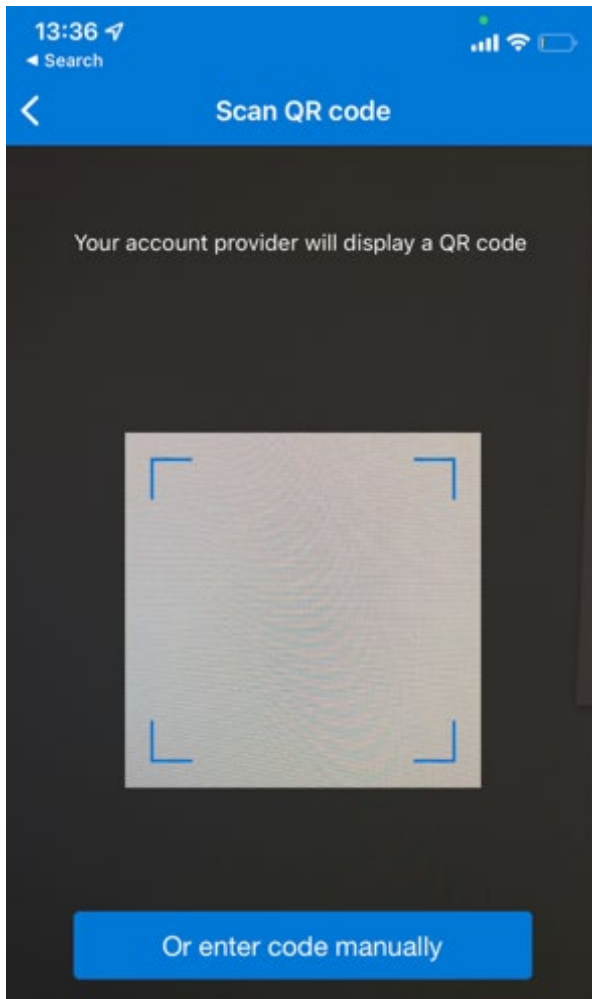3. Click **Next** if you have already installed the Authenticator app.
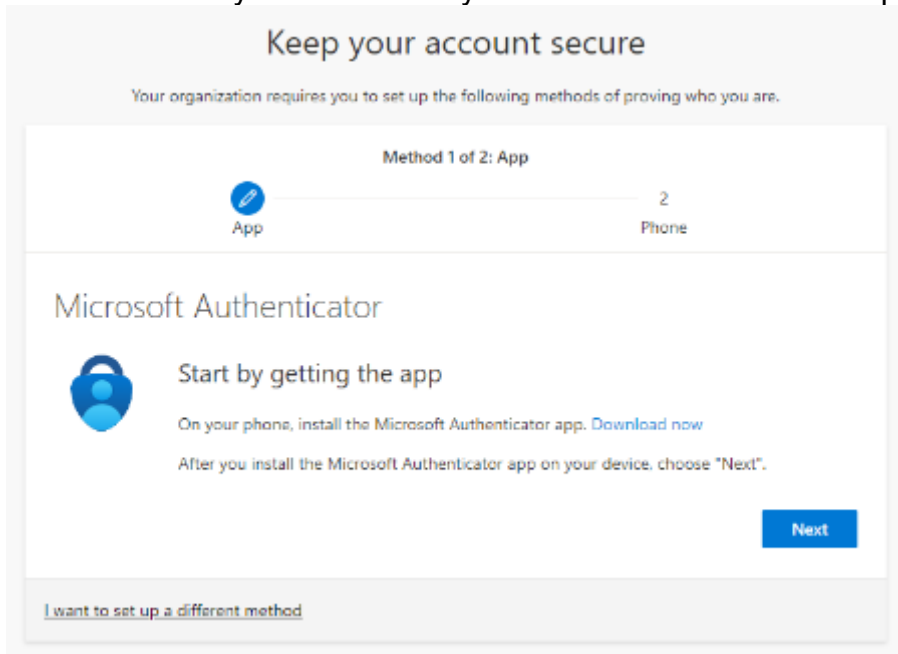
4. Click **Next** in the following screen as well.

