

If you already use the **Microsoft Authenticator App** for another company, you can add VIU as a **Verified ID** to that App, and should not have to download another app.

These steps are for the **Microsoft Authenticator App** on an **Android** phone, iOS phones may look differently. If you are not using the MS Authenticator App, you may need to look in that app for instructions on adding another verification ID.

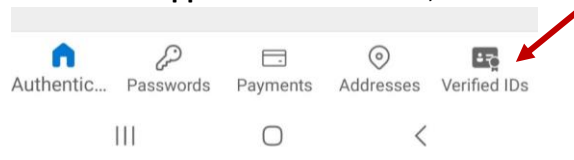
If you have not had your VIU account enabled for 2SV, you can still set up your APP.

You will need to be at your computer, and have your phone available to complete this process:

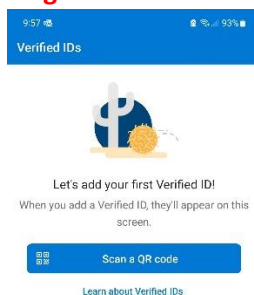
1. On your phone, click on the **App Icon** to open it. You may need to unlock the app. Use your usual phone pattern, pin or fingerprint to unlock the app:



2. Look on the **bottom of the app screen for a menu**, click on **Verified IDs**



3. Once you choose *Verified IDs* and you should see the option **Scan a QR Code** – **WAIT at this stage** and do not click the scan option yet. Go back to your **computer** now.

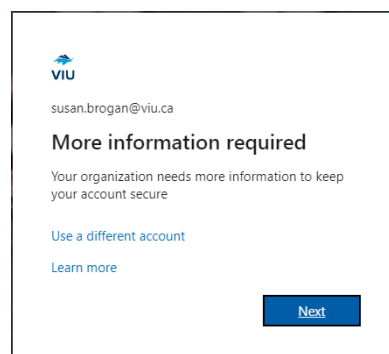


The next steps may be slightly different depending on how you started the whole process.

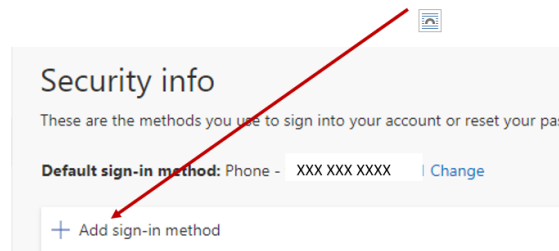
On the computer, Try to log into the **Microsoft Security info** page on your computer:

<https://aka.ms/mfasetup>

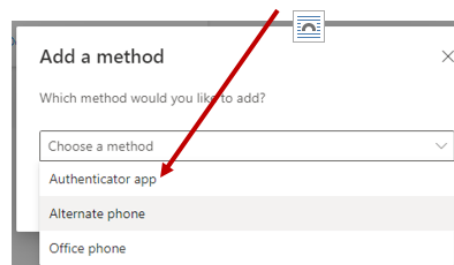
- If you get a screen that says **More information is required**, then click **Next** and **go to step 4**



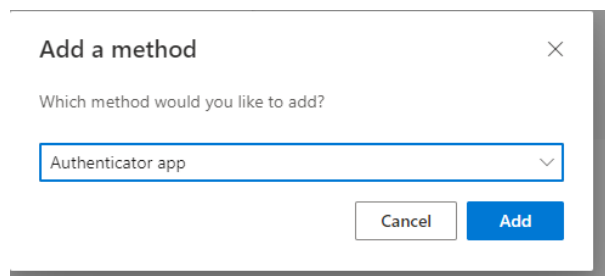
- If you have **already set up a 2SV verification method**, when you click on the *Microsoft Security Link*; you will open your Security Profile and you can **follow steps a – c** below, before moving on to step 4.
 - a. you can add the Authenticator App by choosing **+Add a sign-in Method** and choosing the **MS Authenticator App**



