【M186】

Microsoft 365 Multi-Factor Authentication Manual

（When logging in off 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)

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

（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**

※he 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.

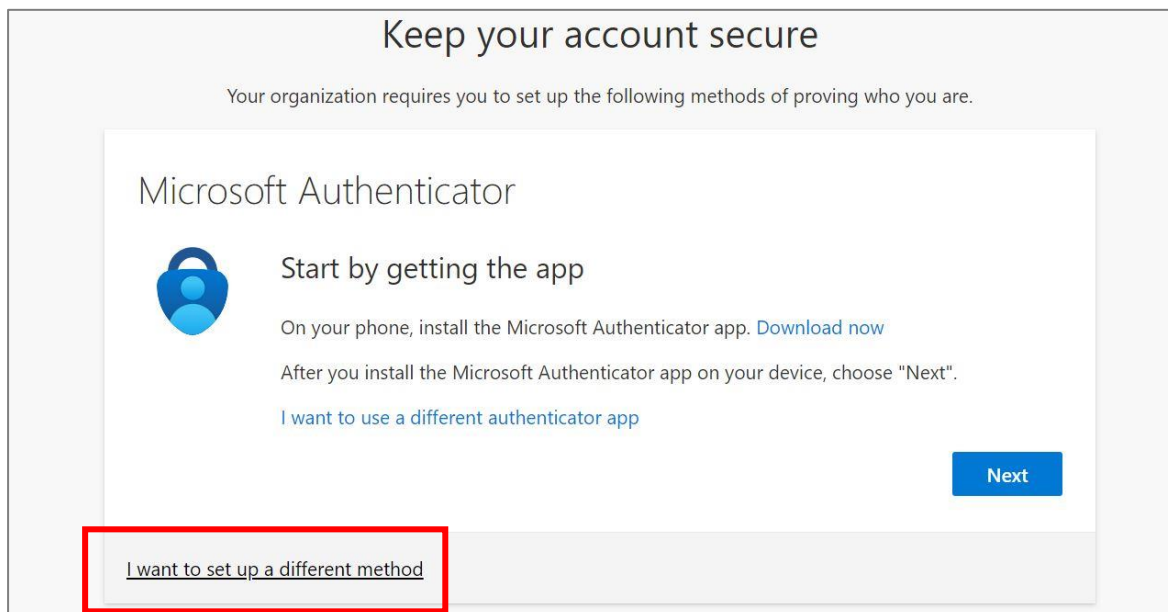（3）Enter your Meisei Account username and password and click "Sign in".

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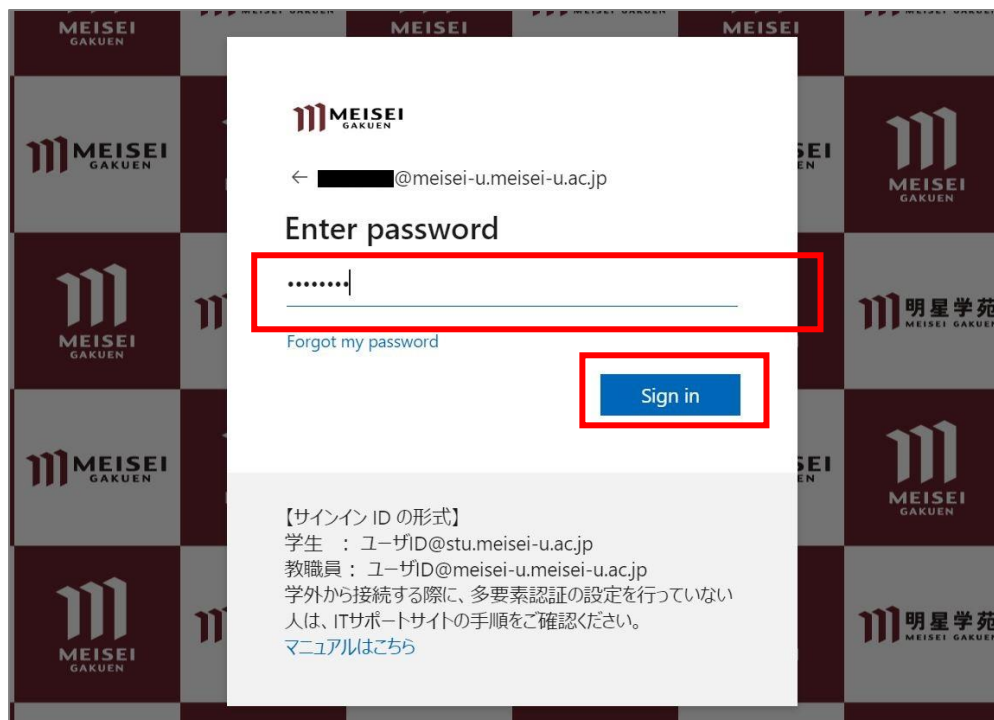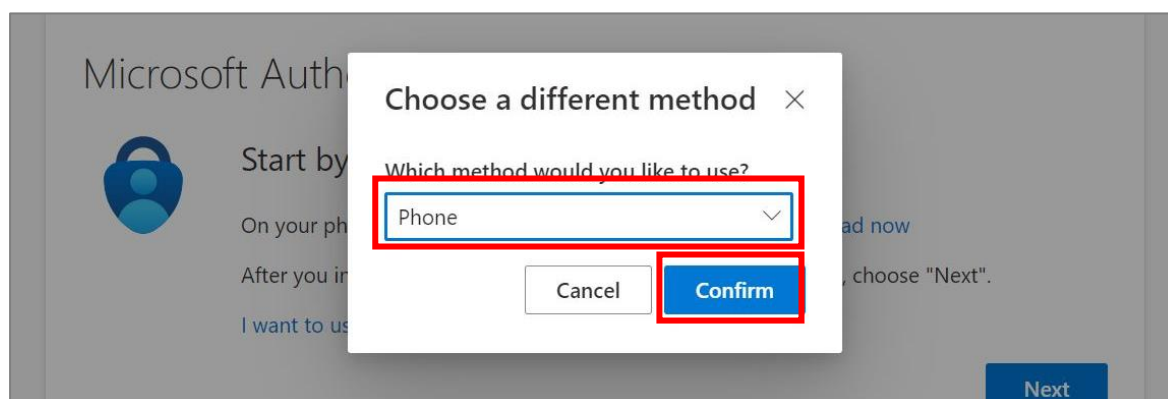

（4）Click "Next" in the "More information required" page.
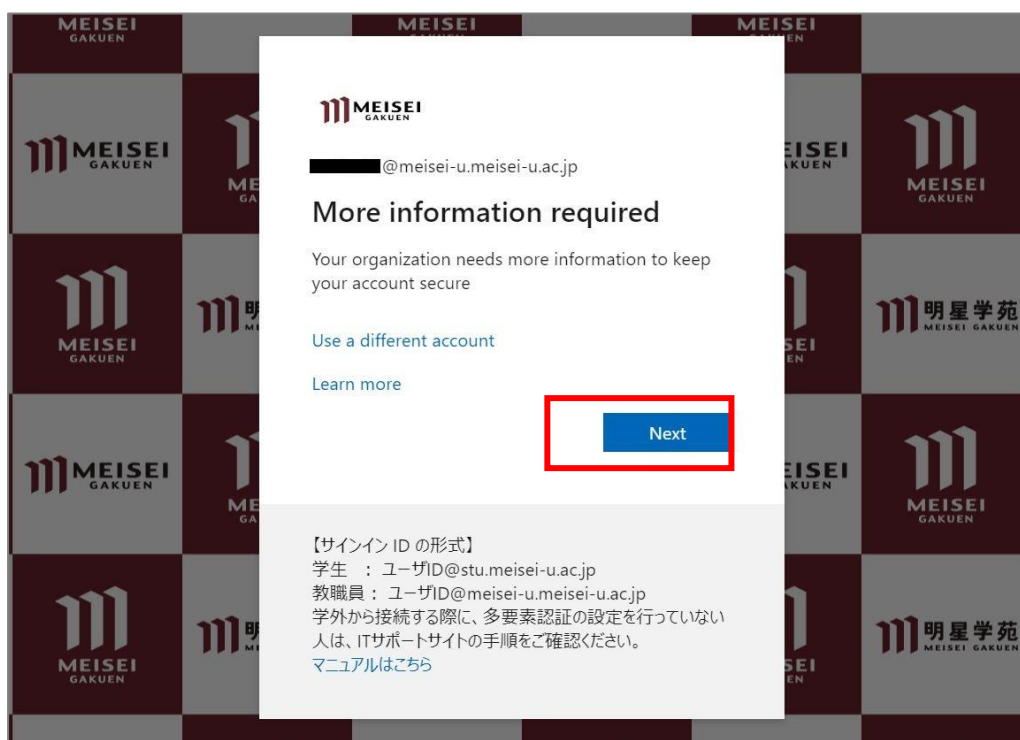
（5）On the "Keep your account secure" screen, select the "I want to set up a different method" link.

