

[M185]

Microsoft 365 Multi-Factor Authentication Manual

(When logging in **on campus**)

User eligibility: Faculty and staff

Purpose : To set up multi-factor identity verification.

Multi-factor authentication (MFA) prevents fraudulent logins and identity theft because even if an ID or password is obtained or used illegally, the user cannot log in unless another authentication method is broken.

Notes:

- A phone number (SMS/call) or mobile application is required.
- On campus, MFA occurs when not connected to the campus network.
- Off campus, MFA occurs if not connected to the campus network via VPN.

※ There are no outgoing call charges for normal phone lines, but depending on the individual subscription plan, there may be call charges for incoming calls.

Recommended : Set up two or more authentication methods (to cope with switching due to smartphone failure, loss, model change, etc.).

※ Depending on the performance and features of the smartphone, the operation during authentication (e.g. PIN input replaced by biometric authentication, entering a passcode, etc.) may vary. Please set up multiple authentication settings and check which method is easiest for you to use. Once the settings are completed, multiple authentication methods can be selected during authentication.

Systems which requires multi-factor authentication: Microsoft365, StarNet, Zoom, COMPANY, FortiClient (VPN) , Accops HySecure Client

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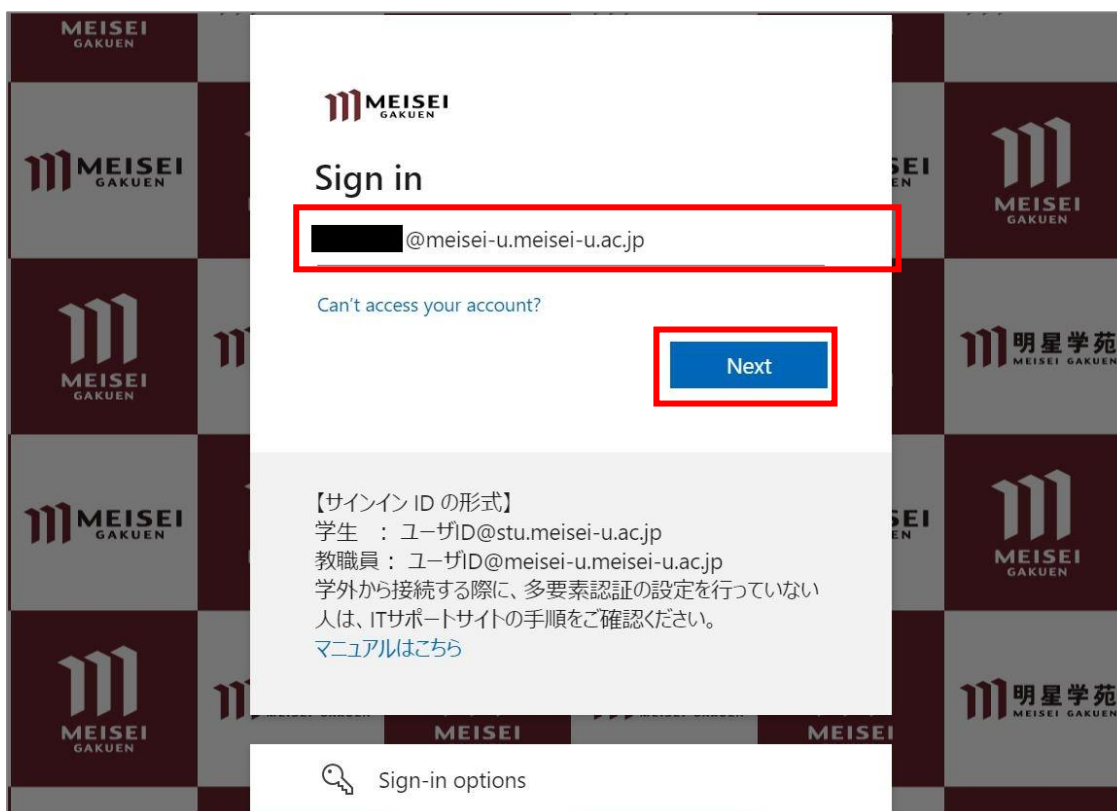
1. Set up multi-factor authentication (MFA)

- (1) Access the Microsoft multi-factor authentication setting page.
 (We recommend using a PC rather than a smartphone because the text on the screen is small.)
<https://aka.ms/mfasetup/?whr=meisei-u.meisei-u.ac.jp>

- (2) Enter your ID on the sign-in screen.

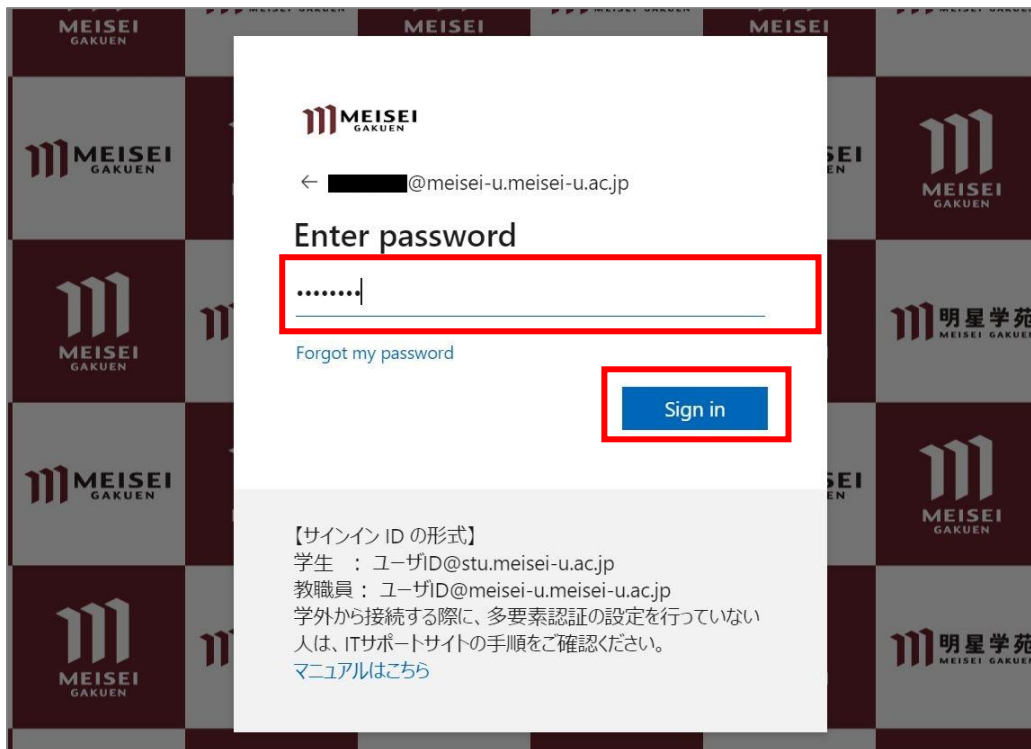
【Sign-in ID format】 **User ID@meisei-u.meisei-u.ac.jp**

※The user ID is stated in the 'User Registration Notification' provided at the time of employment.
 ※Please reconfirm the format of your sign-in ID. It is different from the email address issued by the university.



