

# 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**.

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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 <u>Registering your security information on a mobile device instructions</u> 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 <u>Registering a Mobile Phone number instructions</u> 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

Sign in to your account × +			- 6	
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	*			
	aru			
	bt380@student.aru.ac.uk			
	More information required			
	Your organization needs more information to keep your account secure			
	Skip for now (14 days until this is required)			
	Use a different account			
	Learn more			
	Next			

Registering your Security Information



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

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

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

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WHAT KIND OF ACCOUNT ARE YOU ADDING?  Personal account  Work or school account  Other (Boogle, Facebook, etc.)	Keep your account secure         two opariation requires you to set up the following methods of proving who you are.         Microsoft Authenticator         Secure your account         Prompted, allow notifications. Then add an account, and select "Work or school".
	Lwant to set up a different method

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

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● and vodatione UK 〒 11:45 ● 52% ■ ○	Keep your account secure Your organization requires you to set up the following methods of protection and are.	
Your account provider will display a QR code	Microsoft Authenticator  Scan the QR code Use the Microsoft Authenticator app with your account After you scan the Revolve Code Code Code Code Code Code Code Cod	
Or enter code many .y	Exact Next Exact to set up a different method	

- 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

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at vodafore UK ♥ 11:45 ● 52% ■ → = + Anglia Ruskin University BT380@student.aru.ac.uk	Keep your account secure  Vour organization requires you to set up the following methods of proving who you are.  Microsoft Authenticator
Approve sign-in? Anglia Ruskin University BT380@student.aru.ac.uk Deny Approve	Let's try it out Approve the notification we're sending to your app Back Next
	Lwant to set up a different method
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9. You will see the notification has been approved. Click **Next** 

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	Keep your account secure Your organization requires you to set up the following methods of proving who you are.	
	Microsoft Authenticator	
	Back Next	

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

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Anglia Ruskin L	iversity				?
	Keep your account secure				
	Your organization requires you to set up the following methods of proving who you are.				
	Success!				
	Great job! You have successfully set up your security info. Choose "Done" to continue signing in Default sign-in method: Microsoft Authenticator - notification				
	Microsoft Authenticator				
	Done				



#### 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** 





5. 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

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. Click I want to set up a different method

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	Keep your account secure         Vour organization requires you to set up the following methods of proving who you are.         Microsoft 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".         Iwant to use a different authenticator app
	Next
[	Lwant to set up a different method

#### 3. Click Confirm

	- a x
srf_token=x6xXtCEITmojdoTG7MFgIBjGnU7oR7LIC3AwAvFQGLE0zhPjCEVVGVWYg2Bh693CrD86iytyljxueHGyLtn2WFsoxsz_VicTMTWQZEGmVLNsOyT2rX 🔅	sta 🕲 (InPrivate (2) 👂 …
Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Start by getting the app On your ph After you in I want to us the set up a different method Choose a different method Which method would you like to use? Phone Cancel Confirm	
	Keep your account secure         Your organization requires you to set up the following methods of proving who you are.         icrosoft Authenticator         Start by getting the app         On your ph       Choose a different method         After you in       Choose a different method         Iwant to us       Which method would you like to use?

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

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Anglia Ruskin University				
	Keep your account secure Your organization requires you to set up the following methods of proving who you are.			
	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? United Kingdom (+44) OTTTTTTTTT  To T			
	Lwant to set up a different method			



- 6. Based on your chosen method, you will receive either a **text message** or a **call** to the provided phone number
- 7. 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

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	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 +44 Enter the code below.
	Resend code
	Back
	I want to set up a different method

#### 8. Click Next

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

Anglia Ruskin University		?
	Keep your account secure	
	Your organisation requires you to set up the following methods of proving who you are.	
	Phone	
	SMS verified. Your phone was registered successfully	
	Next	

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

Anglia Ruskin University		
	Keep your account secure	
	Your organization requires you to set up the following methods of proving who you are.	
	Success!	
	Great job! You have successfully set up your security info. Choose "Done" to continue signing in Default sign-in method:	
	Phone +44 07920116529	
	Done	



#### 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.

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De	ny	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.