（6）Choose "Phone" from the "Choose a different method" drop-down menu and click "Confirm".

（7）Configure the following items and click "Next".

This manual provides instructions using SMS.

※ If you wish to authenticate through a phone call on your smartphone, please follow the instructions provided in the voice guidance.

※ If you do not possess a mobile phone, please input your home or other phone number. However, please note that you will need to receive a call at that number, so please refrain from setting it up while you are out.

※ 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.

● Choose "Japan (+81)" from the "Please select a country / region" pull-down menu.
● Enter your phone number.
● Select "Text me a code" and click "Next".

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※ Enter the confirmation code received on the SMS app into the following screen on the PC side and click "Next".
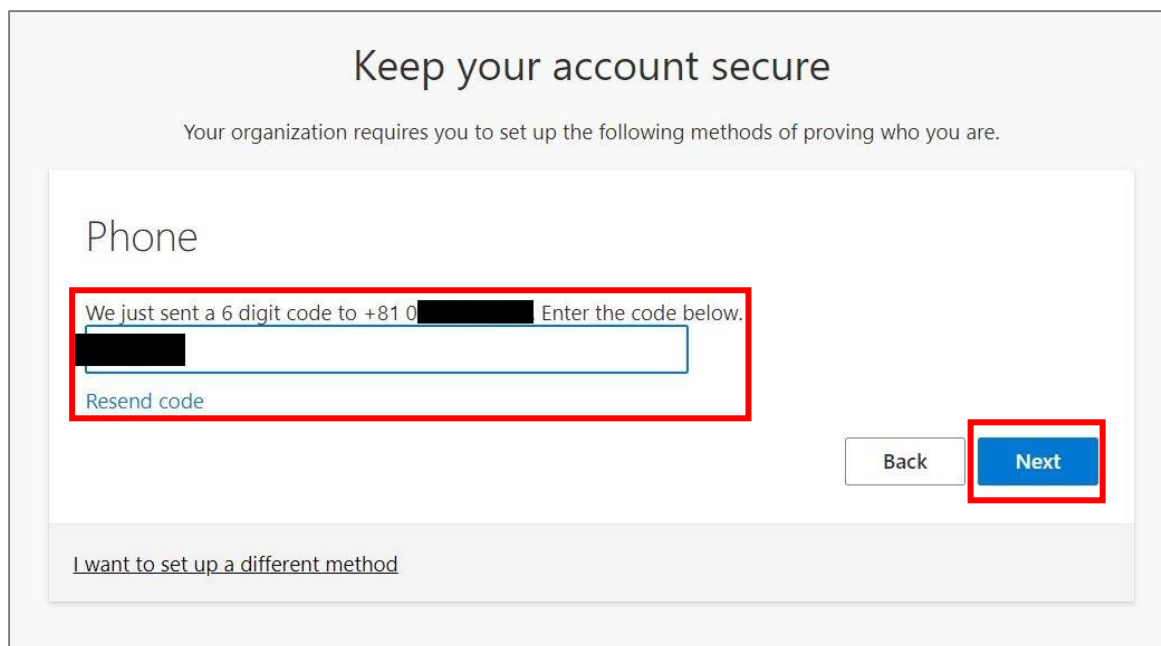
（８）If you are using a smartphone, click "Next" ,

and proceed to step "1-2. Smartphone Application (Microsoft Authenticator)".
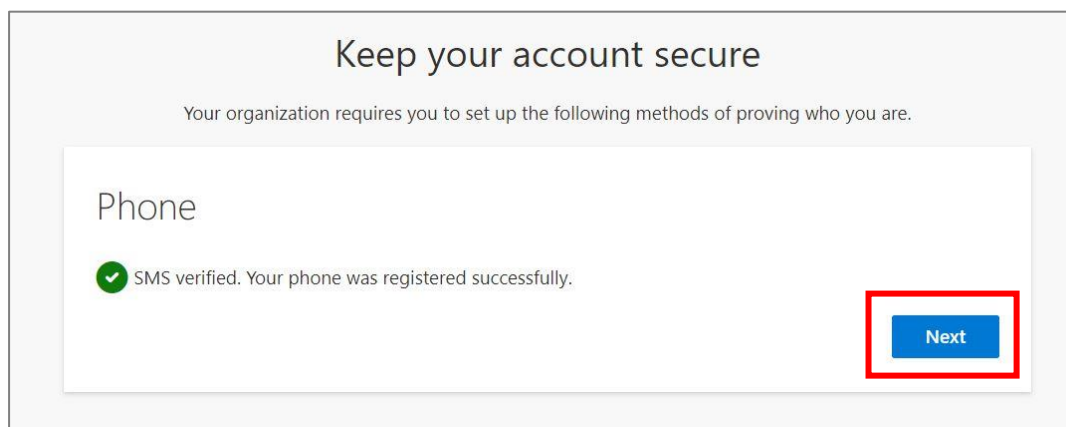
If you see the "Done" button on this screen, click the "Done" button and proceed to step (9). If you are using a feature phone, proceed to step (9) without clicking the button.

（９）Close the tab of your web browser temporarily and proceed to the instructions in "Step 4. for those who have completed phone number authentication only."

1－2．Authentication via Smartphone application (Microsoft Authenticator)

（1）Install the Microsoft Authenticator app on your smartphone.

※ The Android version can be downloaded from Google Play and the iPhone version from App Store.

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.

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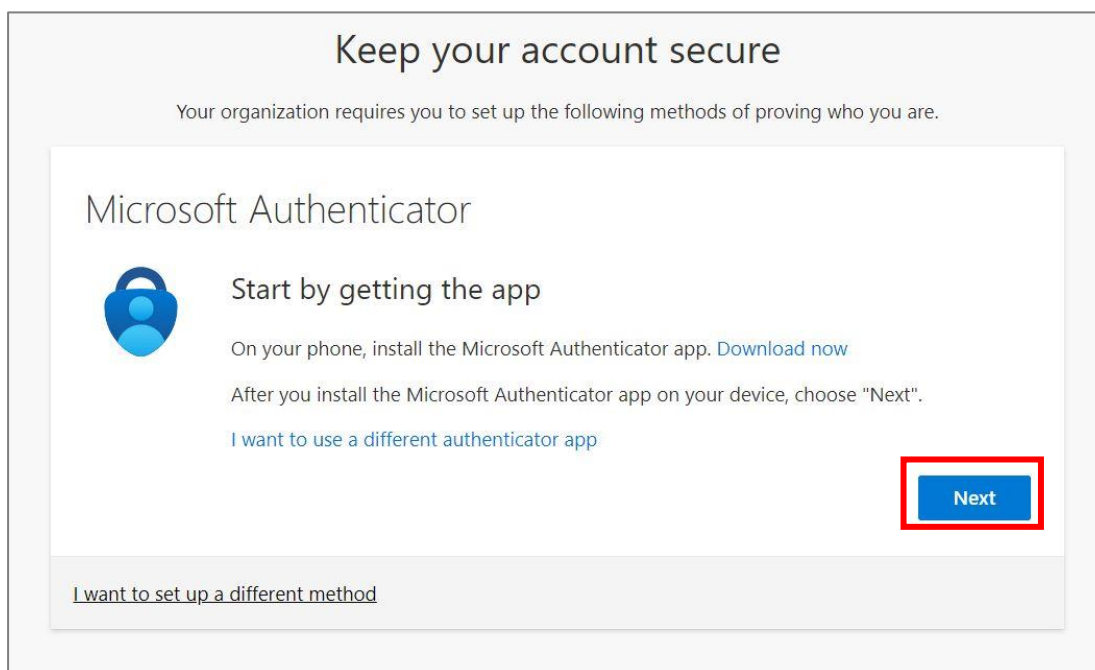
（２）Open the Microsoft Authenticator app on your smartphone.

