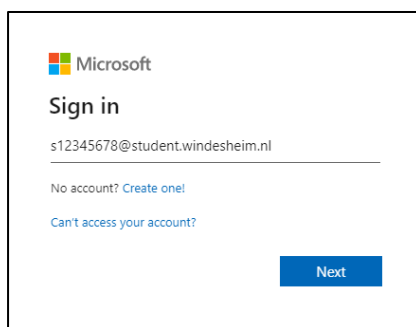


# Multi Factor Authentication for students

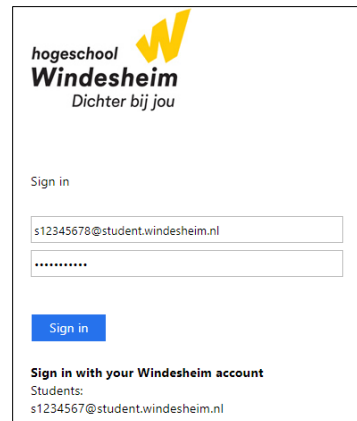
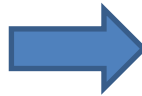
This instruction has 14 steps

1. Go to the following website on a device other than your smartphone: [aka.ms/mfasetup](https://aka.ms/mfasetup)
2. Log in with your student account

Example:

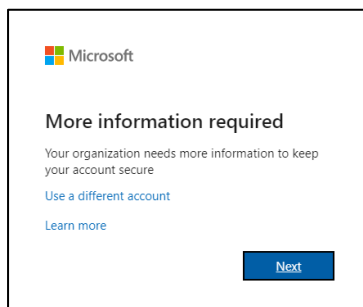


Microsoft  
Sign in  
s12345678@student.windesheim.nl  
No account? [Create one!](#)  
Can't access your account?  
**Next**



hogeschool  
**Windesheim**  
Dichter bij jou  
Sign in  
s12345678@student.windesheim.nl  
.....  
**Sign in**  
Sign in with your Windesheim account  
Students:  
s1234567@student.windesheim.nl

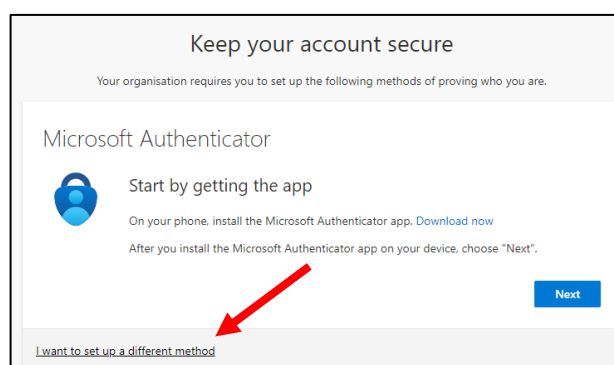
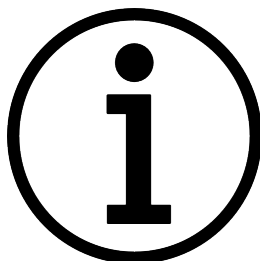
3. Click **Next**



Microsoft  
More information required  
Your organization needs more information to keep your account secure  
[Use a different account](#)  
[Learn more](#)  
**Next**

4. Download the Microsoft Authenticator App from your smartphone's store. On the webpage, click **Next**

Don't own a smartphone? Click on *I want to set up a different method* and skip to step 11

