
Toyohashi University of Technology

Multi-Factor Authentication Registration Guide (Authenticator Setup)

Version 1.10

IMC (Information Media Center)

●Revision History

Date	Version	Description of Change	Author	Approver
2026/6/16	0.10	Initial version created	SIOS Kawai	
2026/6/18	0.20	Added items pointed out by the university	SIOS Kawai	
2026/6/22	0.30	Revised items pointed out by the university	SIOS Kawai	
2026/6/24	0.40	Revised items pointed out by the university	SIOS Kawai	
2026/6/26	1.00	Partially revised the descriptions	IMC Nakamura	
2026/8/26	1.10	Partially revised the descriptions	IMC Y.Nakamura	

Table of Contents

1. Introduction	4
1.1. Purpose of This Document.....	4
1.2. Required Environment	4
1.3. Terminology	4
2. MFA Setup Procedure	5
2.1. Microsoft Authenticator Setup Procedure	5
2.1.1. Setup from a PC.....	5
2.1.2. Setup from a Smartphone	12
2.2. Other Apps (e.g., Google Authenticator) Setup Procedure	17
2.2.1. Setup from a PC.....	17
2.2.2. Setup from a Smartphone	24
3. MFA Registration Verification Procedure	33

1. Introduction

1.1. Purpose of This Document

This document explains the procedure for configuring multi-factor authentication on the Authentication Infrastructure System of Toyohashi University of Technology. The method described here is **one-time password authentication**, which authenticates the user by combining a password with an authenticator app installed on a mobile phone (smartphone) or tablet.

1.2. Required Environment

- PC
- A smartphone or tablet for registration

(Note: Registration and setup can be completed on the same single device.)

You must install an authenticator app such as Microsoft Authenticator or Google Authenticator in advance. Various authenticator apps can be used, including those listed here, but the Information and Media Center recommends using Microsoft Authenticator.

Microsoft Authenticator



Google Authenticator



(iOS)



(Android)

1.3. Terminology

- MFA

Multi-Factor Authentication. A security technology that verifies the user's identity by combining two or more different factors when signing in to web services and the like: in addition to a knowledge factor such as a password, a possession factor such as a smartphone app or SMS, and a biometric (inherence) factor such as a fingerprint or face.

2. MFA Setup Procedure

2.1. Microsoft Authenticator Setup Procedure

2.1.1. Setup from a PC

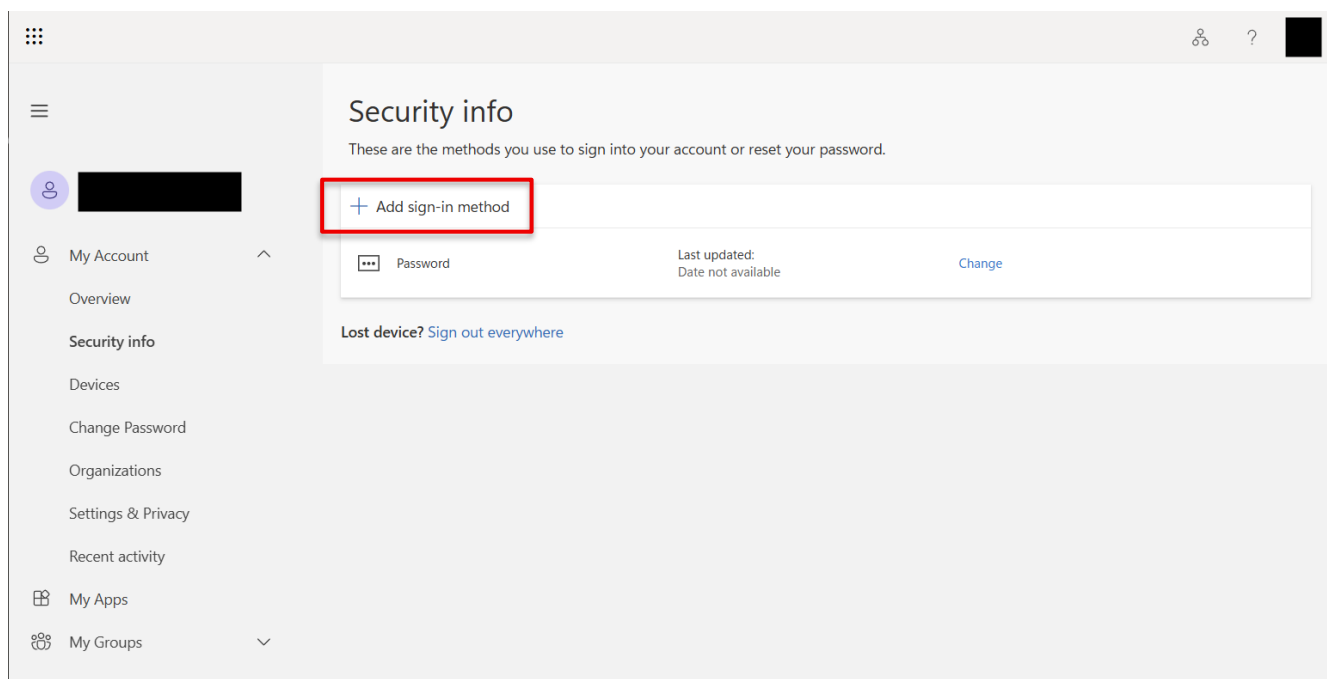
- Working device: PC
- Registration device: Smartphone

Note: If you are setting up from a smartphone, please start from section 2.1.2 on page 12

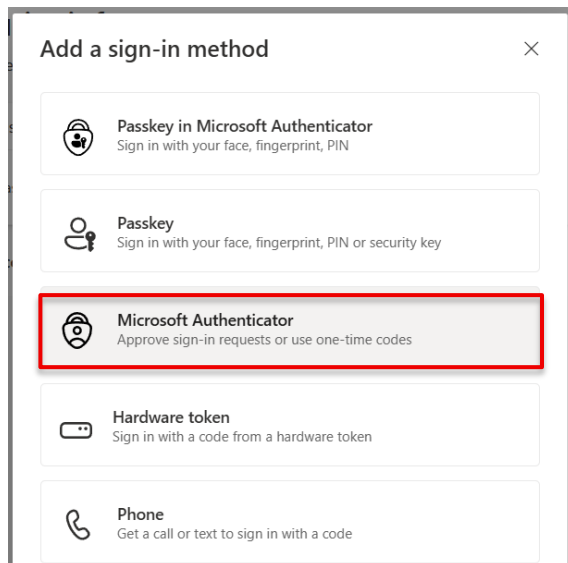
1. From the working device, access the URL below and sign in with your permanent email address.