※　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.)


（３）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.

※　The screen display will vary depending on your device and version. Please interpret the on-screen prompts accordingly.
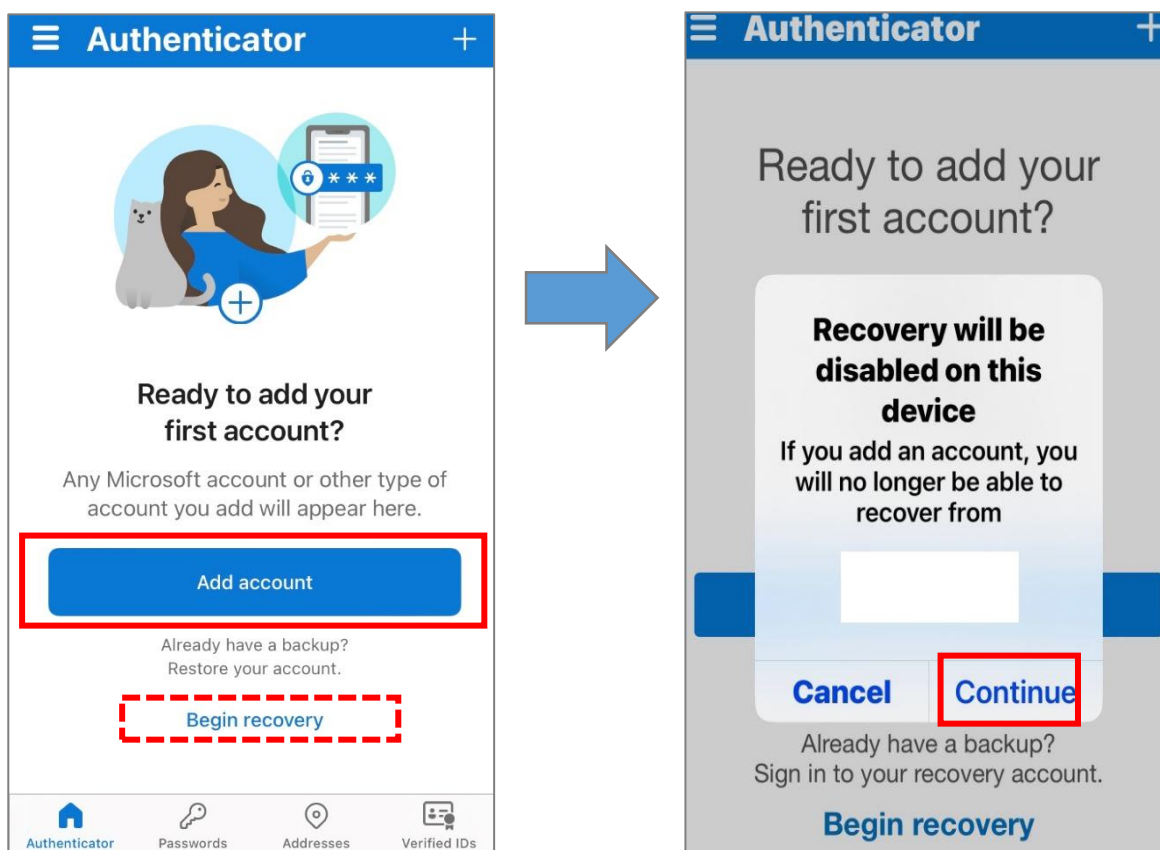
（4） Choose "Work or school account". And tap on "Scan a QR code", and then tap on "OK" ("Authenticator" is requesting access to the camera).
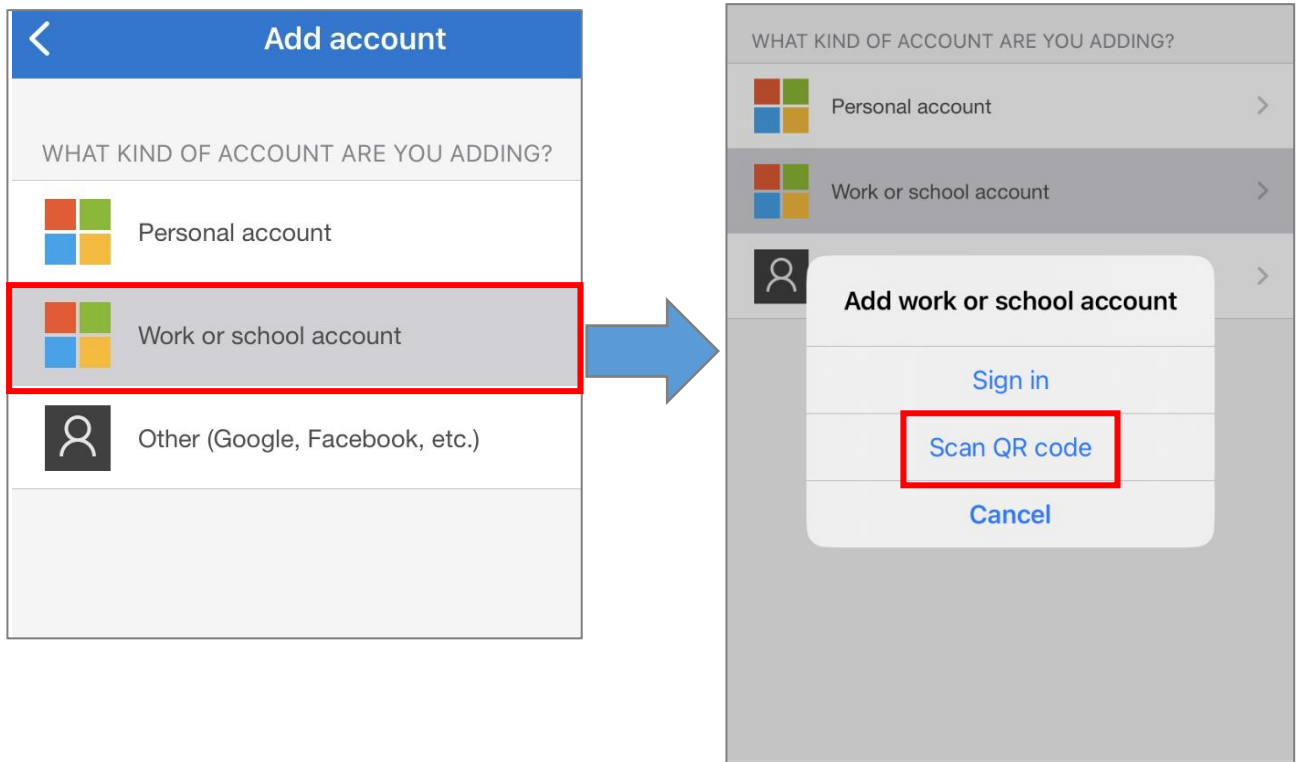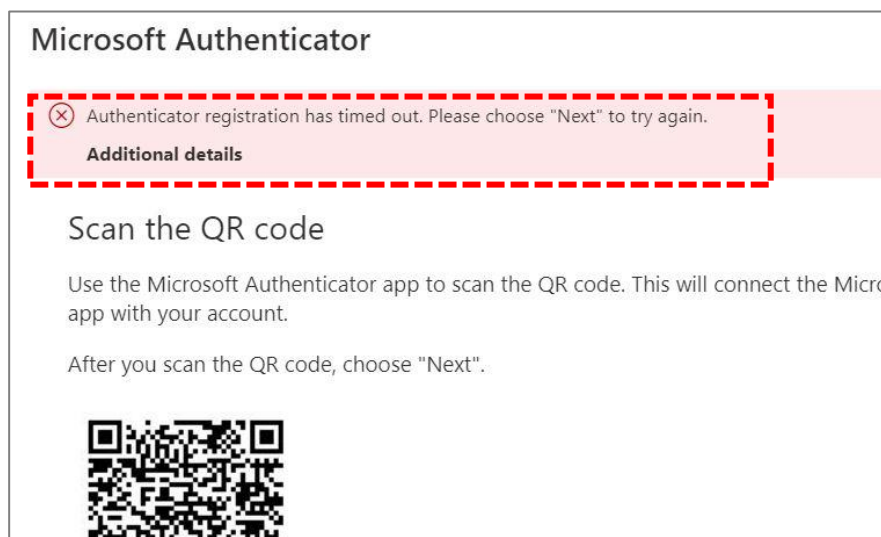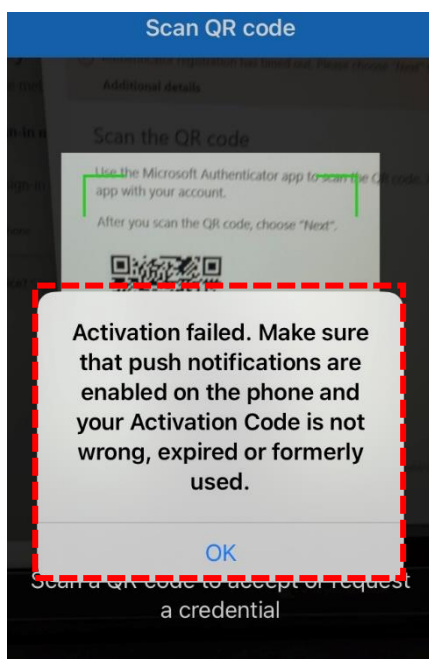

