THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

Setup of Microsoft Azure Multi-factor Authentication (MFA) User Guide

College of Professional and Continuing Education

The Hong Kong Polytechnic University

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A. Register Microsoft Azure MFA with Mobile Device

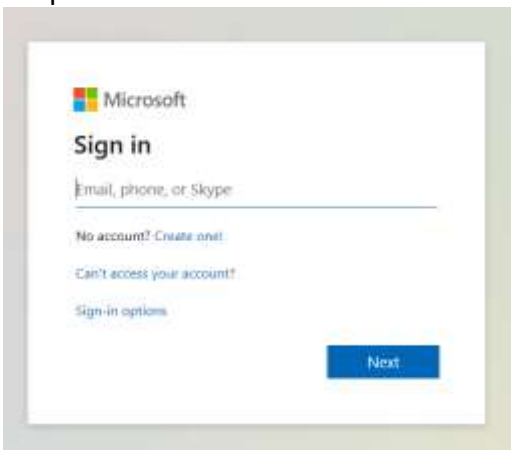
Please click here to refer this user guide in video format.

1. **In your mobile device:**
Download and install '**Microsoft Authenticator**' apps in your IOS or Android **mobile phone or device** via the 'App Store' or 'Google Play' respectively.

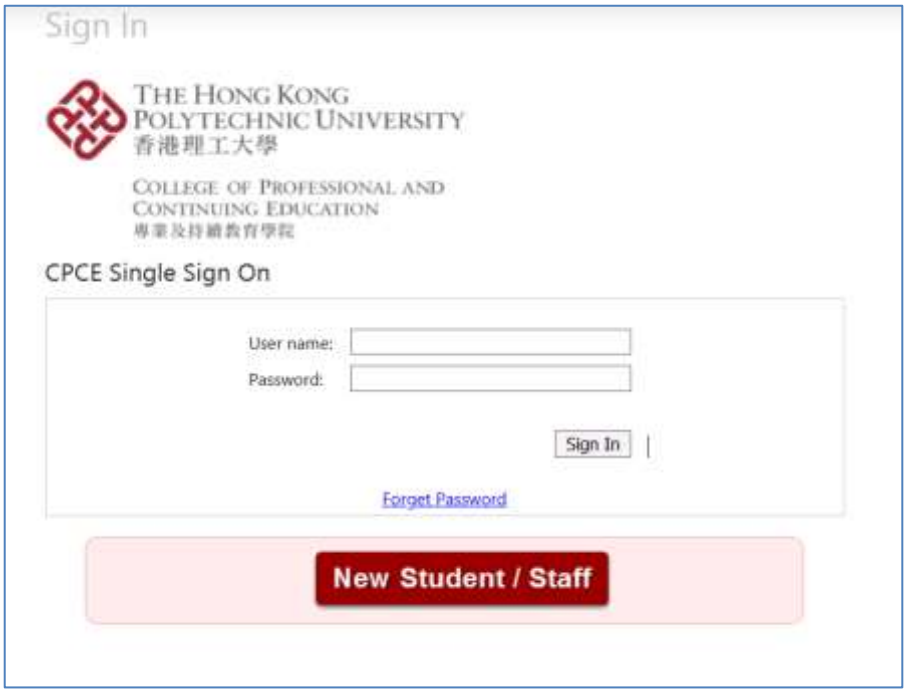
Device OS	'Microsoft Authenticator' Apps Link
IOS	https://apps.apple.com/hk/app/microsoft-authenticator/id983156458
Android	https://play.google.com/store/apps/details?id=com.azure.authenticator

2. **In your PC web browser:**
   2.1 Register 'Microsoft Authenticator' apps in your mobile device to the Microsoft Azure MFA by accessing this URL: **https://aka.ms/mfasetup**

