

How to Setup Multi-Factor Authentication

Center for Information Technology,
Ibaraki Univ.

(last update 20250403)

**This manual shows you how to setup MFA using both a PC and a smartphone.
If you try to do it using only your smartphone, you will not be able to complete.**

What we are going to do

The setup procedure will correspond your smartphone to your ID registered in the University's authentication system.



Once you have started the setup procedure described here, **be sure to finish it without backtracking or interruption.**



Never delete the smartphone application once installed.

The authentication system is also set up to handle MFA, so deleting the app does mean resetting MFA. In fact, it will be troublesome.

Prepare

Be sure you have the followings in your hand.

- Your PC
- Your smartphone
- Your ID and Password



Ibaraki Univ. ID: XXXX@vc.ibaraki.ac.jp

Password: XYZZXX

Prepare Authenticator App.

Operation on
your smartphone

Install **Microsoft Authenticator** App on your smartphone.



Be sure the app
has this icon.

Install **Microsoft Authenticator** (free)
from **the official download site**.

Don't launch it yet.

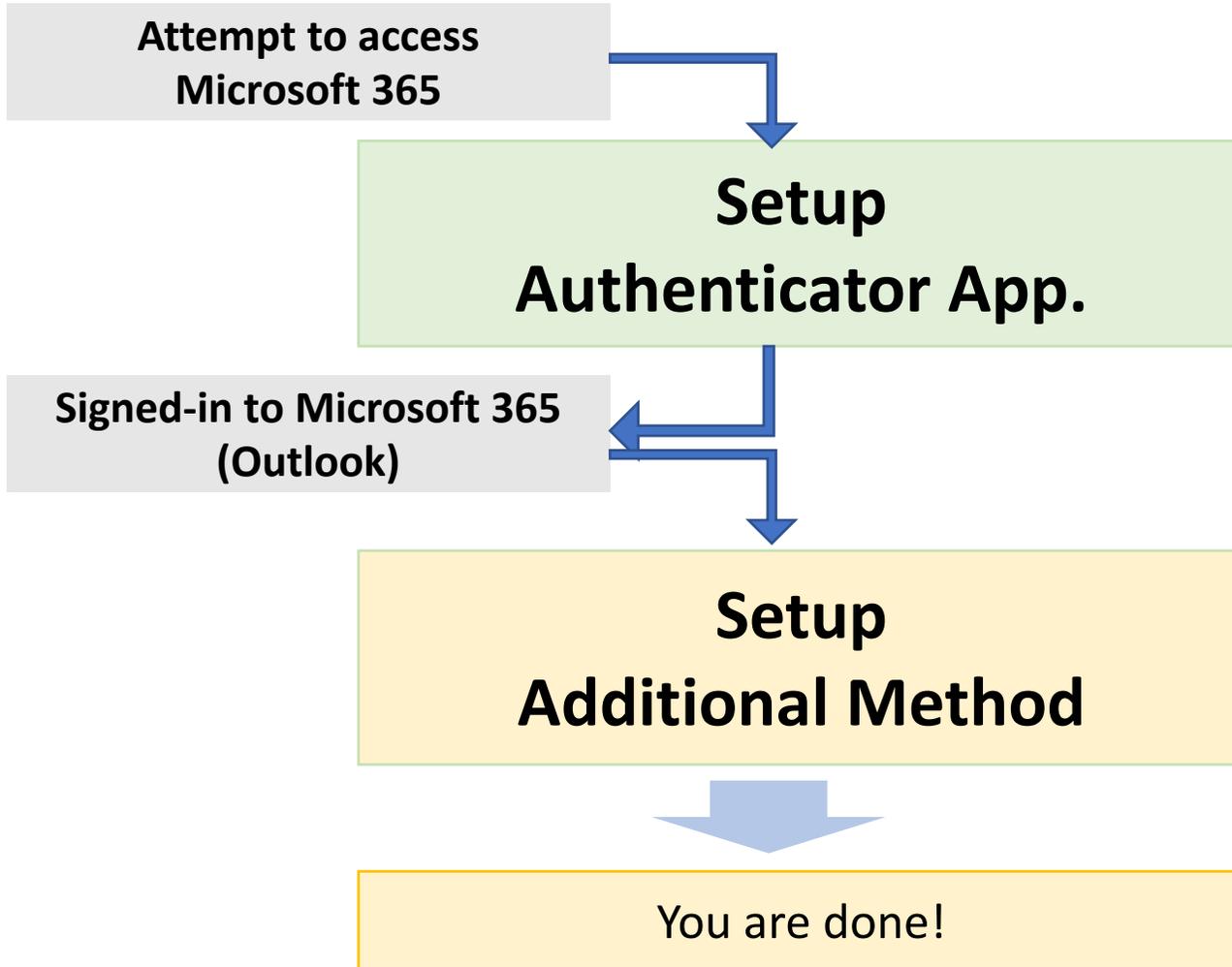


Android : Google Play



iPhone : App Store

Outline of MFA Setup Flow



Setup the first authentication method using **Authentication App**.

Setup the second authentication method using **Phone number**.



If you do not register multiple means of authentication, **you will be completely stuck** when you change your smartphone.

The screens used in the following slides are as of 2023/1/18. They may change in the future. In that case select similar items to proceed.

Is the Authenticator App. installed?

The setup will start from the next page.

Once you begin the setup, do not stop halfway!

No matter what happens, do not delete the app on your smartphone!

Do not delete the accounts inside the Authenticator!

Access to Microsoft365

Operation on PC

Operation on your PC

Access the IIMS web site

<https://www.iims.ibaraki.ac.jp/>

and click "Mail, Microsoft365" button.

情報戦略機構
Institution for Information Management and Strategy

TOP 学生対象 ▾ 教職員対象 ▾ セキュリティ ▾ その他 ▾ 学内限定（整理中） ▾

Mail, Microsoft365
Password, 多要素認証
Wi-Fi, ネットワーク
Teams
Frequently Asked Questions
問い合わせ, 相談
インシデント通報
Contact Center

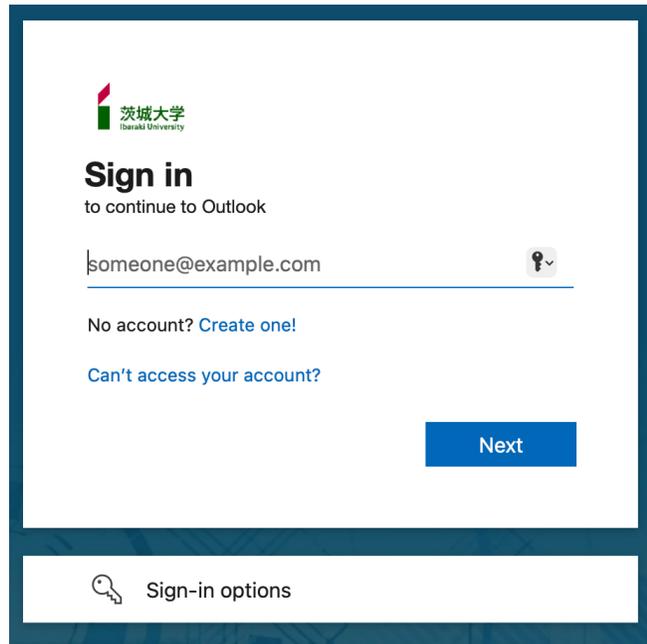
機構からのお知らせ [全て]
【お知らせ】 デジタルサポート窓
2023-01-10 [New!]
【注意喚起】 Windows 8.1 のサ
【障害情報】 Thunderbird利用障
【お知らせ】 緊急メンテナンス
2022-12-16
【お知らせ】 【復旧】 Microsoft
【障害情報】 【復旧】 本学のメー
障害について 2022-12-02