(3) Enter your Meisei Account username and password and click “Sign in”.

※The password is an alphanumeric code specified in the "User Registration Notification" provided upon employment and consists of more than 10 characters.

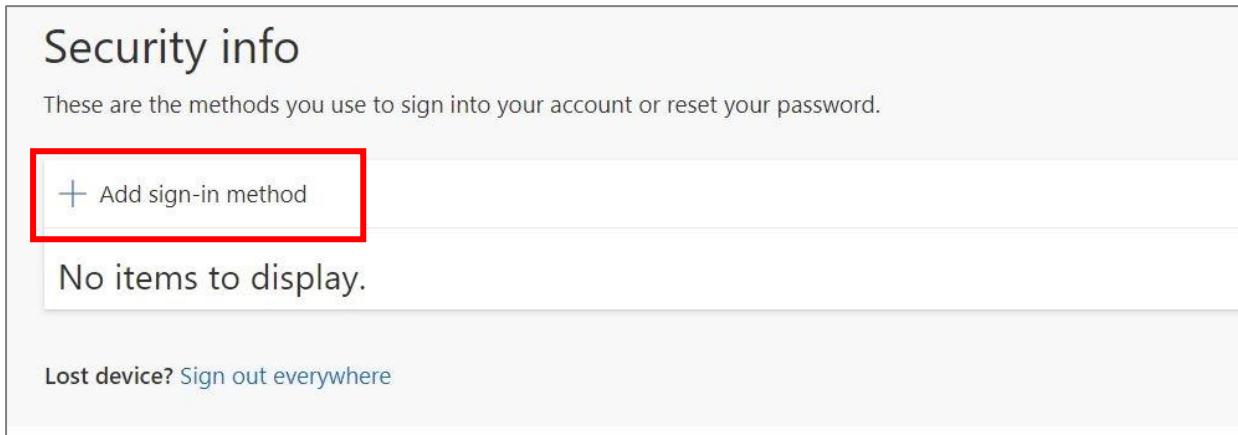


(4) The following settings are optional. You can choose either option without any issues.

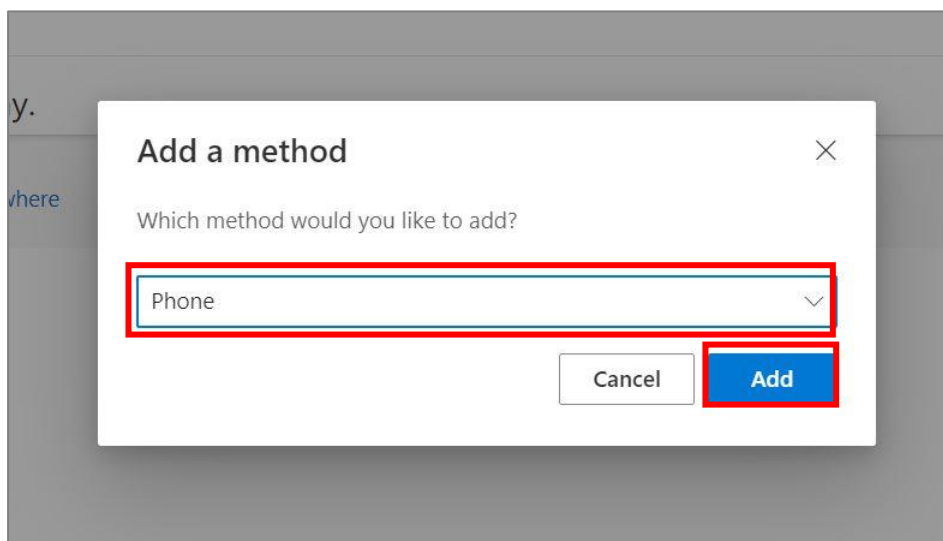


1 – 1 . Authentication via Phone number (SMS/Voice call)

(1) Click “+Add sign-in method.



(2) Choose “Phone” from the dropdown menu and click “Add”.



(3) Configure the following items and click “Next”.

※In this manual, we will provide instruction using SMS for the “Phone” option.

If you wish to authenticate via a phone call on your smartphone, please follow the steps along with the voice guidance on your own.

※For those who do not possess a smartphone, please enter your home or other landline number.

However, please note that you will need to answer the phone call at that location, so please refrain from setting this up while you are on the go.

※Please be aware that regular phone charge may apply in situations where normal phone fees are incurred.

- Choose “Japan (+81)” from the pulldown menu.
- Enter your phone number.
- Choose “Text me a code” and click “Next”.

sign into your account or reset your password.

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](#).