<https://aka.ms/mfasetup>

2. Under "Security info," click "Add sign-in method."

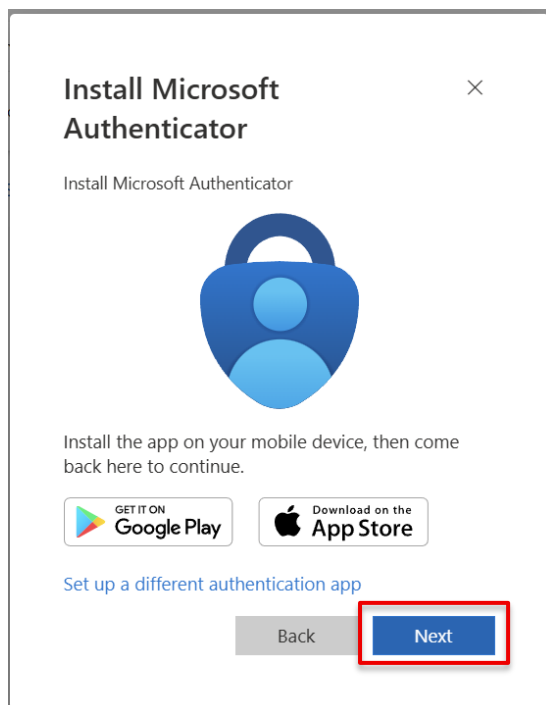


3. Click "Microsoft Authenticator."

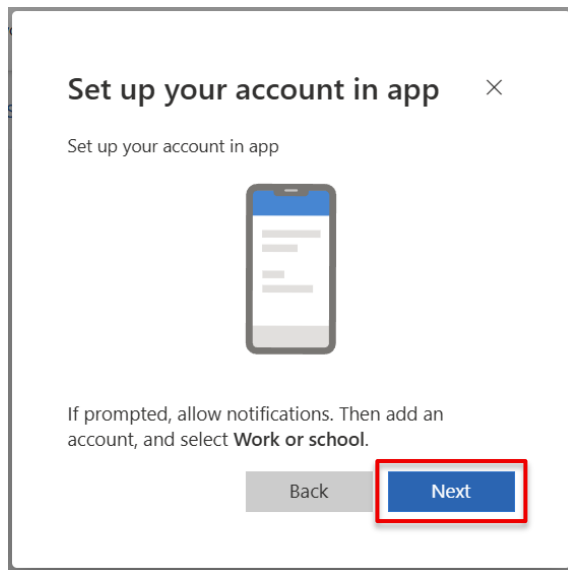


4. Prepare the device on which Microsoft Authenticator is installed (the registration device), and click "Next."

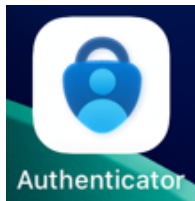
* If you use a different app such as "Google Authenticator," please follow the steps in Section 2.2.



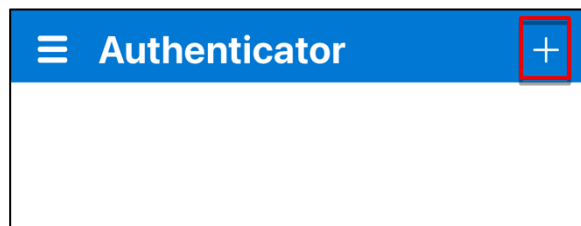
5. Click "Next."



6. On the registration device, launch "Microsoft Authenticator."

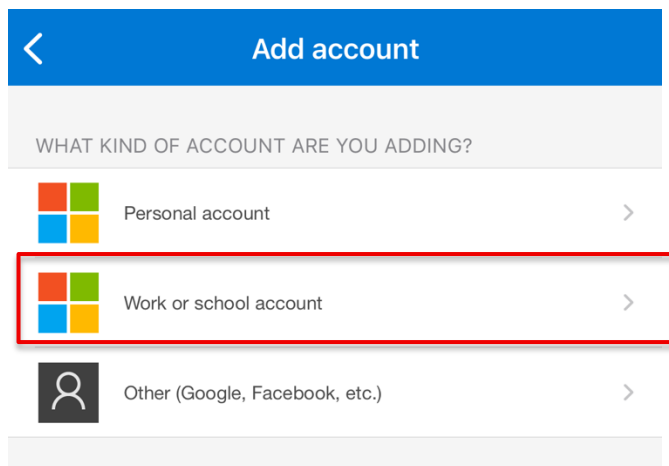


7. In the "Microsoft Authenticator" app on the registration device, tap the "+" at the top.

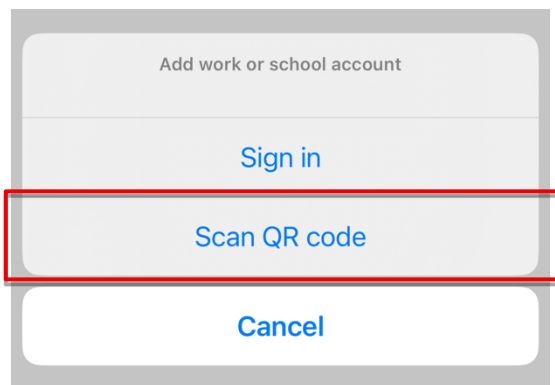


Note: > iPhone screens are used for illustration. Android screens are similar and follow the same general steps.

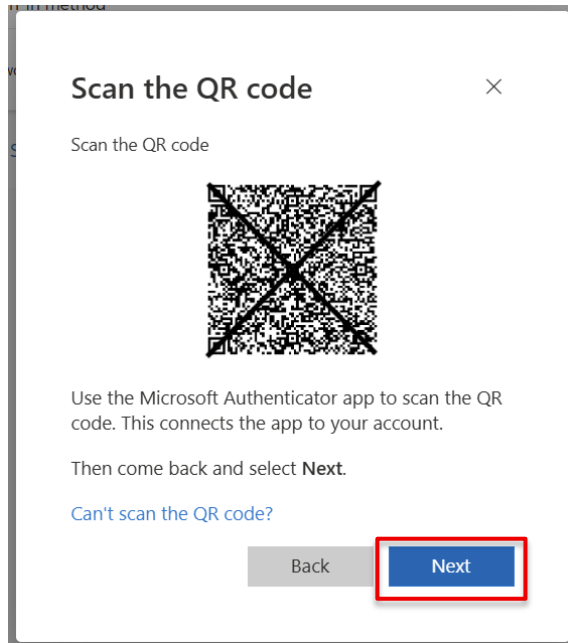
8. Select "Work or school account."



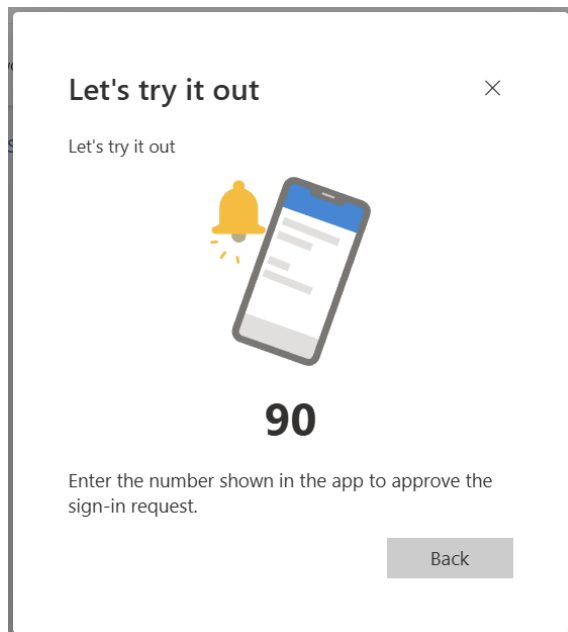
9. Select "Scan QR code." Using the camera that opens, scan the QR code shown on the working device in step 10.



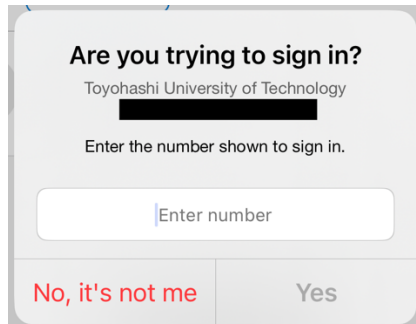
10. Scan the QR code shown on the working device screen with the Authenticator app on the registration device. Once it is registered in the app, click "Next."



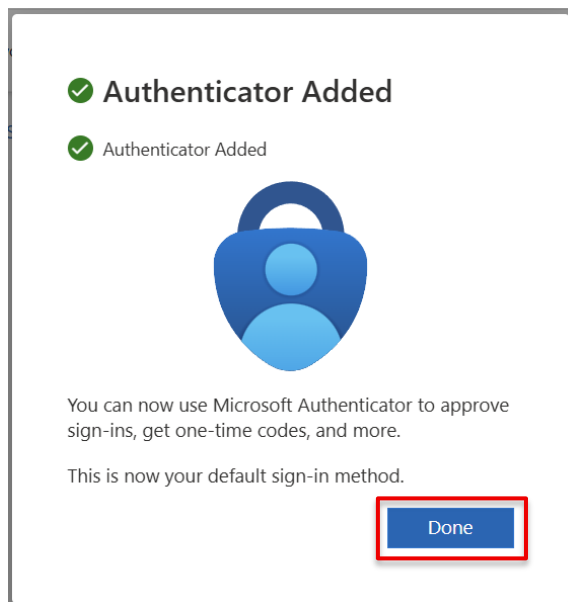
11. A number is shown on the working device screen.