IIMSデジタルサポートでの対面対応について
新型コロナ感染拡大防止のため、PCに関する相談など、IIMSデジタルサポート窓口での対面対応は当面の間 予約

Sign-in Dialog

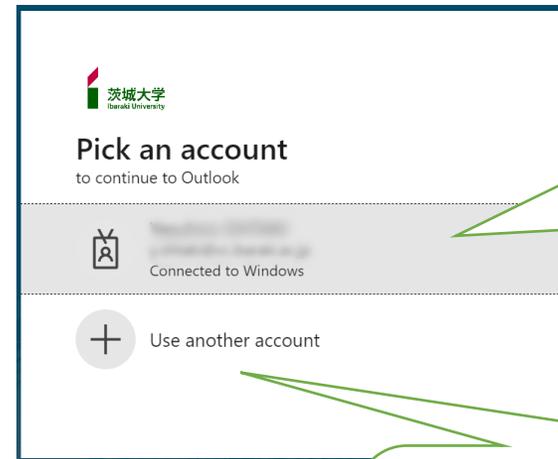
Operation on PC

The "Sign in" dialog will appear.



If you are not asked for sign-in and the Microsoft365 home screen appears instead, you are already authenticated. Continue from [page 21](#) and check your settings.

The following dialog may appear instead.



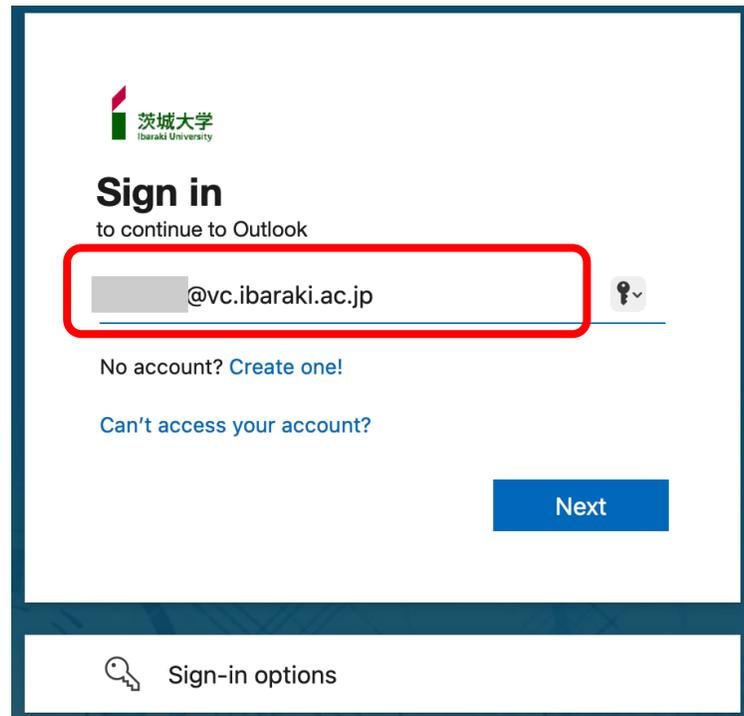
Click the account which ends with @vc.ibaraki.ac.jp.

If you can't find an account which ends with @vc.ibaraki.ac.jp, click "Use another account".

Authenticate with ID and PW

Operation on PC

Authenticate with ID and password.



 茨城大学
Ibaraki University

Sign in

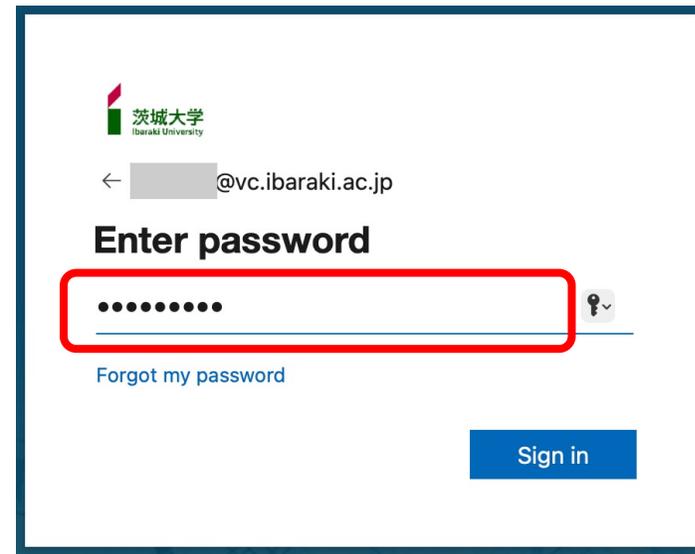
to continue to Outlook

No account? [Create one!](#)

[Can't access your account?](#)

[Next](#)

 Sign-in options



 茨城大学
Ibaraki University

←@vc.ibaraki.ac.jp

Enter password

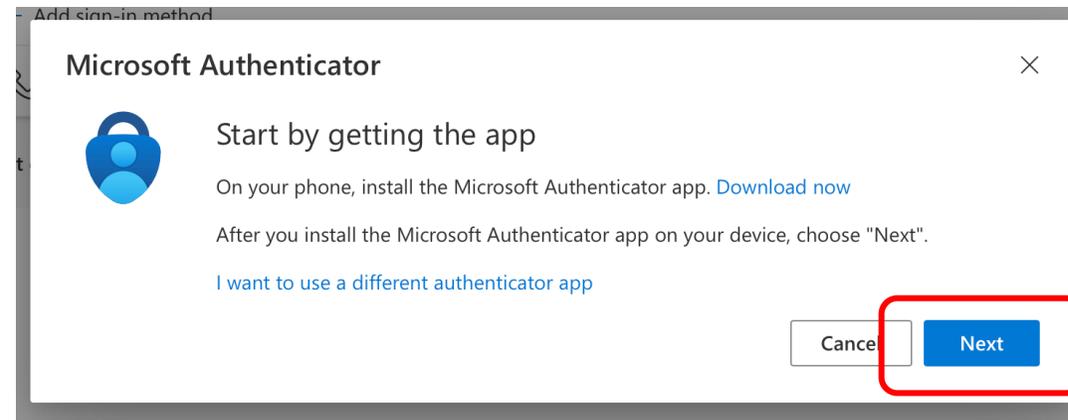
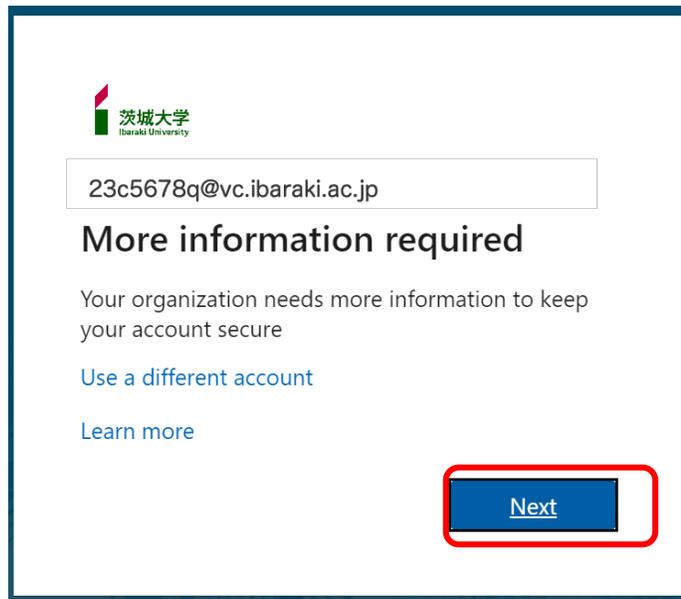
[Forgot my password](#)

