



جامعة الكويت  
KUWAIT UNIVERSITY

# Multifactor Authenticator “MFA”

**Kuwait University**  
**Center of Information Systems**  
**Information Security Department**  
**August 2025**

## Setup Microsoft Authenticator

Use the [Microsoft Authenticator app](#) to receive notifications on your smartphone or tablet to verify your identity when prompted for Multifactor Authentication.



### Step 1. Download and install the Microsoft Authenticator app

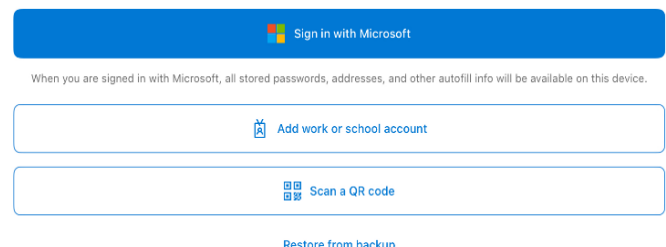
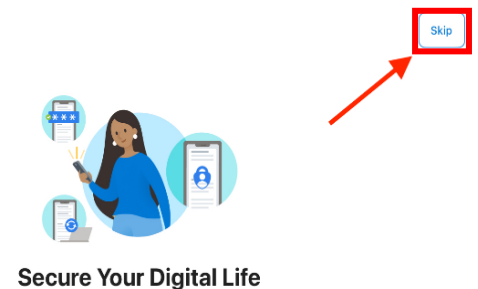
#### 1. Download and install the Microsoft Authenticator app

- Open [Apple Store](#) or [Google Play Store](#) from your smartphone or tablet.
- Search for the **Microsoft Authenticator app** and install it on your smartphone or tablet.

**Note:** The app can be downloaded directly through the link: [aka.ms/authapp](https://aka.ms/authapp)

#### 2. Skip setting up passwordless sign-in:

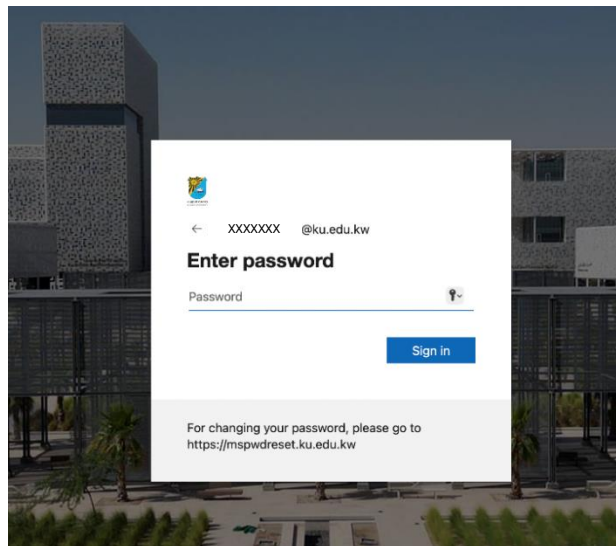
- When opening the Microsoft Authenticator app, you can **"Skip"** the Set up passwordless sign-in for your personal Microsoft account screen.