2.2 Input staff email address.

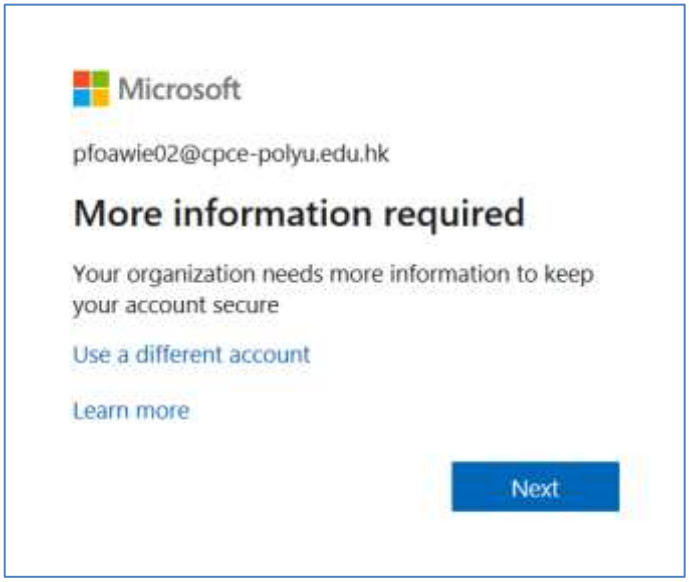


2.3 Sign in with your staff user name and password.

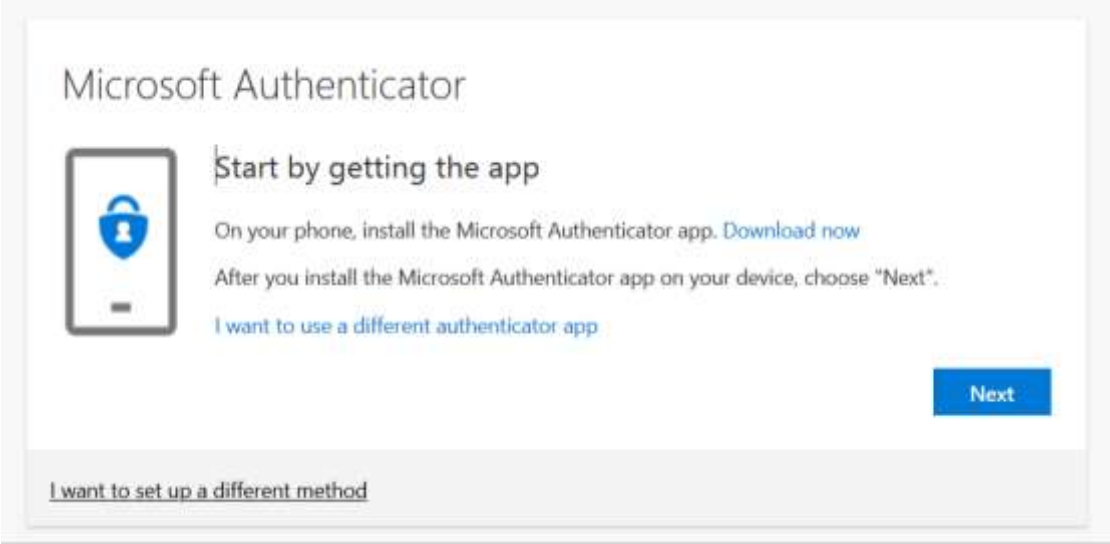


2.4 Click '**No**' in 'Stay Sign-in' screen.

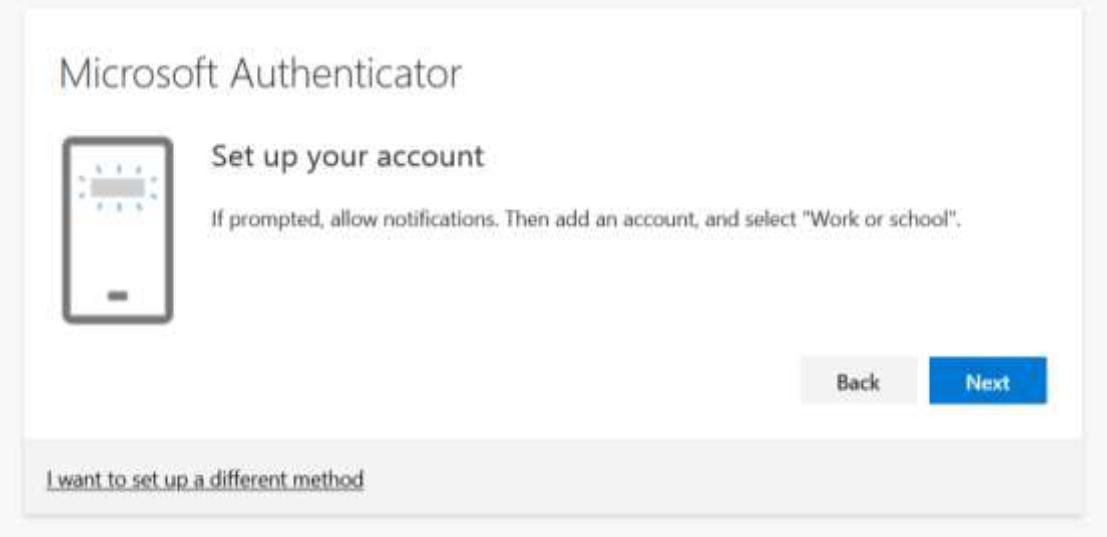
2.5 Click '**Next**' button in 'More information required' screen.