（5） Now return to your computer and click "Next".

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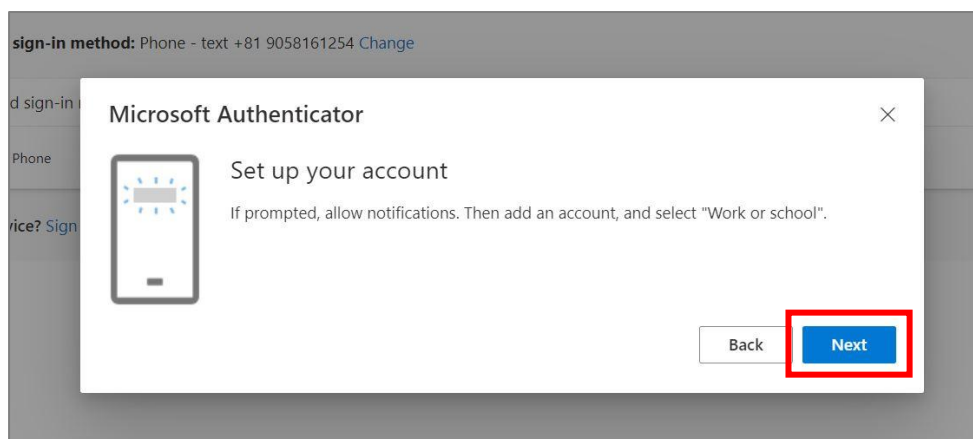
（６）Using the camera app on your smartphone, scan the QR code displayed on your PC screen. Once scanned, immediately click the "Next" button on the PC screen.
(Note: If you take too long to operate your smartphone, it might time out, so please perform the action promptly.)
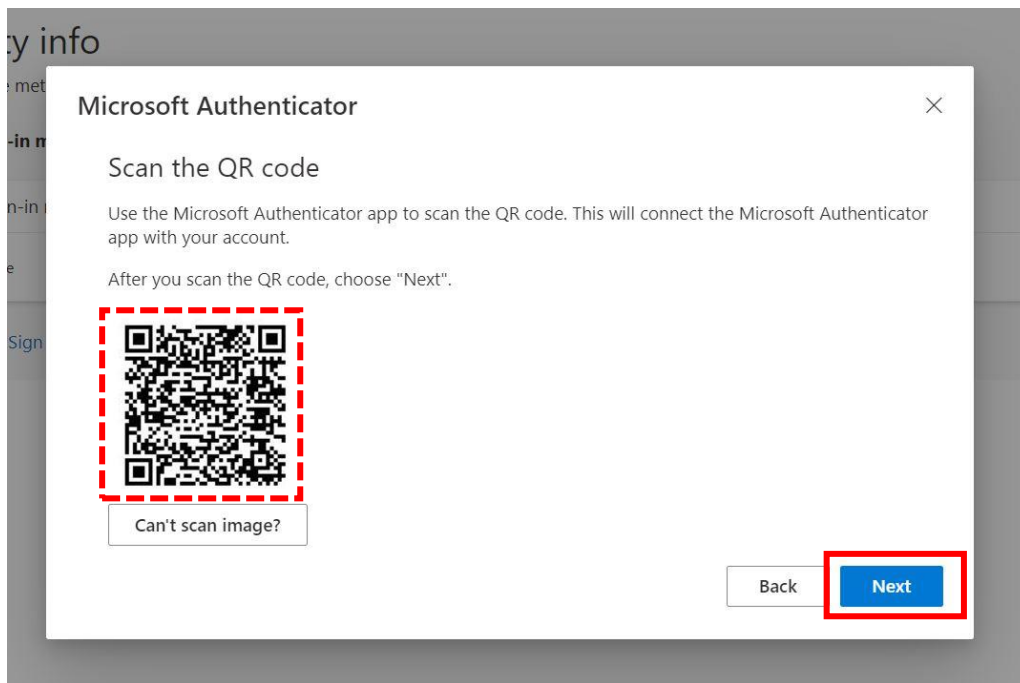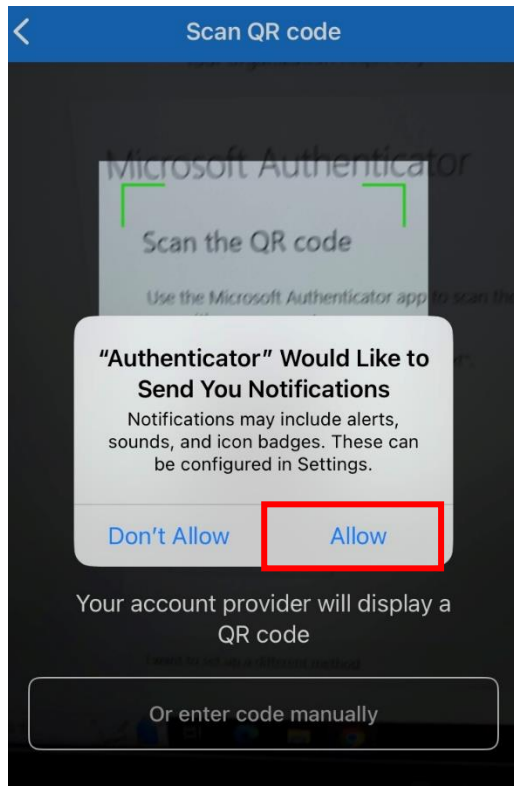

※ If an error like the following occurs at this stage, you won't be able to proceed further. In such a case, you should exit the web browser and the app, and then proceed to "Step 4: Procedure for those setting up phone number authentication only ".

