



Security Information Registration

We have turned on Multi-factor authentication for all ARU services. You will automatically receive a prompt to provide extra security information when logging in to one of our Microsoft services.

If you have not already done so, you will now be required to register your security information.

This security information will be used to confirm your identity when logging in to some of our systems and to recover your password should you forget it.

As a minimum you will need to register a mobile device with the **Microsoft Authenticator App**.

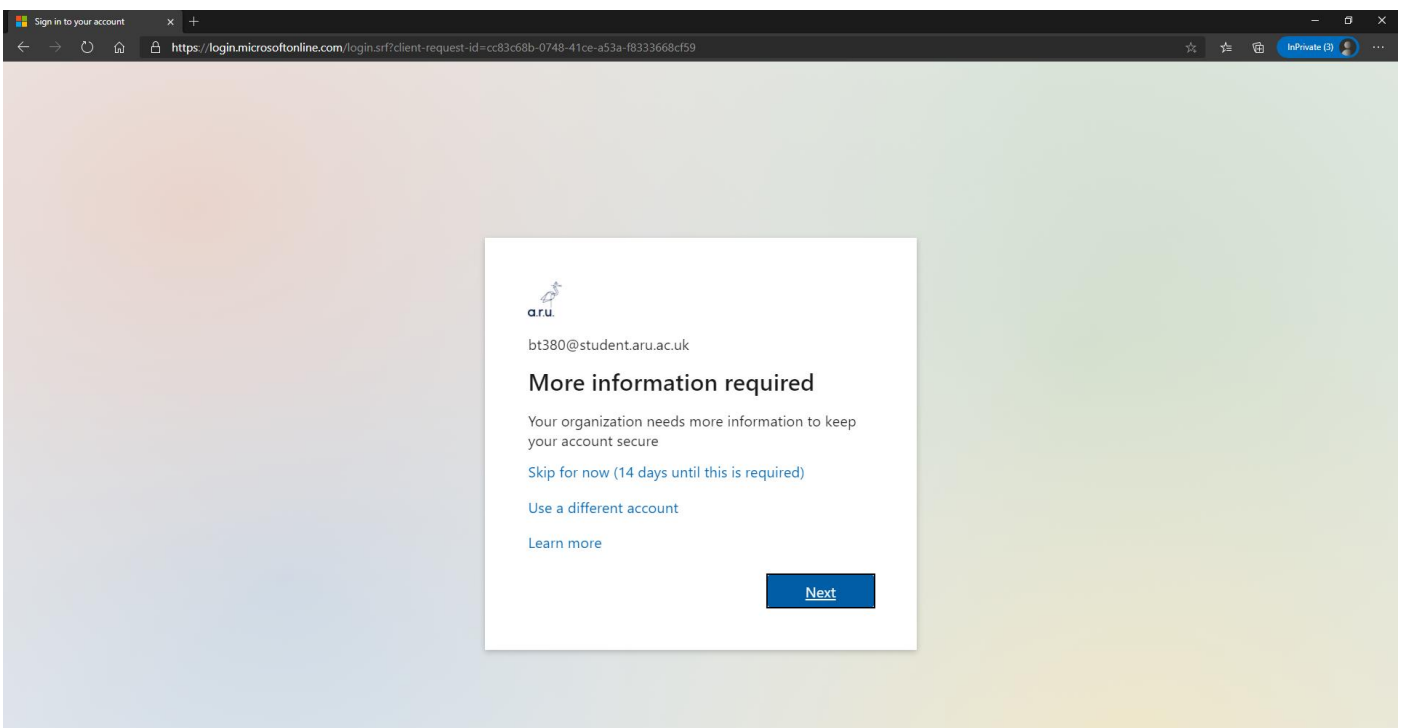
Important: You will need to ensure that you have access to the mobile device you are setting up.

If you receive the prompt to register your security information whilst using your mobile device, you can follow our [Registering your security information on a mobile device instructions](#) below to guide you.

If you are unable to set up the Microsoft Authenticator App, you can choose to register a mobile phone number. You can follow our [Registering a Mobile Phone number instructions](#) below.

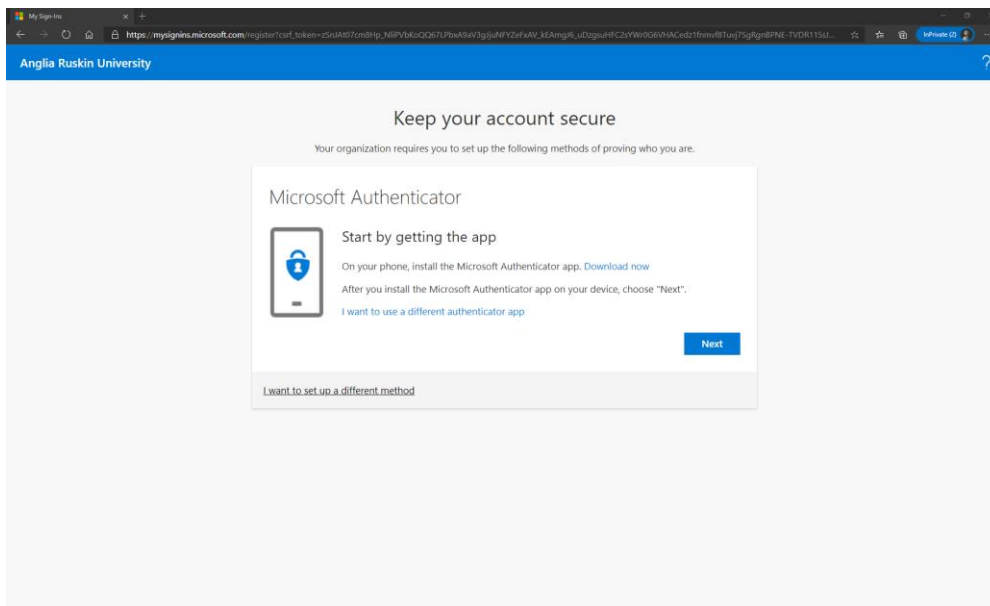
Registering your security information on a PC