[Sign in](#)

Start setting up the first MFA method

Operation on PC

If MFA has not yet been setup,
"More information required" dialog appears.



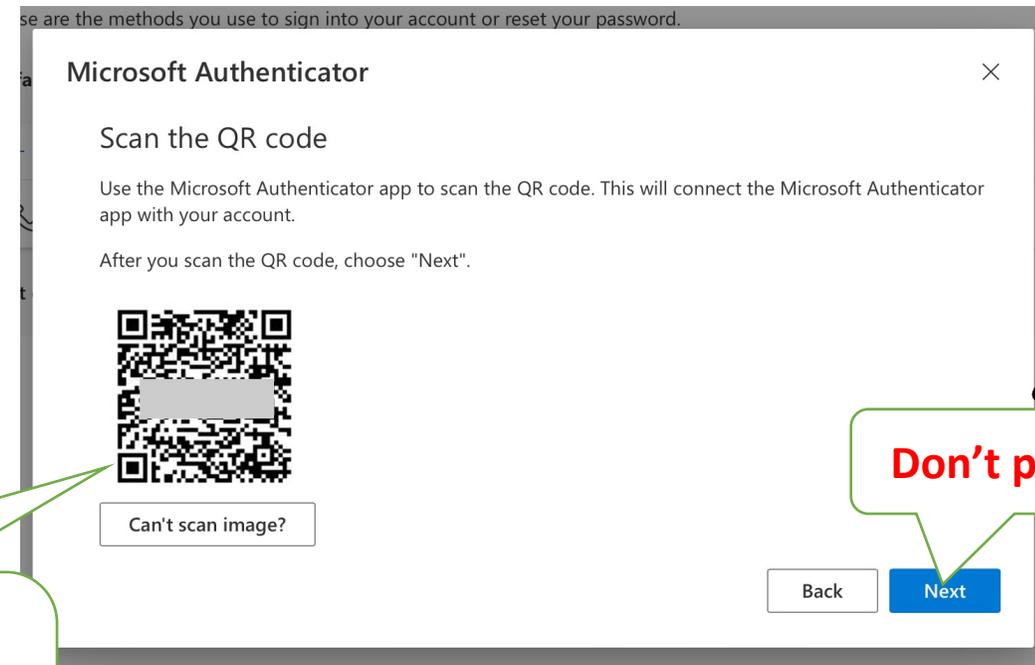
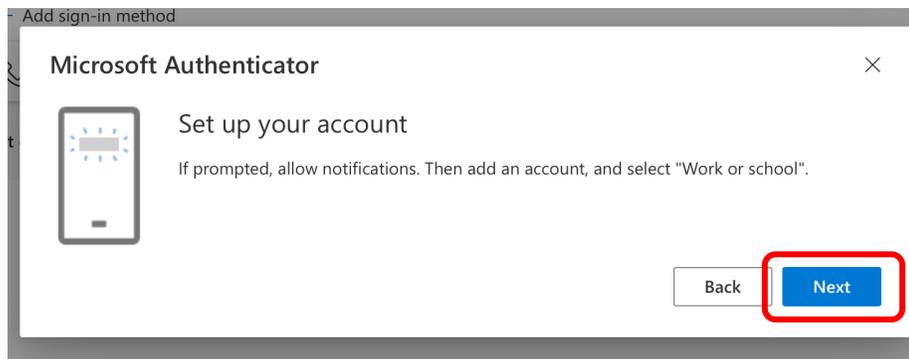
If the Microsoft365 home screen appears instead, the MFA settings have been configured. Continue from [page 21](#) and check your settings.

QR code

Operation on PC

Let's set up the first MFA method using the Authenticator app.

Once the QR code is displayed, **proceed to the next step.** (Leave the dialog as it is)



Don't read the QR code by the regular camera app. This QR code will be read by the Authenticator App. later.

Don't press yet!

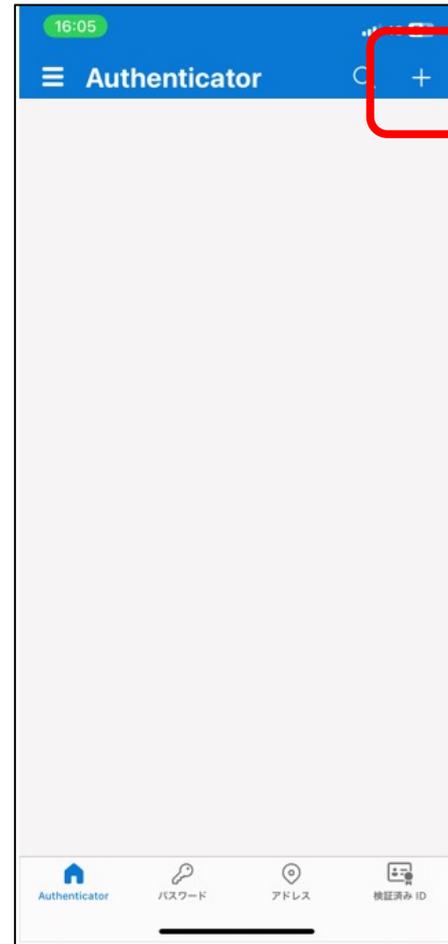
Launch Authenticator App.

Operation on
your smartphone

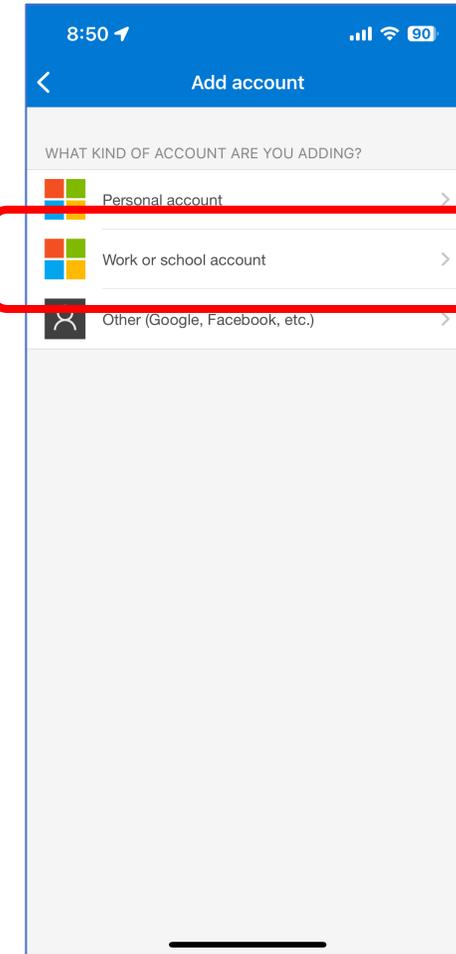
Operation on
your smartphone



Launch
Authenticator app.



