

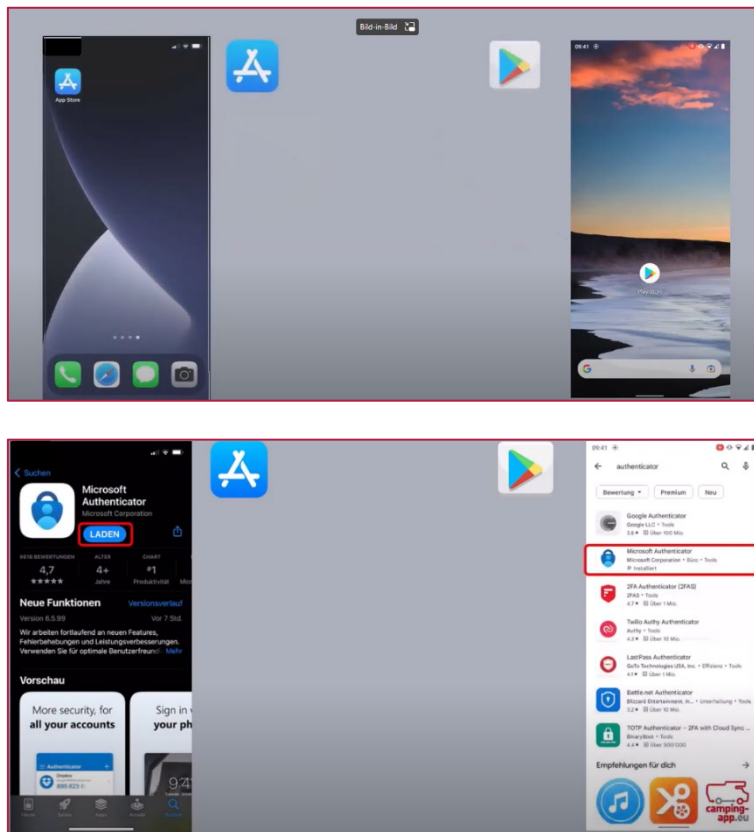
Instructions for setting up multi-factor authentication (MFA)

In order to be able to log in to your Vetmeduni account, multi-factor authentication (MFA) using the **Microsoft Authenticator app** is required. Follow the steps below to install the app on your smartphone / tablet and set up the MFA.

If the Microsoft Authenticator app is already installed on your smartphone, you can skip to **STEP 2 - MFA configuration in your Microsoft account**.

STEP 1 – Installing the Microsoft Authenticator app:

1. Now switch to your smartphone (and/or tablet) and install the Microsoft Authenticator app. The app can be found in the App Store (iOS devices) or in the Google Play Store (Android devices):





2. Now the smartphone / tablet can be put aside, it will be needed again later.

STEP 2 – MFA configuration in your Microsoft account:

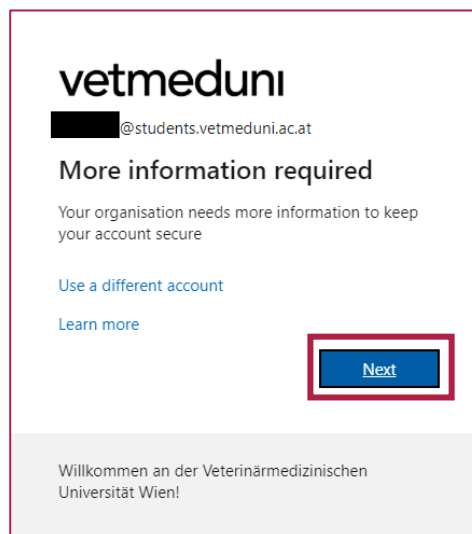
IMPORTANT:

Use a computer or laptop for this step, not another mobile device (e.g., a tablet), as the registration cannot be completed otherwise.