1. When logging in to one of our ARU Microsoft applications you will receive the following prompt. Click **Next** to start

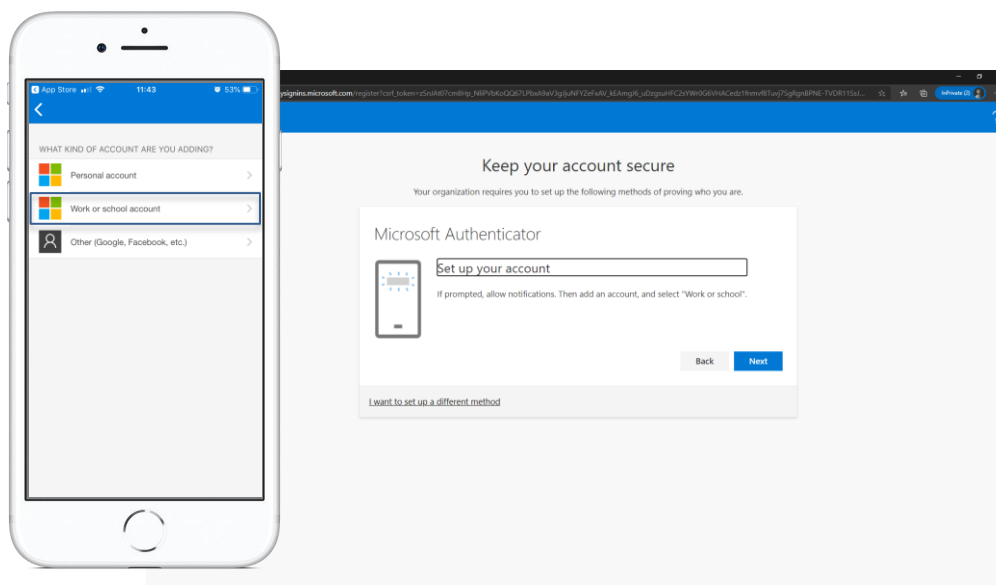


Users who choose to **Skip for Now**, will be required to register their security information 14 days from the date of the first prompt.

2. Grab your **mobile device**, navigate to your app or play store and download the **Microsoft Authenticator App** and **open the app**
3. On your PC screen, click **Next**