2.6 Click '**Next**' button to start setup 'Microsoft Authenticator' apps.



2.7 For the first time to setup the 'Microsoft Authenticator' apps in the mobile device, open the 'Microsoft Authenticator' apps and select the '**Work or school account**' when prompted. Click '**Next**'.

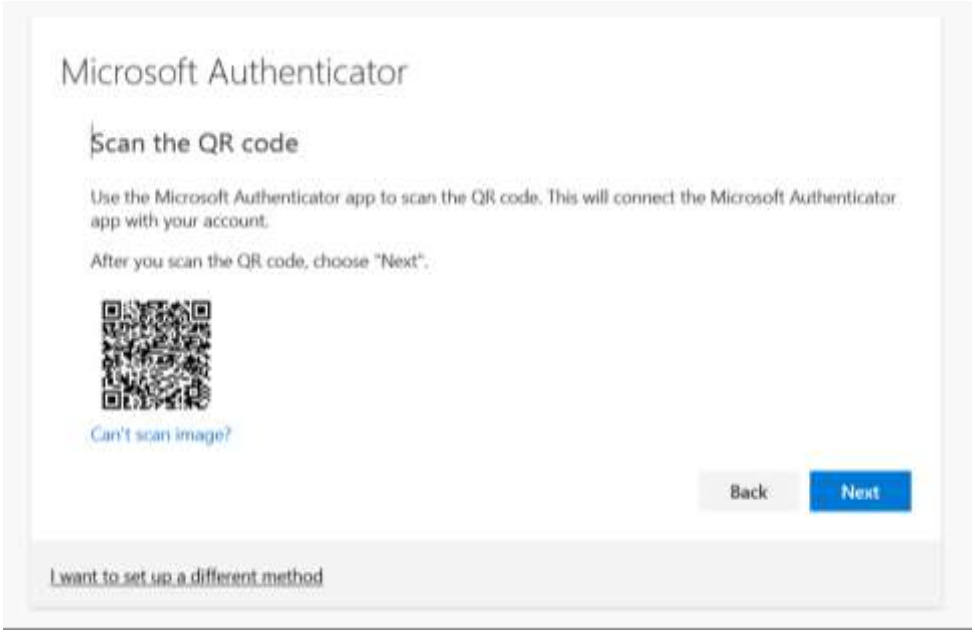


3. **In your mobile device:**

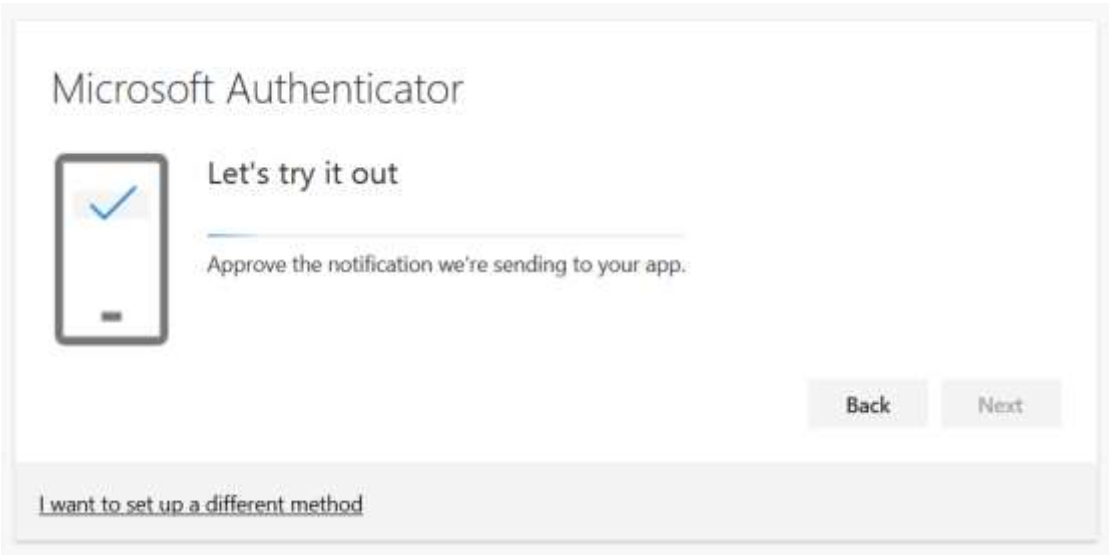
- Open the Microsoft 'Authenticator' apps,

- Click the '**+**' at the top right corner in the mobile apps and then select the '**Work or school account**'.