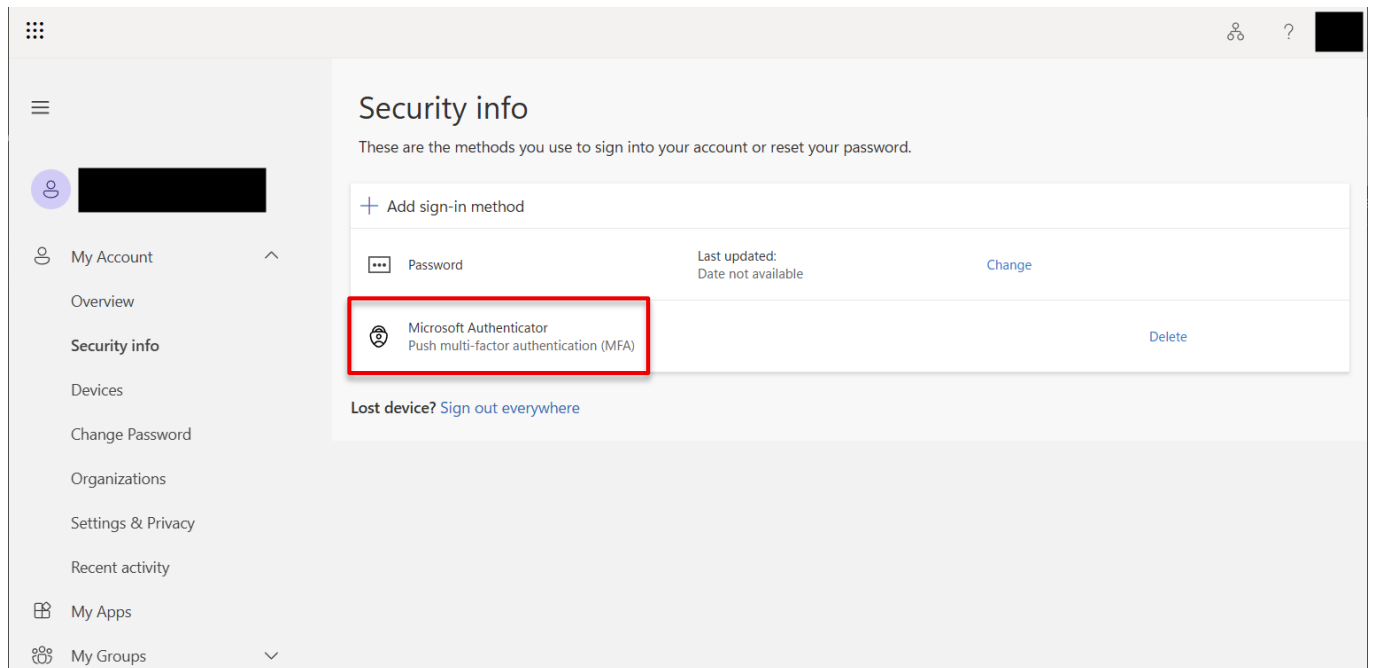
12. Enter the number shown on the working device into the Microsoft Authenticator app on the registration device, and select "Yes."



13. When the following screen appears on the working device, registration is complete. Click "Done."



14. Confirm that "Microsoft Authenticator" appears in the list on the working device.



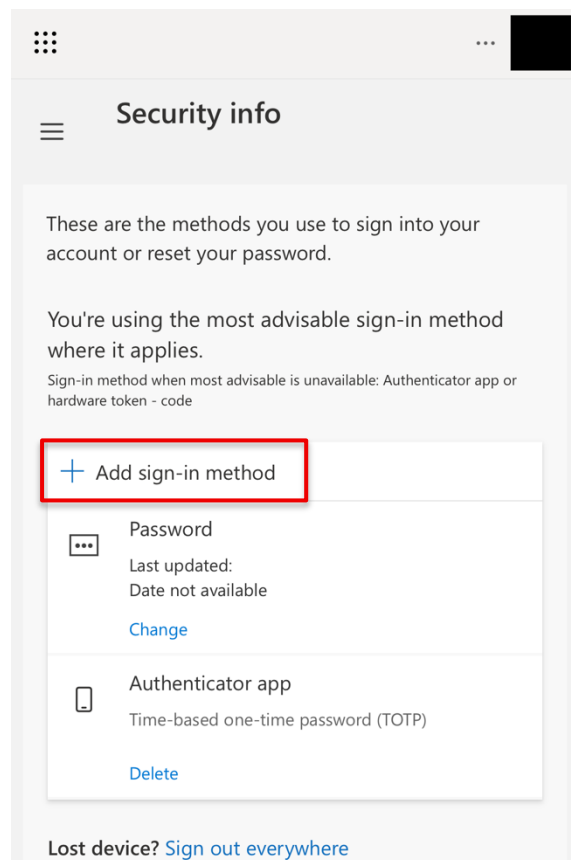
2.1.2. Setup from a Smartphone

- Working device: Smartphone
- Registration device: Smartphone

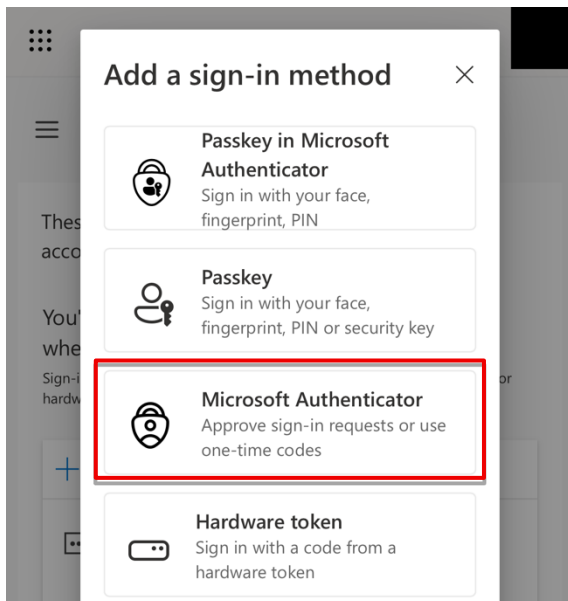
1. From the working device, access the URL below and sign in with your permanent email address.

<https://aka.ms/mfasetup>

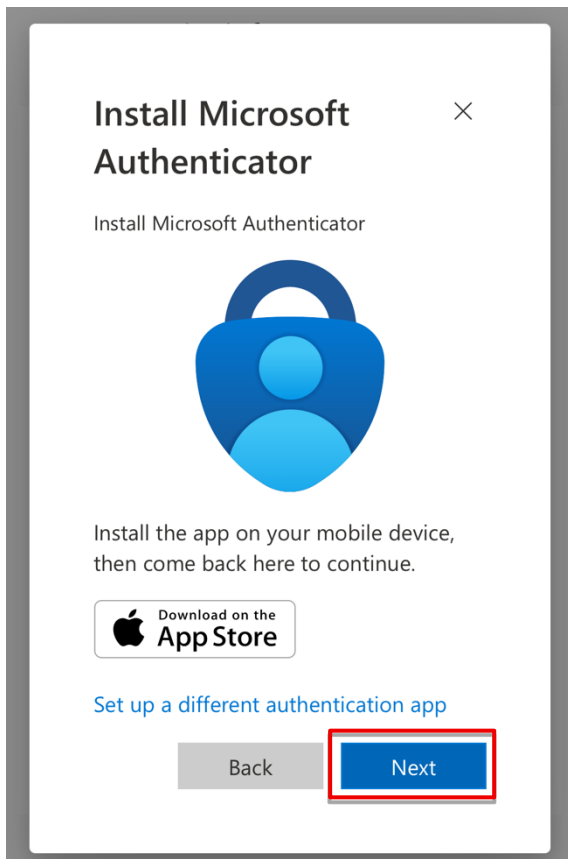
2. Under "Security info," select "Add sign-in method."