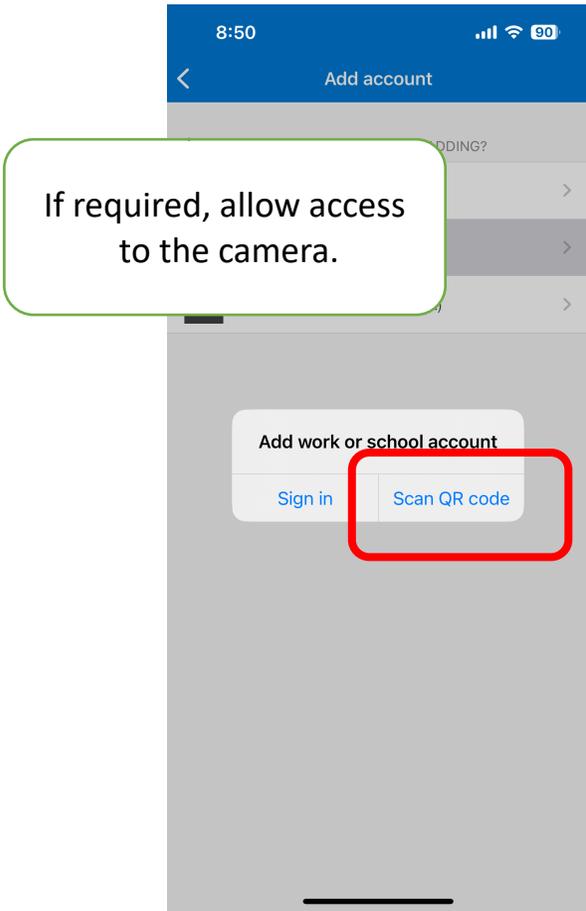
Tap on "+"



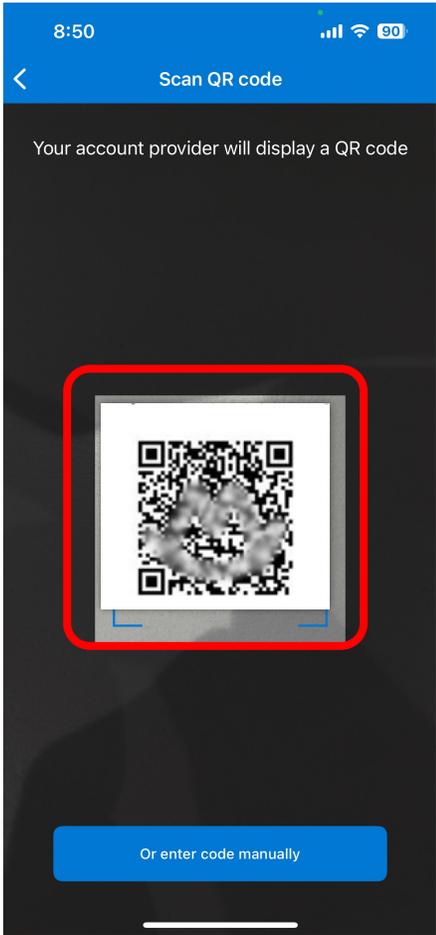
Tap on "Work or School account"

Read QR code with the App.

Operation on
your smartphone



Tap on “Scan QR code”



Read the QR code on your PC with the Authenticator app.

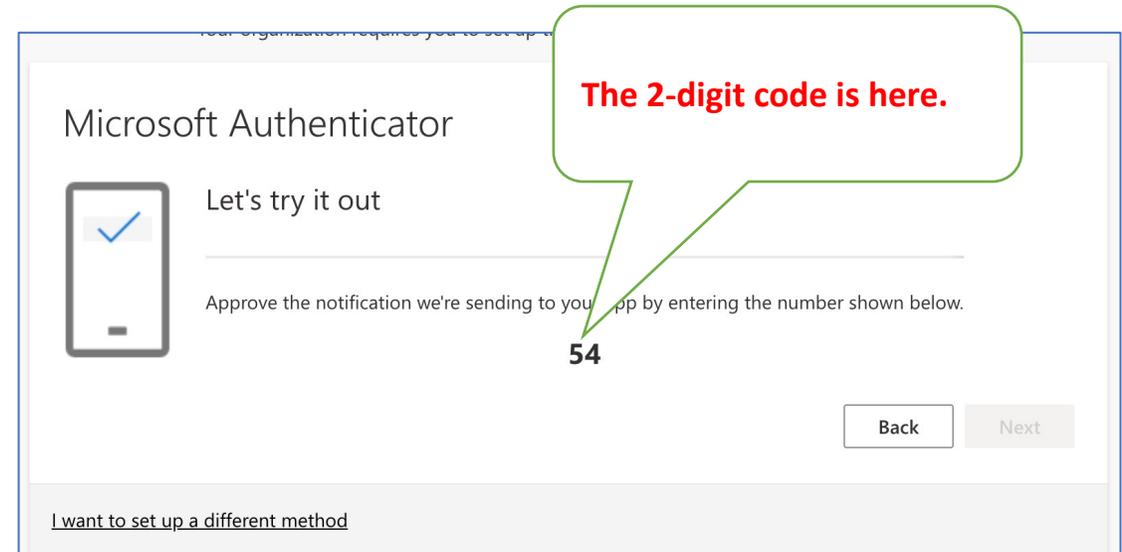
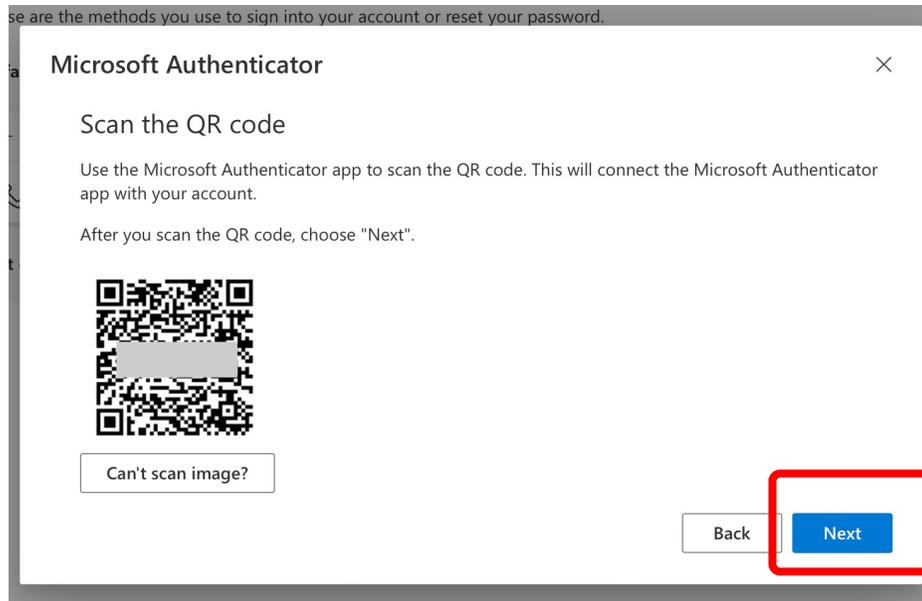


If the screen have changed, proceed to the next step.