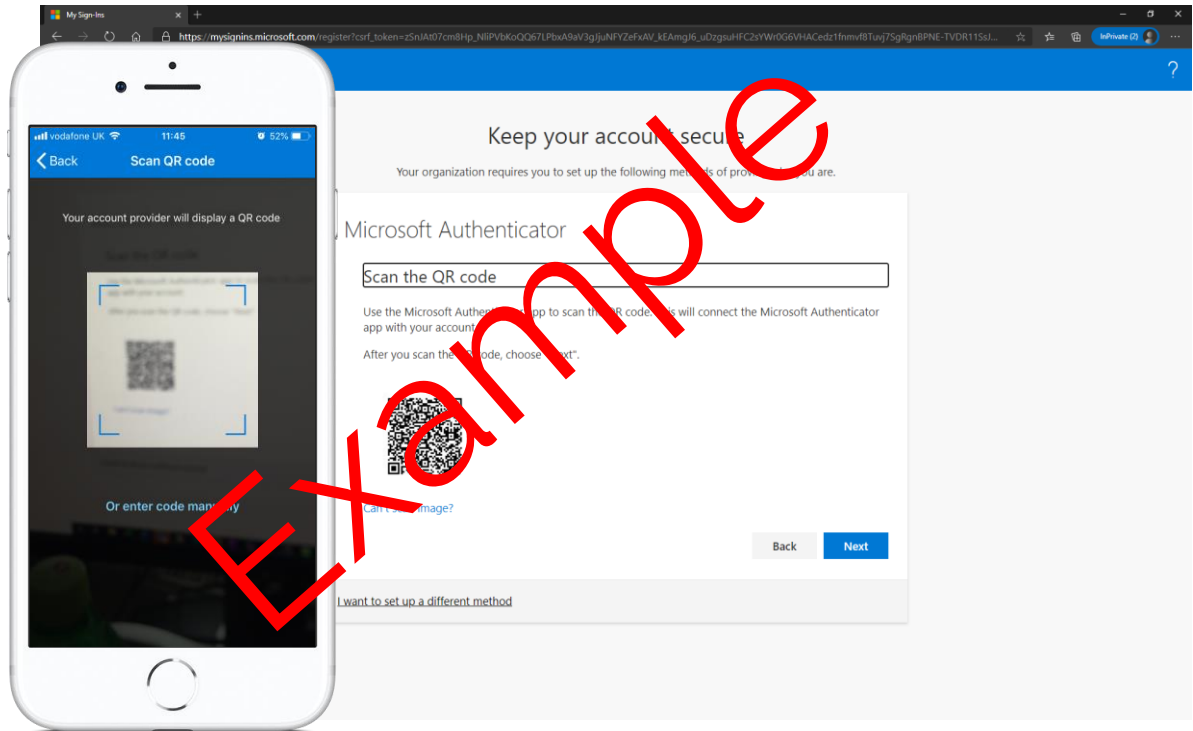


4. On your **mobile device**, allow any notifications and select **Add an account** and **Work or School account**

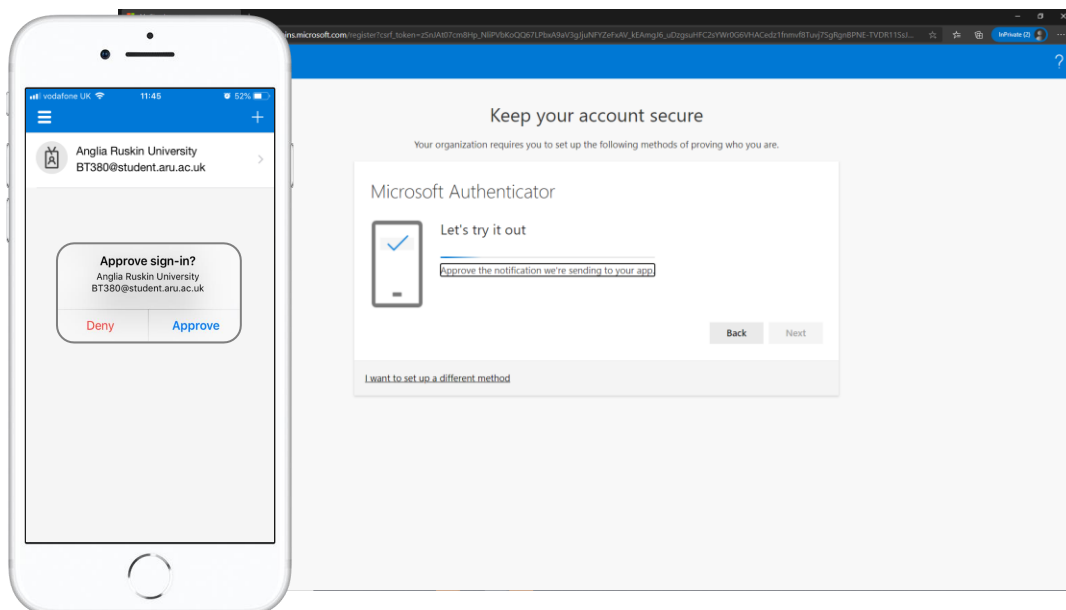


5. Back on your PC, click **Next**

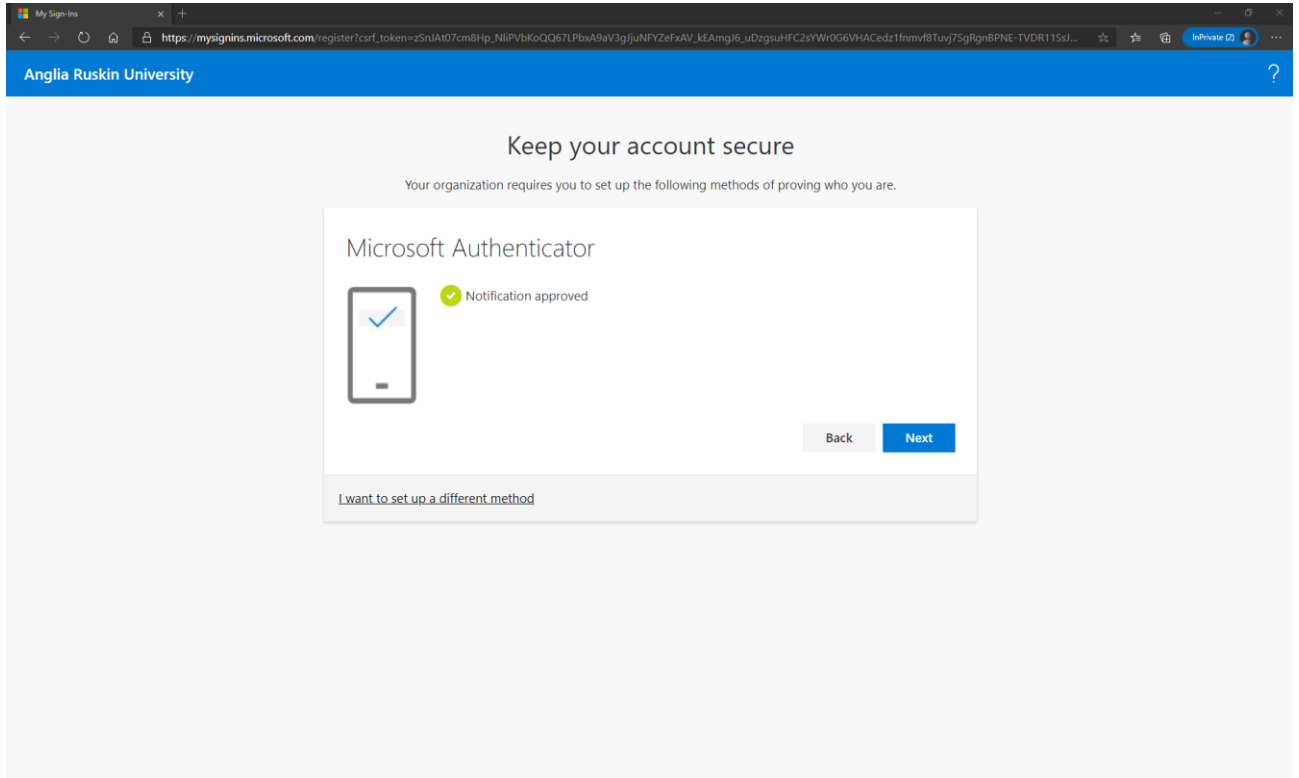
6. **On your PC** a QR Code will appear. Take your Mobile phone and use the QR Code scanner that will launch on the app to scan the code visible on your PC Screen