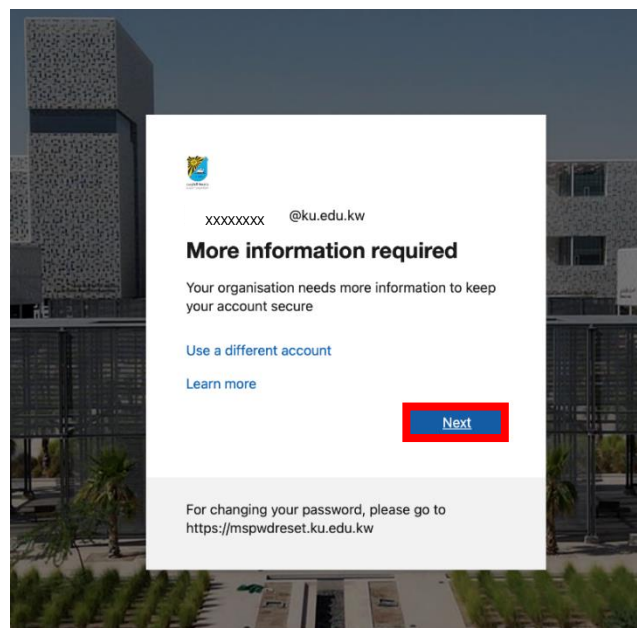
## Step 2. Add your account to the app

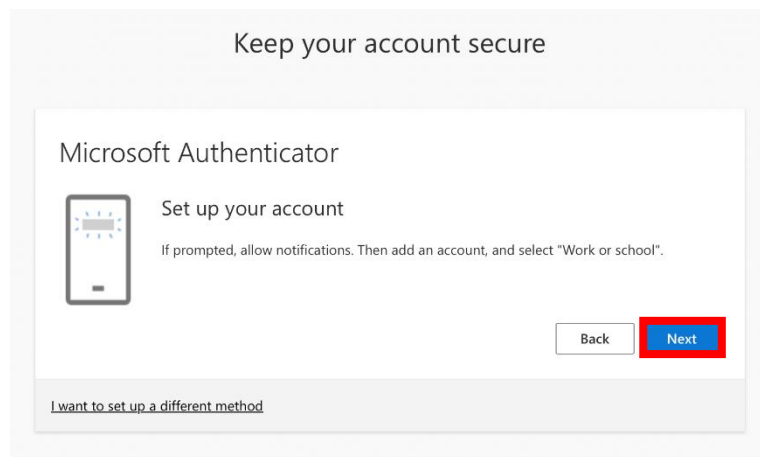
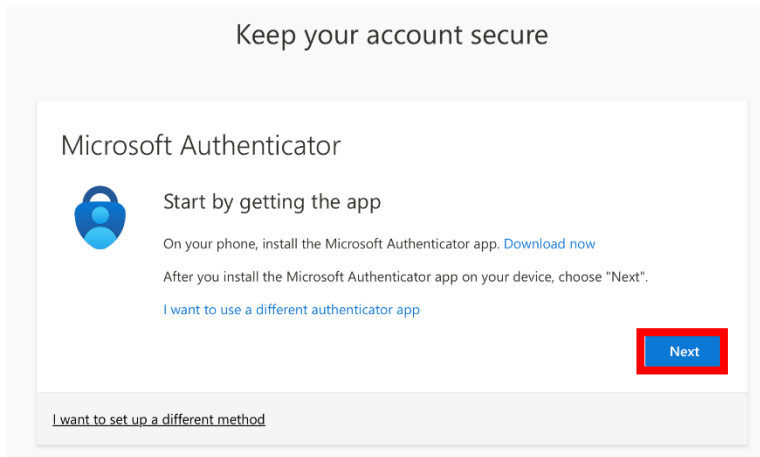
"This step requires using a Computer or Laptop for the first time only"

1. On your computer, access <https://aka.ms/mfasetup>  
When you're not logged in already, please **fill in your username and password**.



2. Follow the on-screen instructions to configure Multi-Factor Authentication.
3. Click the "**Next**" button to proceed, as shown in the images below.