（7）You will be asked if you want to receive a notice or not and tap on "Allow" on your smartphone.
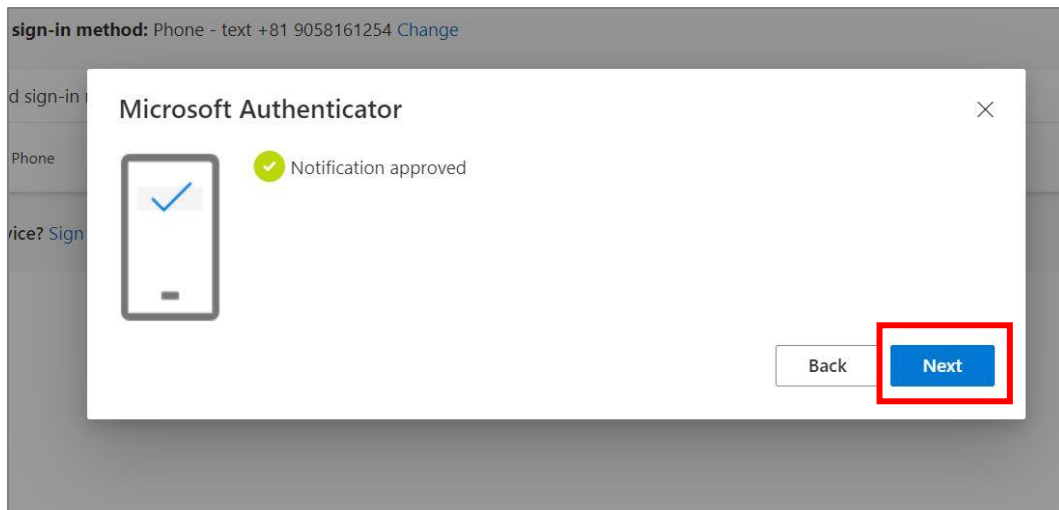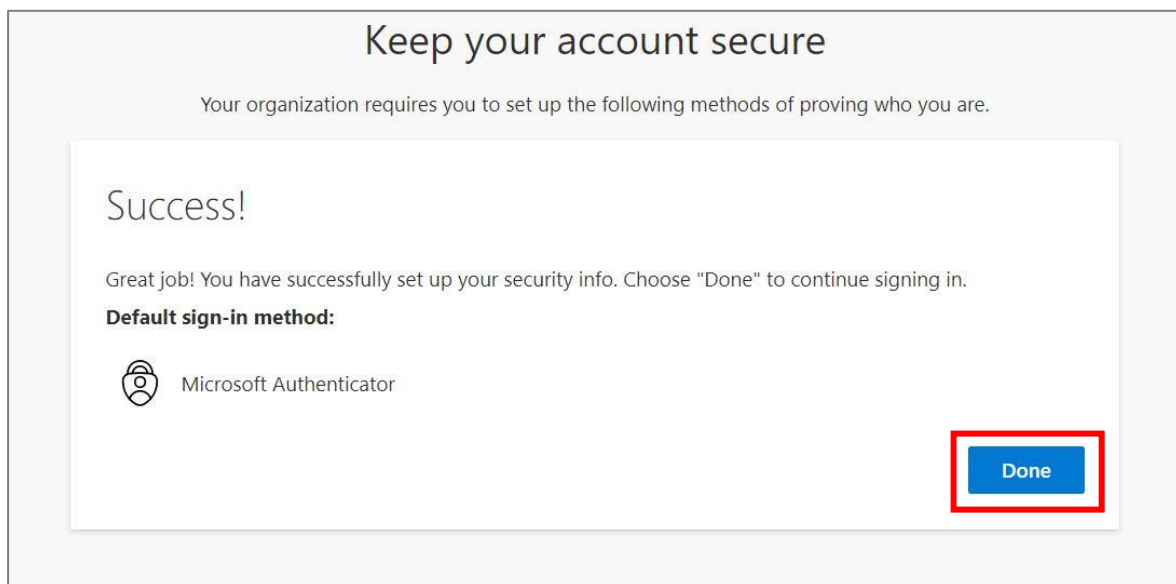
【Smartphone】

（8）On your smartphone, tap "Approve".

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（9）Now return to your computer display and click "Next.

【PC】


（10）On your computer screen, click "Done".

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（1）If the following screen is displayed, the setup is optional. Either choice is acceptable.

※　If you remain on the screen from step (10) for a while and then click "Done," you will be signed out. In that case, please sign in again.

２．First access to the SSO's system from outside the university after setting up MFA

1. （１）As an example, access the Microsoft My Account page.
   https://myaccount.microsoft.com/?whr=meisei-u.meisei-u.ac.jp

   （２）Enter the sign-in 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.

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（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.
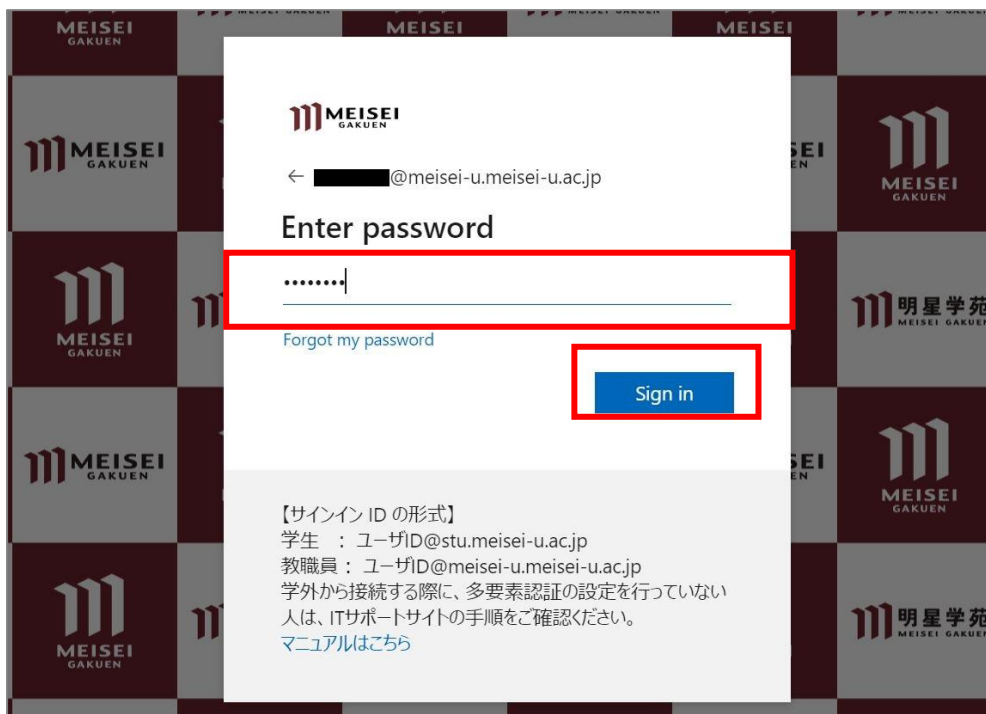

（4）Choose any method from the options and follow the various instructions to authenticate.