Proceed the PC dialog

Operation on your PC

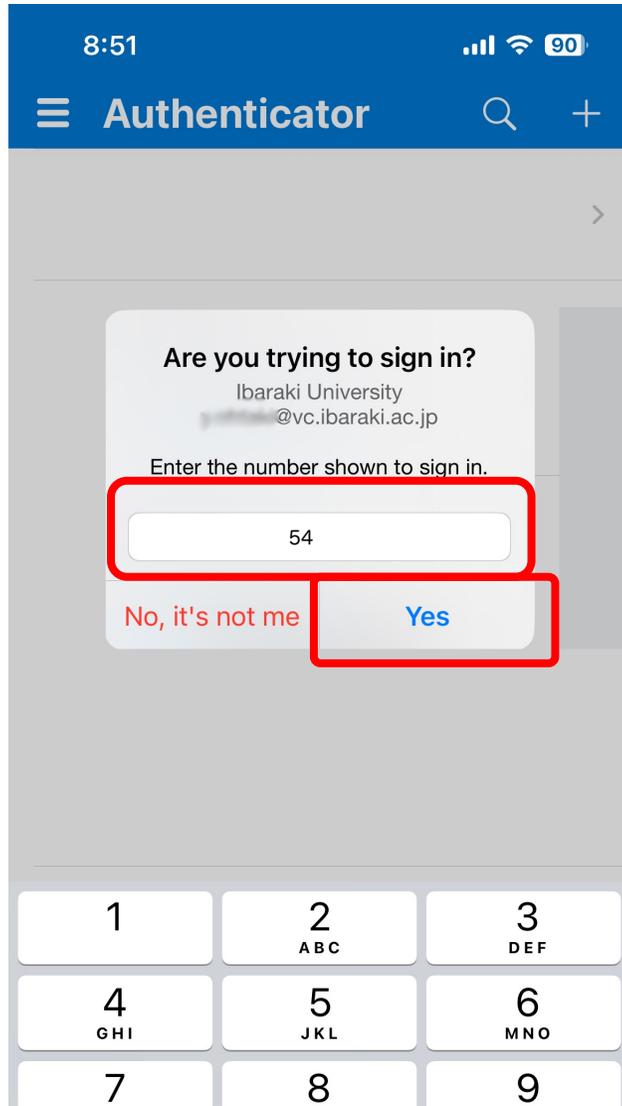
Click to the "Next" button on your PC and you will see the **2-digit code**.



At the same time, a notification is sent to the smartphone.
Proceed to the next page.

Enter 2-digit code to the App.

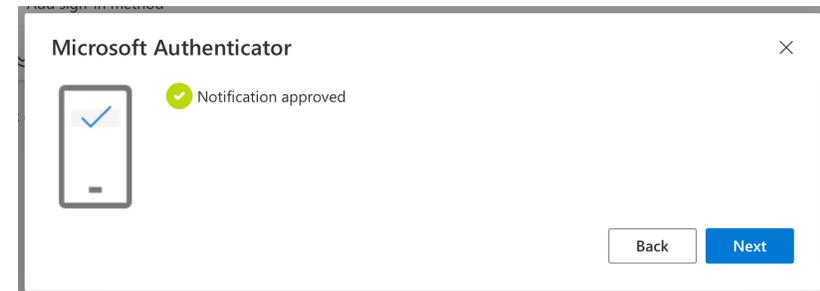
スマホ操作



On the phone where you received the notification, you should see a popup that says “Are you trying to sign in?”.

Enter the 2-digit code displayed on the PC and tap on “Yes”.

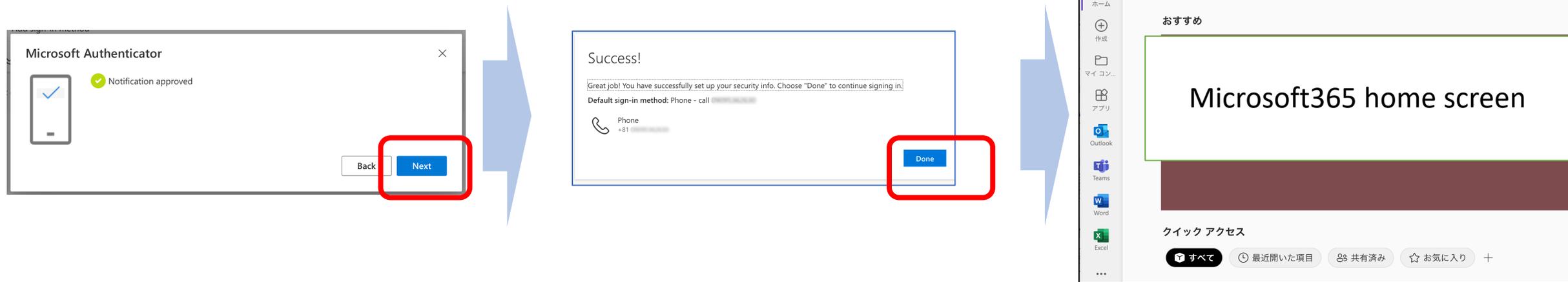
After approved, the popup dialog on the phone disappears and the PC screen changes to the one on the right.



You may now exit the Authenticator application.

Click "Next" and you've successfully set up for the first MFA method.

By clicking "Done", you will see the Microsoft365 screen.

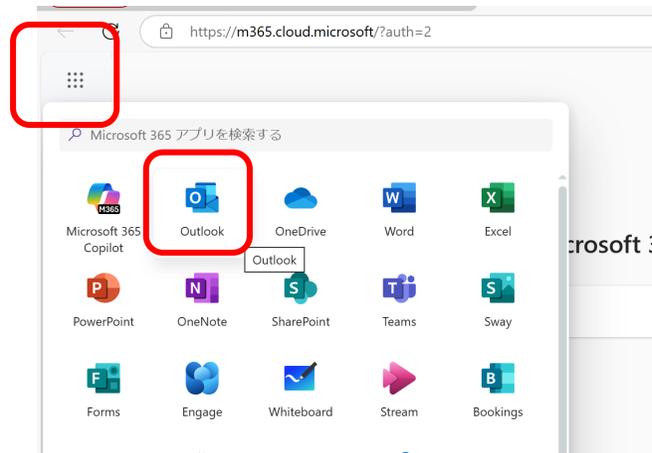


The first MFA method has been set up.