3. Select "Microsoft Authenticator."

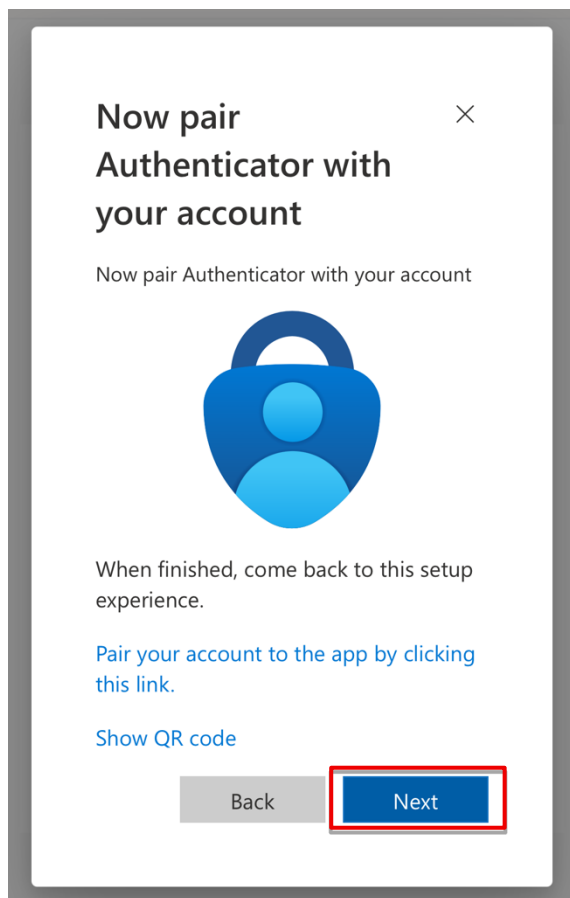


4. Install Microsoft Authenticator, and select "Next."

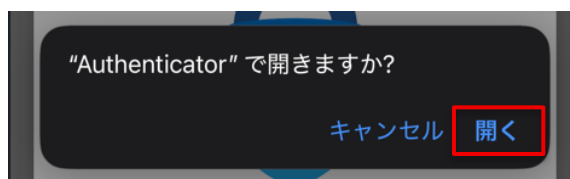


Note: > iPhone screens are used for illustration. Android screens are similar and follow the same general steps.

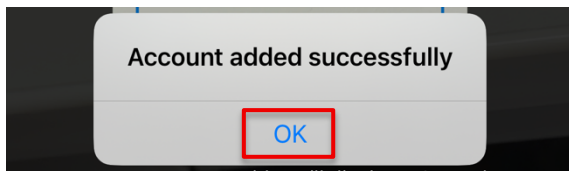
5. Pair Authenticator with your account. Select "Next."



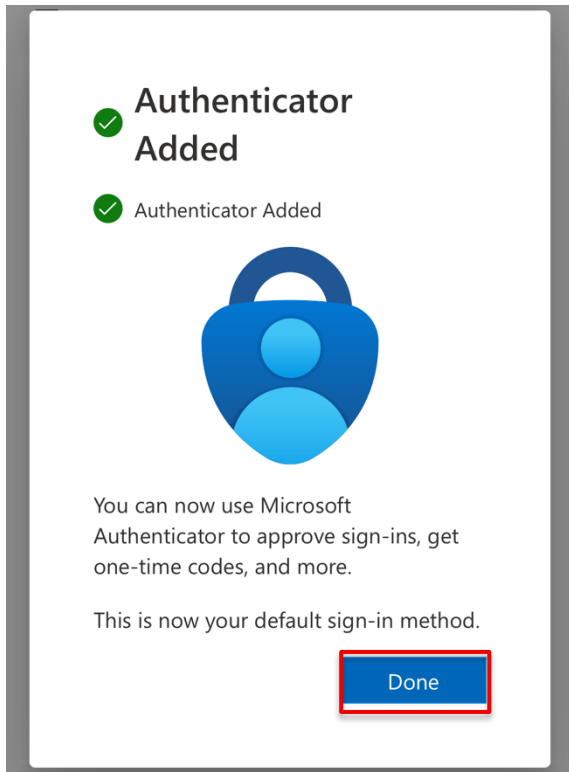
6. Select "Open."



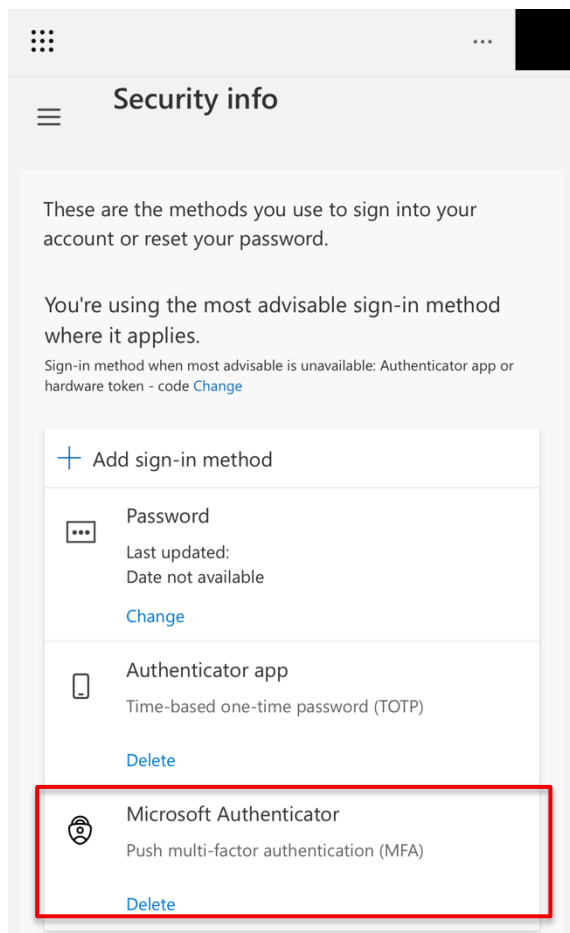
7. A message like the following appears in the Authenticator app. Select "OK."



8. When the following screen appears, registration is complete. Click "Done."



9. Confirm that "Microsoft Authenticator" appears in the list.



2.2. Other Apps (e.g., Google Authenticator) Setup Procedure

2.2.1. Setup from a PC

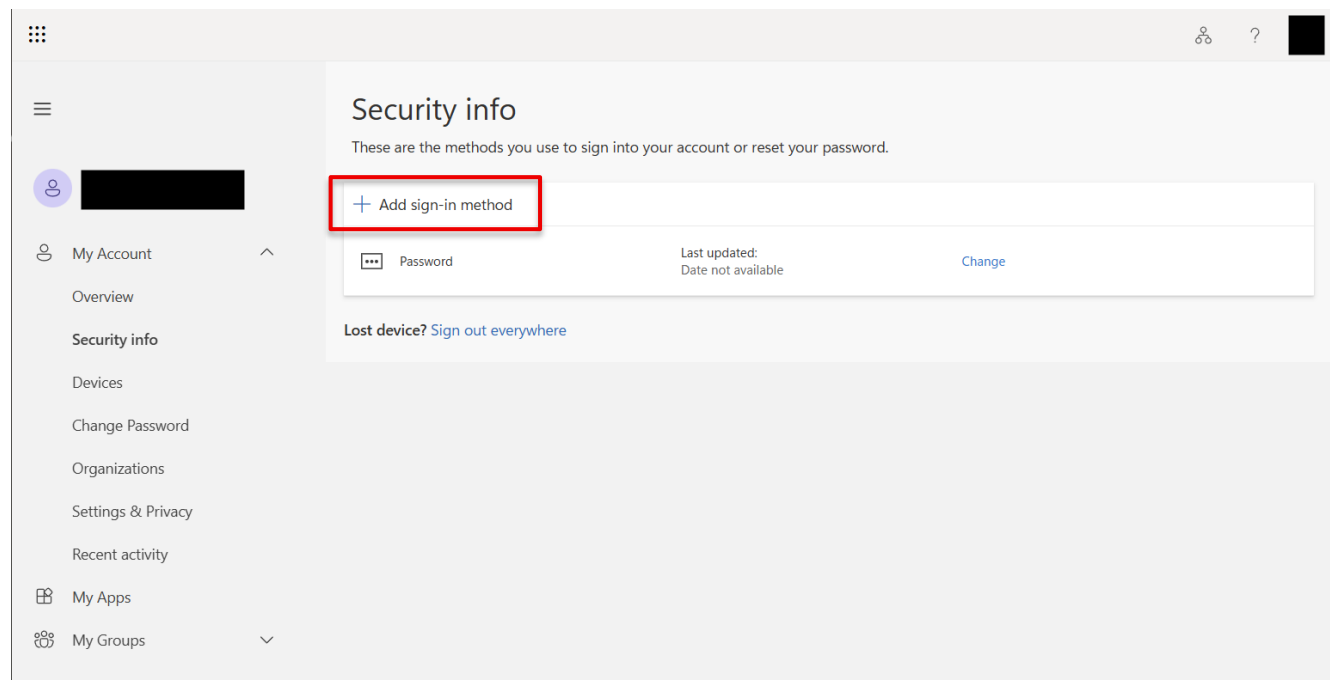
- Working device: PC
- Registration device: Smartphone