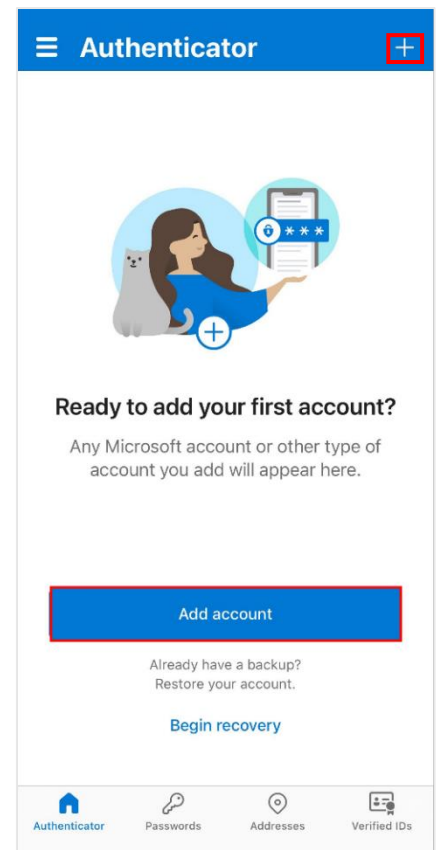




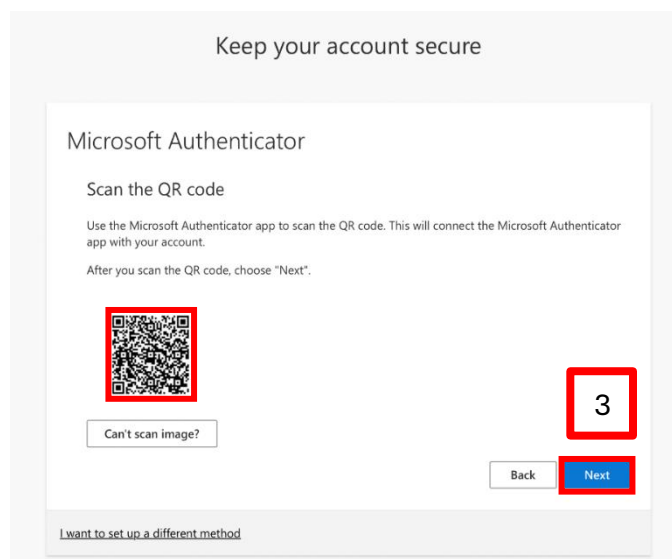
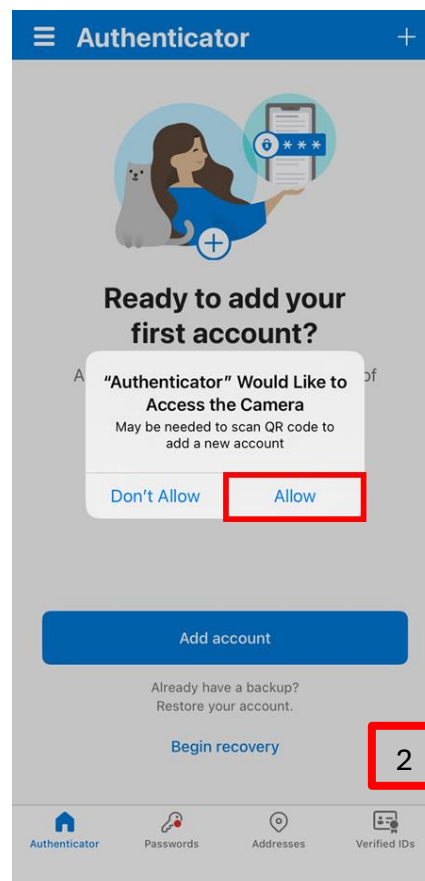
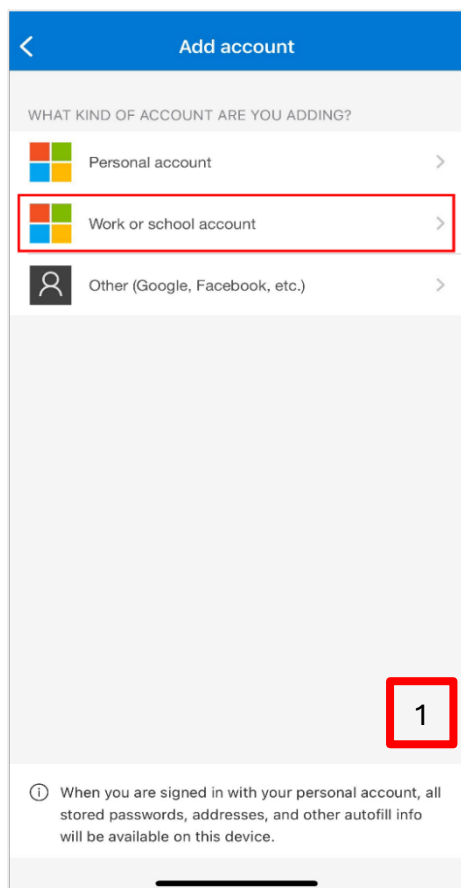
## Adding KU Account to the App

