



# Manual

## Register Multi-Factor Authentication

December 2022

**THE HAGUE**  
UNIVERSITY OF  
APPLIED SCIENCES

# Keep your account safe

## *What is Multi-Factor Authentication?*

For additional digital security, The Hague University of Applied Sciences uses Multi-Factor Authentication.

Multi-Factor Authentication (MFA), also known as Two-Factor Authentication (2FA), is an authentication method whereby, in addition to entering your login name and password, you must successfully complete a 2nd or more additional step(s) to gain access to your account. For THUAS, we have now chosen to add one additional step.

# What do I need to do?

## Before you start

- Download the [Microsoft Authenticator](#) app on your phone from the app store. This is the easiest way for authentication. Note: if you want to register MFA for the first time, use a PC. When you download the app, you can use your phone to scan the QR code on your computer screen to set up registration. Are you visually impaired? If so, please contact the Front Office F&IT.
- Note: When you search for the app using the search function in the Apple Store, you will see Authenticator 2fa at the top. You should not have that one. You should have the app with Microsoft in front of it, if all goes well the app under the advertising app.
- Note: This MFA is slightly different from the MFA for the [application portal](#) and exam portal (SecureID from Surf). The activation is the same, only the MFA for the application portal has a few extra steps you need to perform. So if you already have the Microsoft Authenticator app installed for the application portal and/or exam portal, after MFA is turned on, you will notice that you will also get a daily notification to log into your Microsoft 365 account.

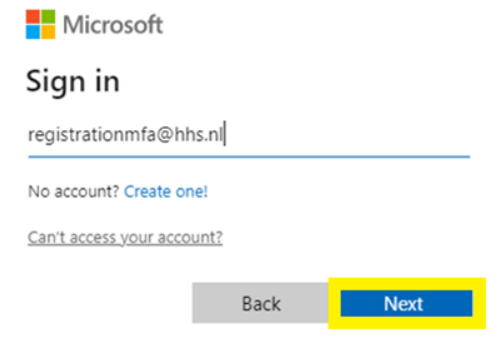
# What do I need to do?

## Step-by-step plan

1. Download “Microsoft Authenticator” on your mobile device
2. Log in on a computer and browse to: [www.office.com](http://www.office.com)
3. Choose **Sign in**.



4. On the following login screen enter your credentials and press **NEXT**



# What do I need to do?

## Step-by-step plan

You are redirected to the sign in page.

5. Enter your credentials and press **Sign In**

A message appears, requesting for more information.

6. Press **Next** to start the registration process



DE HAAGSE  
HOGESCHOOL

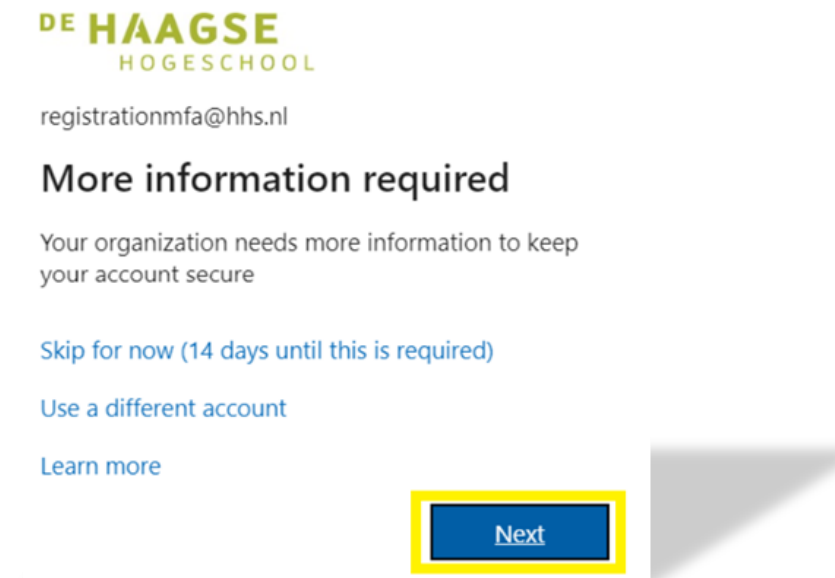
Sign in

registrationmfa@hhs.nl

.....