- Use the mobile device to scan the QR code which displayed in your web browser with the 'Microsoft Authenticator' apps.

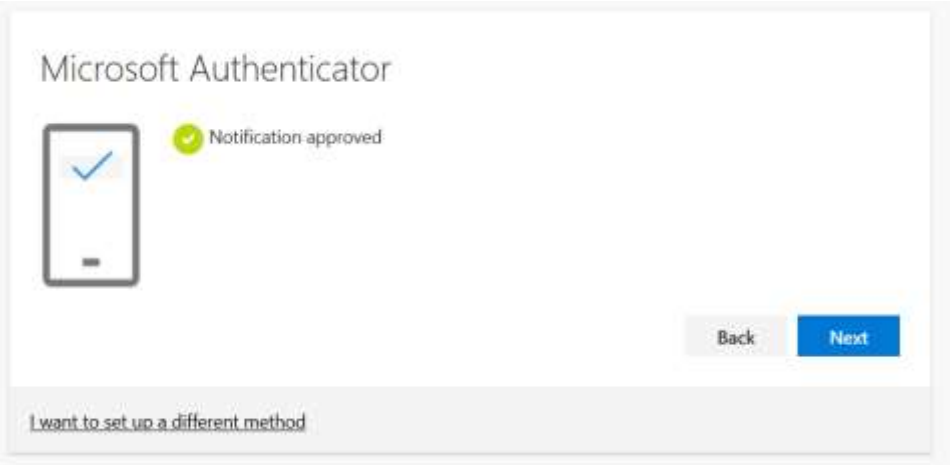


4. **In your PC web browser**:
   After finished the scanning, click the '**Next**' button in the web browser, the following screen will be shown.

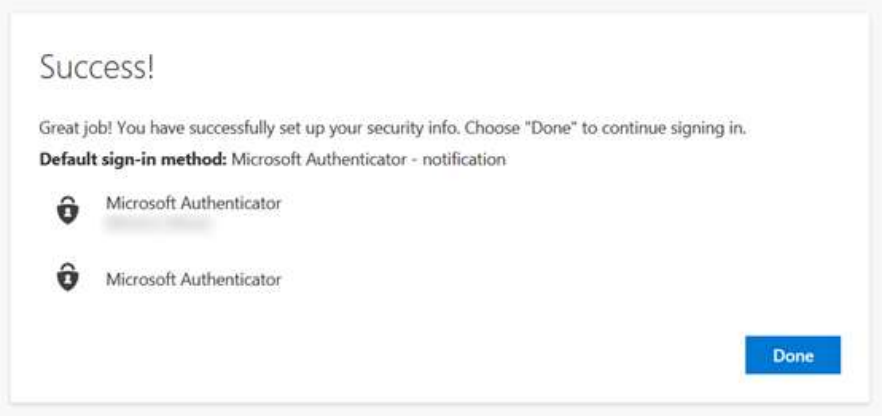


5. **In your mobile device**:
   A push notification will be sent to your 'Authenticator' apps, click the '**Approve**' button in the apps when prompted.

