

Step 1



Use an internet browser & type in the web address

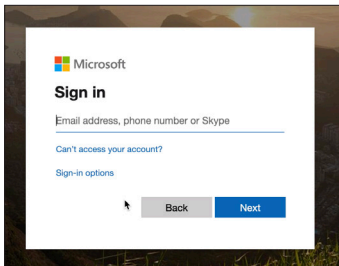
**Setup guide
for MFA**

<https://account.activedirectory.windowsazure.com/Proofup.aspx>



Step 2

Type in your University email address & press next button.

A screenshot of the Microsoft sign-in interface. The background is a scenic landscape with mountains and a sunset. The sign-in window is white and contains the Microsoft logo, the text "Sign in", a text input field for "Email address, phone number or Skype", a link for "Can't access your account?", a link for "Sign-in options", and two buttons: "Back" and "Next".

Microsoft

Sign in

Email address, phone number or Skype

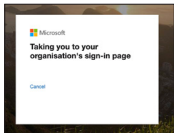
[Can't access your account?](#)

[Sign-in options](#)

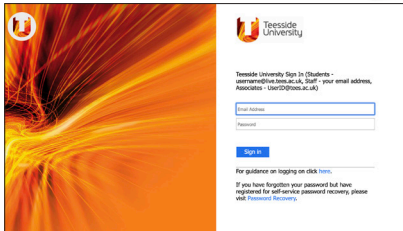
[Back](#) [Next](#)



Step 3



Enter your University
email & password

A screenshot of the Teesside University sign-in page. The page has a white background with a large orange and red abstract graphic on the left side. The Teesside University logo is in the top left corner. The main content area contains the text "Teesside University Sign In (Students - username@live.tees.ac.uk, Staff - your email address, Associates - UserID@tees.ac.uk)". Below this text are two input fields: "Email Address" and "Password". A blue "Sign in" button is located below the input fields. At the bottom, there is a link for guidance on logging in and a link for password recovery.

Teesside University Sign In (Students -
username@live.tees.ac.uk, Staff - your email address,
Associates - UserID@tees.ac.uk)

Email Address

Password

Sign in


For guidance on logging on click [here](#).

If you have forgotten your password but have
registered for self-service password recovery, please
visit [Password Recovery](#).



Step 4

Select Authentication Phone & type in your mobile number.
Click the next button.

Teeside University

Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 1: How should we contact you?

Authentication phone

United Kingdom (+44)

Method

☒ Send me a code by text message

☐ Call me

Next


Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



Step 5

A code will be sent to your mobile phone.

Type in the code & select Verify.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone on +44 [redacted]

When you receive the verification code, enter it here

CancelVerify



Step 6

Click the Finished button.



Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

Step 2: We've sent a text message to your phone on +44 [REDACTED]

Verification successful

Finished



Step 7

Download the Authenticator app on your mobile phone.



Microsoft Authenticator 4+

Microsoft Corporation

#33 in Productivity

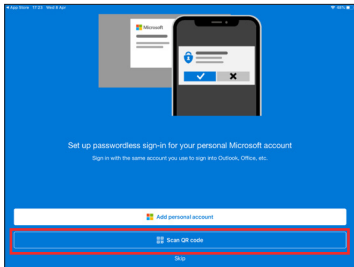
★★★★★: 4.7, 315 Ratings

Free




Step 8

Open the Authenticator app & select Scan QR Code



Step 9

Select Set up Authenticator app button. You'll revisit this page in step 12

 M.Musallam@ex.ac.uk

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account.](#)

what's your preferred option?

We'll use this verification option by default.

[Text code to my authentication g](#)

how would you like to respond?

Set up one or more of these options. [Learn more](#)

☒ Authentication phone

☐ Office phone

☐ Alternative authentication phone

☐ Authenticator app or Token [Set up Authenticator app](#)

restore multi-factor authentication on previously trusted devices

[Restore](#)

[Cancel](#)

Your phone numbers will only be used for account security. Standard telephone and SMS charges will apply.



Step 10

Point your mobile camera to the QR Code, the app will record your account. Click Next button.

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.



[Configure app without notifications](#)

If you are unable to scan the image, enter the following information in your app.

Code: 632 930 831

URL: <https://bn1eupad09.eu.phonefactor.net/pad/872101546>

If the app displays a six-digit code, choose "Next".

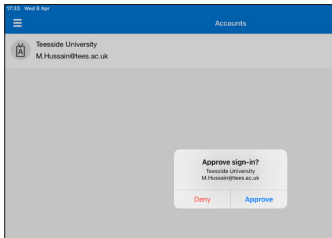
Next

Cancel




Step 11

The app will ask you
to Approve the
Sign-in



Step 12

Tick Authenticator app or Token, choose Notify me through app & press Save button

 M.Russell@shu.ac.uk

Additional security verification

When you sign in with your password, you are also required to respond from a registered device. This makes it harder for a hacker to sign in with just a stolen password.
[View video to know how to secure your account.](#)

what's your preferred option?
we'll use this verification option by default.
Notify me through app

how would you like to respond?
Set up one or more of these options. [Learn more](#)

☒ Authentication phone United Kingdom (+44)
☐ Office phone
☐ Alternative authentication phone

☒ Authenticator app or Token

Authenticator app - SM-G920F

Authenticator app - TU-PH0000000000

restore multi-factor authentication on previously trusted devices

what's your preferred option?

- Call my authentication phone number
 - Text code to my authentication phone number
 - Call my office phone number
 - ☒ Notify me through app
- [See verification code from app or token](#)