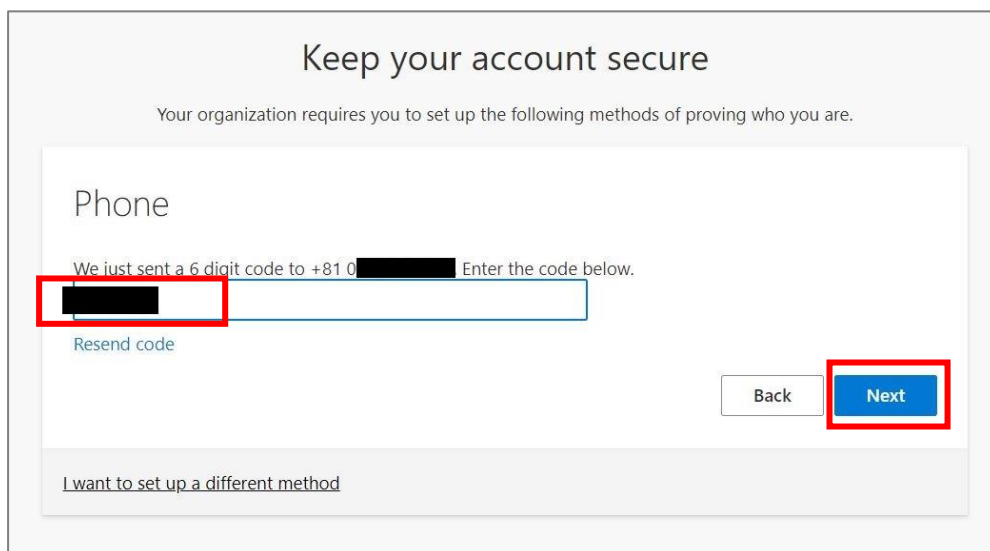
Cancel

Next

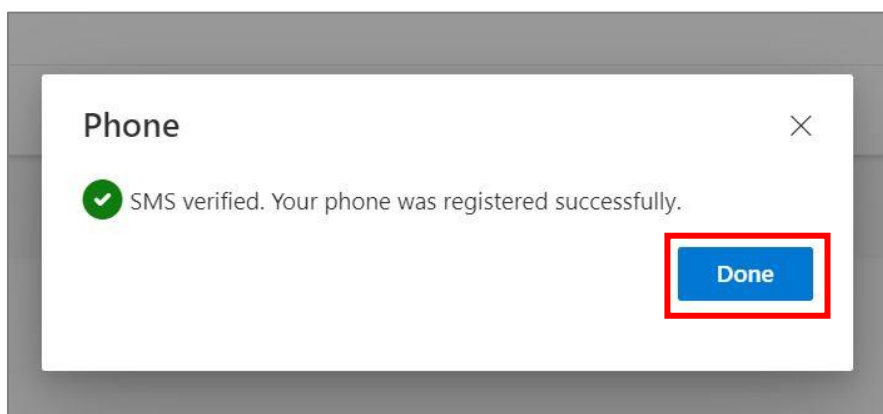
(4) If a screen like the one below is displayed, enter the displayed characters and click “Next”.



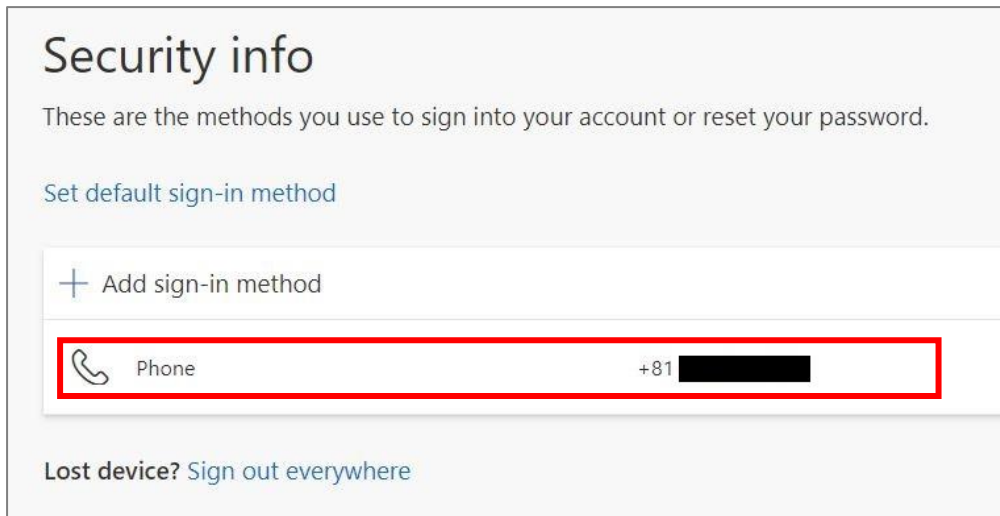
(5) Enter the confirmation code received on the SMS app into the following screen and click “Next”.



(6) Click “Done”.



(7) Confirm that the sign-in method using “Phone” has been added.



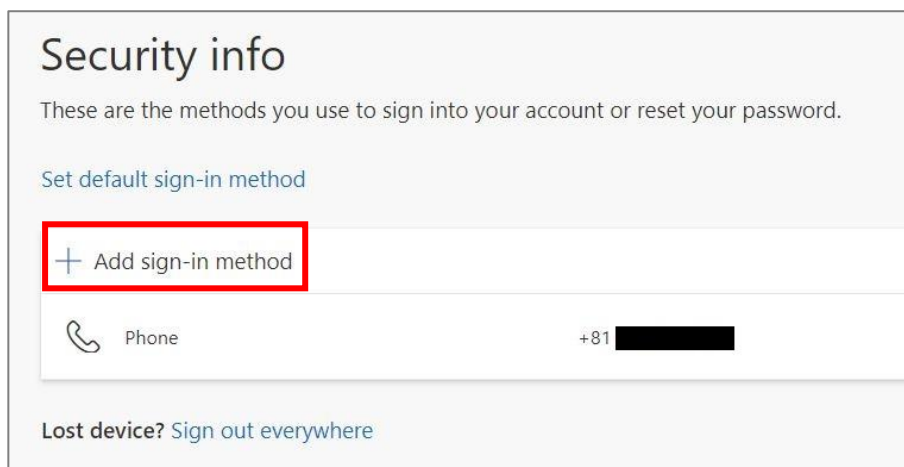
The screenshot shows the 'Security info' page. At the top, it says 'Security info' and 'These are the methods you use to sign into your account or reset your password.' Below this is a link 'Set default sign-in method'. A button '+ Add sign-in method' is visible. A red box highlights a phone number entry: a phone icon, the word 'Phone', the country code '+81', and a blacked-out phone number. At the bottom, there is a link 'Lost device? Sign out everywhere'.

1 – 2 . Authentication via Smartphone application

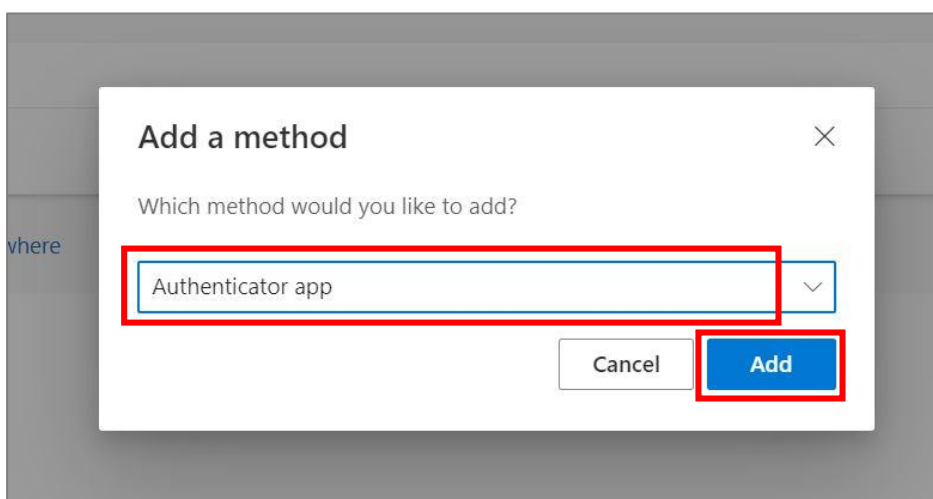
We recommend using an authentication app for MFA setup as it simplifies the process, eliminating the need to receive SMS verification codes and manually input them on your PC each time you sign in.