5. Start the **Microsoft Authenticator app** on your smartphone.
6. Add an account by clicking on the **+ icon.**
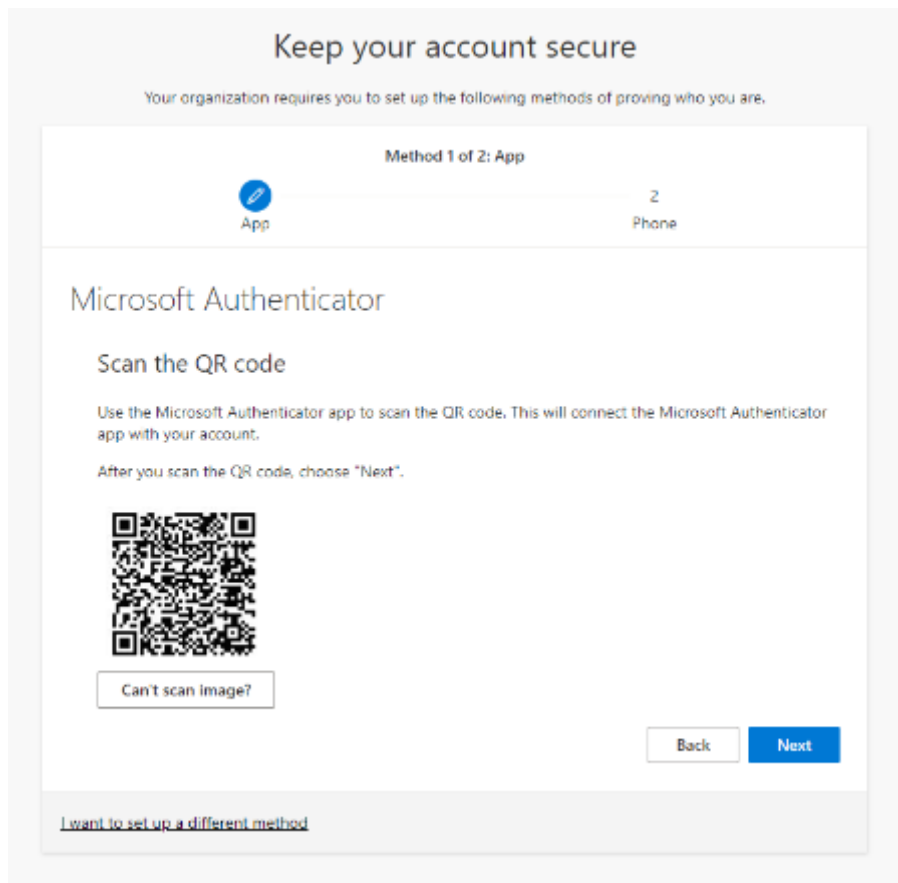7. Choose **Work- or schoolaccount.**

8. Click **Scan a QR code.**

9. The code that needs to be scanned is displayed on your computer screen. Scan the code with your smartphone and click **Next** on your PC.

DO NOT scan the QR codes displayed on the images above and below. These are part of the manual.
An extra account will now be added to the app called: **Stichting Hogeschool Utrecht.**
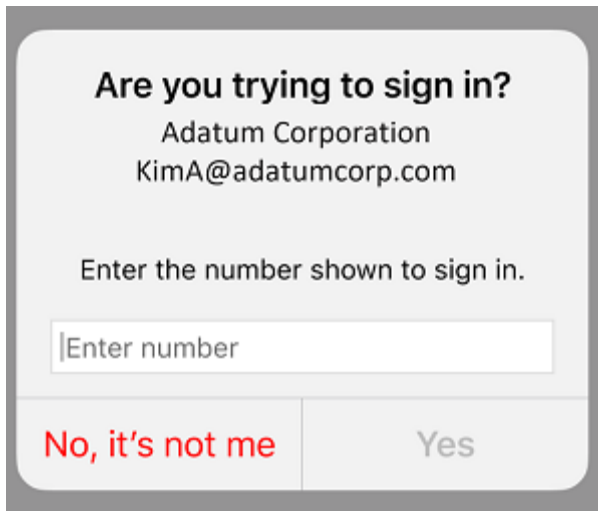
NOTE: If the QR code is not accepted, generate a new QR code or click **Can't the image be scanned?** A code will generated and a URL that you both have to manually type on your phone.