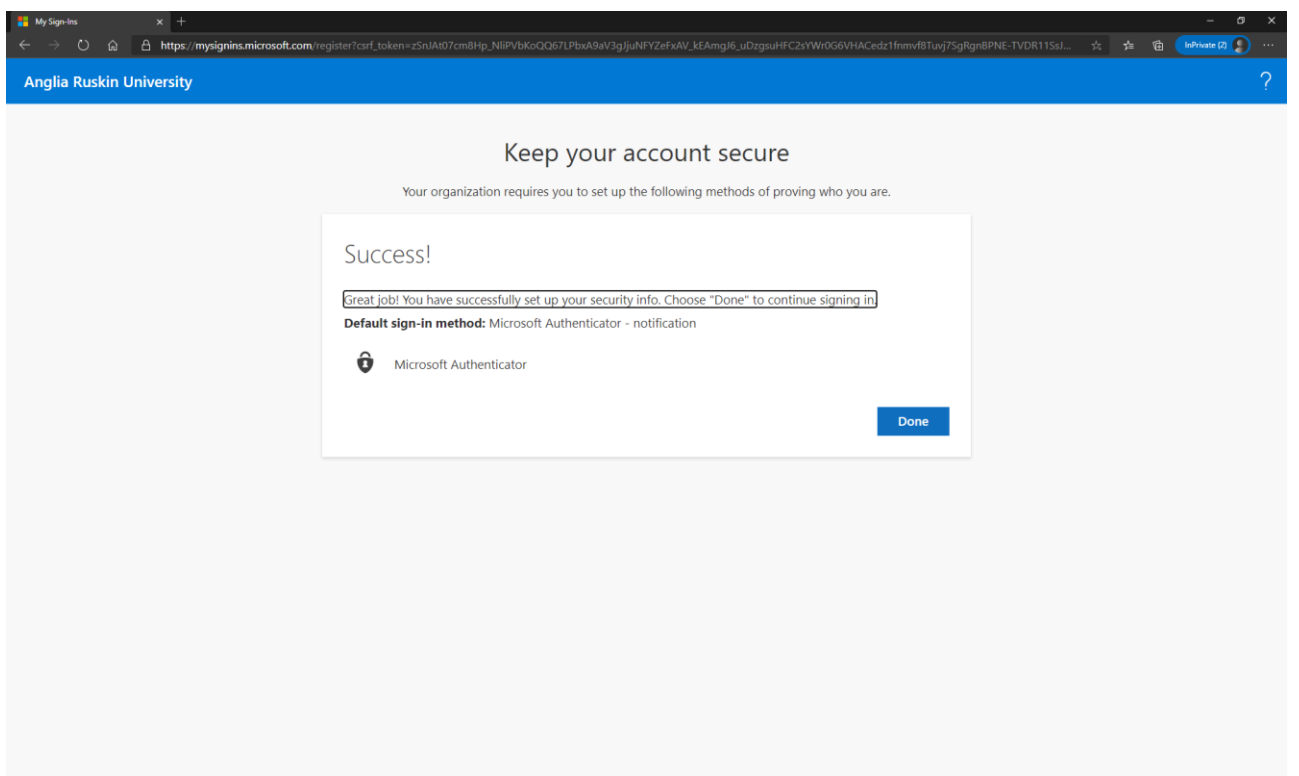
7. Click **Next**
8. The app will now test that it is working for you. A notification will pop up on your mobile device for you to approve. Tap **Approve** when it arrives



9. You will see the notification has been approved. Click **Next**



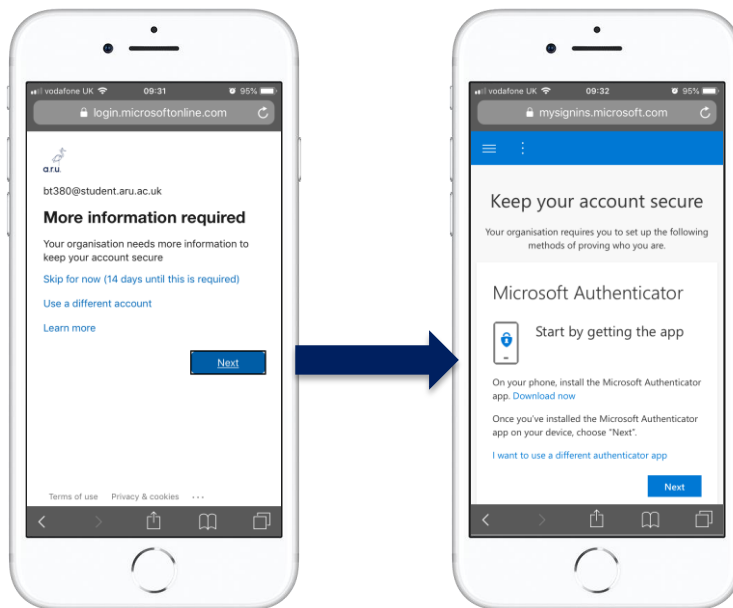
10. Success! You have now set up your Microsoft Authenticator App. Click **Done** to finish