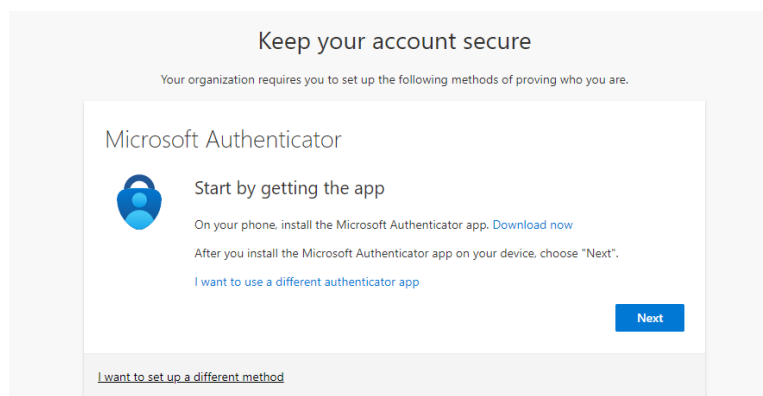
- b. Choose the **MS Authenticator App**



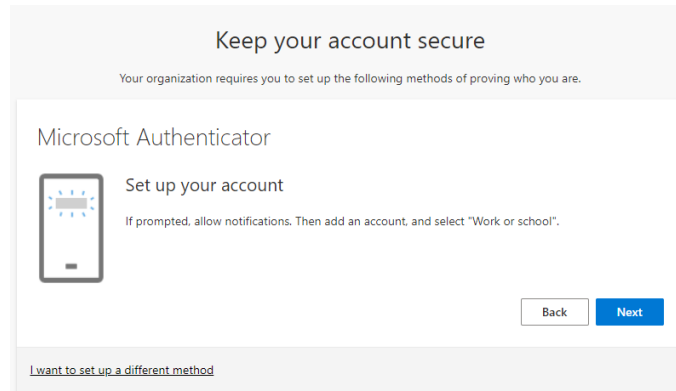
- c. Click **ADD** after you choose the option



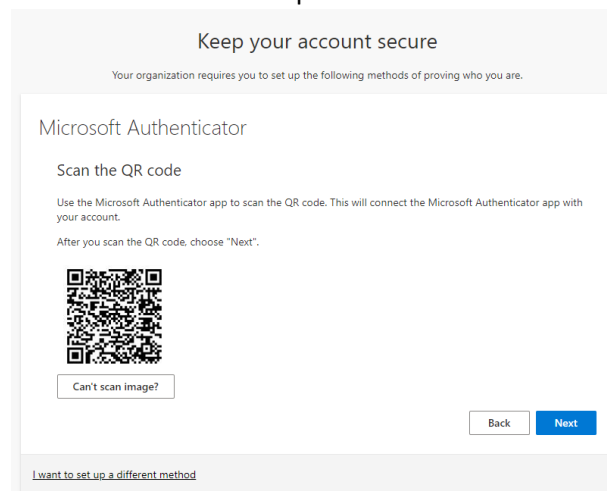
4. When you see the screen below, since you already have the app set up on your phone; just click **Next**.



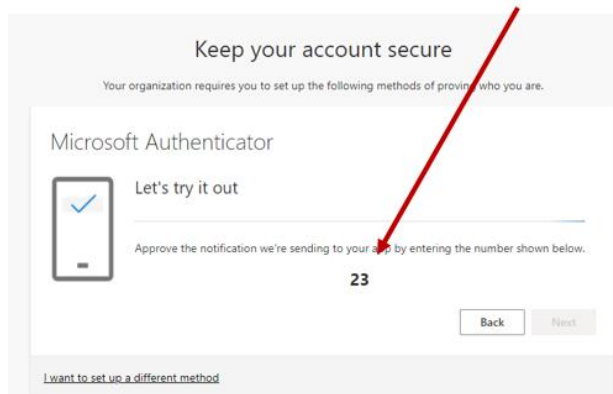
5. You will see the following screen on the computer. Click **NEXT** and follow any prompts you get regarding your account and notifications. **NOTE: you will also need to have notifications enabled on your phone** for the APP to work properly.



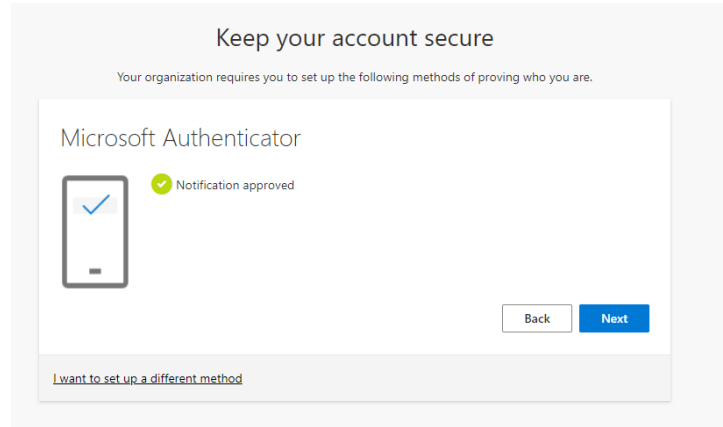
6. You should now see a screen on **the computer with a QR Code** on it.
- Grab your phone, and click the **Scan A Code** option on your Authentication App and scan the code that shows on the computer screen:



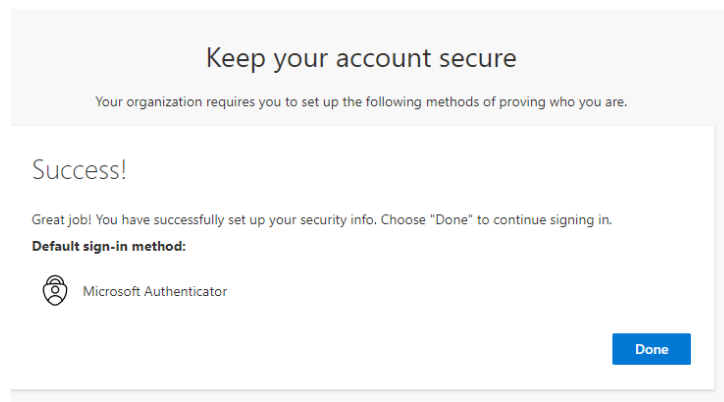
- **Scan the code with your phone** using the MS Authenticator APP, then click **NEXT** on the *computer screen*
 - Your *phone* should show a box to enter a code.
7. On the computer screen you will be shown a **2 digit code**.



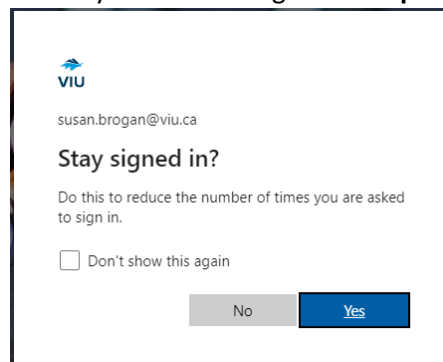
8. **Enter the 2 digit number from the computer into the phone app** and click **YES** to confirm you want to connect to VIU.
9. You should get a **confirmation on your phone and on your computer** that the setup was approved.
You are now finished configuring the App on the *phone*, but there are few more steps on the Computer.
 - Click **Next** to continue on the computer side of the process.



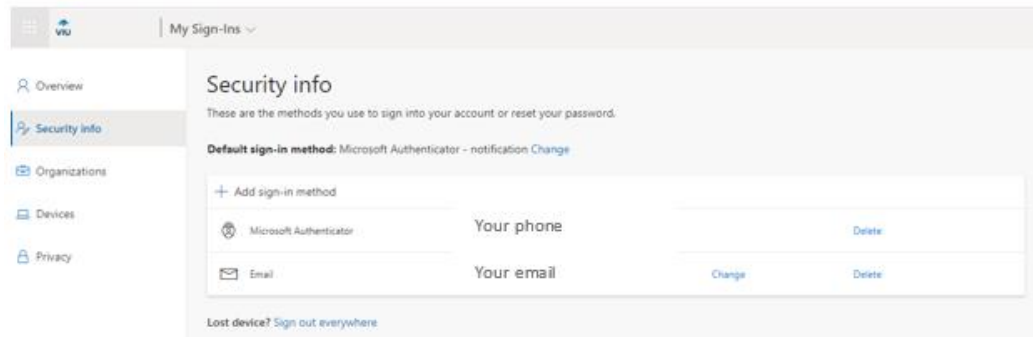
10. Click **DONE** to complete the set up process on the computer. The App will now be set on your profile.



11. You will now get a message to ask if you want to stay signed in:
 - Choose **Yes** if you are working on your **personal or regular work computer**.
 - Choose **NO** if you are working on a **temporary or public** computer.



12. Your **Microsoft Security Info** page should load:



- You may or may not see an email listed in your profile– this is related to password reset and is not used for 2SV.
- From here you can set up a **backup method**., by clicking **+Add sign-in method**. We recommend using your cell phone as a backup in case your authenticator app fails.
- You can also change the **default method** by clicking **Change** where it shows the current default method
- We recommend **bookmarking the Security Page page** so you can have quick access if you ever need to change the default method, or update a phone number in future.