Open Microsoft Authenticator App on your Smart Phone

Select the plus icon (+) or select **Add account**.

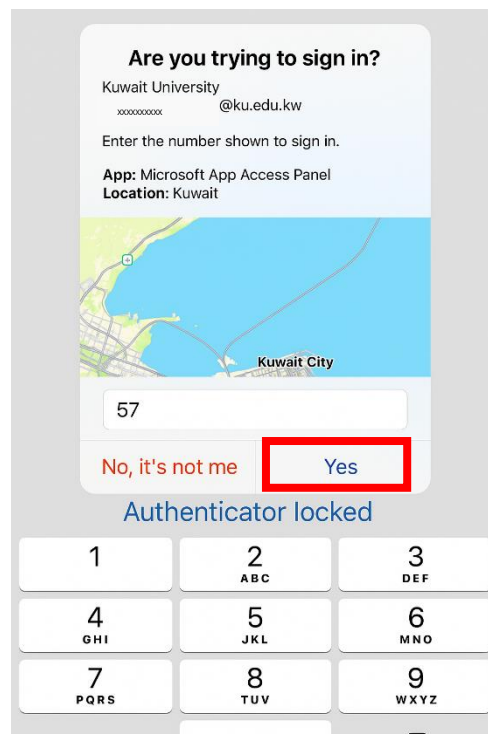
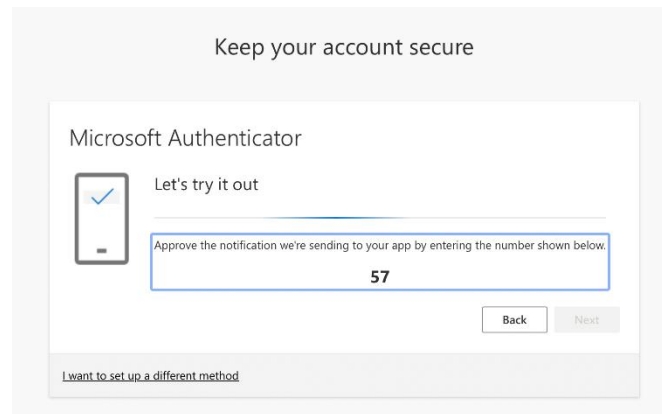


- Select **Work or School Account**.
- **(Allow)** the Authenticator app to access the camera.
- Scan the **(QR Code)** displayed on your computer screen, then click **(Next)**