※In this manual, we will be using Microsoft app “Microsoft Authenticator”.

(1) Click “+Add sign-in method”.

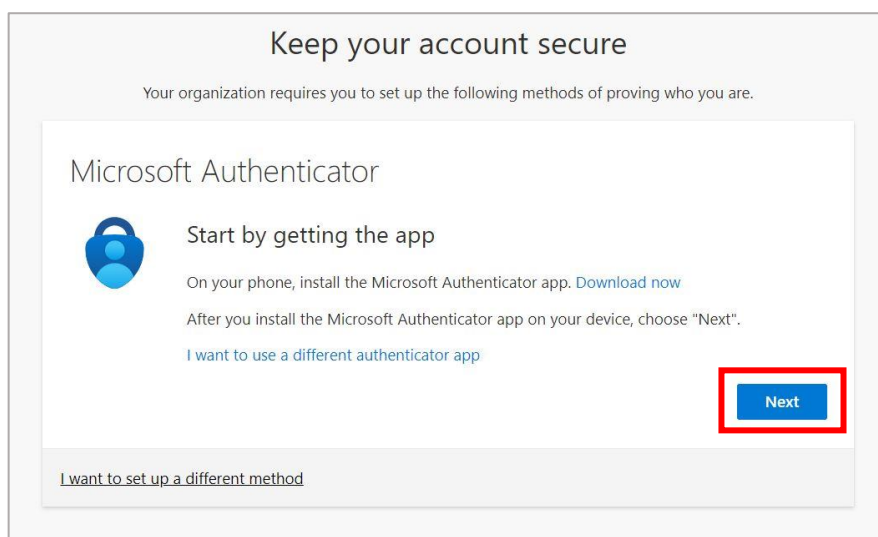


(2) Choose “Authenticator app” from the pulldown menu and click “add”.



- (3) If you do not have the Microsoft Authenticator app on your phone, follow the instructions in the “Download now” link. If you already have another Authenticator app, use it. (Click "I want to use a different authenticator app" and follow the instructions to register.)

If you already have the Microsoft Authenticator application installed, or if the installation is complete, click the "Next" button.

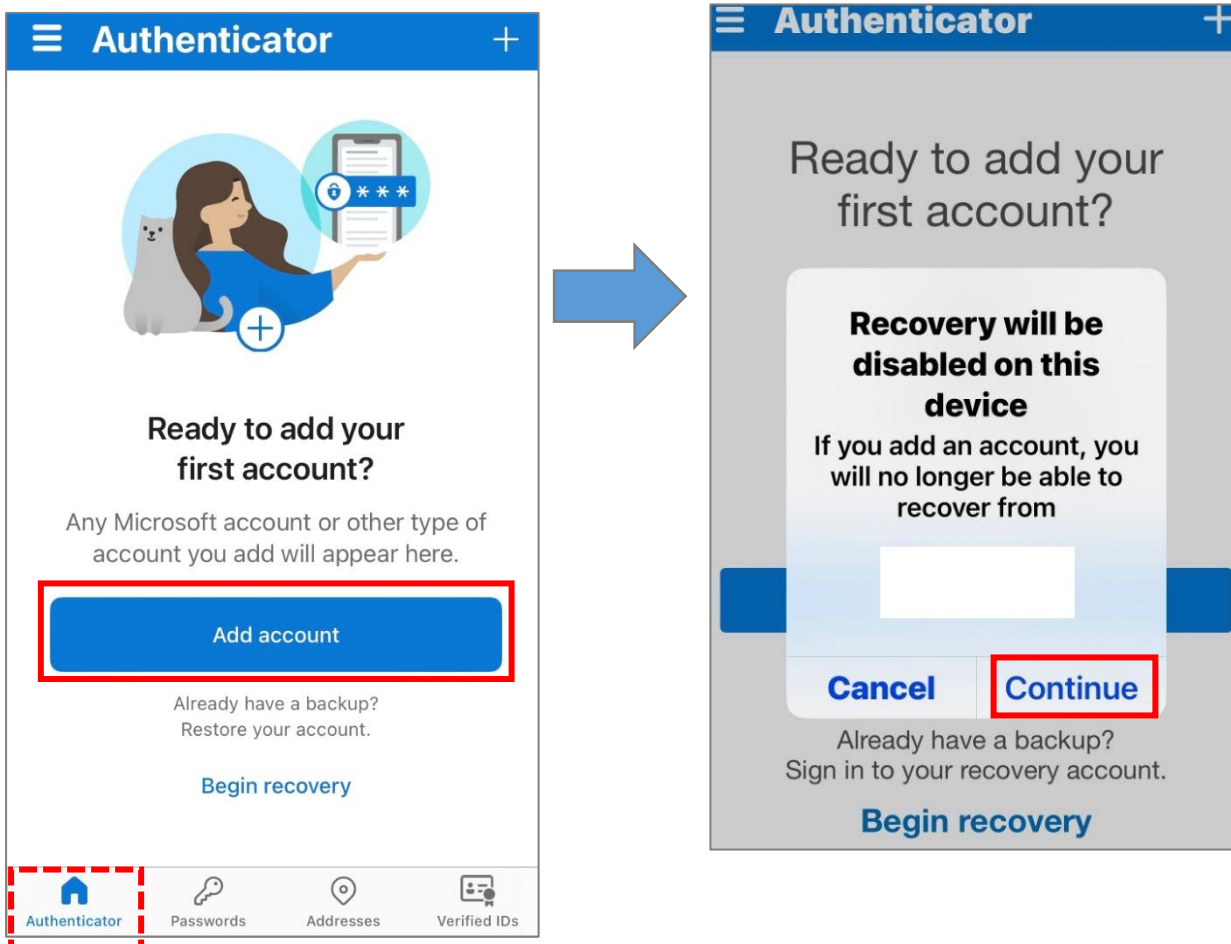


- (5) Open the Microsoft Authenticator app on your smartphone.
- ※ For iPhone users, you will need to enter your iPhone passcode upon startup. (You can skip entering the iPhone passcode by enabling Face ID after completing the setup.)