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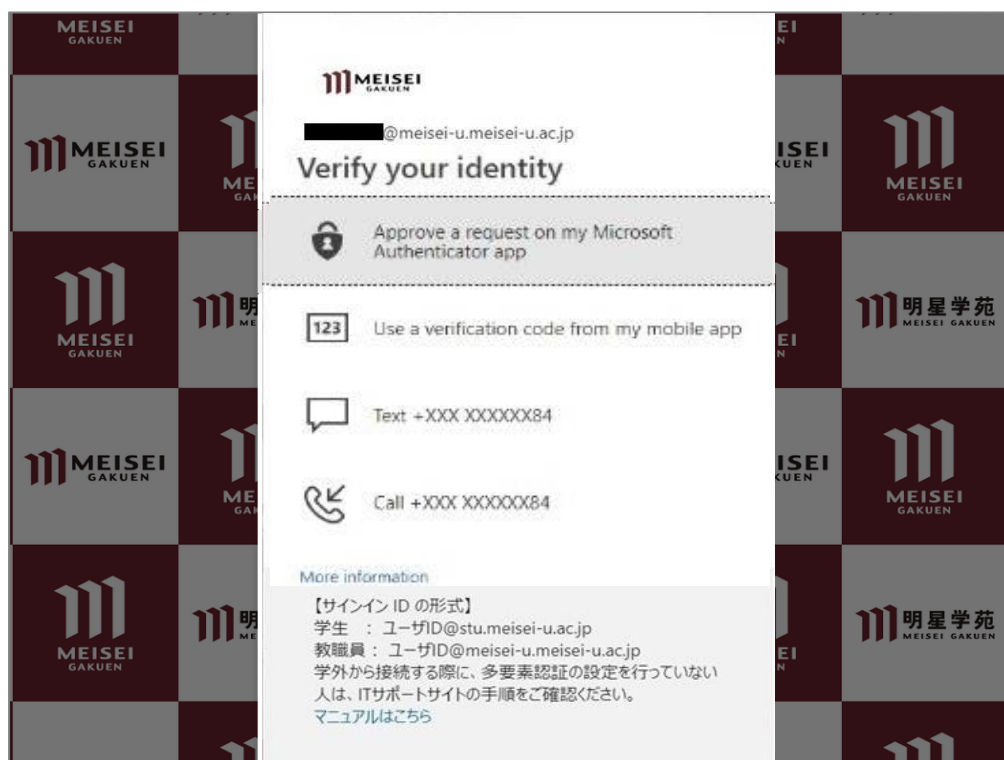
※ If you choose "**Approve a request on my Microsoft Authenticator app**" and the Default sign-in method" is set to SMS (or has not been changed from the default), you may be prompted to enter a number (random) as shown below. Please follow the on-screen instructions.
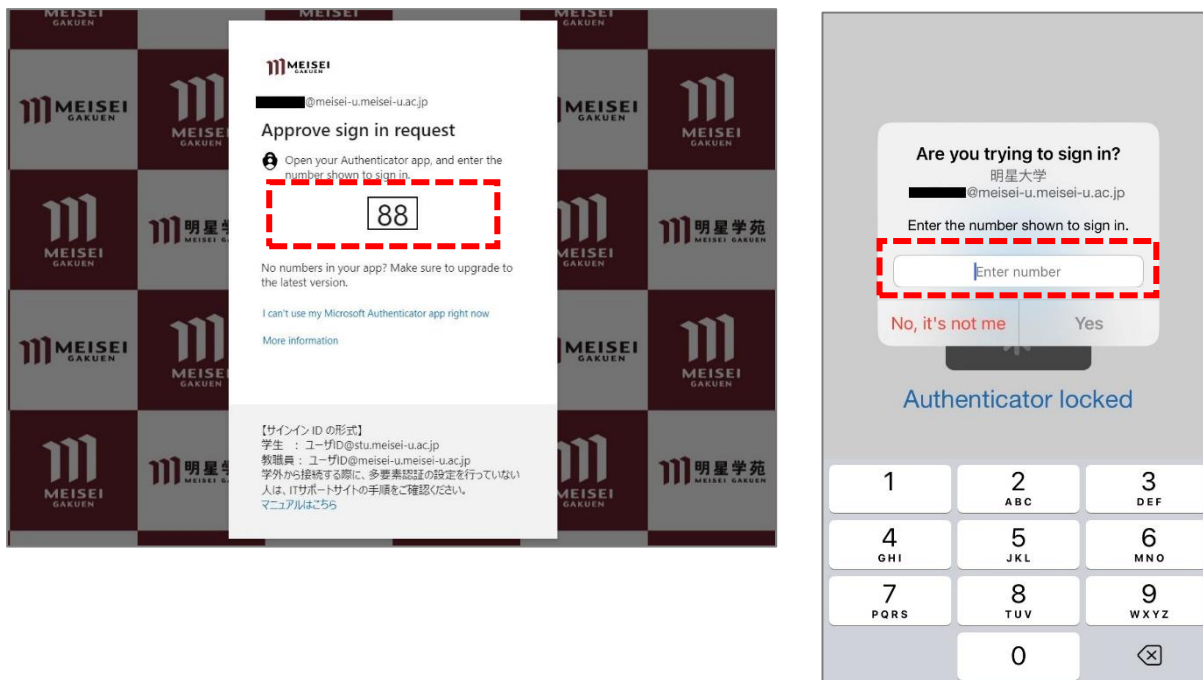
（5）The following setup is optional. Either choice is acceptable.
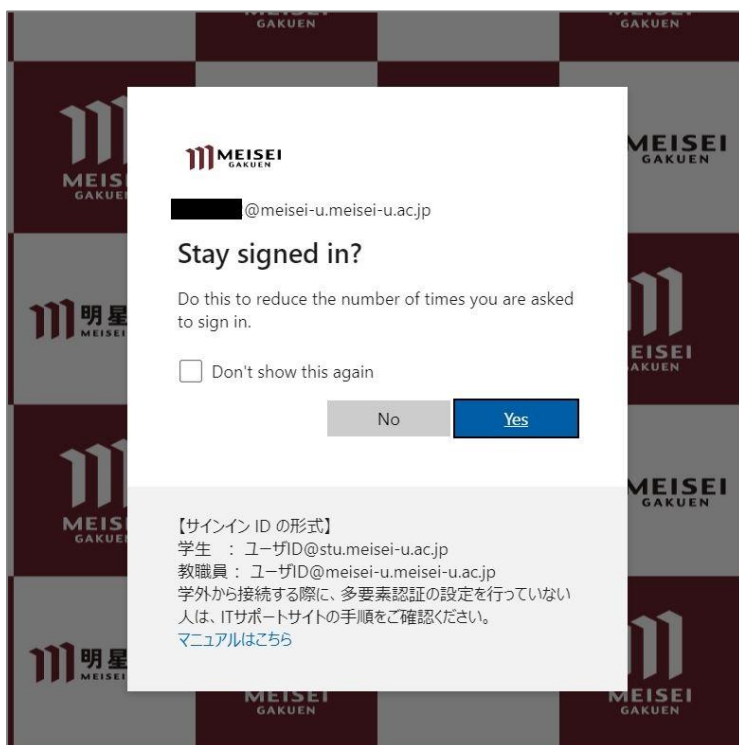
３．Procedure to change "Default sign-in method"

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.

