

Step 1



Use an internet browser & type in the web address

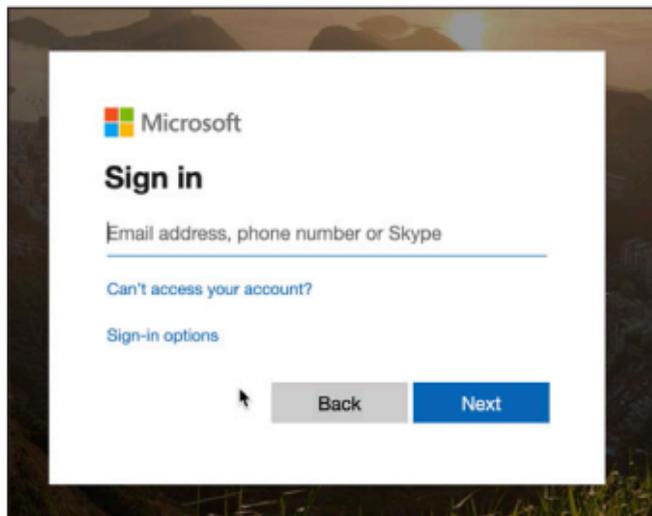
Setup guide
for MFA

<https://account.activedirectory.windowsazure.com/Proofup.aspx>



Step 2

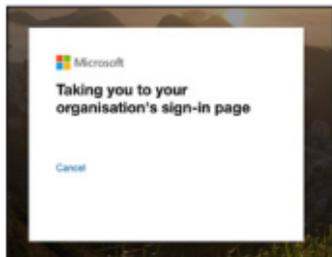
Type in your University email address & press next button.



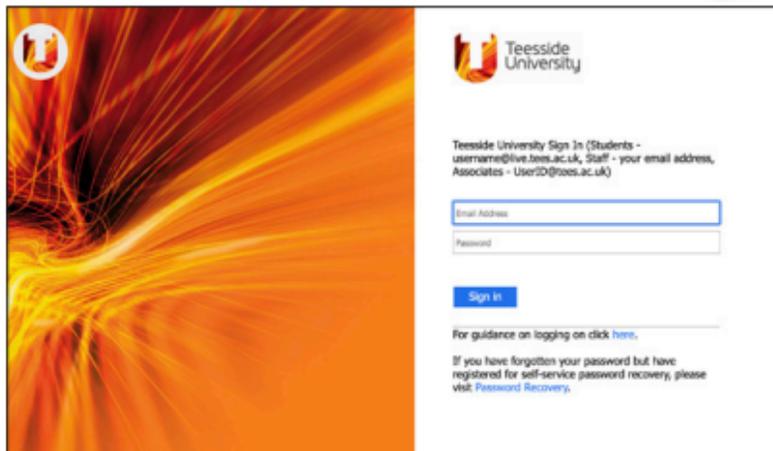
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field is labeled "Email address, phone number or Skype". Below the input field are two links: "Can't access your account?" and "Sign-in options". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button. A mouse cursor is positioned over the "Back" button.



Step 3



Enter your University
email & password



The Teesside University sign-in page features a vibrant orange and red abstract background on the left. On the right, there is a white sign-in form. At the top left of the form is the Teesside University logo, which consists of a stylized 'U' in orange and red. The text "Teesside University" is positioned to the right of the logo. Below the logo, the text reads: "Teesside University Sign In (Students - username@live.tees.ac.uk, Staff - your email address, Associates - UserID@tees.ac.uk)". There are two input fields: "Email Address" and "Password". Below the input fields is a blue "Sign in" button. At the bottom of the form, there is a link: "For guidance on logging on click [here](#)." and a note: "If you have forgotten your password but have registered for self-service password recovery, please visit [Password Recovery](#)."



Step 4

Select Authentication Phone & type in your mobile number.
Click the next button.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United Kingdom (+44)

Method

Send me a code by text message

Call me

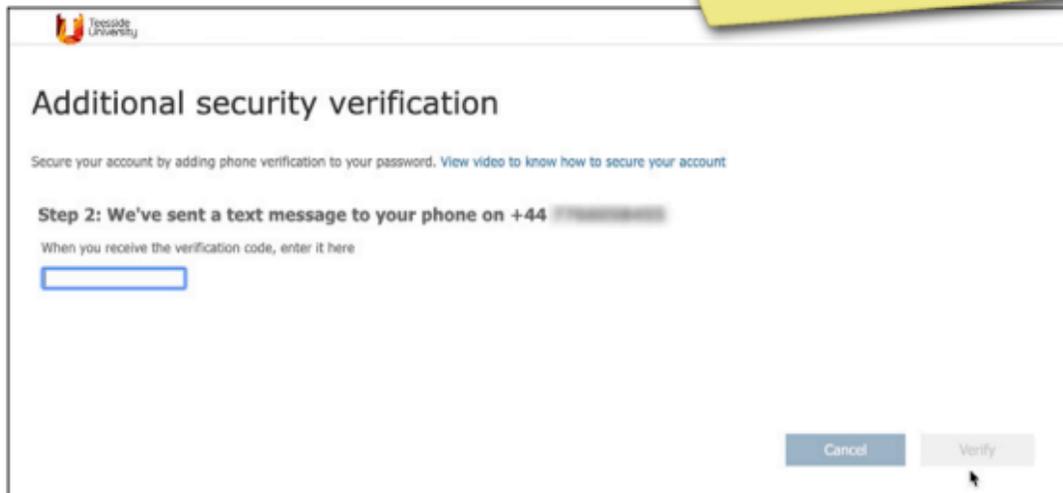
Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



Step 5

A code will be sent to your mobile phone.