Note: If you are setting up from a smartphone, please start from section 2.2.2 on page 24

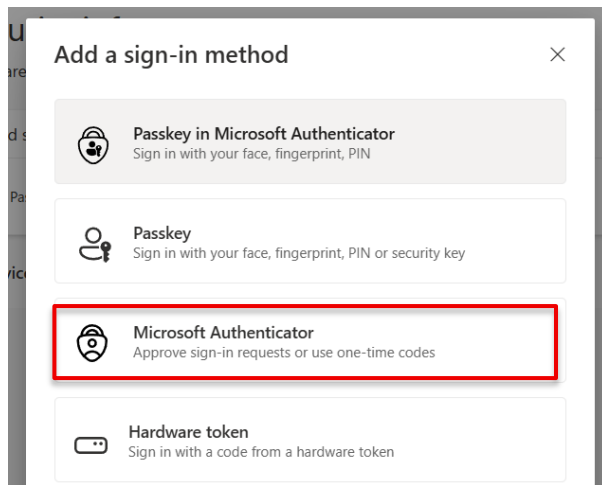
1. From the working device, access the URL below and sign in with your permanent email address.

<https://aka.ms/mfasetup>

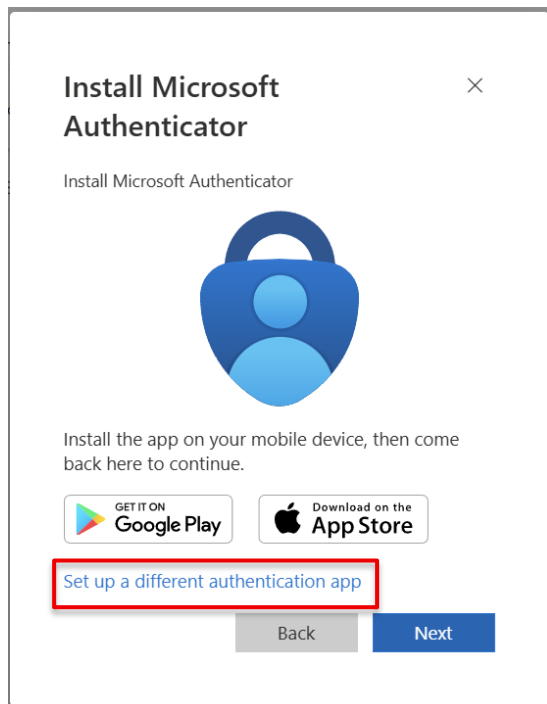
2. Under "Security info," click "Add sign-in method."



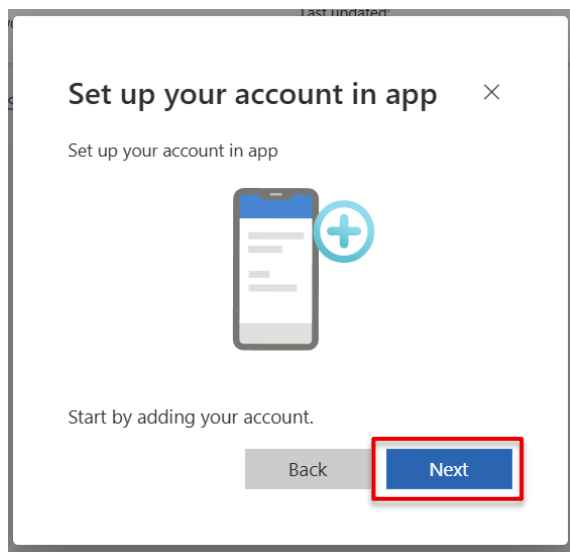
3. Click "Microsoft Authenticator."



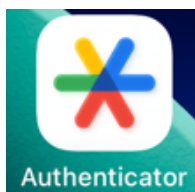
4. Prepare the device on which Authenticator is installed (the registration device), and click "Set up a different authentication app." This guide describes the procedure using "Google Authenticator."



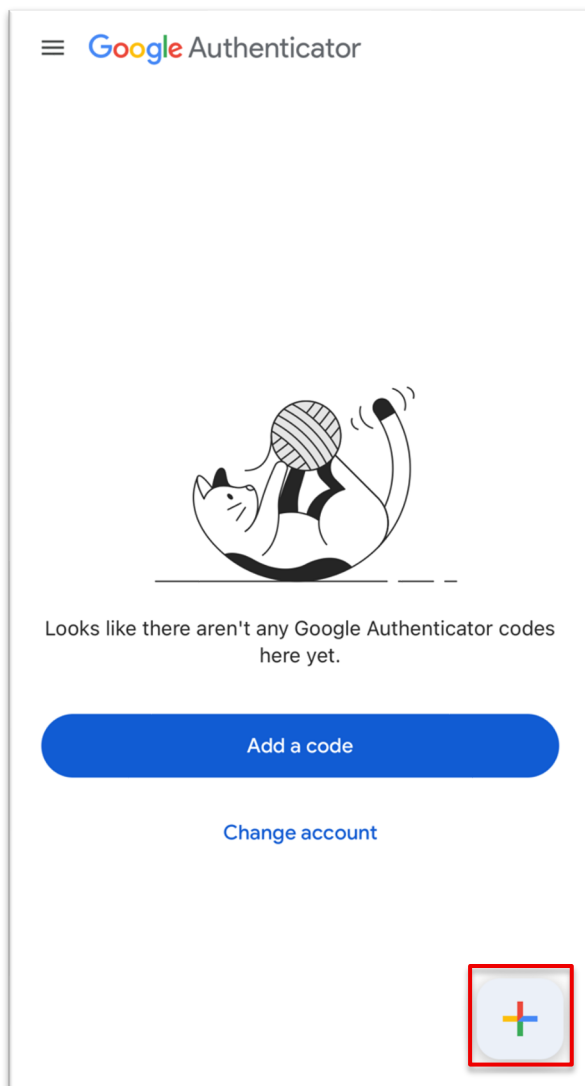
5. Click "Next."



6. On the registration device, launch "Google Authenticator."

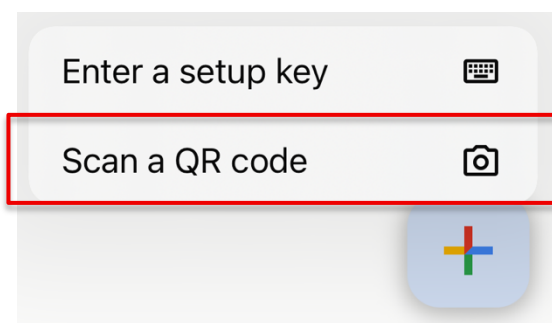


7. In the "Authenticator" app on the registration device, tap the "+" at the bottom.

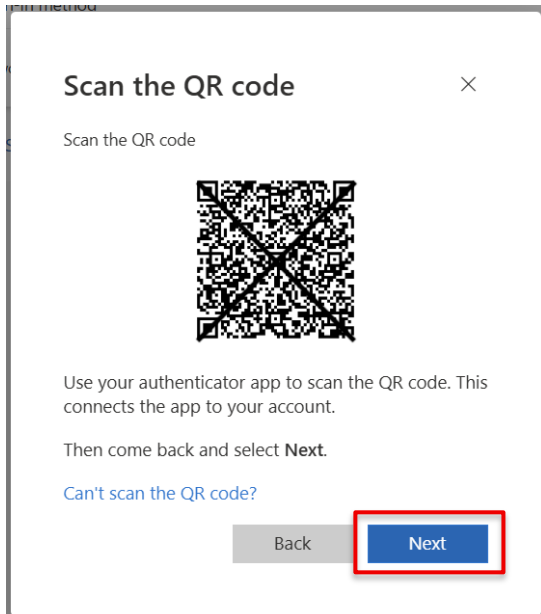


Note: > iPhone screens are used for illustration. Android screens are similar and follow the same general steps.