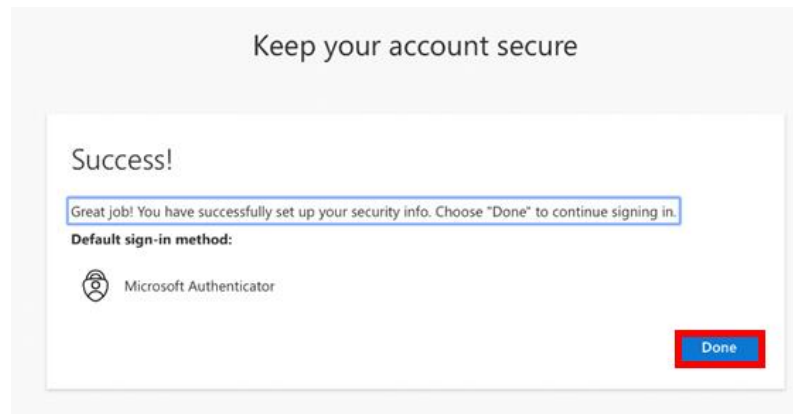
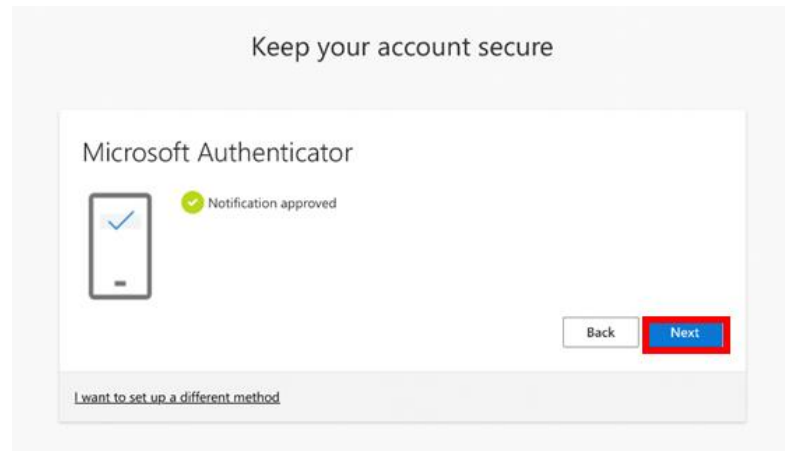


## Entering Verification Code

- After adding the account, you will be asked to enter a verification code.
- Open the Authenticator app on your phone, **enter the code shown on the computer screen**, then click **"Yes"**.

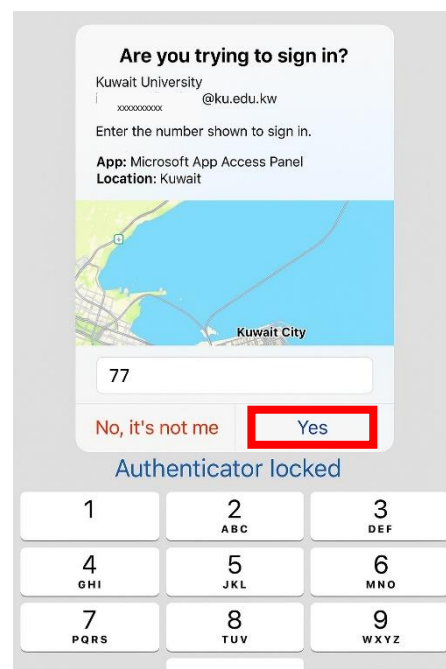
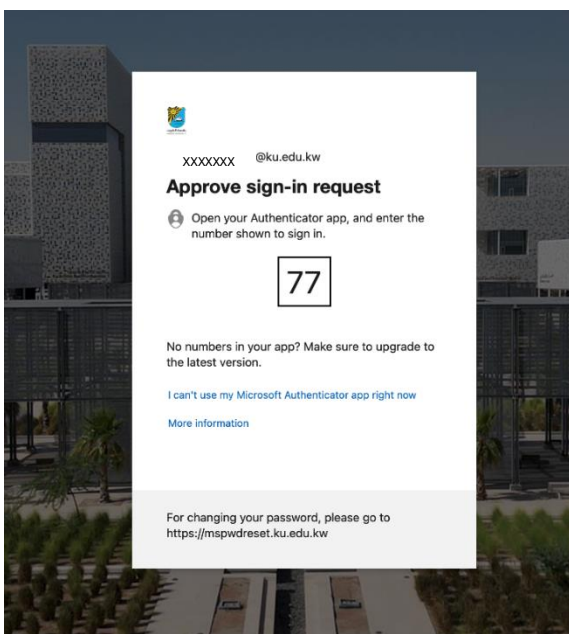


- The registration is completed by choosing "Next" then "Done".