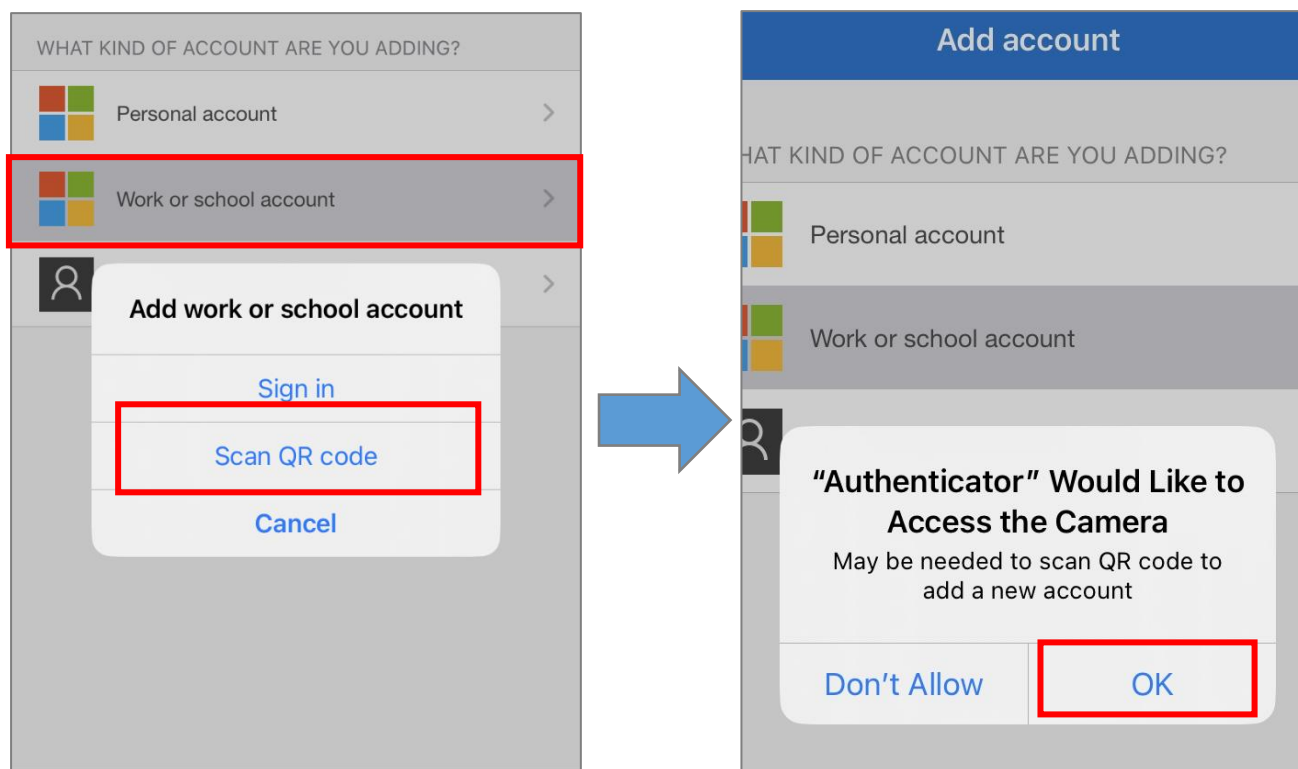
- (6) In the "Authenticator" tab, when you tap the "Add account" button, you will be asked if you have a backup. Since this is your first setup, choose "Continue."
※ If you have a backup, please proceed with "Begin recovery" at your own discretion.

[Smartphone]



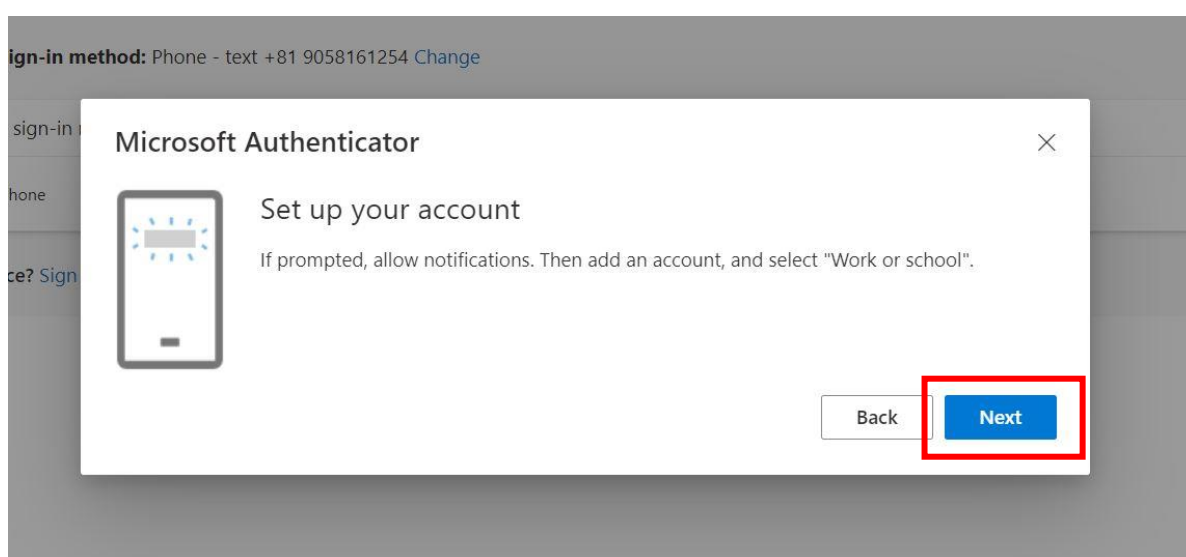
(7) Choose “Work or school account”, tap “Scan QR code” and then tap “OK”.