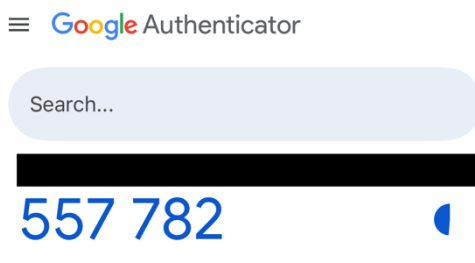
8. Select "Scan a QR code." Using the camera that opens, scan the QR code shown on the working device in step 9.



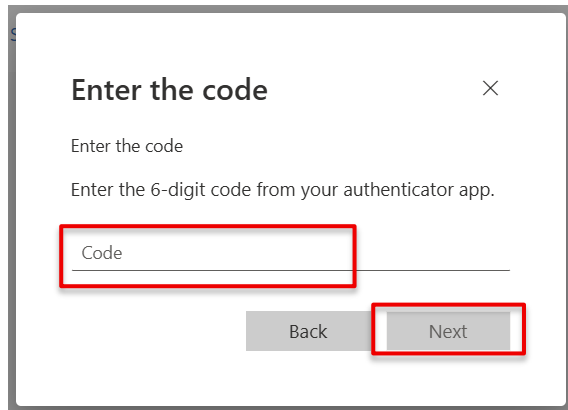
9. Scan the QR code shown on the screen with the Google Authenticator app on the registration device. Once it is registered in the app, click "Next."



10. Check the six-digit number shown on the registration device.

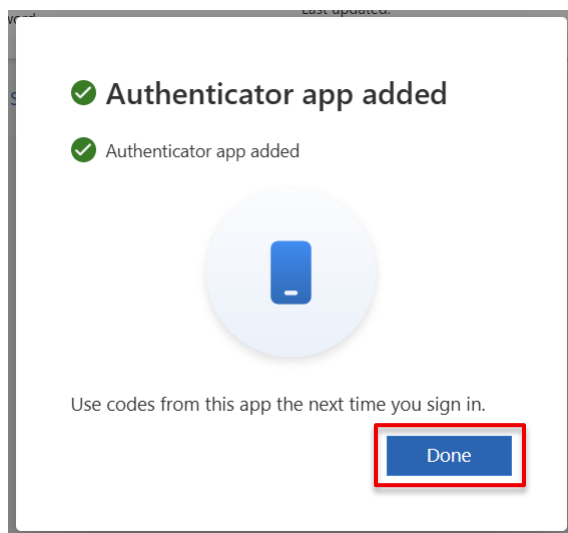


11. A code-entry screen appears on the working device. Enter the six-digit one-time password shown in the Google Authenticator app on the registration device, and click "Next."



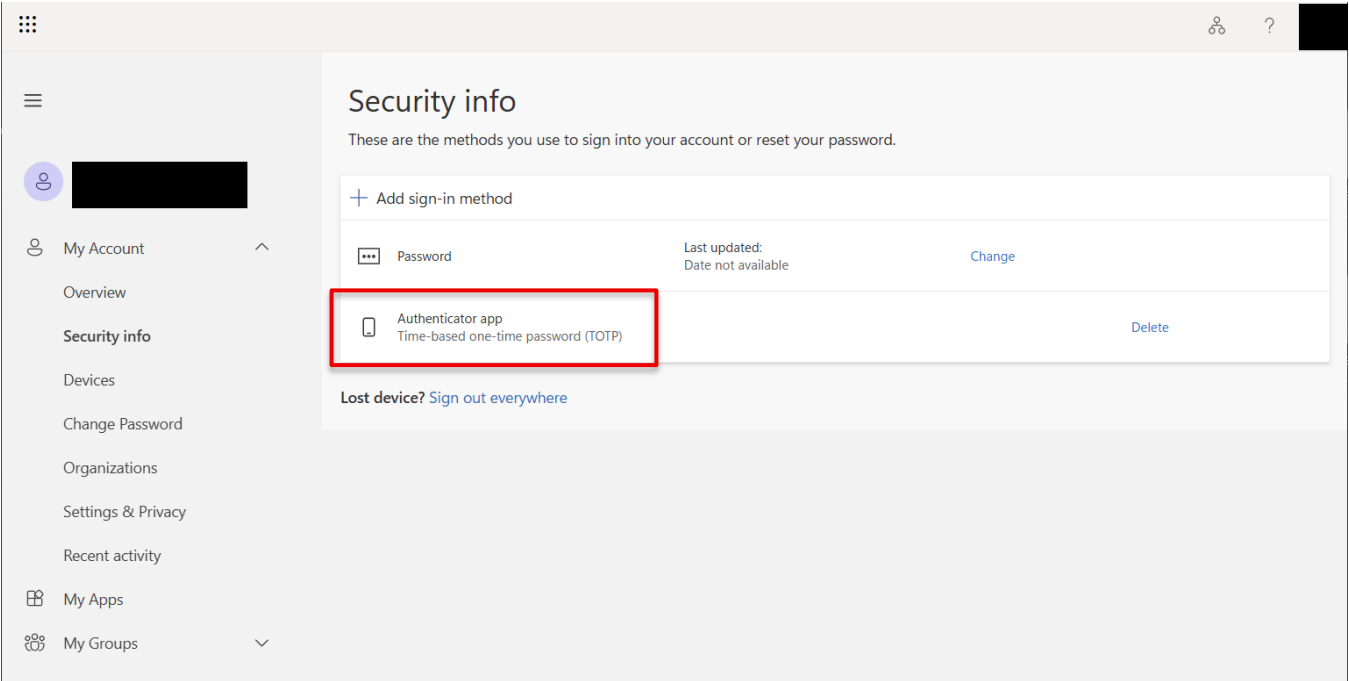
The screenshot shows a dialog box titled "Enter the code" with a close button (X) in the top right corner. Below the title, it says "Enter the code" and "Enter the 6-digit code from your authenticator app." There is a text input field labeled "Code" with a red border. Below the input field are two buttons: "Back" and "Next", with the "Next" button highlighted with a red border.

12. When the following screen appears, registration is complete. Click "Done."



The screenshot shows a confirmation screen titled "Authenticator app added" with a green checkmark icon. Below the title, it says "Authenticator app added" with a green checkmark icon. In the center is a blue icon of a smartphone. Below the icon, it says "Use codes from this app the next time you sign in." At the bottom right is a blue button labeled "Done" with a red border.