Sign in

Students: 12345678@student.hhs.nl  
Staff: username@hhs.nl



DE HAAGSE  
HOGESCHOOL

registrationmfa@hhs.nl

### 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](#)

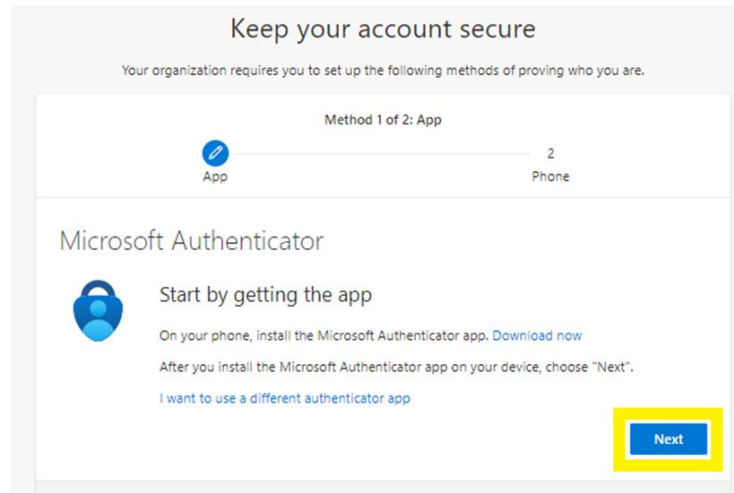
[Learn more](#)

Next

# What do I need to do?

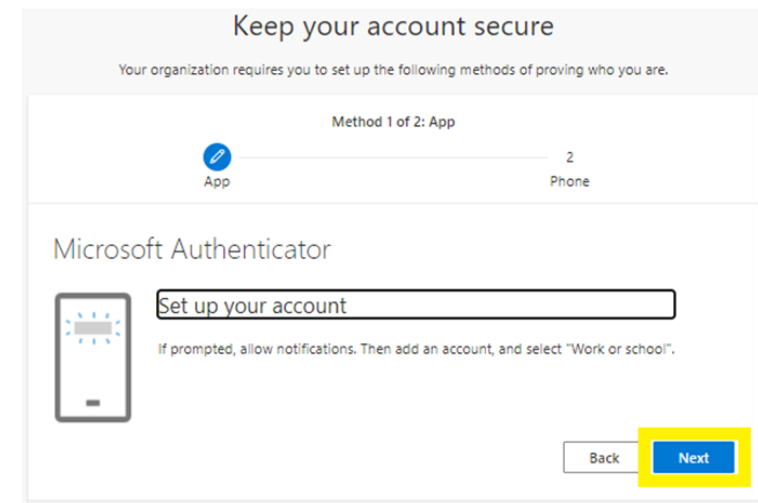
## Step-by-step plan

7. The following screen shows the needed steps:



8. Download the “Microsoft Authenticator” app and press **Next**

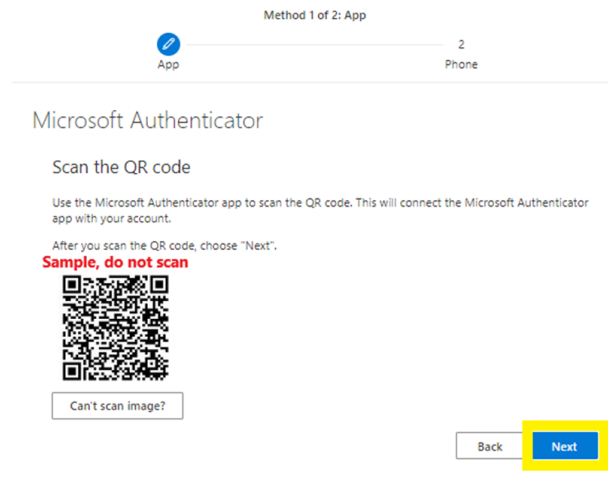
9. On the following screen press **Next**



# What do I need to do?

## Step-by-step plan

10. The following screens shows the QR code:



10. Open the Microsoft Authenticator app on your mobile device.

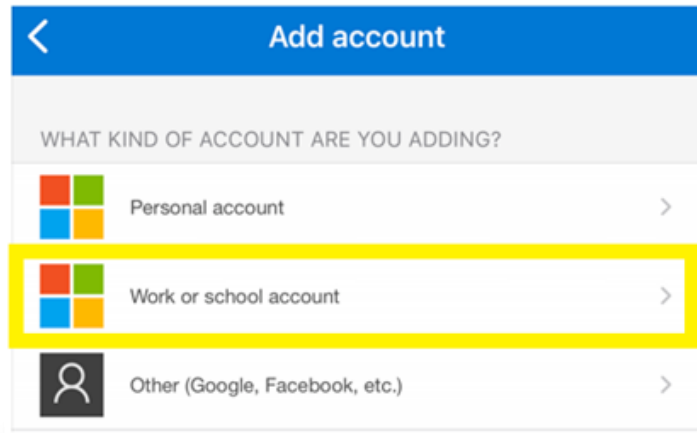
11. Press + sign in the top right corner:



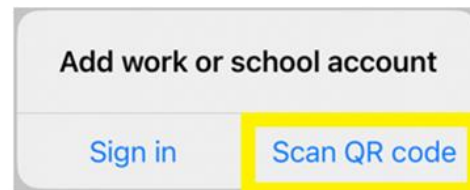
# What do I need to do?

## Step-by-step plan

### 12. Choose Work- or schoolaccount



### 13. Choose Scan QR-code





# What do I need to do?

## Step-by-step plan

14. Scan the QR code from the screen, the Microsoft Authenticator shows the account added:



15. Resume on your computer and press Next:

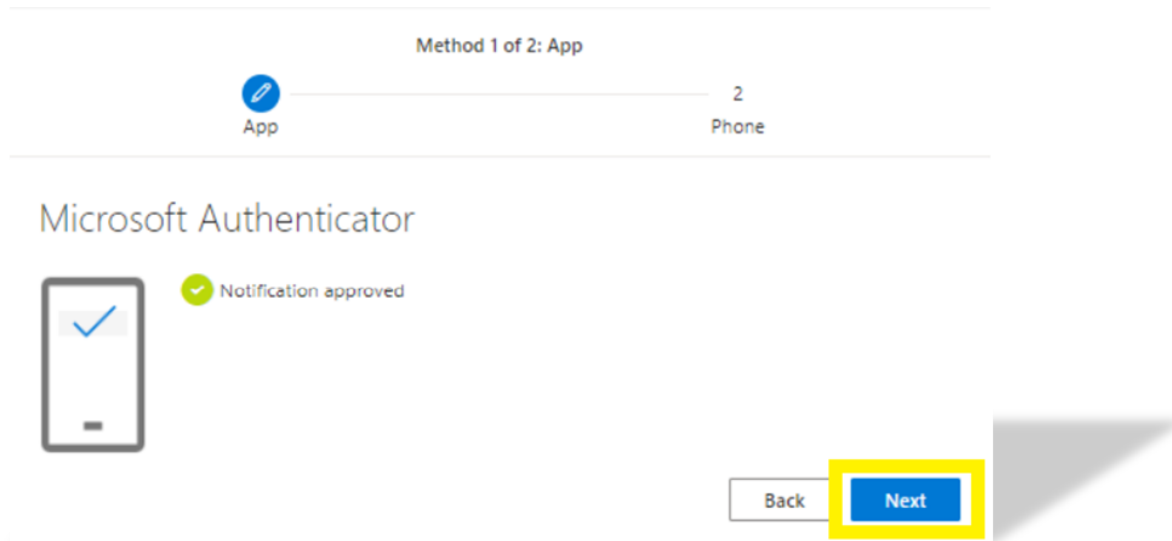


16. After this the notification is tested, approve the notification on your mobile device.

# What do I need to do?

## Step-by-step plan

17. You will see that the notification is approved. Press **Next**.



The registration continues with registering a telephone number in case the Microsoft Authenticator app is not available.