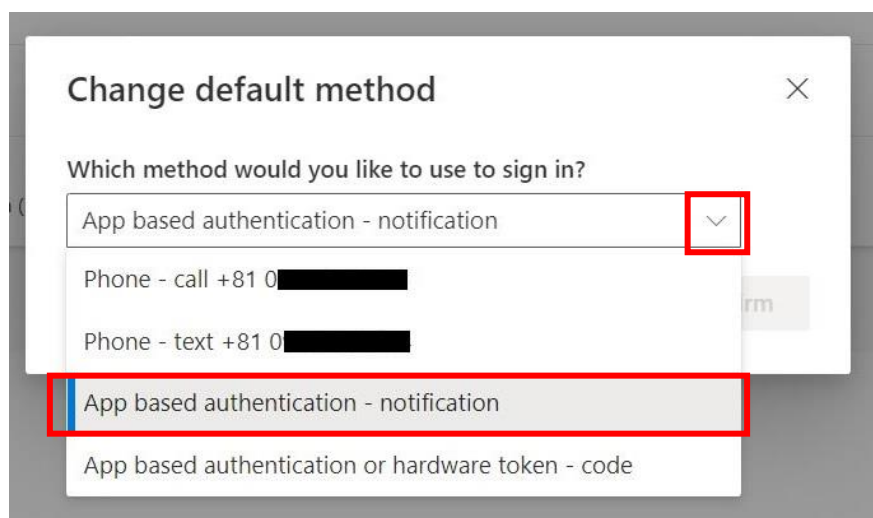（１）Access the Microsoft multi-factor authentication setting page.
https://aka.ms/mfasetup/?whr=meisei-u.meisei-u.ac.jp
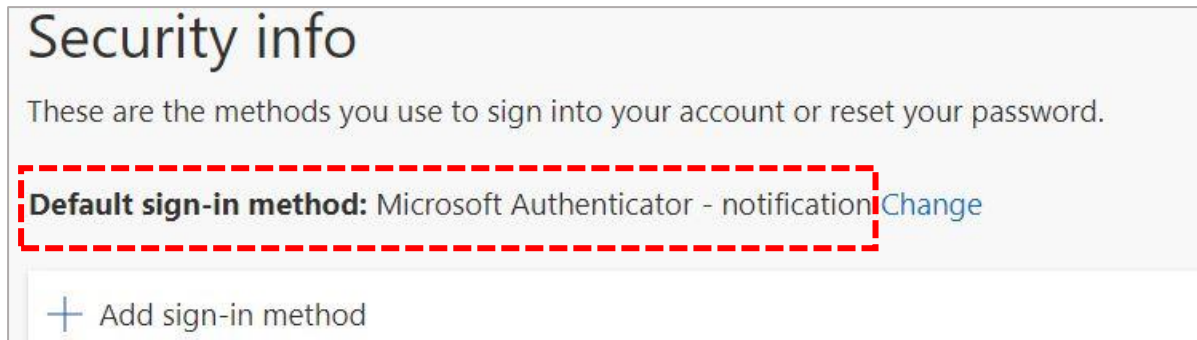
（２）Click on "Change" next to "Default sign-in method".
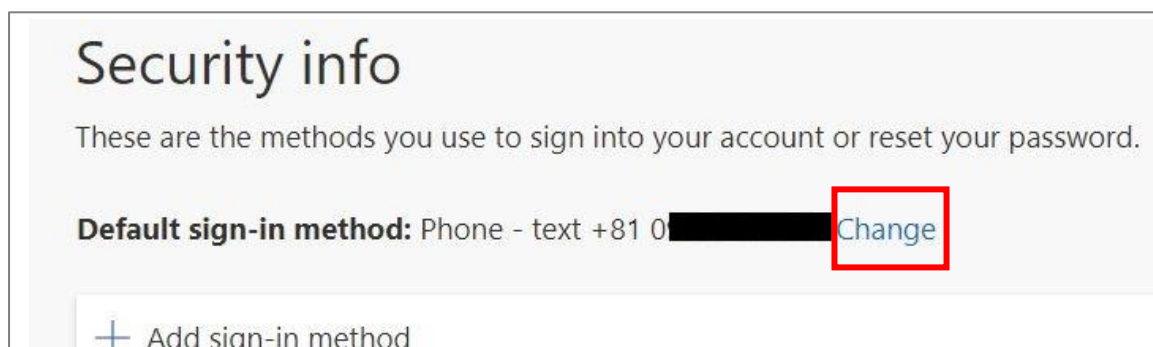
（２）Click the dropdown button and select your preferred method.
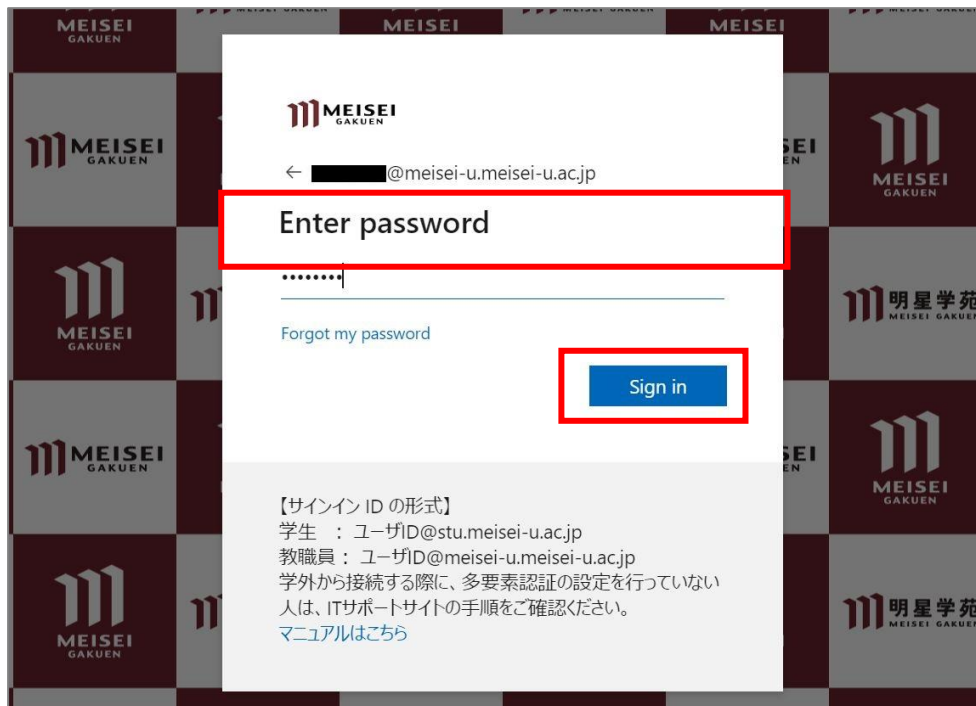※ In this manual. We will choose "App based authentication-notification".

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

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４．Procedure for those setting up phone number authentication only