13. Confirm that "Authenticator app" appears in the list on the working device.



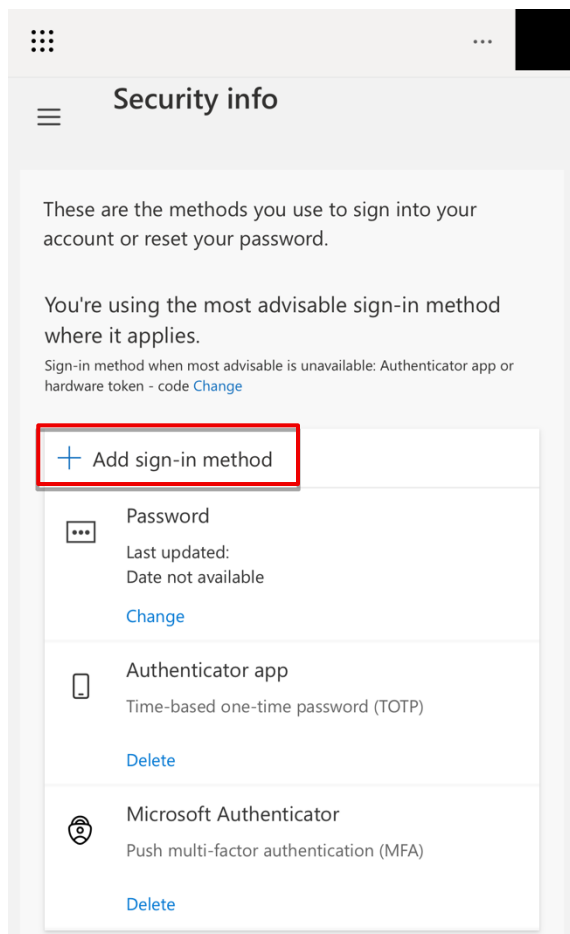
2.2.2. Setup from a Smartphone

- Working device: Smartphone
- Registration device: Smartphone

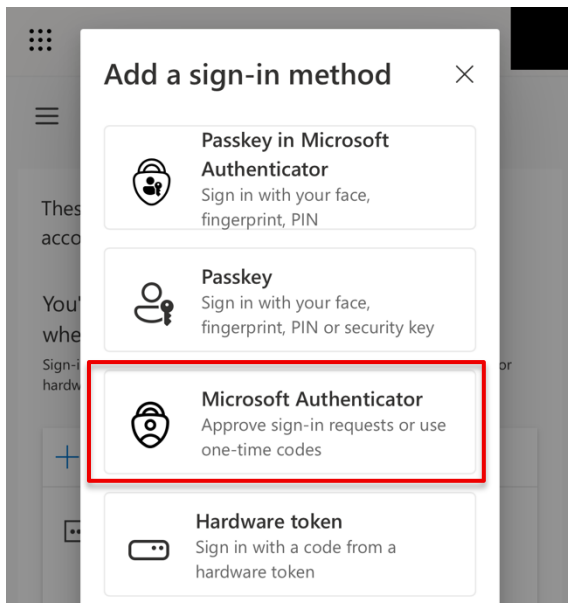
1. From the working device, access the URL below and sign in with your permanent email address.

<https://aka.ms/mfasetup>

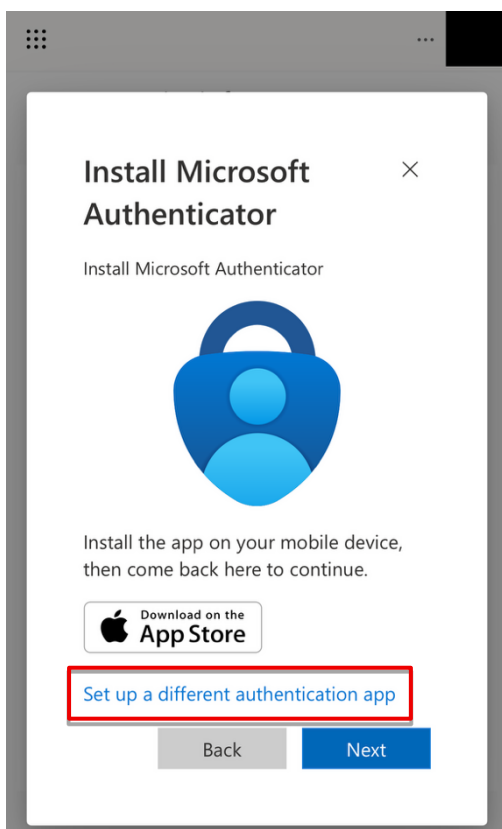
2. Under "Security info," select "Add sign-in method."



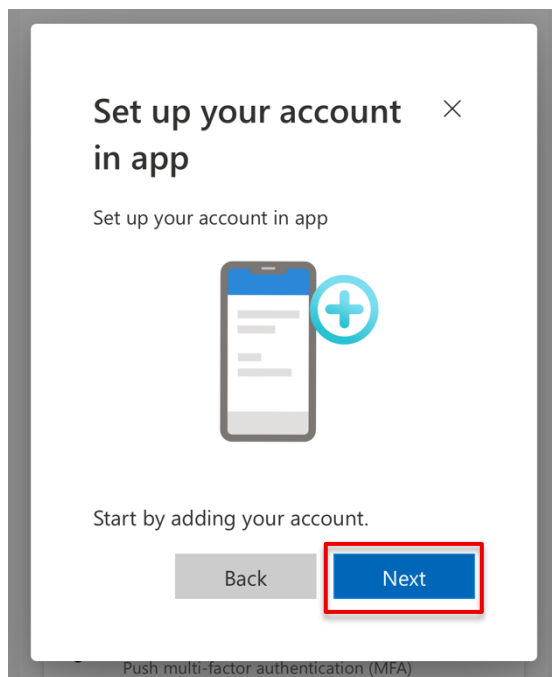
3. Select "Microsoft Authenticator."



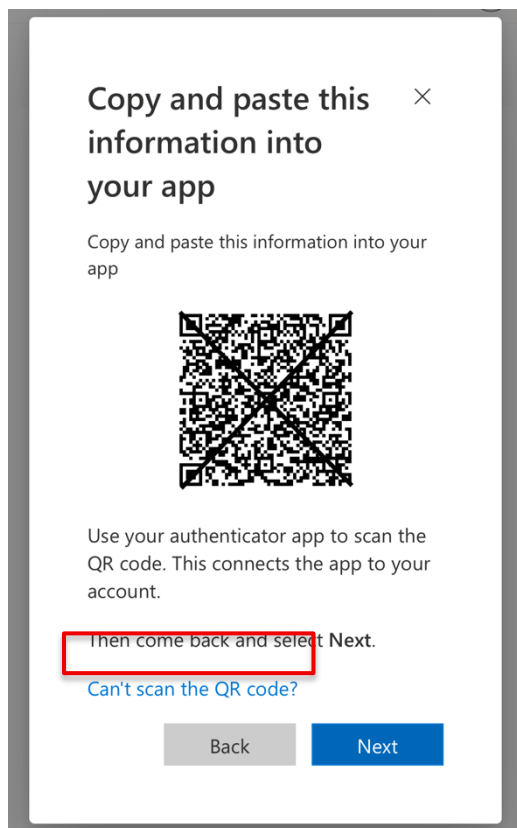
4. Prepare the device on which Authenticator is installed, and select "Setup a different authenticator app."



5. Click "Next."



6. Select "Can't scan the QR code?"



7. Select "Copy key" for the secret key that is displayed, then select "Next."

Enter the following into Authenticator

×

Enter the following into Authenticator

Open the QR code scanner in Authenticator and select **Enter code manually**.

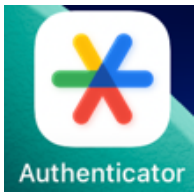
Account name: [Copy name](#) 

Secret key: [Copy key](#) 

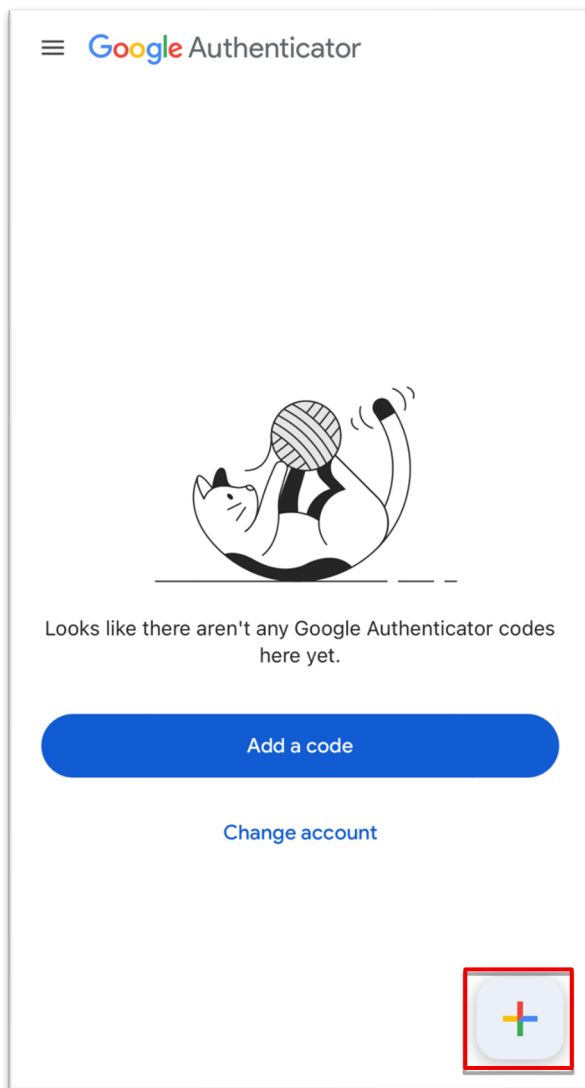
Back

Next

8. On the registration device, launch "Google Authenticator."

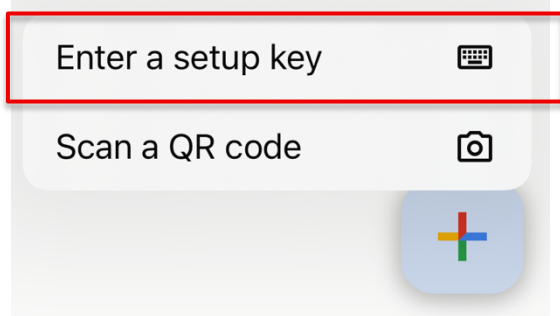


9. In the "Google Authenticator" app on the registration device, tap the "+" at the bottom.



Note: > *iPhone screens are used for illustration. Android screens are similar and follow the same general steps.*