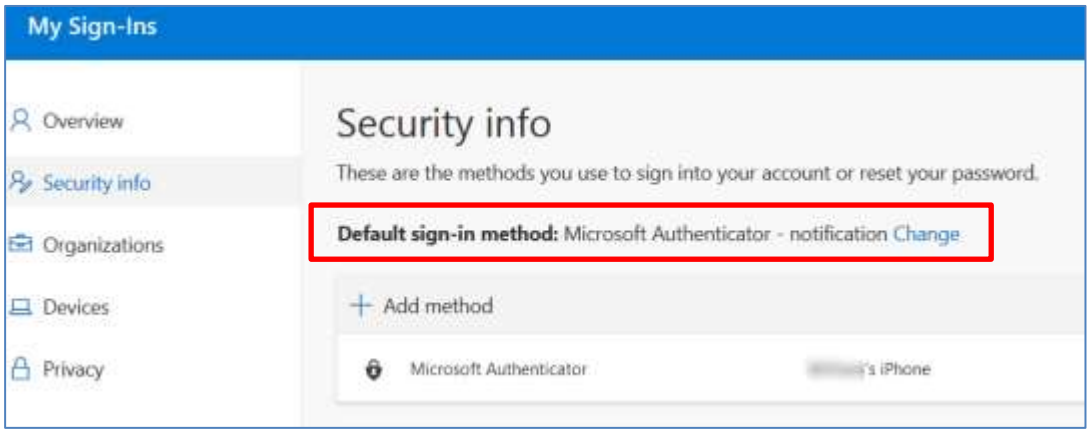
6. **In your PC web browser:**
   6.1 After the Notification approved successfully, click the '**Next**' button.



6.2 Setup completed, click the '**Done**' button.

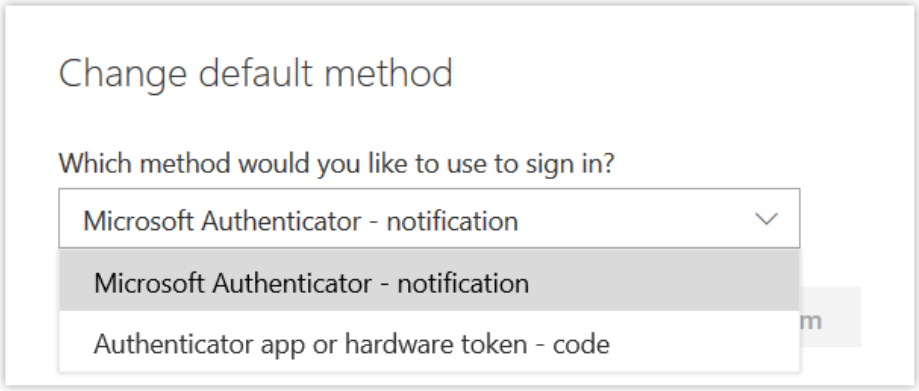


6.3 After click the '**Done**' button and then click '**No**' in the next screen, the following 'Security info' page will be displayed the mobile device record of your MFA setting.

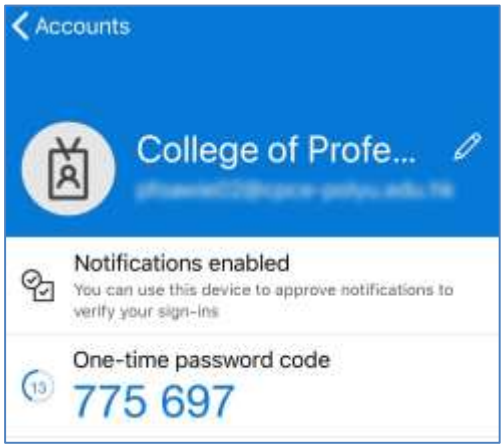


- The default multi-factor authentication method is '**Push Notification**', the following notification will be prompted in your mobile device when required a MFA.