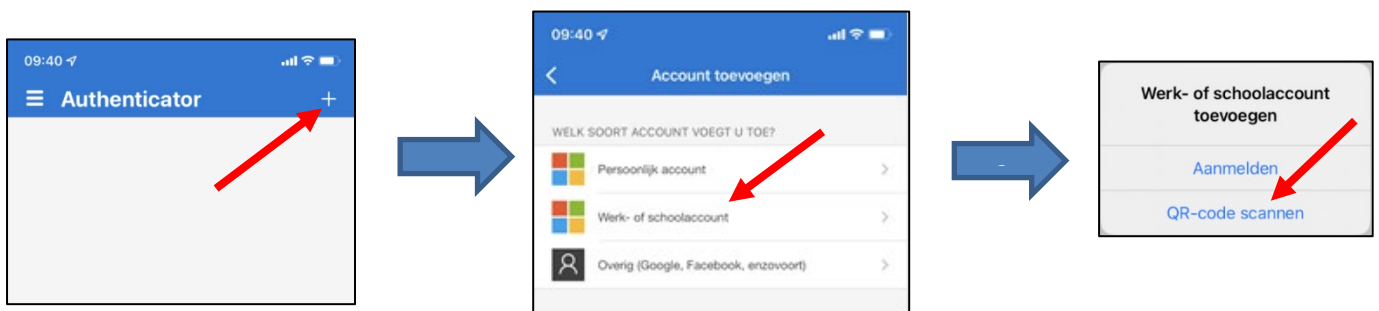


Keep your account secure  
Your organisation requires you to set up the following methods of proving who you are.  
Microsoft Authenticator  
Start by getting the app  
On your phone, install the Microsoft Authenticator app. [Download now](#)  
After you install the Microsoft Authenticator app on your device, choose "Next".  
**Next**  
[I want to set up a different method](#)

5. Open the Authenticator app, at first use of the app tap on **Continue** and **Accept** and in the top right corner of the screen tap on **Skip**

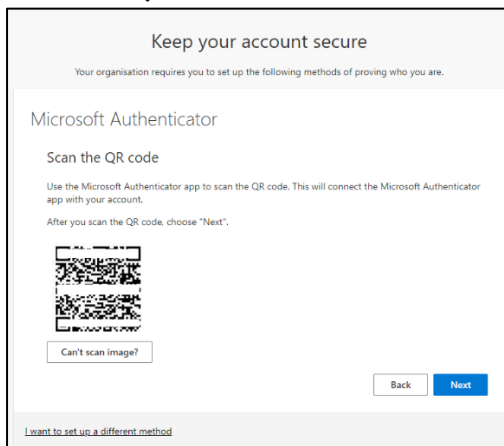


6. In the top right corner of the screen tap on the +, tap **Work or school account** and tap on **Scan QR code**

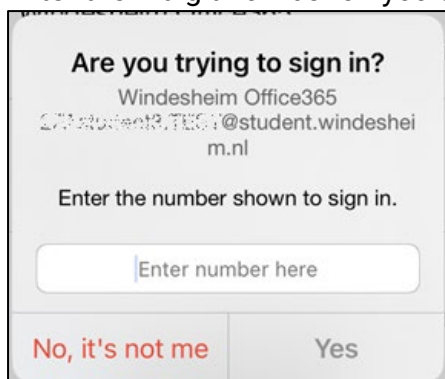


At first use of the app you will be asked to allow the app to send you notifications, we advise you to allow these notifications for a smooth login experience.

7. Scan the QR-code and click **Next** on the website



8. Enter the 2-digit number on you smartphone as shown on the website and tap on **Yes**

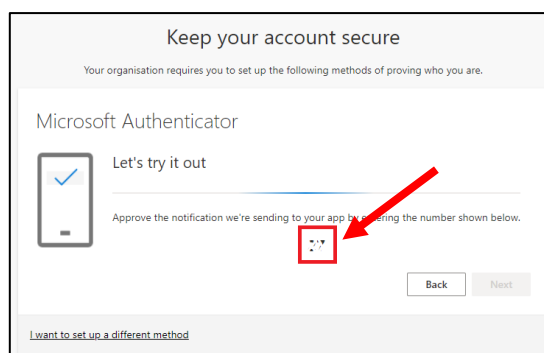
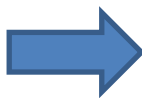


Are you trying to sign in?  
Windesheim Office365  
273800feeb3.TEC@student.windesheim.nl

Enter the number shown to sign in.