# What do I need to do?

## Step-by-step plan

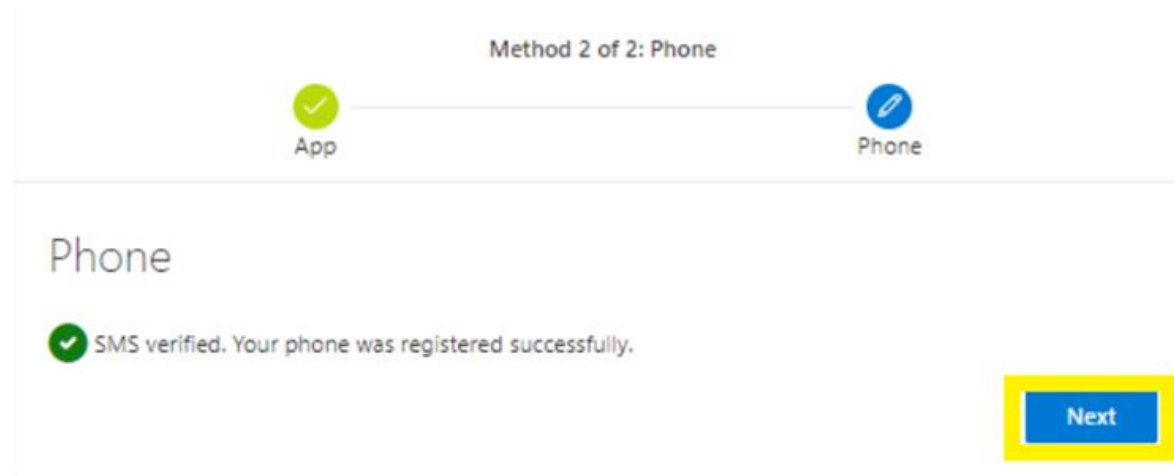
18. Enter your **phonenumber** and press **Next**

19. You receive a text message with a code,  
enter this code en press **Next**

# What do I need to do?

## Step-by-step plan

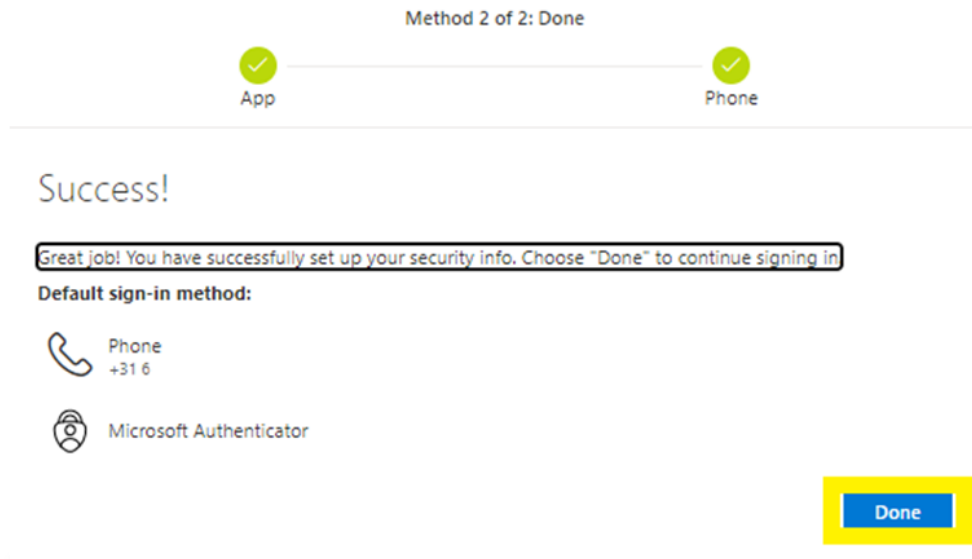
20. You receive a confirmation that the phonenumber is registered. Press **Next**



# What do I need to do?

## Step-by-step plan

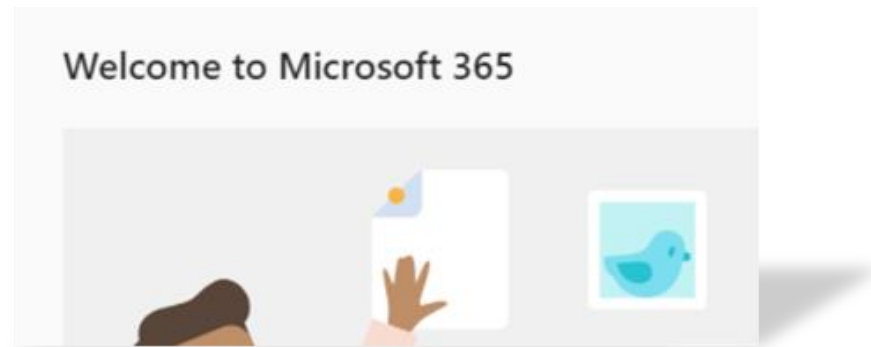
21. You receive a confirmation that all is validated successfully. Press **Done**



# What do I need to do?

## Step-by-step plan

The login to [www.office.com](https://www.office.com) continues:



You are now registered for MFA authentication, when MFA is activated you will receive a push notification on your phone when you login.

**let's change**  
YOU. US. THE WORLD.