In order to avoid most of the problems we know of when setting up the MFA, we strongly recommend setting it up in a **private window**:

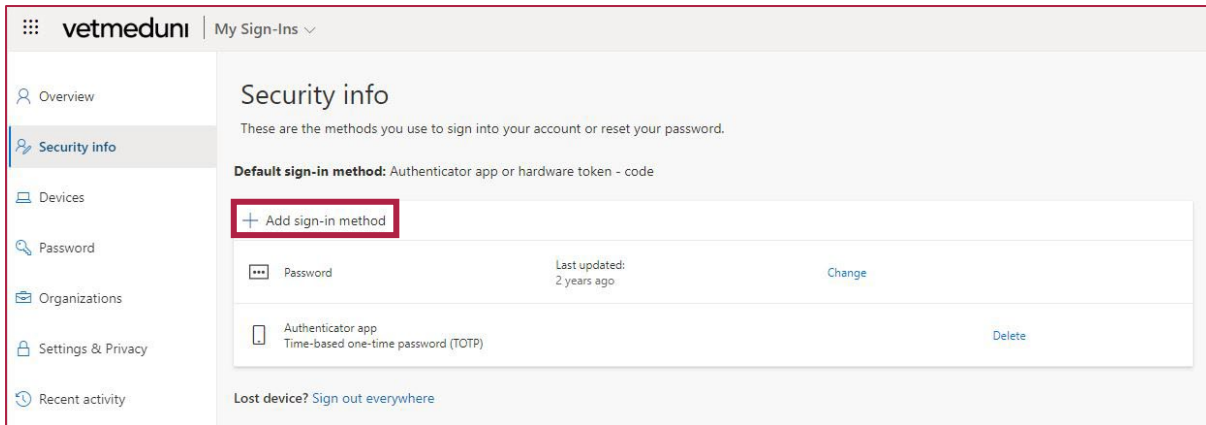
- *Google Chrome*: Open menu  → 'New Incognito window'
- *Microsoft Edge*: Open menu  → 'New InPrivate window'

1. Open the website <https://mysignins.microsoft.com/>
2. If you are not automatically logged in, enter your Vetmeduni login information (matriculationnumber@students.vetmeduni.ac.at and password).
3. An information field appears with the text 'More information required'. Click on 'Next' (several times).

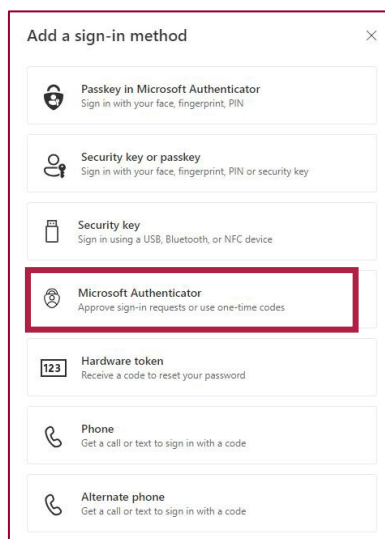


If the information field is not displayed, proceed as follows:

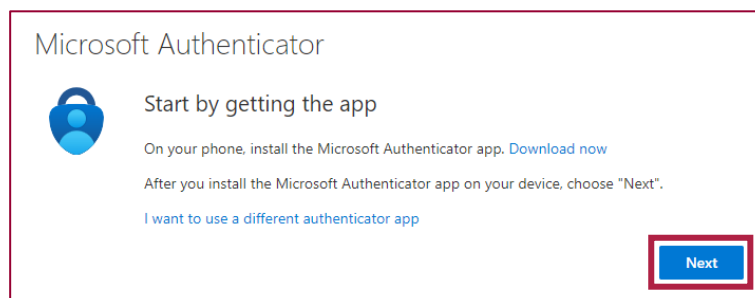
- 3a. Click on 'Security info' in the left bar.
- 3b. Click on the plus symbol ('Add sign-in method').



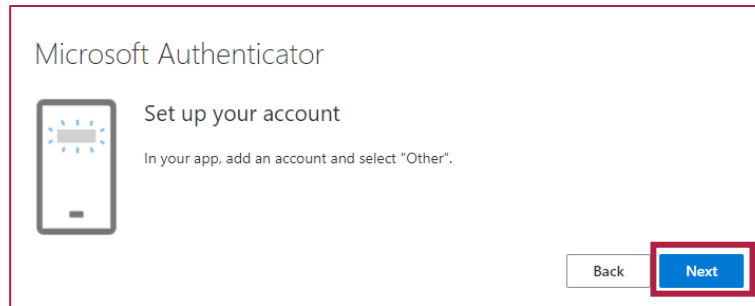
3c. Click on 'Microsoft Authenticator'.