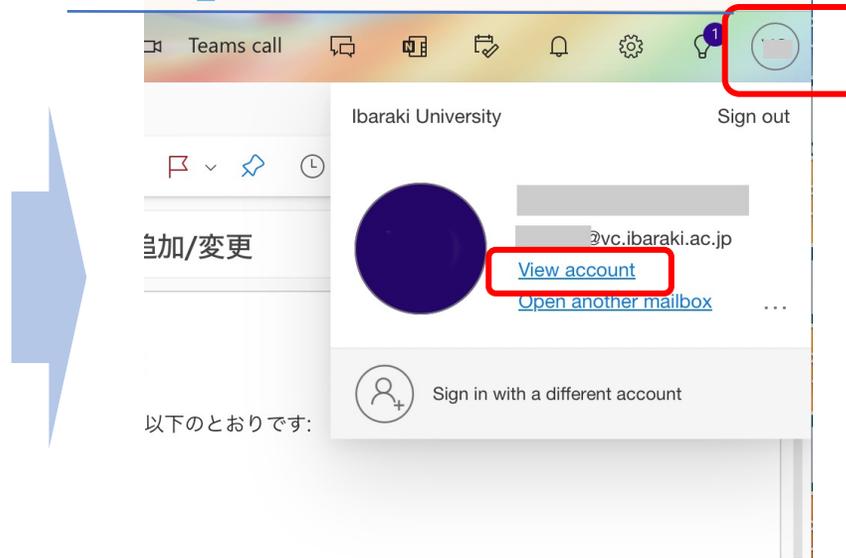
Proceed to registration of the second MFA method to avoid problems when changing your phone.

Start setting up the second MFA method

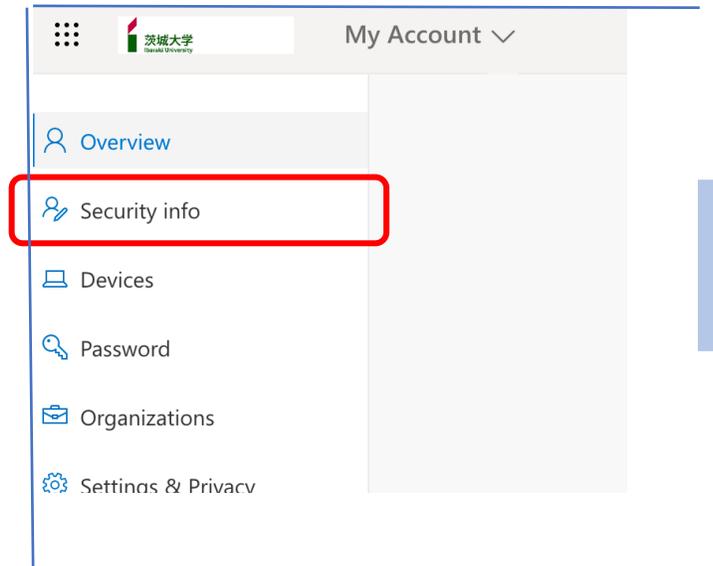
Select "Outlook" from the left-top menu.



Click your ICON and select "View account".



Click "Security Info" in the left panel.



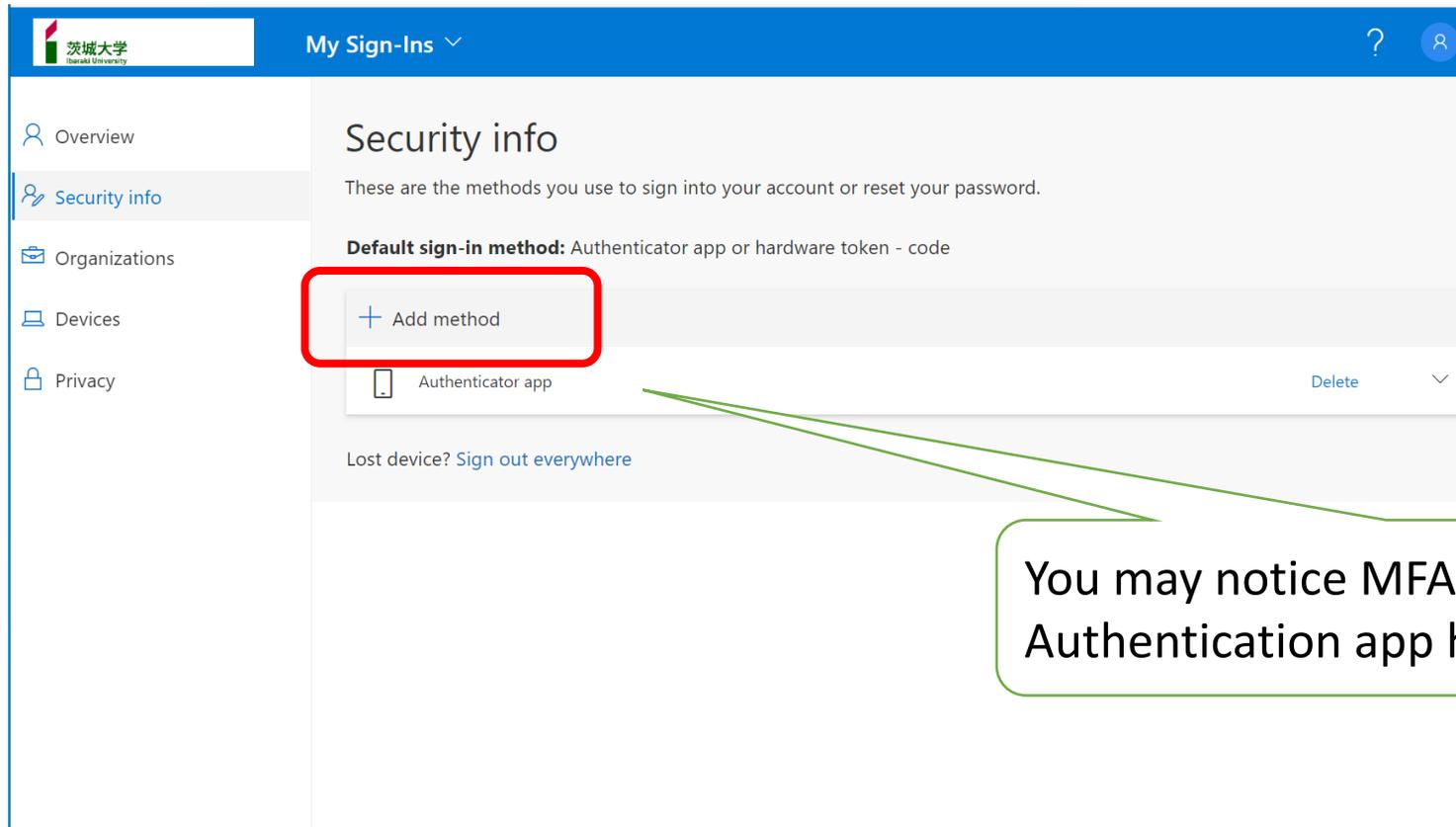
You can also access from this URL.
(Authentication will be required)

<https://myaccount.microsoft.com/?ref=MeControl>



Security Info

Click "Add method"



You may notice MFA method using Authentication app has been registered.

