

Step 1: Click the below link to access the MFA site for your account:

<https://account.activedirectory.windowsazure.com/proofup.aspx?proofup=1>. Please always select Authentication via app or Authentication via Text.

what's your preferred option?

We'll use this verification option by default.

Text code to my authentication p

Step 2: Double check your phone number, as the authentication text message will be sent to this number

how would you like to respond?

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

| | | | |
|-------------------------------------|----------------------------------|-------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Authentication phone | Netherlands (+31) | 12345678 |
| <input type="checkbox"/> | Office phone | Netherlands (+31) | (0)88 6672 688 Extension |
| <input type="checkbox"/> | Alternative authentication phone | Select your country or region | |

Step 3: If you select the option "Notify me via app" in step 1; you are required to install the "Microsoft Authenticator" app in your mobile.

Microsoft Authenticator App



Authenticator app or Token

Set up Authenticator app

Step 4: You can scan the QR code received:

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: 941 811 989

URL: <https://cys01eupad12.eu.phonefactor.net/pad/837199845>

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

Next Cancel

Step 5: Save the settings and you are Ready.

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

Step 6: After you setup MFA, please login to your O365 and Moodle to check. Please note that you can always opt out for 30 days without authentication by clicking the checkbox "Don't ask again for 30 days" after you login for the first time using MFA.