【Smartphone】

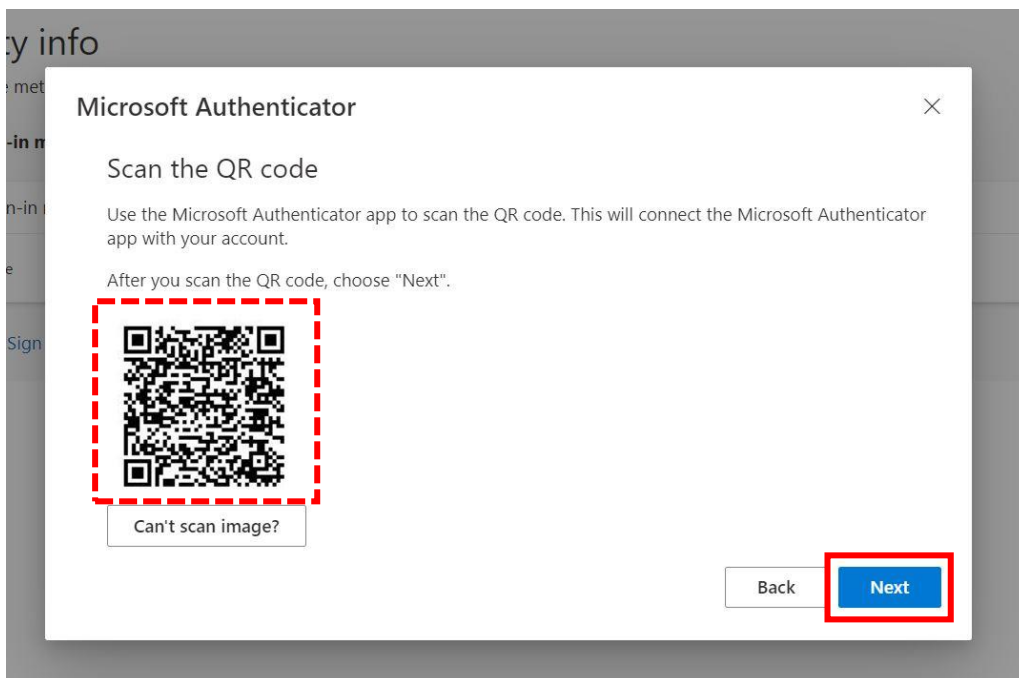


(8) Click “Next” on the PC screen.

【PC】

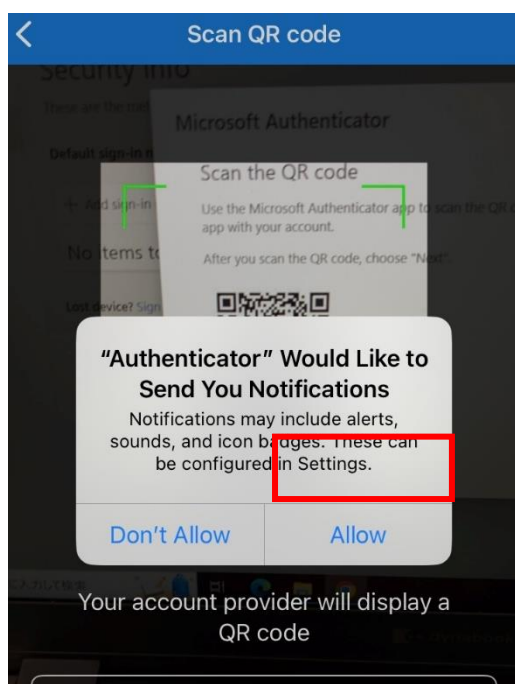


- (9) Using the camera app on your smartphone, scan the QR code displayed on your PC screen. Once scanned, immediately click the "Next" button on the PC screen.
(Note: If you take too long to operate your smartphone, it might time out, so please perform the action promptly.)



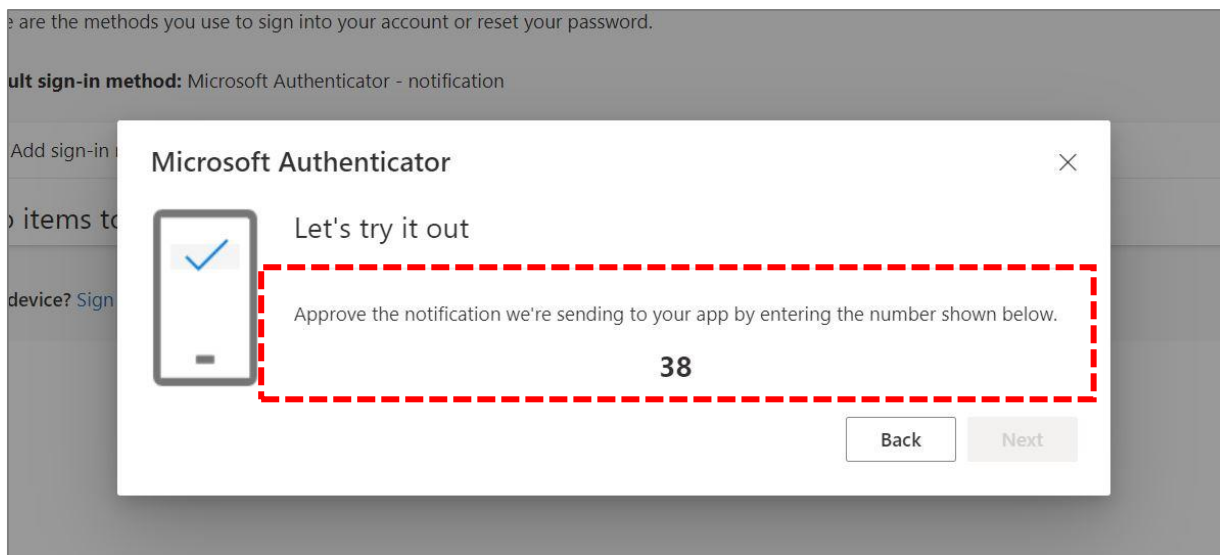
- (10) Choose "Allow" for notifications. (Displayed only during initial setup)

[Smartphone]

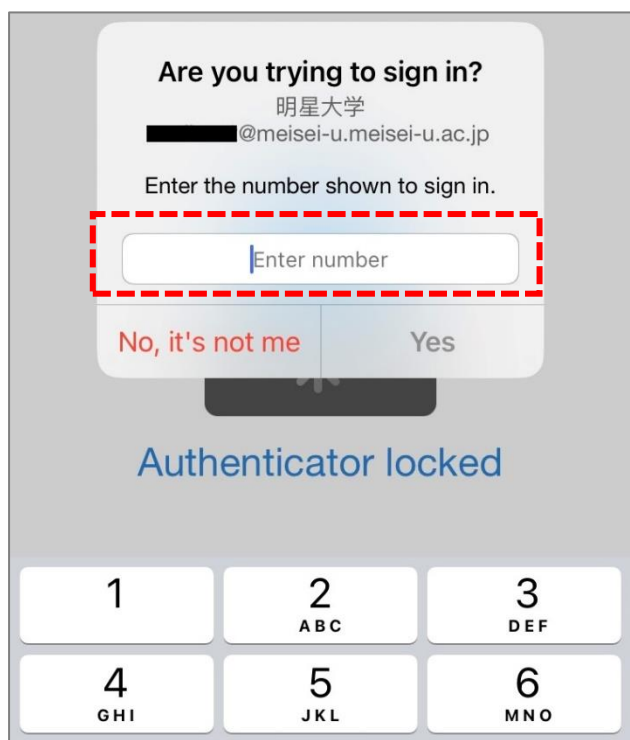


(11) You may be asked to enter a random number during sign-in as shown below, please follow the instructions on the screen.