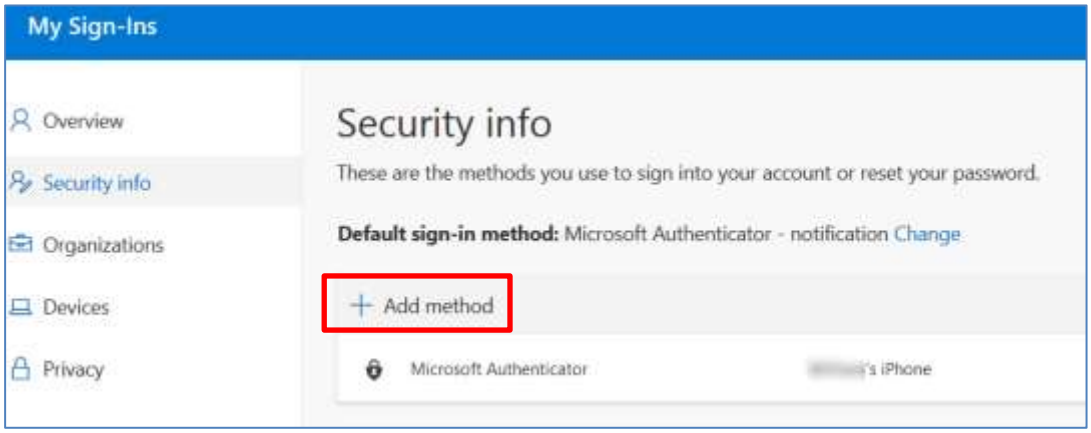
- If you want to use the one-time token code instead of push notification (by default) in the MFA process, click '**Change**' button and select 'Authenticator app or hardware toke-code', click '**Confirm**' button.



- Open the Microsoft '**Authenticator**' apps and then click into the staff user account record and obtain the 6-digit passcode, input the passcode for the authentication.