10. Select "Enter a setup key."



11. In the "Account name" field, enter any name; in the "Your key" field, enter the secret key you copied in step 7. For "Type of key," select "Time based," then select "Add."

[< Back](#) Enter account details

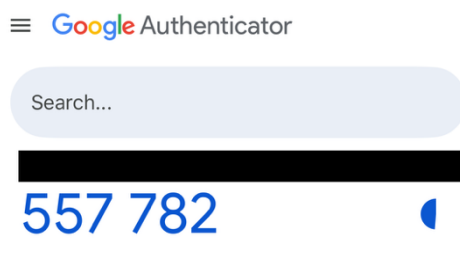
Account name

Your key

Type of key
Time based ▼

Add

12. Check the six-digit number shown on the registration device.



13. A code-entry screen appears. Enter the six-digit one-time password shown in the Google

Authenticator app, and select "Next."

Enter the code



Enter the code

Enter the 6-digit code from your authenticator app.

557782

Back

Next

14. When the following screen appears, registration is complete. Click "Done."



Authenticator app added



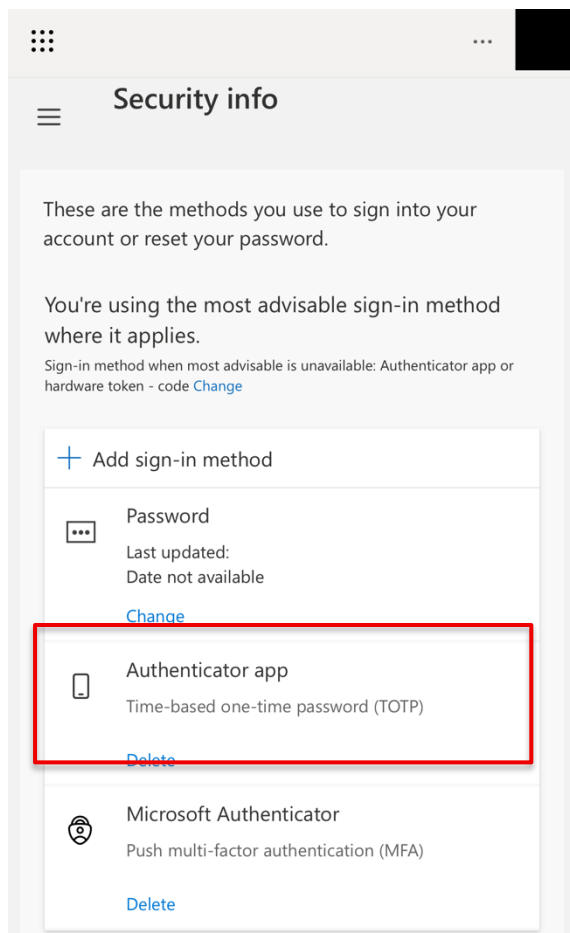
Authenticator app added



Use codes from this app the next time you sign in.

Done

15. Confirm that "Authenticator app" appears in the list.



3. MFA Registration Verification Procedure

Please verify using the procedure below.

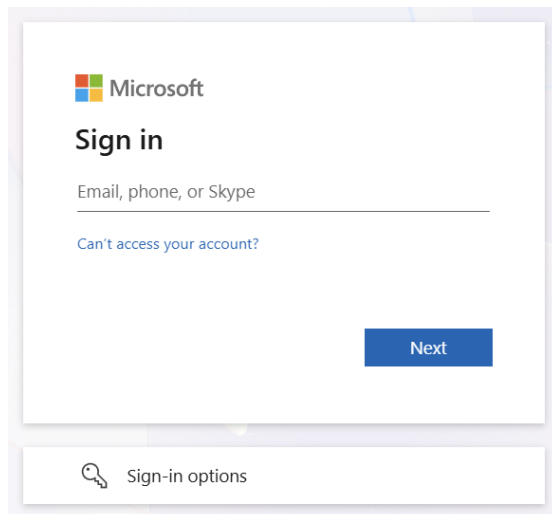
1. Access the MFA verification test site below.

<https://useradm.imc.tut.ac.jp/mfatest/>

2. Click "Sign in."



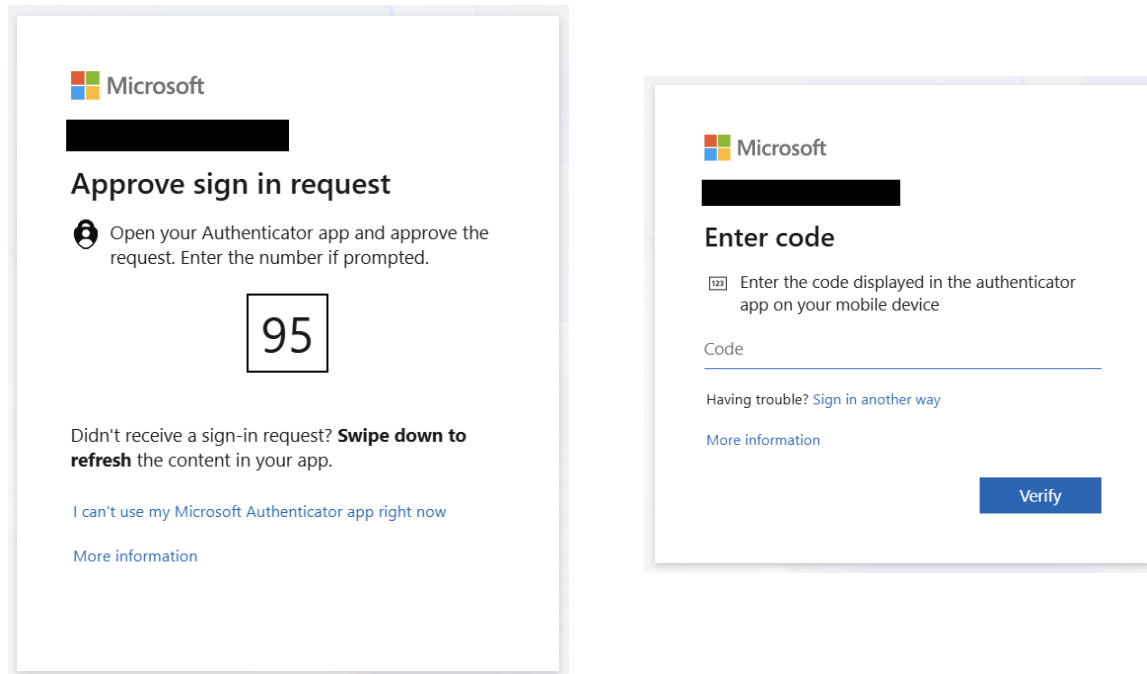
3. Enter your permanent email address, and click "Next."



4. The MFA authentication you registered runs.

* Here, open the Microsoft Authenticator app on your smartphone and enter the number shown.

For "Google Authenticator," a code-entry screen appears as shown on the right.



5. Once authentication succeeds and the "MFA verified" screen below appears, MFA verification is complete.