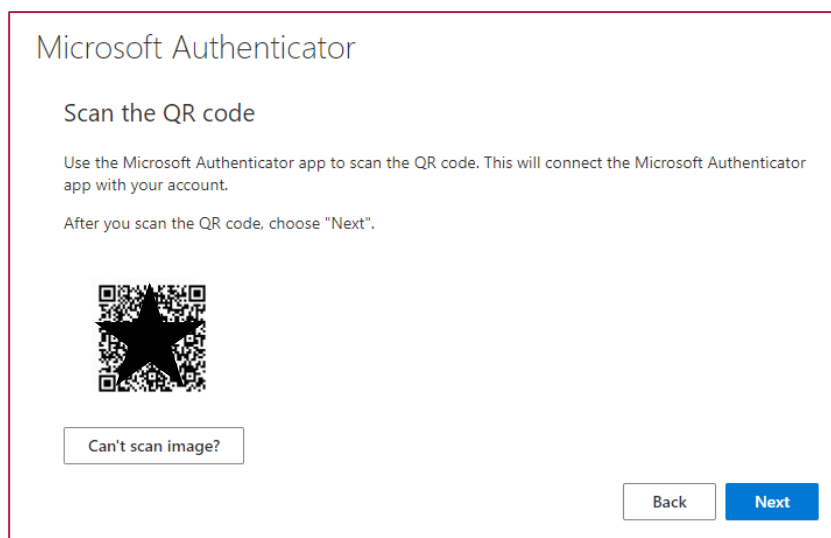
4. An information field for the Microsoft Authenticator appears. Click on 'Next'.



5. Click on 'Next' to set up your account.



6. A QR code will be displayed, which you will need shortly:



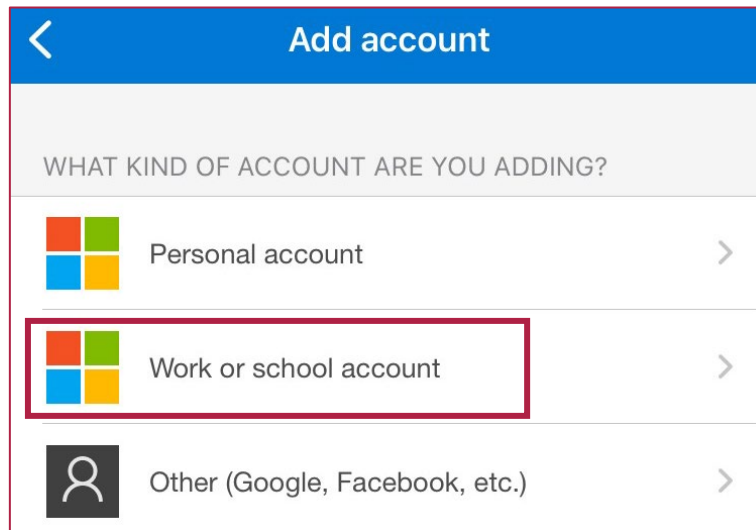
7. Now switch back to your mobile phone / tablet.

STEP 3 – MFA configuration on your smartphone / tablet:

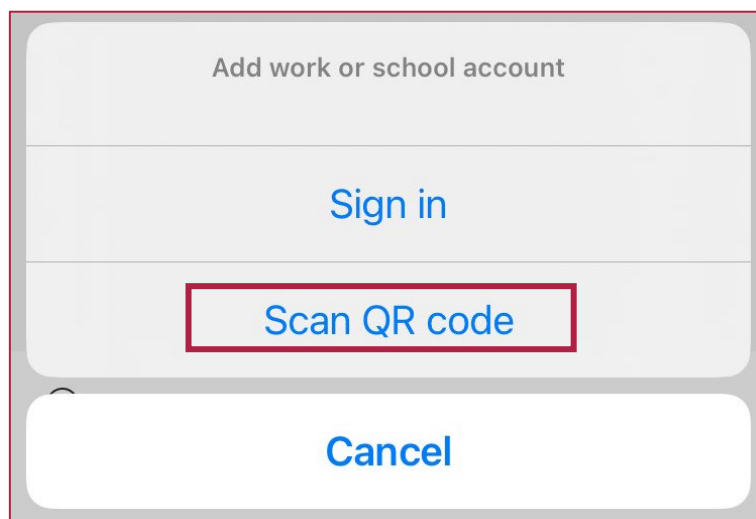
1. Open the Authenticator app and click on the '+' symbol to add a new account.