＜**The following individuals are eligible**＞

・Those using a feature phone

・Individuals who have not yet completed the setup of the authentication app

・Individuals who encountered errors during the setup of the authentication app

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

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

（２）Enter the sign-in 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.
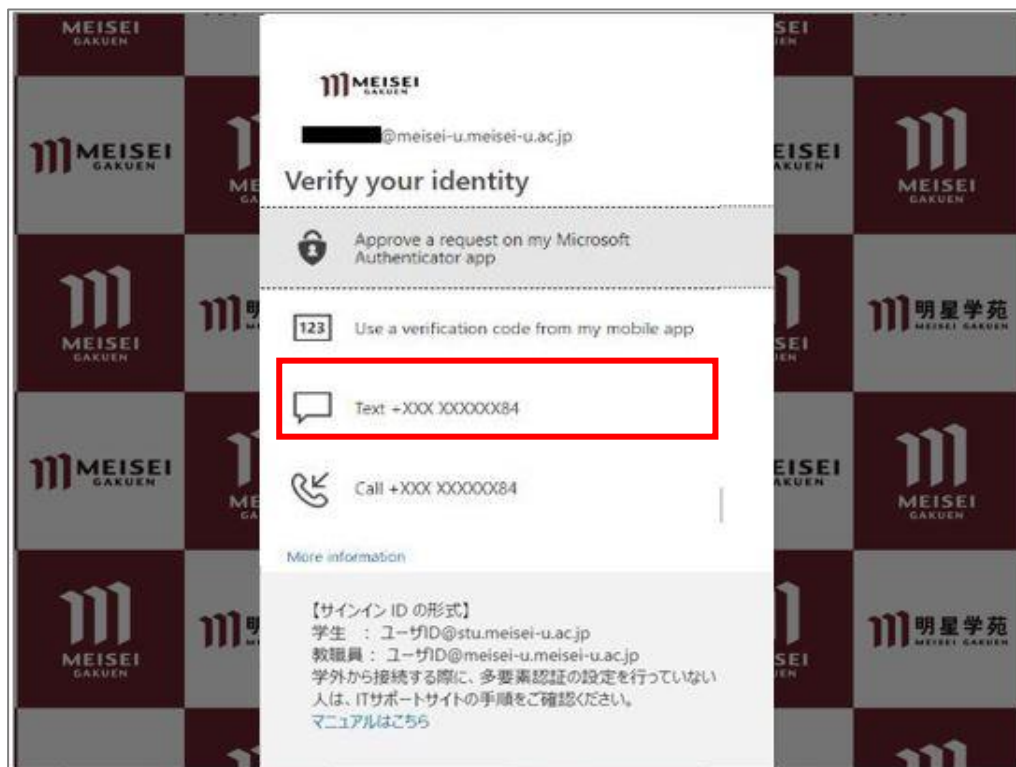
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（3）Enter your Meisei Account username and password and click "Sign in".
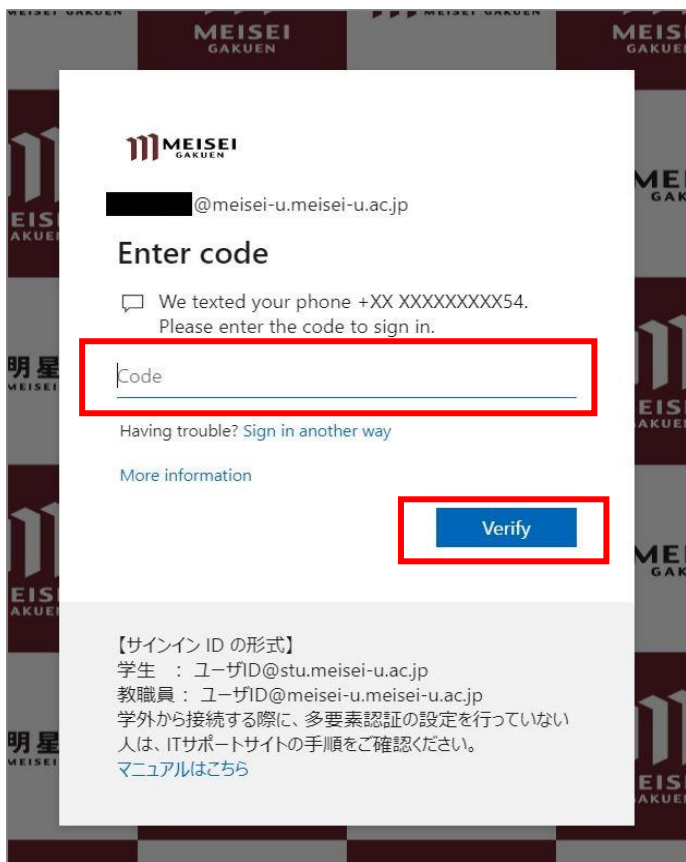
※ ※The password is an alphanumeric code specified in the "User Registration Notification" provided upon employment and consists of more than 10 characters.
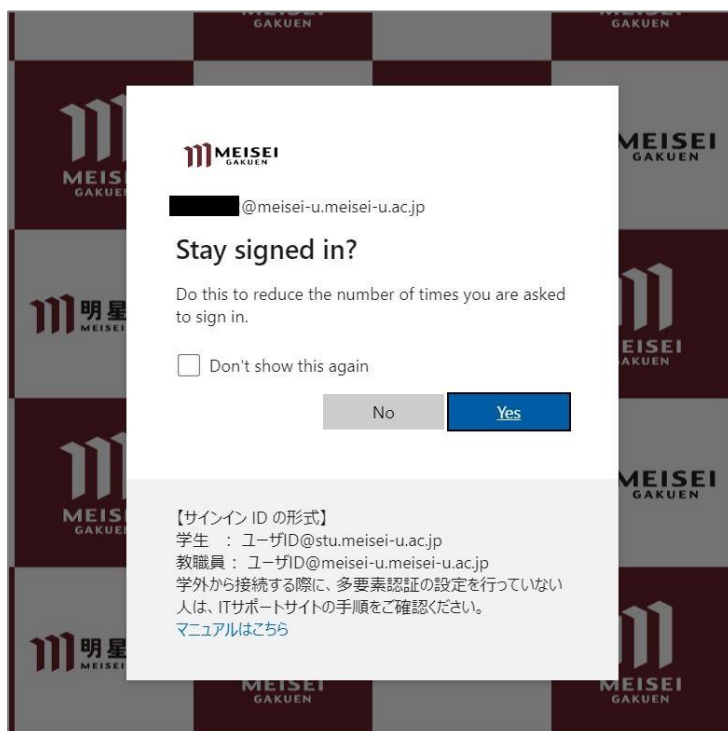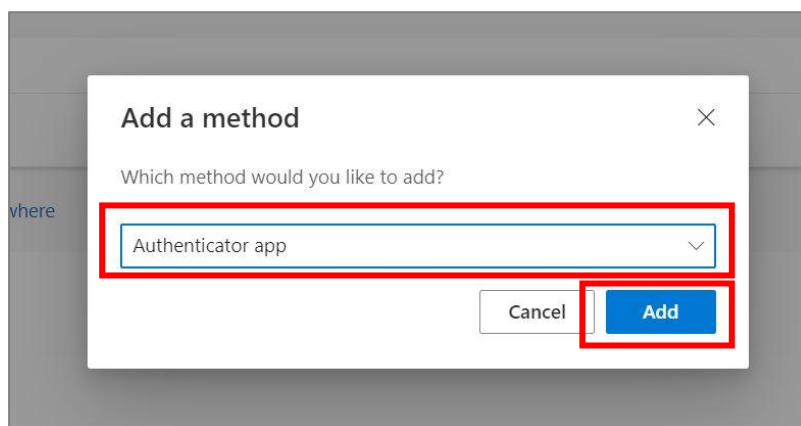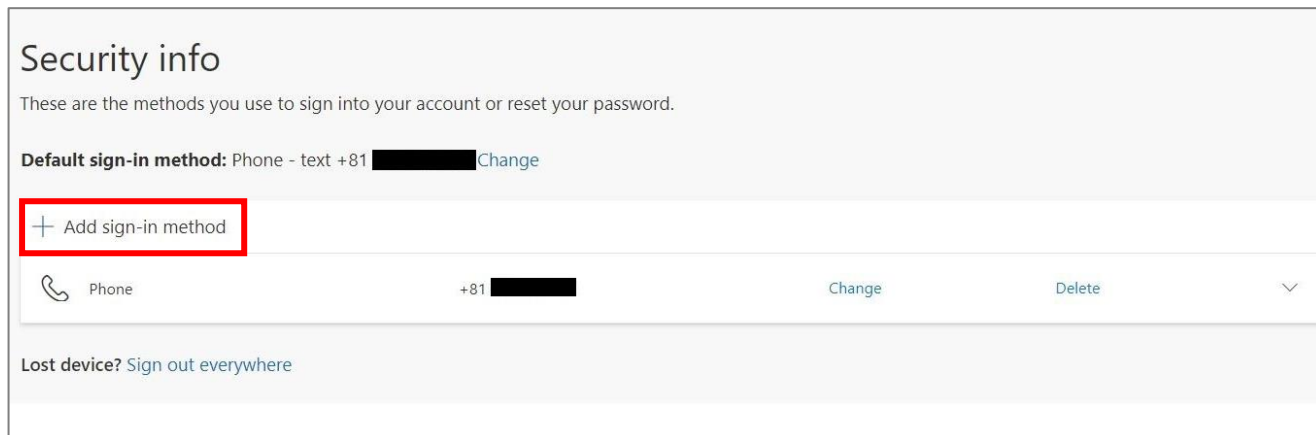

（4）Choose "Text".

（5）Enter the code received via SMS（phone）on your PC, and then click "Verify" button.

（6）The following setup is optional. Either choice is acceptable.

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（7）**For smartphone users,** if necessary, you need to retry configuring the app settings.
Please access　**https://aka.ms/mfasetup/?whr=meisei-u.meisei-u.ac.jp** and add the
authentication method.

For the subsequent steps, please refer to "1-2: Smartphone Application (Microsoft Authenticator)".

Note that there might be slight variations in screen captures compared to the manual, but please
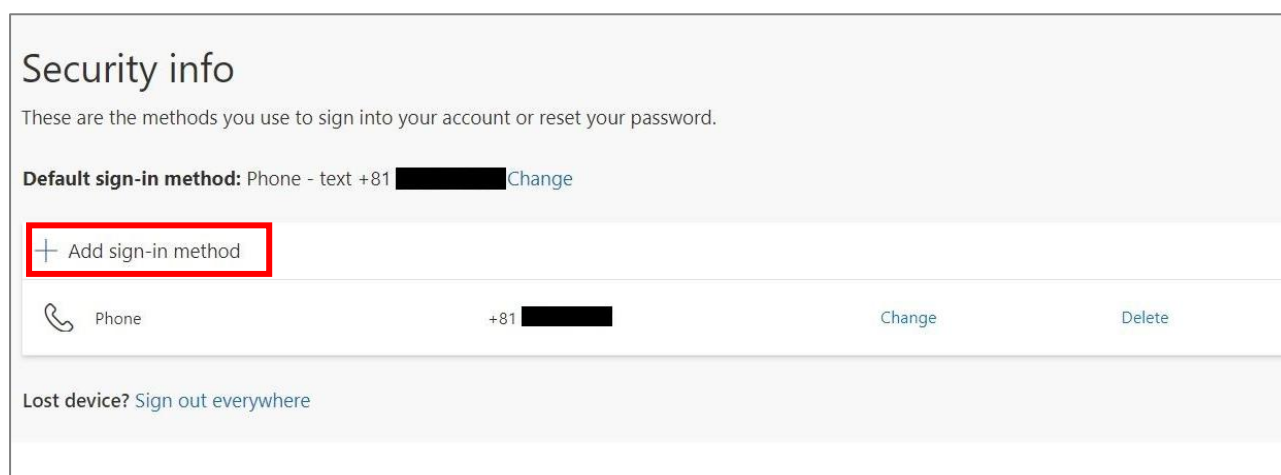interpret them accordingly and proceed with the setup.

For feature phone users, please refer to the instructions in "2. First access to the SSO's system
from outside the university after setting up MFA".

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5．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.

6．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/