10. Allow notifications when prompted on your smartphone.
11. Go back to your PC and click **Next.**
12. A number will now appear on your computer screen. Type it over on your phone and click **Yes.**

13. It is possible that your phone asks you for a PIN, fingerprint or a face scan. If a PIN is requested, use the same one that you use for unlocking your phone. Complete this process to continue.

14. Your computer will notify you that the notification is approved. Click **Next.**
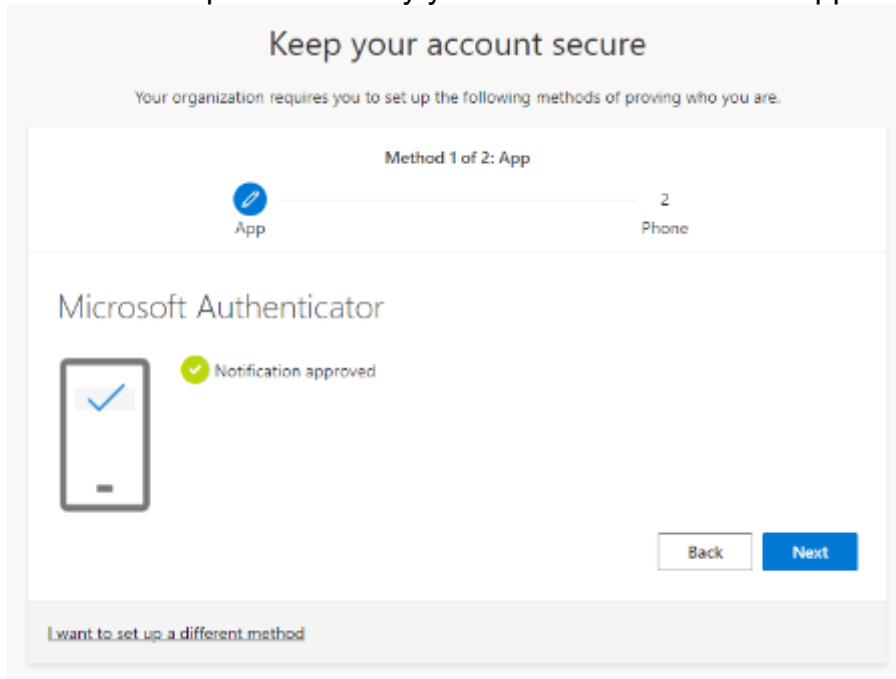