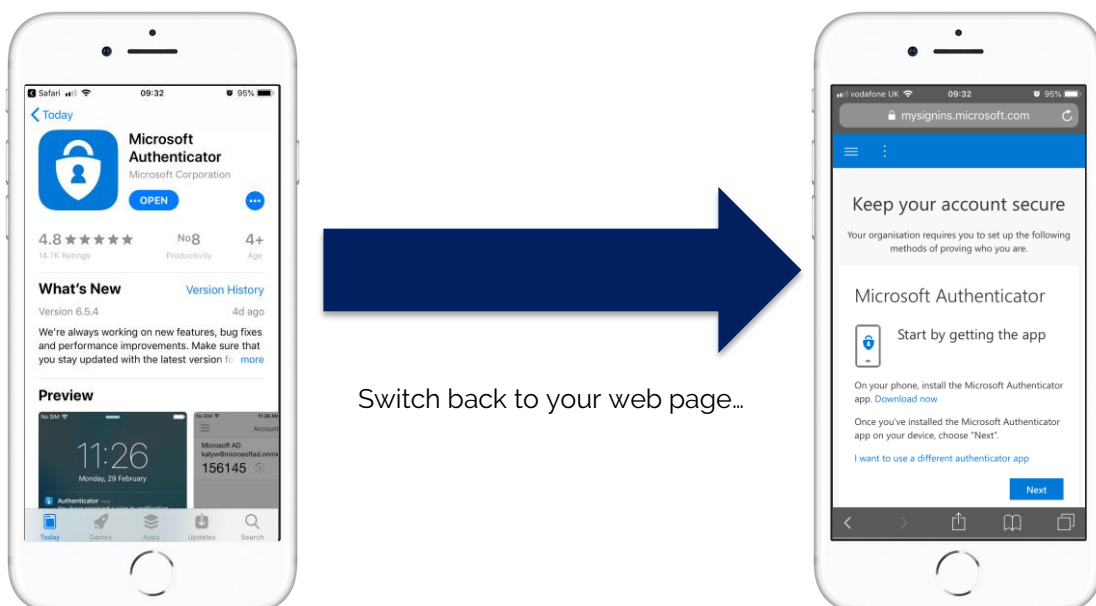
Registering your security information from a mobile device

You will need to switch between your web browsers app and the Microsoft Authenticator app when setting up.

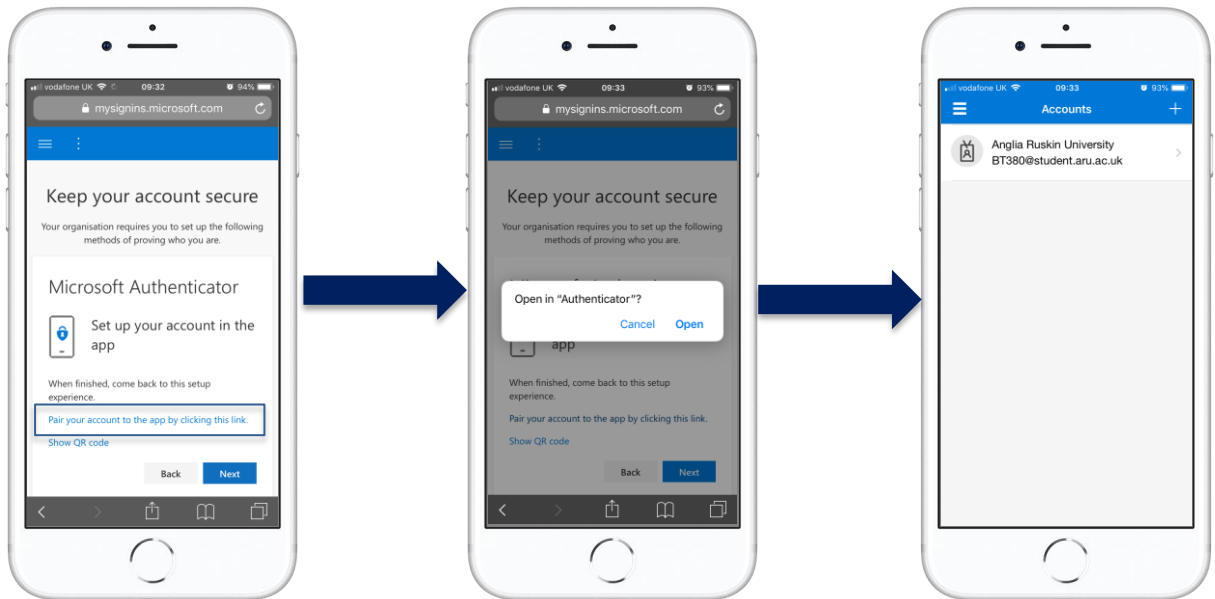
1. When logging in to one of our ARU Microsoft applications you will receive the following prompt. Click **Next** to start



2. Navigate to your app or play store and download the **Microsoft Authenticator App** and then **switch windows back to the web page and tap Next to continue with instructions**