[PC]

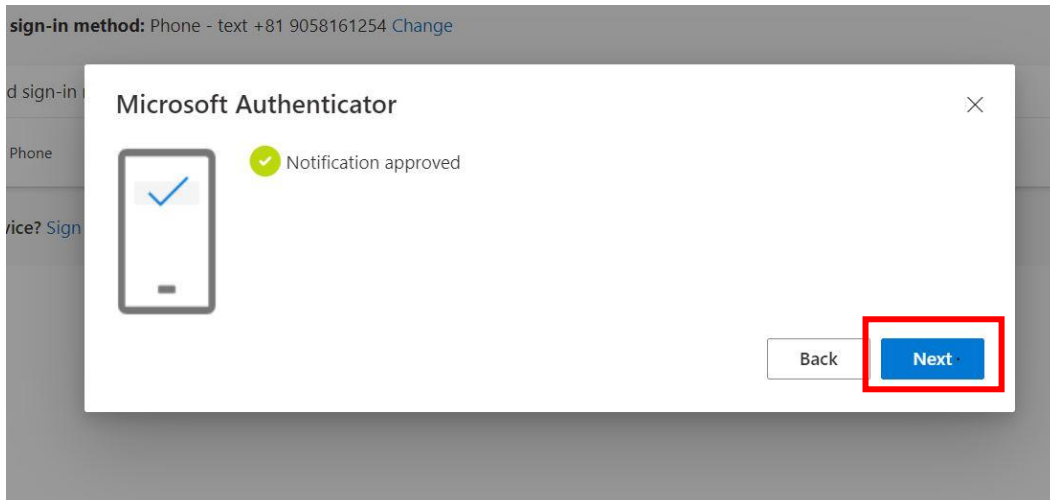


[Smartphone]



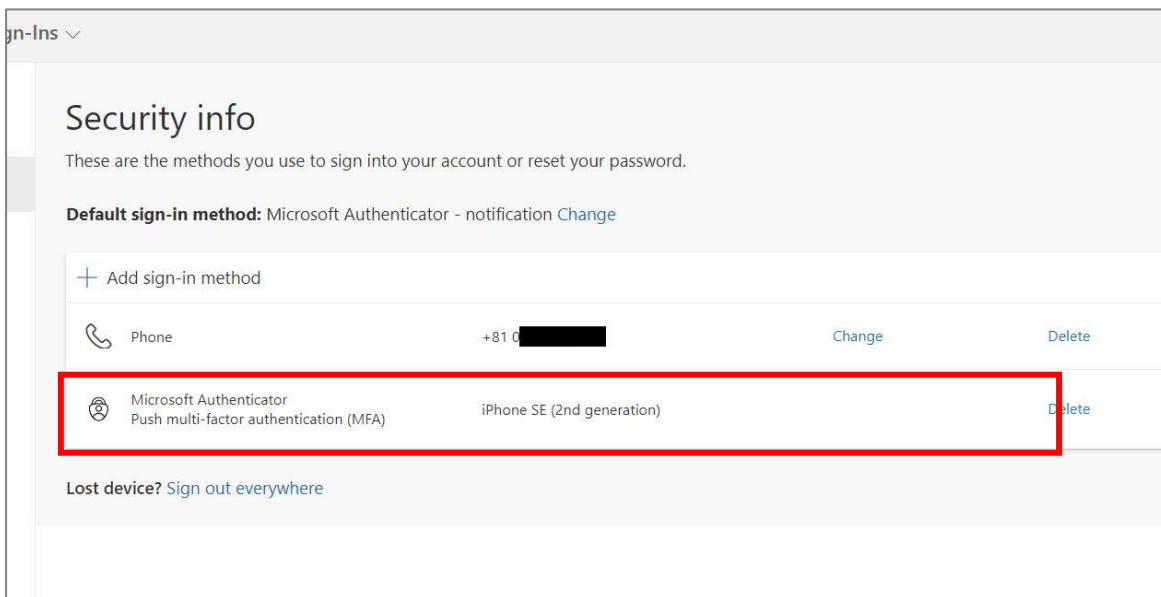
(12) Click “Next”.

[PC]



(13) Confirm that the sign-in method using “**Microsoft Authenticator**” has been added.

[PC]



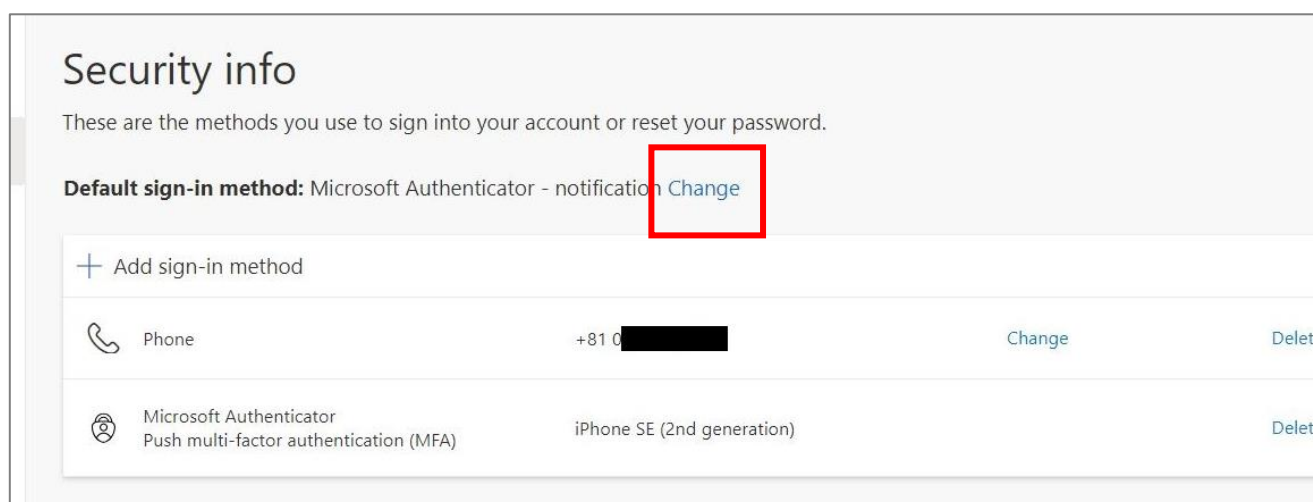
3 . Procedure to change “Default sign-in method”

We recommend using an authentication app for MFA setup as it simplifies the process, eliminating the need to receive SMS verification codes and manually input them on your PC each time you sign in. However, if you still prefer to continue using SMS-based authentication, you can skip the following steps.