The next step is to add a phone number as a backup. (If the screen described in step 14 does not appear, go directly to **Instruction B, Step 4** and choose the Login method: **Phone number.**
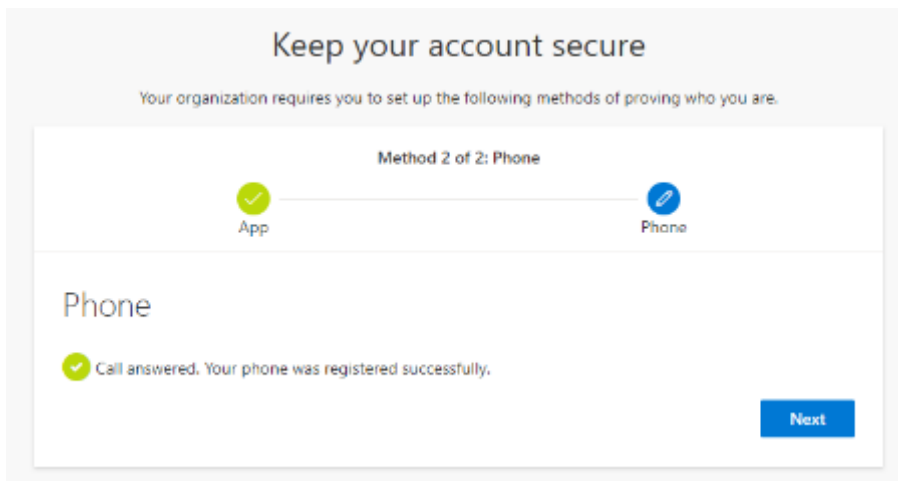
15. Select your country, enter your phone number (without the 0) and click **Next.**
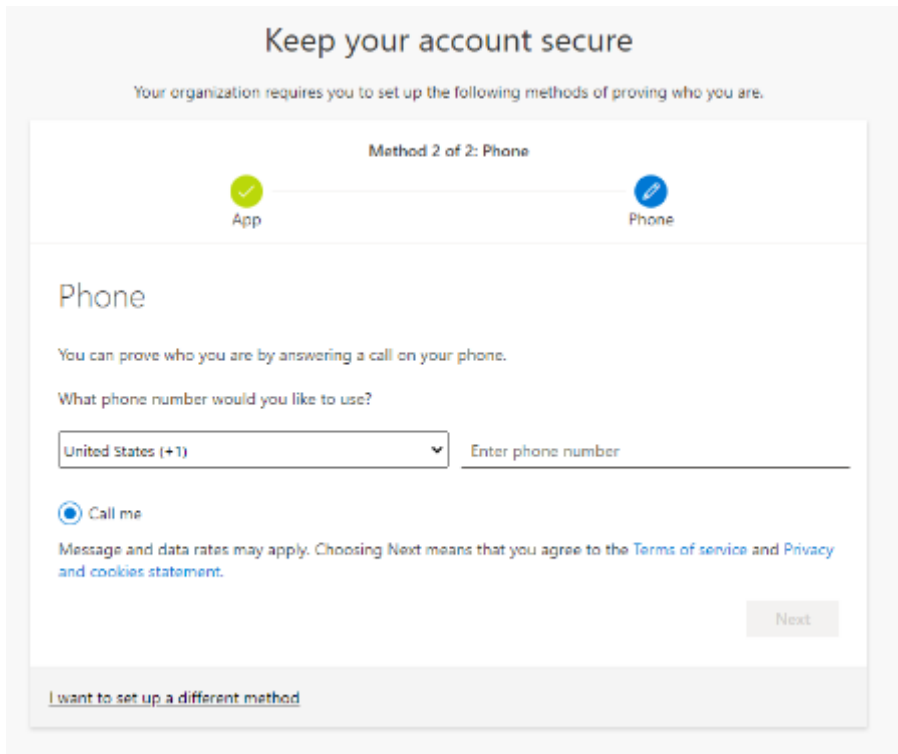
16. You will now receive a call on your phone. Answer the call and tap **Pound(#)** to approve. If you can't find the pound sign, click on the numeric keypad in the conversation window.
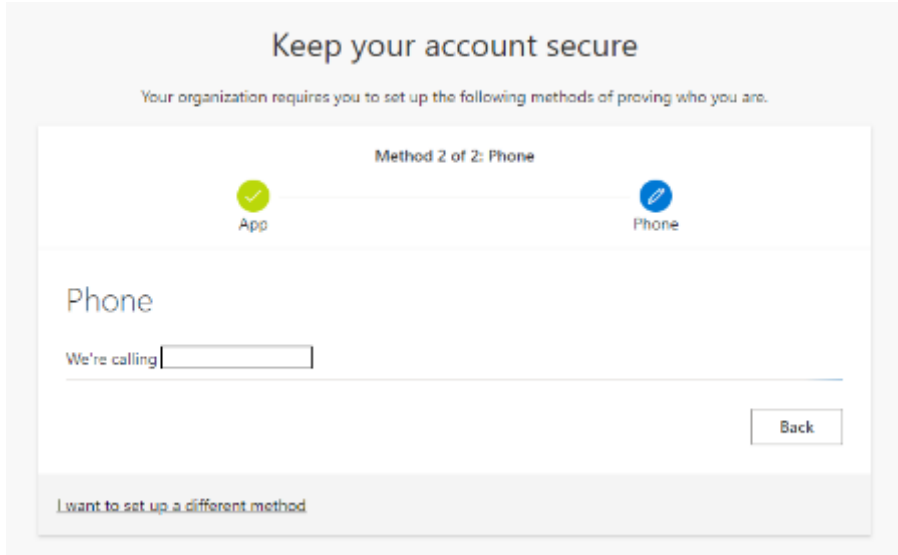

Your smartphone is now enrolled.