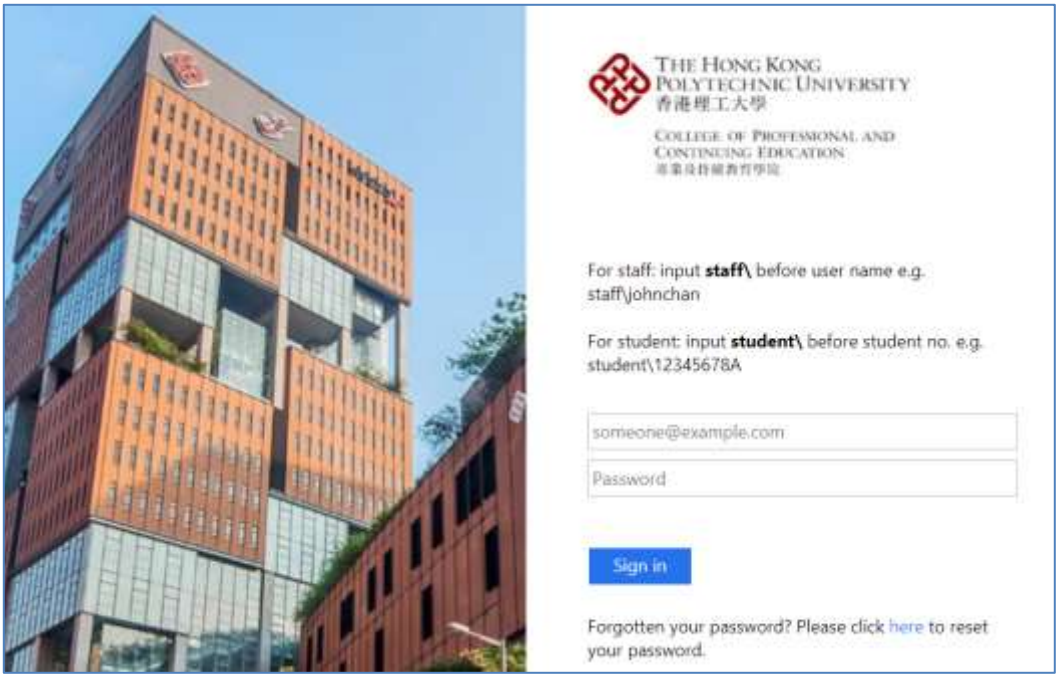


6.4 Click the '**+ Add method**' if you want to register another mobile device of your user account.

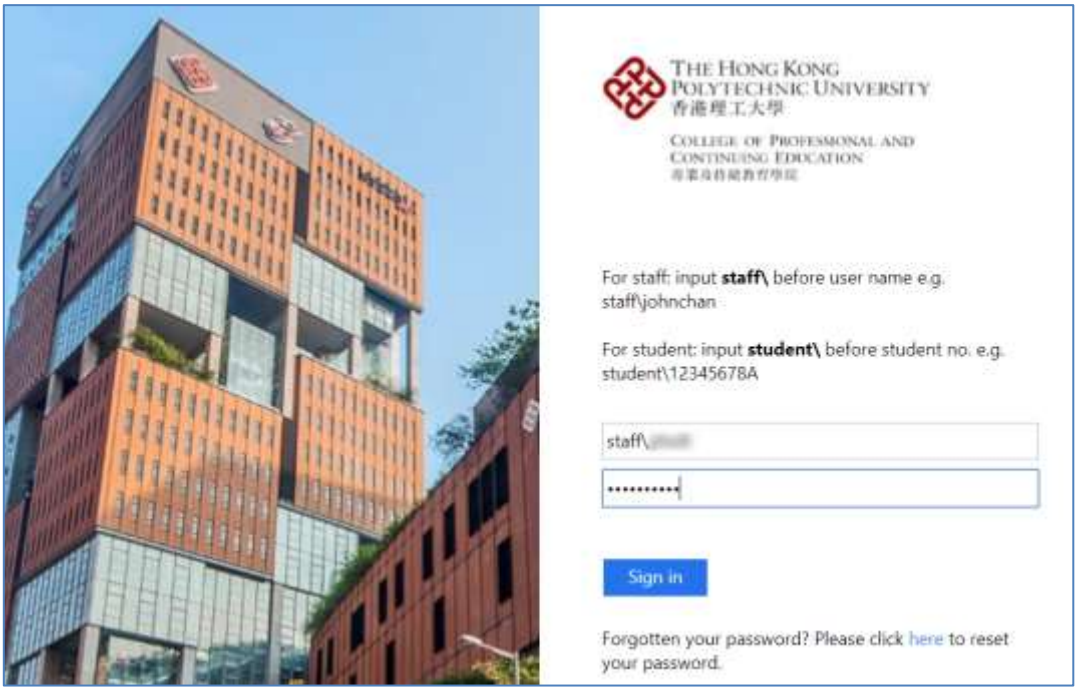

My Sign-Ins
Overview
Security info
Organizations
Devices
Privacy
Security info
These are the methods you use to sign into your account or reset your password.
Default sign-in method: Microsoft Authenticator - notification Change
Add method
Microsoft Authenticator
's iPhone

B. Access Finance Office Staff Personal Statements Website (Off-campus)

1. Access the website: https://www40.polyu.edu.hk/focpcestaffeng/ and it redirect to CPCE login page.



2. Input '**staff**' before user name in the first input file, input the password.



3. Click '**Azure Multi-Factor Authentication**'.

4. In the register mobile device, either click 'Approve' if using 'Push Notification' or input the 6-digit passcode if using passcode for authentication.

5. After completed the MFA process, you will be redirected to the Finance Office login web page.

C. Points to Notice

1. What do you need to do if you purchase a new mobile device/phone?
For example, if you purchase a new mobile device/phone, before you need to remove your user account which setup under the 'Microsoft Authenticator' apps in your old mobile phone, make sure you have register the MFA (refer to point 6.4 in the section A) and install the 'Microsoft Authenticator' apps in your new mobile device/phone first.

2. What do you need to do if you lose your mobile device/phone?
If you lose your mobile device/phone or remove the user account setting accidentally in the 'Microsoft Authenticator' apps and you have not registered your user account under the 'Microsoft Authenticator' apps in other mobile device/phone. Please contact ITU Helpdesk for the support.

3. If you need to travel to a place without internet connection for your mobile device/phone, what can you do?
Please select 'Passcode' as your default authentication method (refer to point 6.3 in the section A) before travelling.

4. Can you register multiple device for MFA login?
Yes, you can. Please login the MFA device management portal (https://aka.ms/mfasetup) and refer to the point 6.4 in the section A to register another device.

5. Do you need to provide your mobile phone number in the registration process?
No.

6. Where can I find this user guide?
Under the CPCE Portal – 'Setup Azure MFA User Guide'