(1) Access the Microsoft multi-factor authentication setting page.

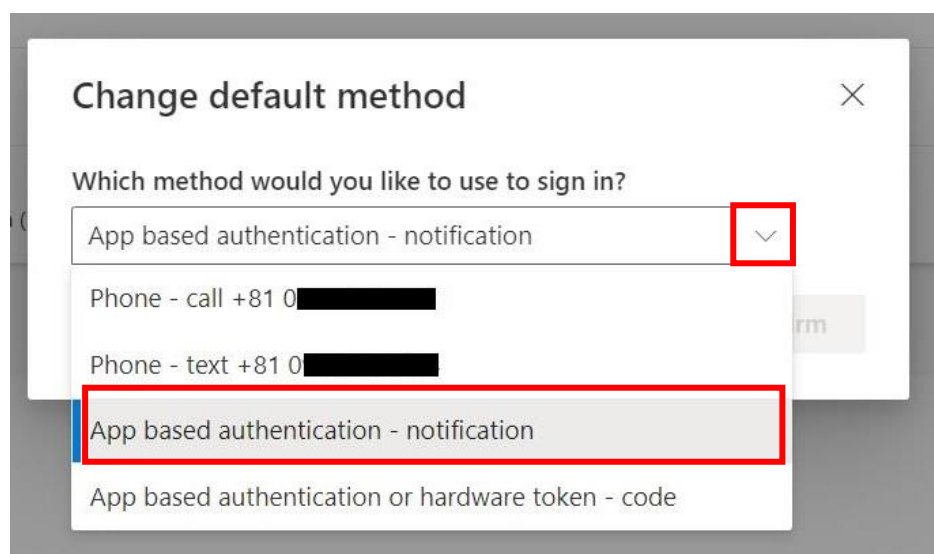
<https://aka.ms/mfasetup/?whr=meisei-u.meisei-u.ac.jp>

(2) Click on “Change” next to “Default sign-in method”.

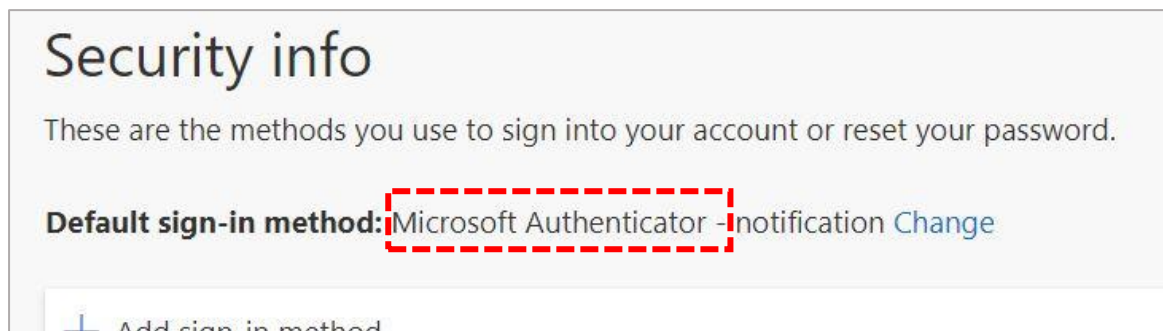


(2) Click the pulldown button and select your preferred method.

※ In this manual. We will choose “App based authentication-notification”.



(3) Once you've verified the change in the app, the update is finalized.

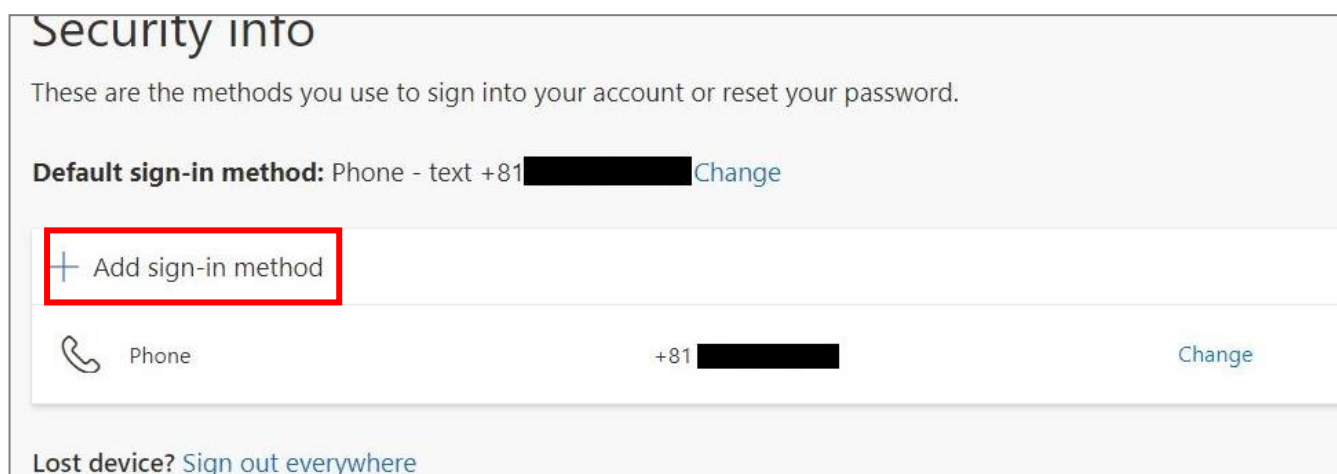


4 . When having only one set sign-in method and it becomes unavailable

※ In cases such as changing your phone number

You need to come to the university premises and connect to the campus network (and disable existing multi-factor authentication (MFA)), Once you have done that, please proceed to add authentication methods from: <https://aka.ms/mfasetup/?whr=meisei-u.meisei-u.ac.jp> .

※ Please note that your personal involvement is necessary for this process, as verification of your identity cannot be conducted via phone or email.



The screenshot shows a 'Security info' page. At the top, it says 'These are the methods you use to sign into your account or reset your password.' Below that, it lists the 'Default sign-in method' as 'Phone - text +81 [redacted] Change'. A red box highlights a button that says '+ Add sign-in method'. Below the button, there is a list of sign-in methods, currently showing 'Phone' with the number '+81 [redacted]' and a 'Change' link. At the bottom, there is a link for 'Lost device? Sign out everywhere'.

5 . If you forget your sign-in password

We have posted the procedure on the Meisei University “IT Support Site”.

Please refer to the following:

【M063】パスワードを忘れてしまった（教職員向け）

(Forgot Password (For Faculty and Staff))

<https://its.hino.meisei-u.ac.jp/manual/m063/>