Step by Step instructions to set up the Authenticator App:

- 1. On your computer, click on this link to open the **<u>Additional security verification page.</u>**
- 2. You may be asked to log in. Choose "Work or School Account" if given a choice, then enter your @viu.ca email address and click Next
- 3. Enter your VIU account password and click Sign in

If you have **not set up any other methods of 2SV verification** you will get a prompt like this when you click on the *Microsoft Security Link* from the webpage:

*	
VIU	
susan.brogan@viu.ca	
More information	required
Your organization needs more your account secure	information to keep
Use a different account	
Learn more	
	Next
	Next

• Click **NEXT** then proceed to **step 4** of the instructions below.

If you have **already set up a 2SV verification method**, when you click on the *Microsoft Security Link* in from the web page, you will open your **2SV 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

Security info		
These are the methods you use to a	sign into your acc	ount or reset your n
	orgin into your det	oune of reset your p
Default sign-in method: Phone -		Change

b) Then choosing the MS Authenticator App from the drop down list.

Add a method	×
Which method would you like to add?	
Choose a method	\sim
Authenticator app	
Alternate phone	
Office phone	

c) Click ADD after you choose the Authenticator app option

Add a method		×
Which method would you like to add?		
Authenticator app		\sim
	Cancel	Add

- 4. Grab your phone. You need to install the *Microsoft Authenticator APP* on your mobile phone before you can proceed.
 - go to your APP Store on your phone and *Search for Microsoft Authenticator APP*
 - Download and install the app
 - $_{\odot}$ this will be a free download. If you are asked to pay, then you are on the wrong app.
 - there are other Authenticator Apps available, but they are not supported by VIU.
 - Once the app is installed, **open it and UNLOCK the app** if asked. (the unlock will be either your fingerprint, pattern or phone pin code.)
- 5. After you install the App, click **NEXT** on the computer prompts:

You	ar organization requires you to set up the following methods of proving who you are.
Microso	oft Authenticator
	Start by getting the app
	On your phone, install the Microsoft Authenticator app. Download now
	After you install the Microsoft Authenticator app on your device, choose "Next".
	I want to use a different authenticator app
	N

If you do NOT want to use the Microsoft Authenticator, now is your chance to do it. You need to choose **I Want to set up a different Method.** And choose to set up your **Mobile Phone** instead (we do not recommend setting up a land-line phone unless this is the only phone you have. Also, you cannot use a phone that has a Local attached to your number.) Follow the prompts for the method you choose.

6. If clicked Next at step 5, you will see the following screen on the computer. Click **NEXT** and follow any prompts you get regarding your account and notifications.



7. You will see a screen with a **QR Code** on it.

Keep your account secure
Your organization requires you to set up the following methods of proving who you are.
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
I want to set up a different method

- 8. **Go to your phone**, on the Authentication App, and click **Scan A Code** and scan the code that is showing on the computer screen.
- 9. The phone should show a box to enter a code.
- 10. Click **NEXT on the computer screen** as soon as you have scanned the code with your phone.
- 11. On the computer screen you will be shown a 2 digit code.

Yc	Keep your ac	COUNT SECURE
Micros	oft Authenticator Let's try it out	
_	Approve the notification we're sending	g to your app by entering the number shown belo 23
		Back

- 12. Enter this **2 digit number INTO Phone App** and click **YES** to confirm you want to connect to VIU.
- 13. 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.
 - 1. Click **Next** to continue on the computer side of the process.

Keep your account secure Your organization requires you to set up the following methods of proving who you are.
Microsoft Authenticator Notification approved Back Next
I want to set up a different method

14. Click **DONE** to complete the set up process on the computer. The App will now be to set up your Default sign – in method

Keep your account secure	
Success!	
Great job! You have successfully set up your security info. Choose "Done" to continue signing in. Default sign-in method:	
Microsoft Authenticator	
Done	

- 15. You will now get a message to ask if you want to stay signed in -
 - 1. choose yes if you are working on your personal or regular work computer.
 - 2. Do NOT choose yes if you are working on a temporary computer.

☆ VIU		
susan.brogan@viu.	са	
Stay signed	in?	
Do this to reduce th to sign in.	ne number of tim	es you are aske
Don't show this	s again	
	No	Yes

16. Your Microsoft Security Info page should load:

│ My Sign-Ins ∨				
Security info				
These are the methods you use to sign	into your account or reset your password.			
Default sign-in method: Microsoft Aut	henticator - notification Change			
+ Add sign-in method				
Microsoft Authenticator	Your phone		Delete	
🖾 Enal	Your email	Change	Delete	
	Security info These are the methods you use to sign i Default sign-in method: Microsoft Aut + Add sign-in method Microsoft Authenticator	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator - notification Change + Add sign-in method Microsoft Authenticator Your phone	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator - notification Change Microsoft Authenticator Your phone	Security info These are the methods you use to sign into your account or reset your password. Default sign-in method: Microsoft Authenticator - notification Change + Add sign-in method Microsoft Authenticator Your phone Default

From here you can set up **a backup method**. (We recommend using your cell phone as a backup in case your authenticator app fails.)

You can also change the default method at any time but logging into this area.

You can close the Security Info page once you have set up a default method. I suggest book marking this page so you can have quick access if you ever need to change the default method, or update a phone number I future.