Type in the code & select Verify.



The screenshot shows a mobile application interface for Teesside University. At the top left is the Teesside University logo. The main heading is "Additional security verification". Below this is a sub-heading: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The current step is "Step 2: We've sent a text message to your phone on +44 [redacted]". Below this, it says "When you receive the verification code, enter it here" followed by a text input field. At the bottom right, there are two buttons: "Cancel" and "Verify". A mouse cursor is pointing at the "Verify" button.



Step 6

Click the Finished button.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone on +44 [REDACTED]

Verification successful

Finished



Step 7

Download the Authenticator app on your mobile phone.



Microsoft Authenticator 4+

Microsoft Corporation

#33 in Productivity

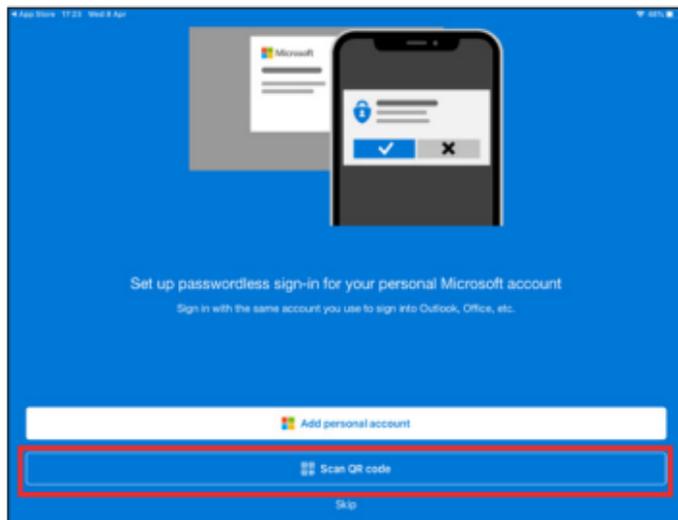
★★★★★ 4.7, 315 Ratings

Free



Step 8

Open the Authenticator app & select Scan QR Code



Step 9

Select Set up Authenticator app button. You'll revisit this page in step 12

 M.Koussh@york.ac.uk

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account.](#)

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication ()

how would you like to respond?

Set up one or more of these options. [Learn more](#)

Authentication phone

United Kingdom (+44)

Office phone

Select your country or region

Phone

Alternative authentication phone

Select your country or region

Extension

Authenticator app or token

[Set up Authenticator app](#)

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Save](#) [Cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



Step 10

Point your mobile camera to the QR Code, the app will record your account. Click Next button.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code: 632 930 831

URL: <https://bn1eupad09.eu.phonefactor.net/pad/872101546>

If the app displays a six-digit code, choose "Next".

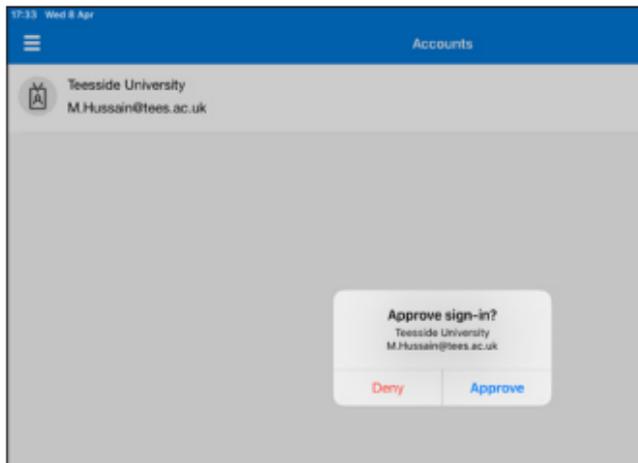
Next

Cancel



Step 11

The app will ask you
to Approve the
Sign-in



Step 12

Tick Authenticator app or Token, choose Notify me through app & press Save button

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password. [View video to know how to secure your account.](#)

what's your preferred option?
We'll use this verification option by default.
Notify me through app

how would you like to respond?
Set up one or more of these options. [Learn more](#)

Authentication phone
 Office phone
 Alternative authentication phone

Authenticator app or Token [Set up Authenticator app](#)

Authenticator app - SM-G910P [Delete](#)

Authenticator app - TU-FH100000000 [Delete](#)

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Save](#) [Cancel](#)

what's your preferred option?

- Call my authentication phone number
- Text code to my authentication phone number
- Call my office phone number
- Notify me through app

[See verification code from app or token](#)