Register your phone

Select "Phone" and click "Add"

Add a method

Which method would you like to add?

Phone

Cancel Add

Select "Japan (+81)"

Enter your phone number

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Japan (+81)

Text me a code
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

Enter 6-digit code sent to your phone.

When you select "Text me" a code

6-digit code will be sent to your phone.
Enter the code in the dialog.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

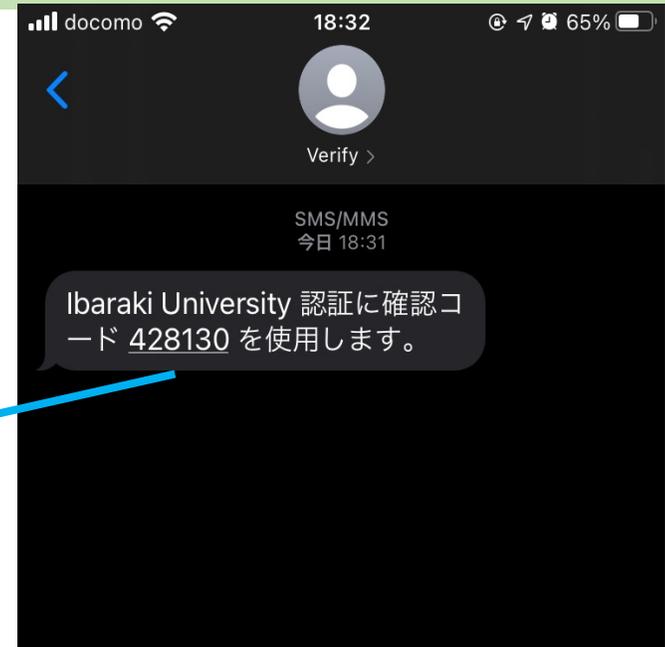
We just sent a 6 digit code to +81 0... Enter the code below.

428130

Resend code

Back Next

[I want to set up a different method](#)



Phone

✓ SMS verified. Your phone was registered successfully.

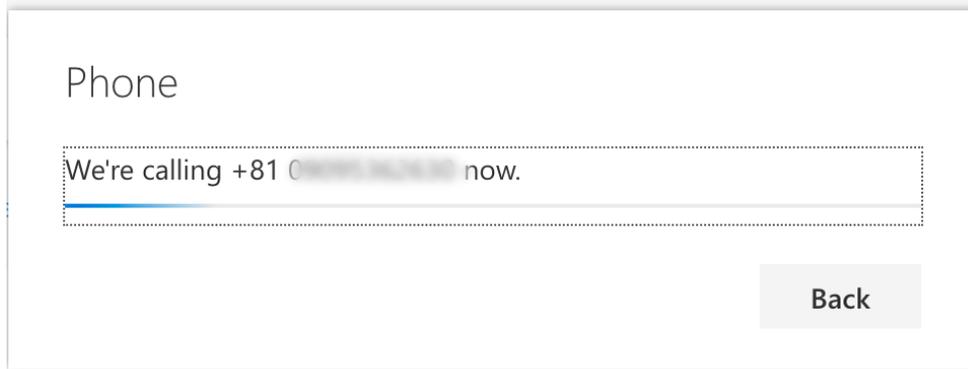
Next

It may take a second till the code arrives.
If the code doesn't arrive, click "Back" and
check the phone number.
Also check for call blocking.

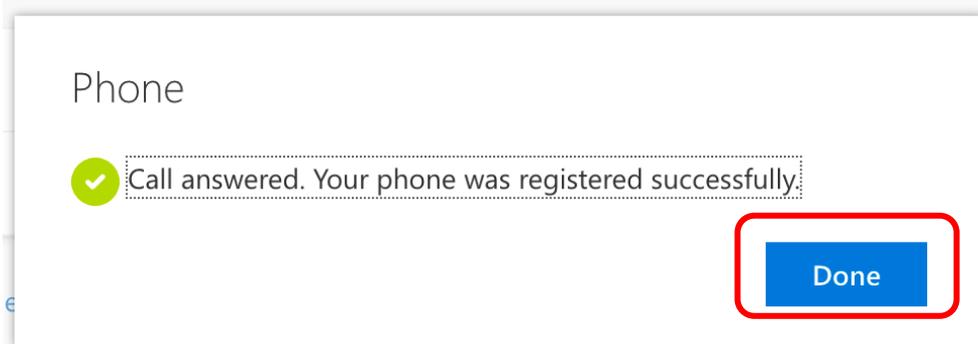
Proceed to [page 22](#).

Confirm with your phone.

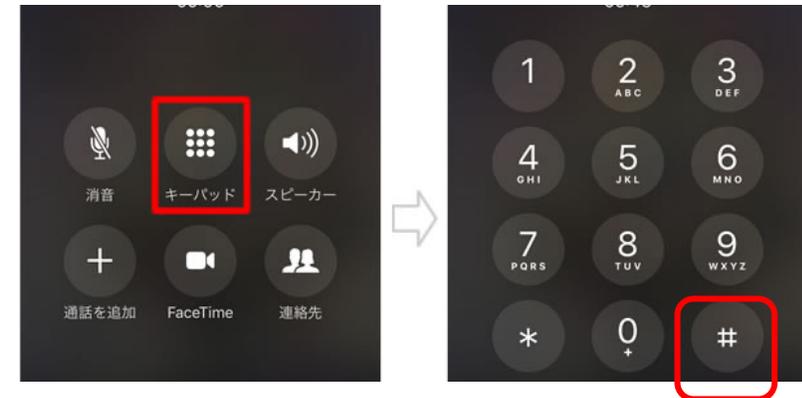
When you select "Call me"



Dialog changes



A call will be made to your registered phone. Pickup and follow the voice guidance. Select keypad and press # button.