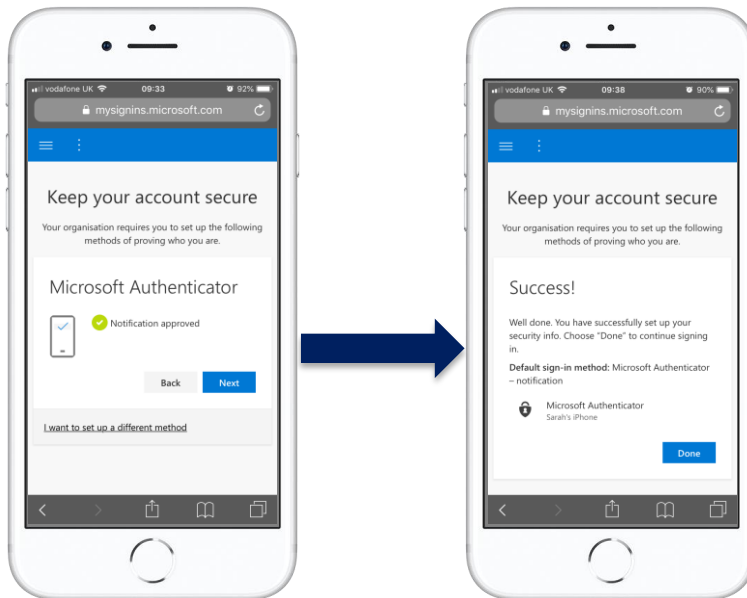
3. Tap **Pair Your Account to the app by clicking this link**. The page will now open the app and pair your account to your device. You will see your account listed under **Accounts**.



4. **Switch back** to your web page and tap **Next**. You will then receive a notification to test it is working. When you receive the notification, your Authenticator App will open. Just tap **Approve**

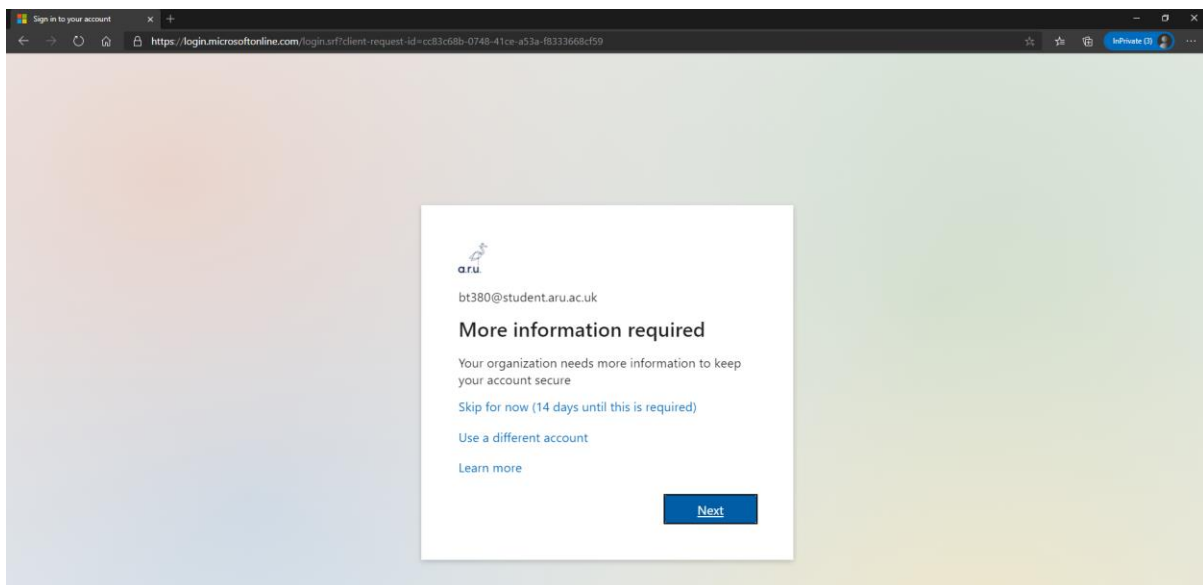


- Once approved **switch back to the web page**. You will see confirmation that your notification was approved. Tap **Next**.
Success! You have set up your security information. Press **Done** to finish.



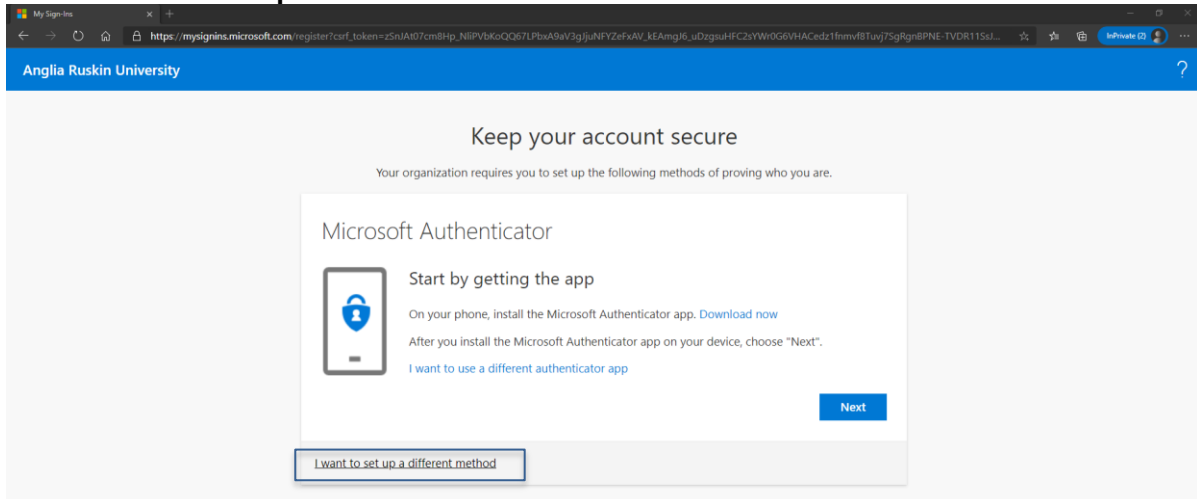
Registering your mobile phone number as your security information