### Step 3. Sign in using Microsoft Authenticator

- Open **Microsoft 365 app** or **website** and sign in in your Smart Phone.
- You will receive a **notification on your Smart Phone** through the **Microsoft Authenticator app**.
- **Enter the number shown on the computer screen** into the **Microsoft Authenticator app** on your smartphone, then tap **"Yes"** to complete the verification process.



### Microsoft Authenticator App Activated Successfully

**Now** you can now receive instant identity verification notifications when signing in to your account.

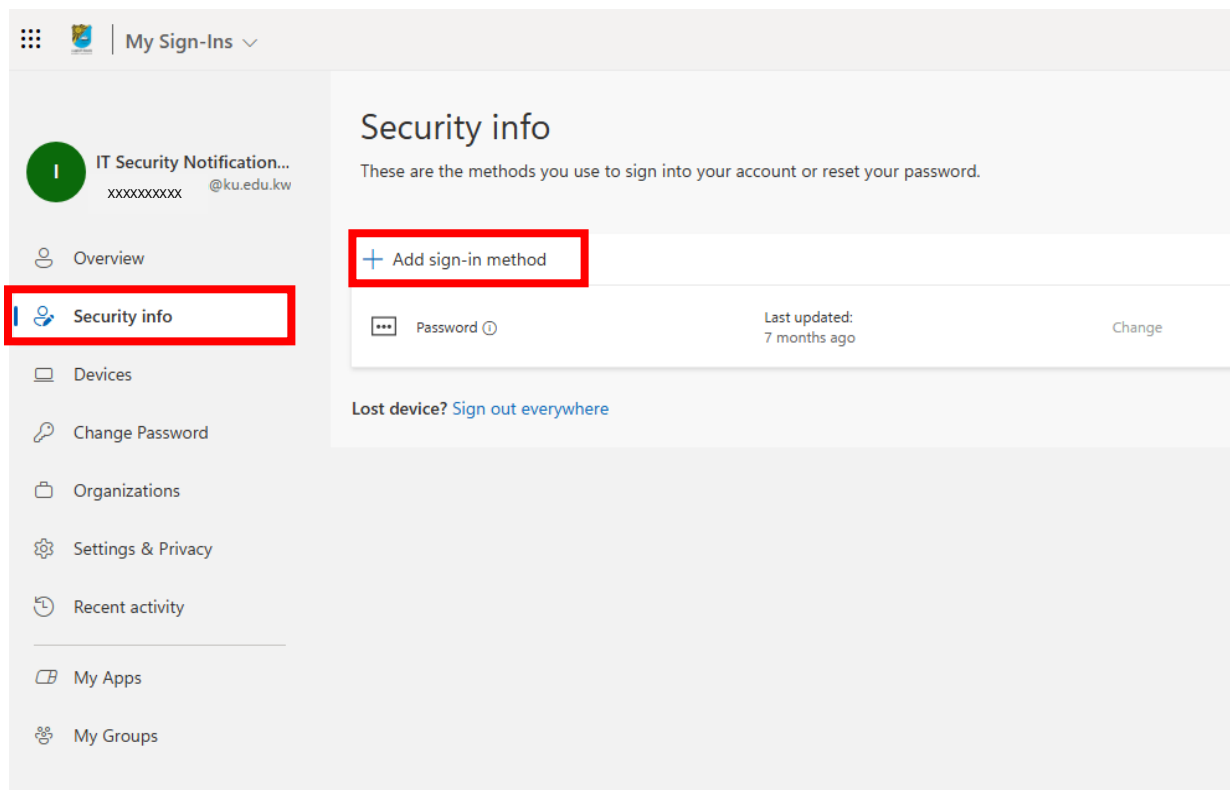
**If you faced with any issues, please contact:**

- **Guidance and Counseling Office** (for students)
- **User Support Services** (for employees)