The enrollment has now been completed successfully. You can close the browser or continue using the Office 365 website.
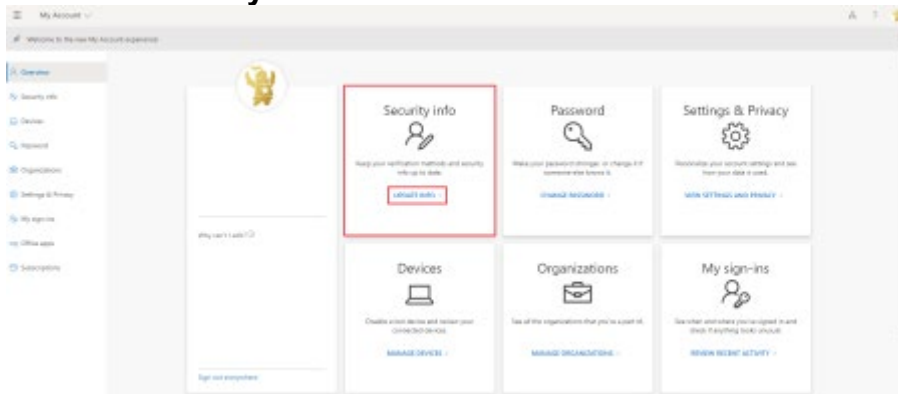
Instruction B: Alternative registration

Only do this if the screen described in **Instruction A, Step 1** does not appear.

1. Go to the website: https://portal.office.com and log in with your HU-account.
2. Click on your **profile picture** at the top right corner, and click **View account.**
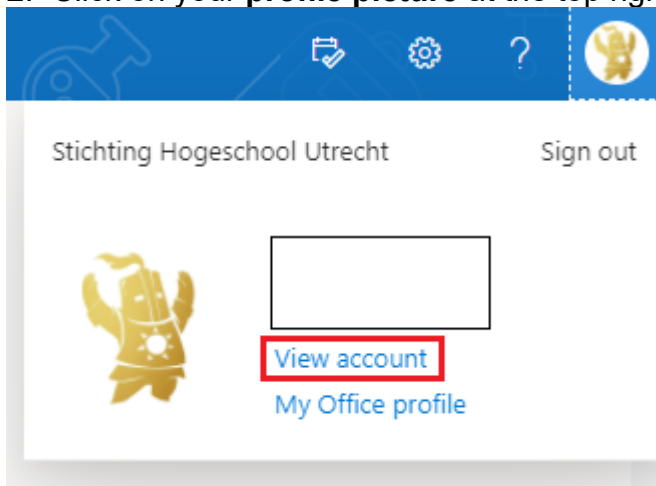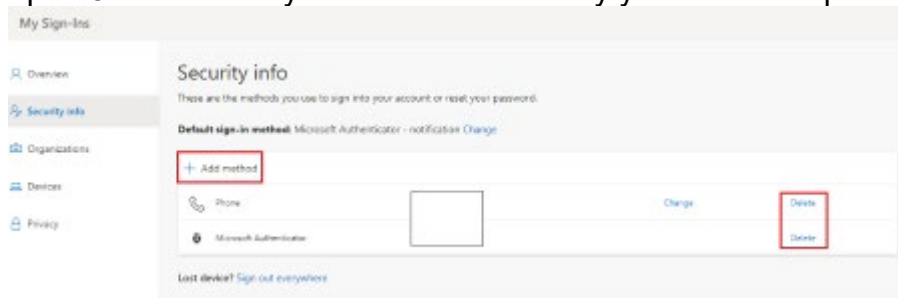

3. Go to **Security details** and click on **Information about the update.**

4. It is possible that your phone number is already displayed here. In that case, you are finished. If not, click on **Add method** and choose **Phone number**. You can link

up to 5 methods to your account. This way you are not dependent on one device.

TIP: If you want to be called instead of receiving a message, you can also set the default method in the screen above by clicking **Change** to the right of **Default sign-in method.**

Contact
If you experience any problems during the registration, please call us on 0884816666.

More instructions?
Click here for an overview of all MFA-instructions!