- When logging in to one of our ARU Microsoft applications you will receive the following prompt. Click **Next** to start

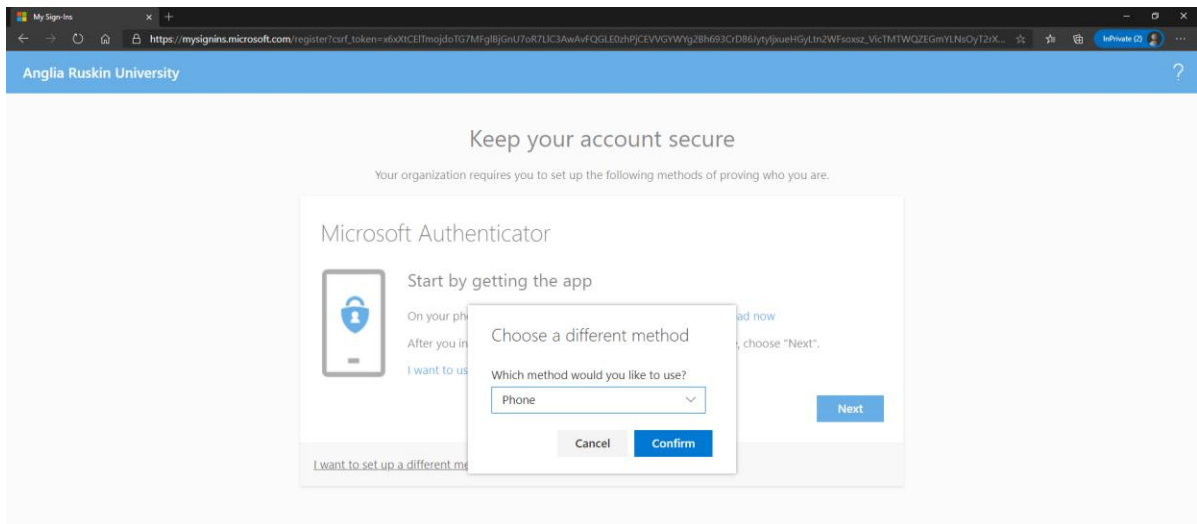


Users who choose to **Skip for Now**, will be required to register their security information 14 days from the date of the first prompt.

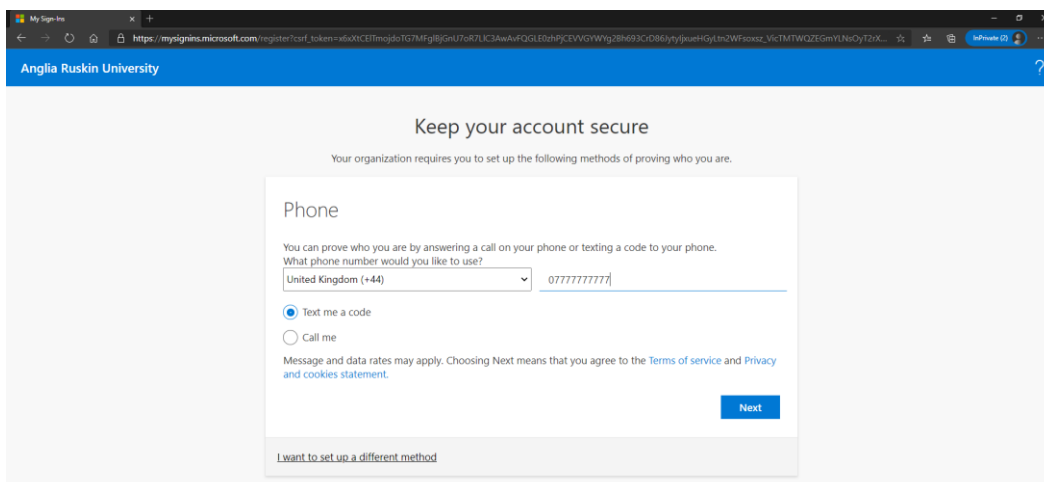
2. Click **I want to set up a different method**