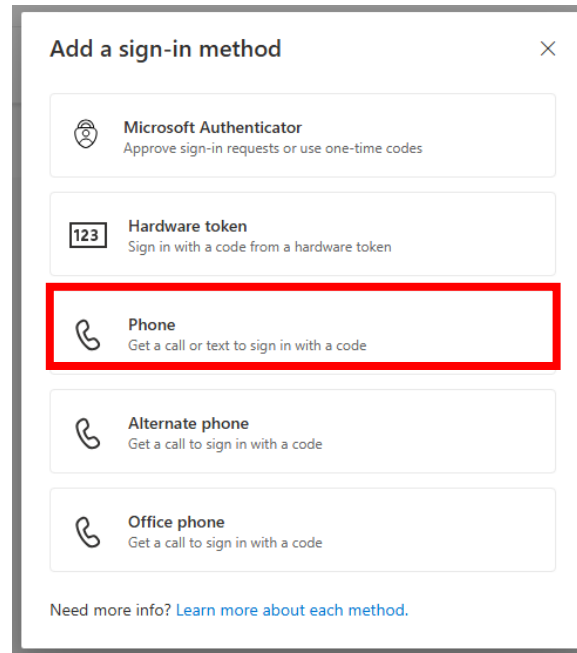


## Optional Step: Alternative Multifactor Authentication Methods






1. Access <https://mysignins.microsoft.com/security-info> or <https://aka.ms/mfasetup>
  2. **Sign in** with your KU Mail (ex. xxxxxxxxxx@ku.edu.kw)
  3. Tap on **Security Info** page.
  4. **"Add sign-in method"** to add backup method (**recommended**).
- User can add, remove, or update your MFA method (SMS, phone call, or app).
  - If user got a new phone or number, must update it here.



5. Choose "**Phone**" to receive a call or code by entering your number.

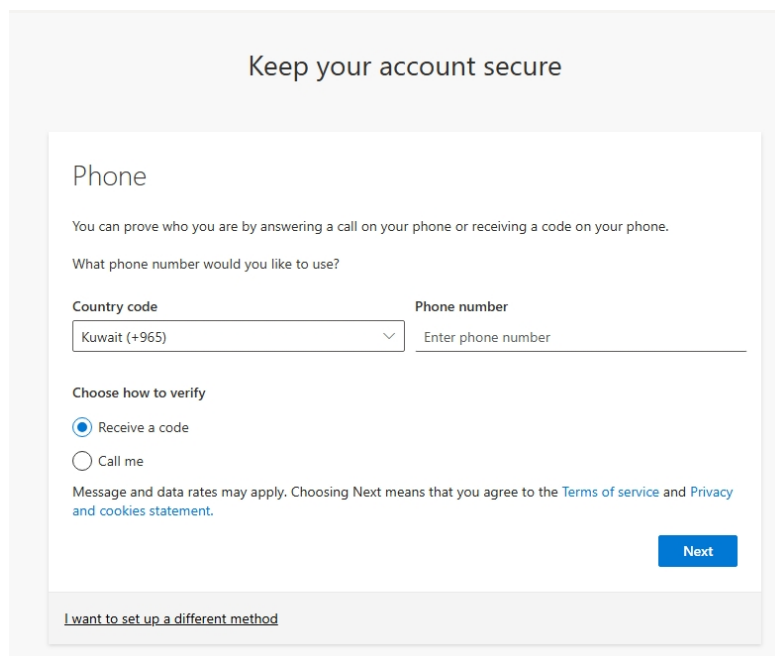


**Add a sign-in method** [X]

-  **Microsoft Authenticator**  
Approve sign-in requests or use one-time codes
-  **Hardware token**  
Sign in with a code from a hardware token
-  **Phone**  
Get a call or text to sign in with a code
-  **Alternate phone**  
Get a call to sign in with a code
-  **Office phone**  
Get a call to sign in with a code

Need more info? [Learn more about each method.](#)

6. Add your phone number and choose verification by your preference. (code or call)



**Keep your account secure**

### Phone

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

What phone number would you like to use?

**Country code** Kuwait (+965) **Phone number** Enter phone number

**Choose how to verify**

☒ Receive 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](#).

[Next](#)

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

7. The process is completed by choosing "Next" then "Done".