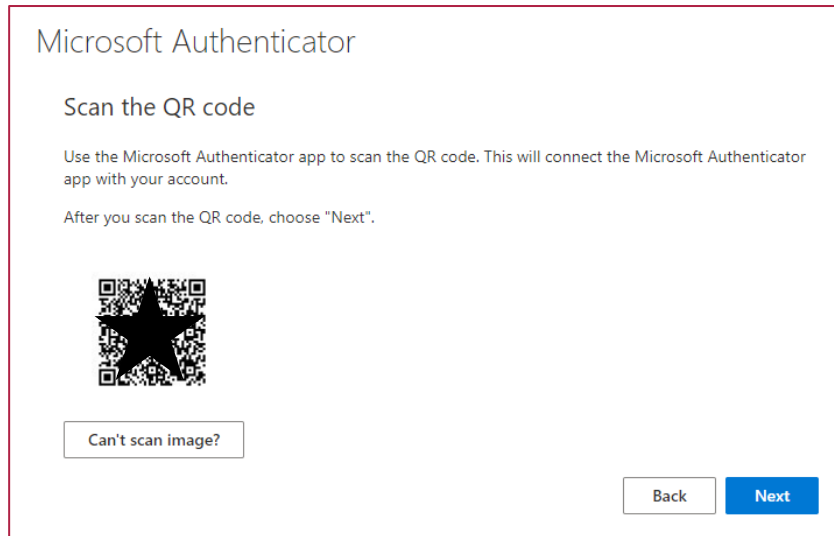


2. Select 'Work or school account'.

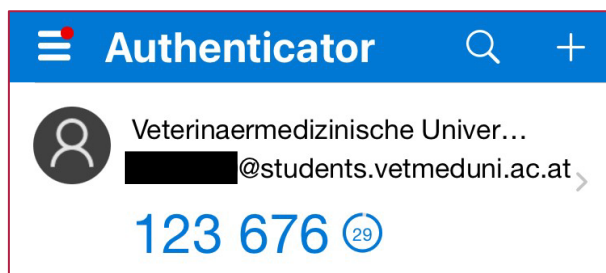


3. Select 'Scan QR code' and scan the QR code displayed on the website with your mobile phone / tablet.





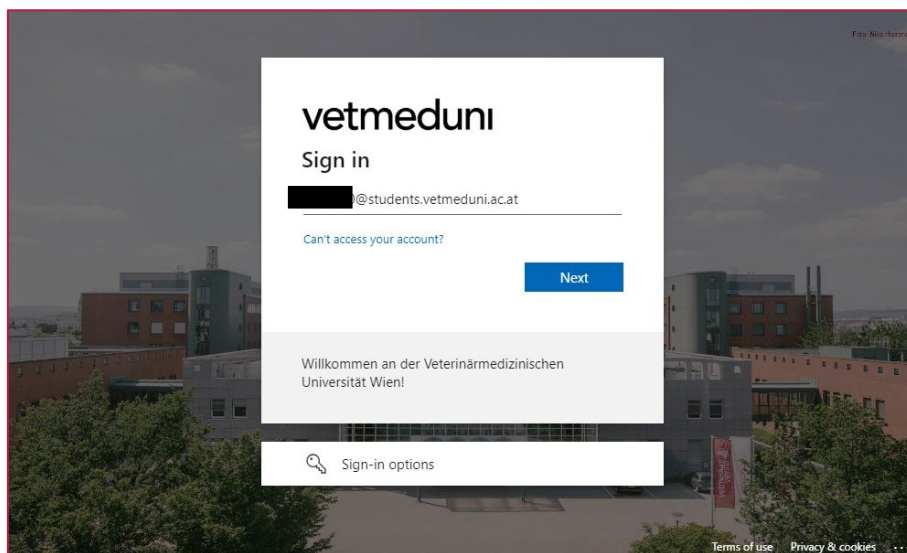
4. The process was successful if a 6-digit code is now displayed on the Authenticator app:



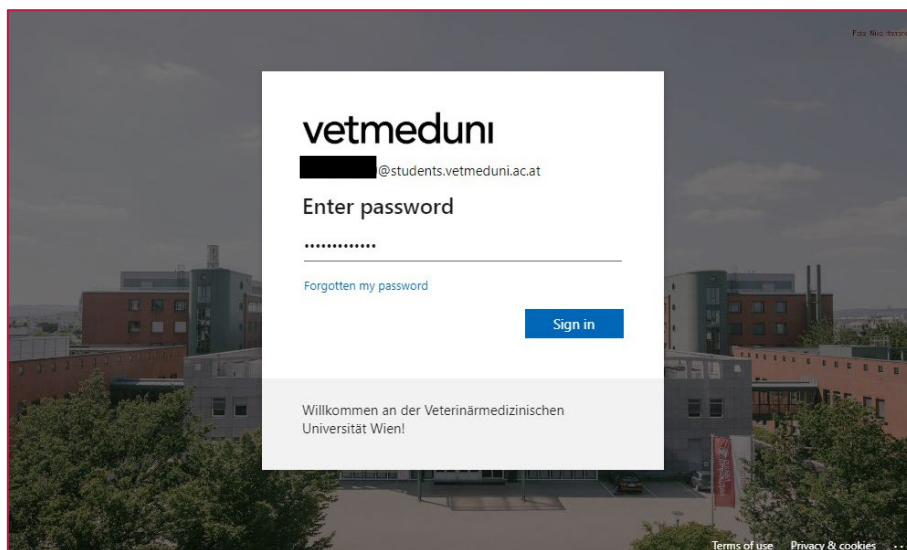
STEP 4 – Registration for Vetmeduni applications:

After successfully setting up the second factor, the usual login window will no longer appear, but the login screen will look like this:

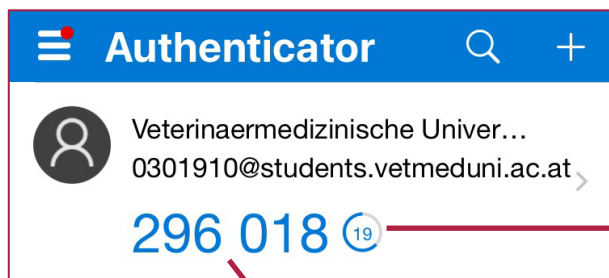
1. User name query - Log in with your student e-mail address.



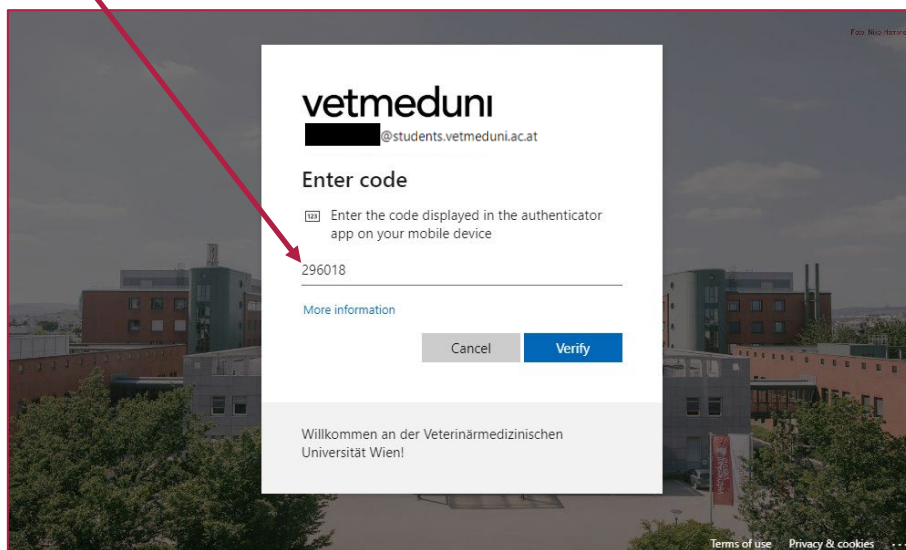
2. Password entry - Enter your student password.



- Code entry - Open the Authenticator app on your smartphone / tablet and enter the 6-digit code displayed.



Time until the code expires.
If there are less than 5 seconds remaining,
you should wait for the next code.



- Click on 'Check' - You will be redirected to the desired application.
ATTENTION: Some applications still require re-authentication with login/password.

TIPS & TRICKS:

- You can test whether the configuration was successful at <https://webmail.vetmeduni.ac.at>.
- If the process fails, try again from STEP 2.
- If you still have problems, please contact the Vetmeduni IT helpdesk.