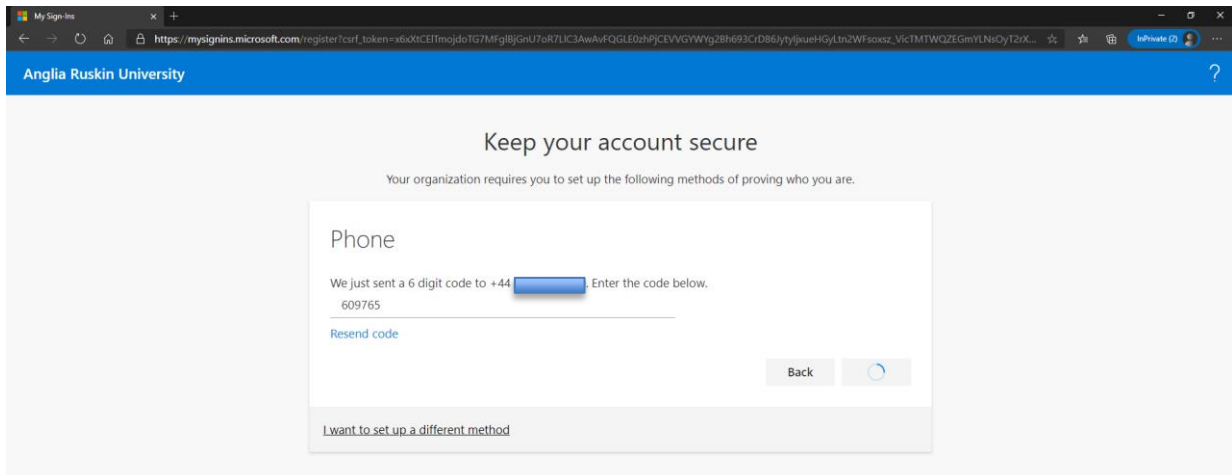
3. Click **Confirm**



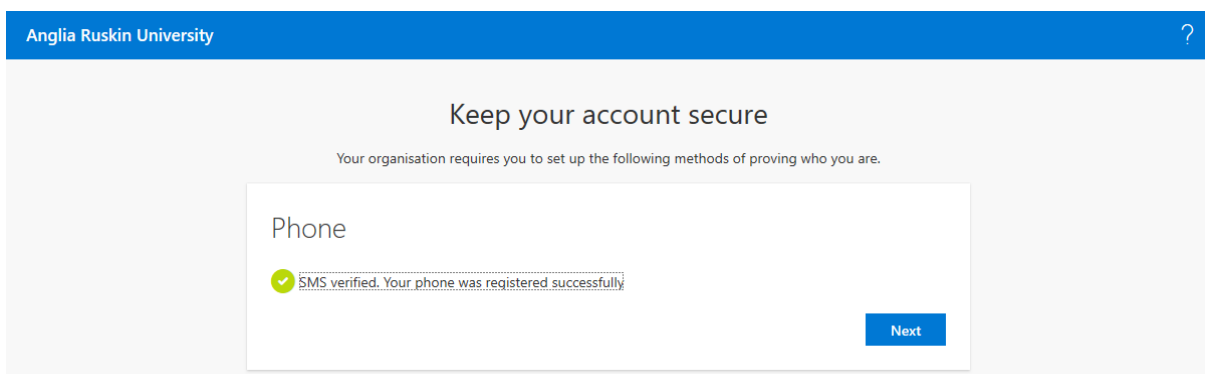
4. Select your **Country code**, **mobile number** and select either **Text me** or **Call me**. Click **Next**



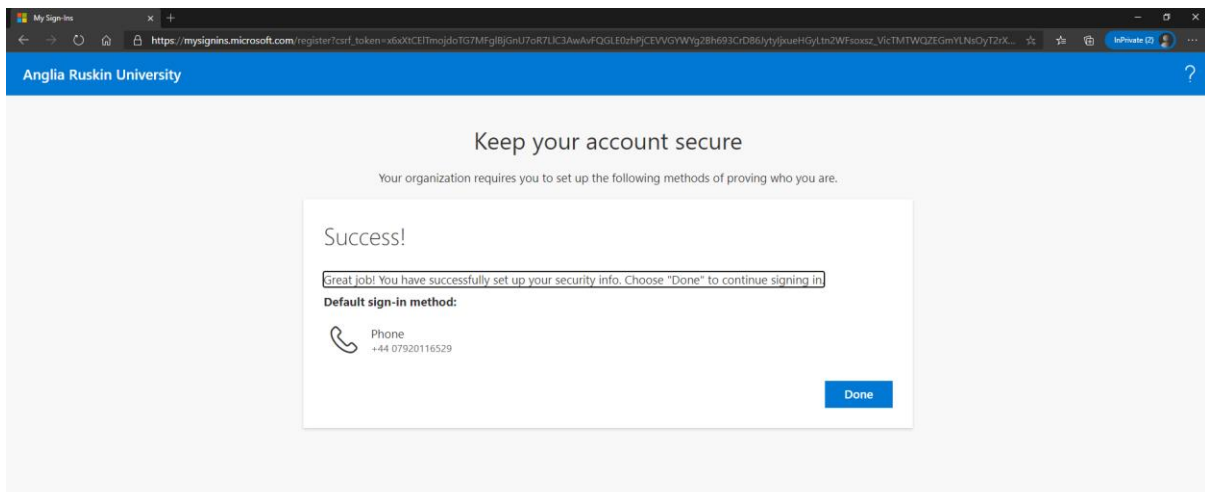
- Based on your chosen method, you will receive either a **text message** or a **call** to the provided phone number
- If you selected **Text me a code**, enter the code provided into the box. Click **Resend code** if you require a new code to be sent



- Click **Next**
- Your screen will update to show you that the text/call was successfully verified. Click **Next**



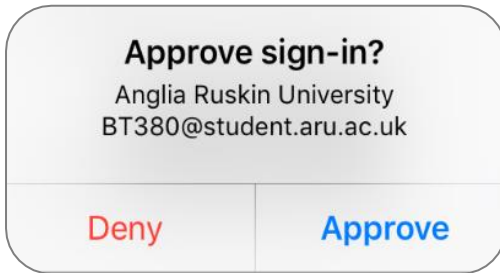
- Success, you have now successfully set up your security information. Click **Done** to finish.



What happens when you log in

When logging in to one of our systems you will now be required to approve your login request.

If you have downloaded the Authenticator app you will receive a notification which you will need to approve.



If you have opted for a phone number you will need to either answer the call or enter the code that will be text to you.