Enter number here

No, it's not me Yes



Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

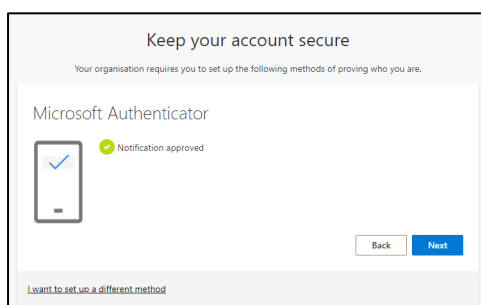
Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

Back Next

[I want to set up a different method](#)

9. On the website, click on **Next** and **Done**



Keep your account secure

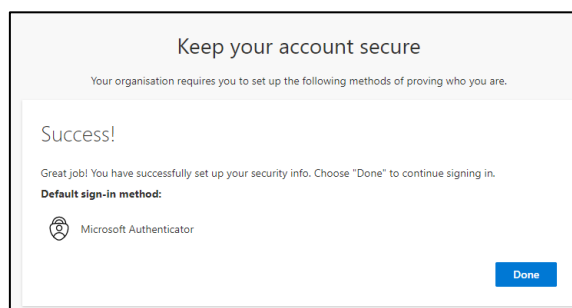
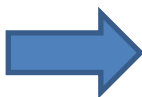
Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Notification approved

Back Next

[I want to set up a different method](#)



Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Success!

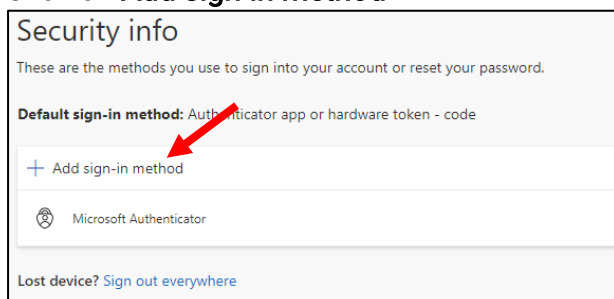
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

Microsoft Authenticator

Done

10. Click on **Add sign-in method**



Security info

These are the methods you use to sign into your account or reset your password.

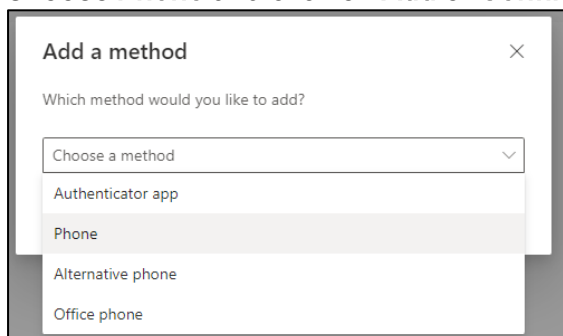
Default sign-in method: Authenticator app or hardware token - code

+ Add sign-in method

Microsoft Authenticator

Lost device? [Sign out everywhere](#)

11. Choose **Phone** and click on **Add** or **Confirm**



Add a method

Which method would you like to add?

Choose a method

Authenticator app

Phone

Alternative phone

Office phone

12. Change the country in the pull-down menu to **Netherlands (+31)** [or country of residence] and type your phone number in the second text box, then click **Next**



Enter the personal phone number that you always carry with you.

Phone

You can prove who you are by answering a call on your phone.

What phone number would you like to use?

Netherlands (+31) 0612345678

☒ 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

13. Answer the call and press the # (hashtag) key on your phone

Phone

We're calling +31 0612345678 now.

Back

14. Click **Done**

Phone

✓ Call answered. Your phone was registered successfully.

Done

Your phone is now set up, if you are unable to log in with the Microsoft Authenticator app, you can choose to receive a call. Answer the call and press the # (hashtag) key on your phone.

## IT contact information

Telephone number: +31 (0) 88 – 469 9070

IT helpdesks:

Zwolle	F2.03	Mon – Fri	8:00 – 16:00
Almere	6th floor	Mon – Fri	8:30 – 17:00