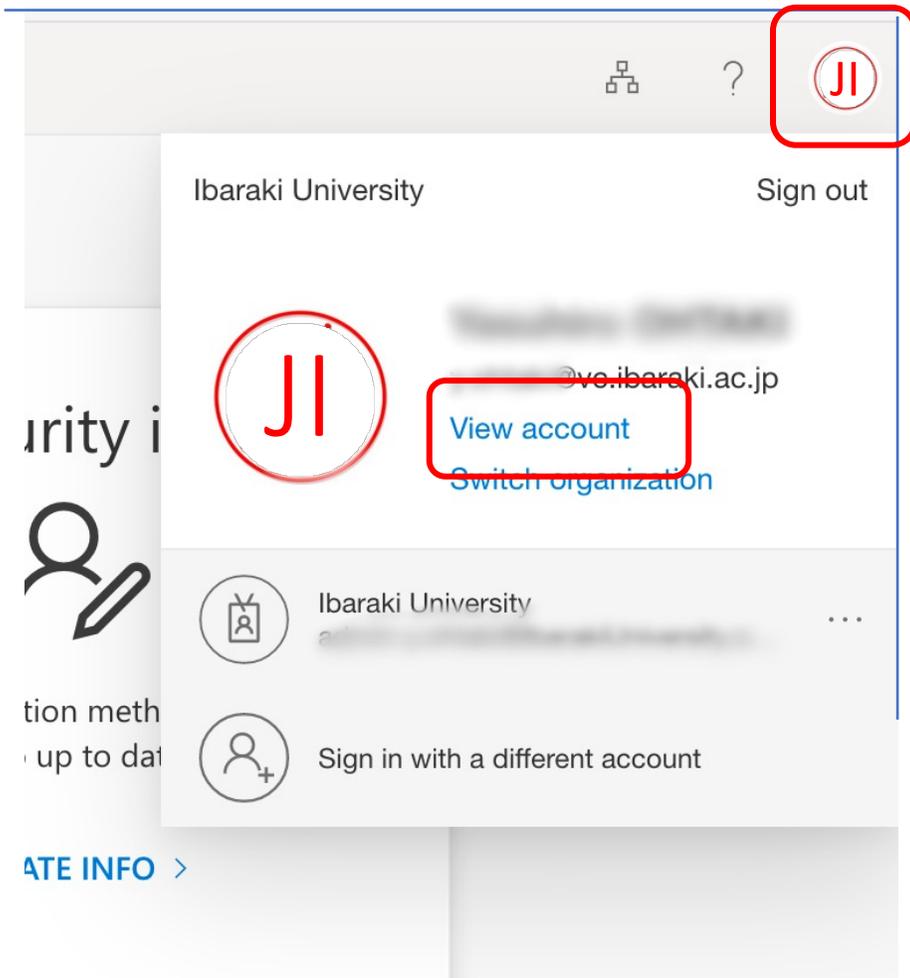
You may hang up your phone.



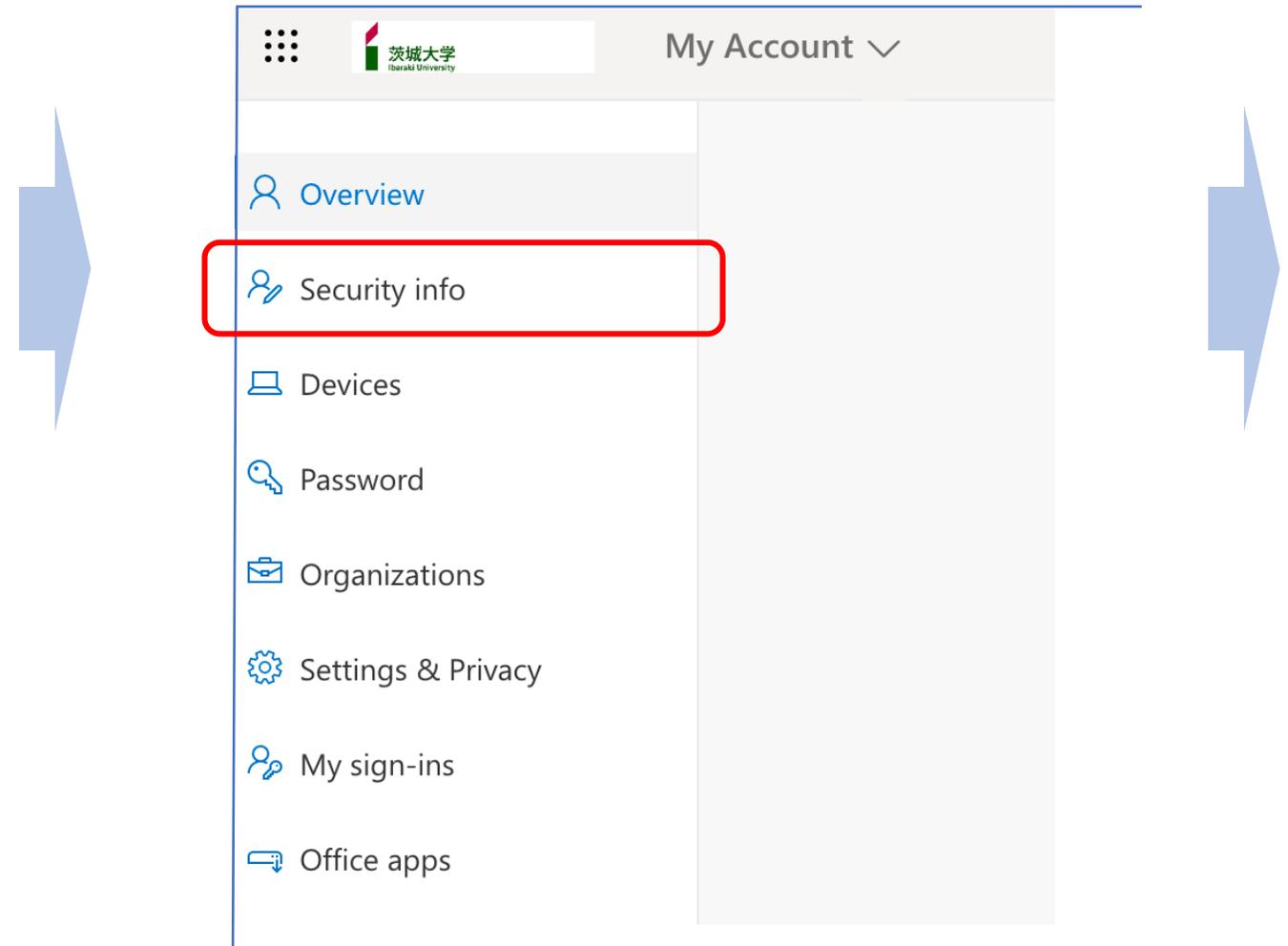
If you register a home (or work) landline phone, you will not be able to authenticate outside of your home (or work) location.

Check MFA Sign-in methods

Click your ICON and select "View account".



Click "Security info" in the left panel.



Security info

The screenshot shows the Microsoft Security Info page for a user. The page title is "Security info" and it includes a navigation menu on the left with "Security info" highlighted. The main content area shows the "Default sign-in method" as "Authenticator app or hardware token - code" with a "Change" link. Below this is a table of registered MFA methods, including "Phone" and "Authenticator app". A red box highlights the "Add method" button, and a red arrow points to it. A red box also highlights the "Change" link for the default method. Green callout boxes provide instructions: "Click here to change default MFA method." points to the "Change" link, and "List of available MFA methods. Be sure you have registered more than one method." points to the table. A large orange box at the bottom contains red text: "Click here to add MFA method. To add 'Authenticator app', refer to [page 11](#). To add 'Phone', refer to [page 19](#)."

Default MFA method

Click here to change default MFA method.

List of available MFA methods. Be sure you have registered more than one method.

Click here to add MFA method.
To add "Authenticator app", refer to [page 11](#).
To add "Phone", refer to [page 19](#).

Be sure to register more than one method!

In MFA using authentication apps,
only the person who has the smartphone with the associated MS Authenticator
is recognized as YOU.

This means **there are no way to authenticate** with the app **if**

- you have deleted the Authenticator app from your smartphone,
- lost your smartphone, or
- changed your phone and have no associated app.



Even though, you can authenticate with your phone number, if registered,
and then re-register the authentication app.

But if not registered, **you are completely stuck.**

Be sure you have registered more than one method!