



FOR SOCIETY

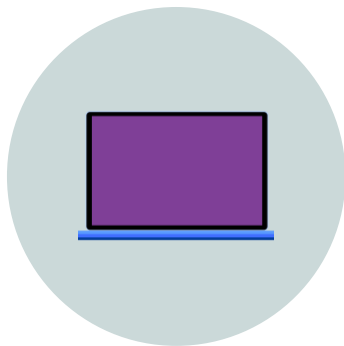
Sign in at Fontys

Manual set up multifactor authentication

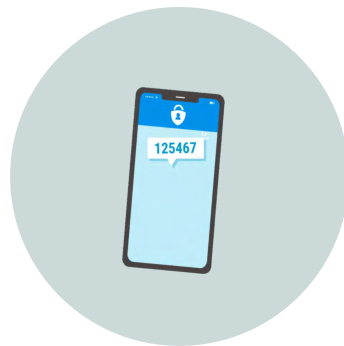
Version 1.5



What do you need?



YOUR COMPUTER



YOUR MOBILE
DEVICE

Introduction

This manual describes the initial set up for multifactor authentication.

Do you have questions about specific situations e.g. replacing your cell phone or your mobile number?

Go to 'Frequently asked questions – Authenticator app' on <https://fontysconnect.nl/mfa>

or click here



On your computer



1. Open a browser



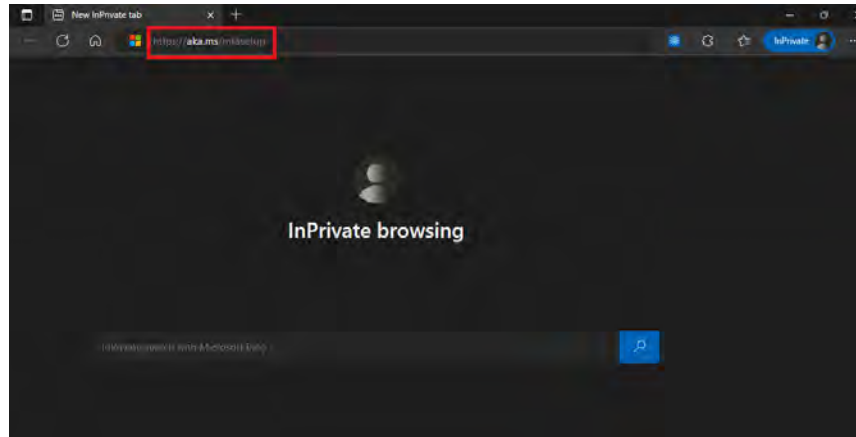
Microsoft Edge

or

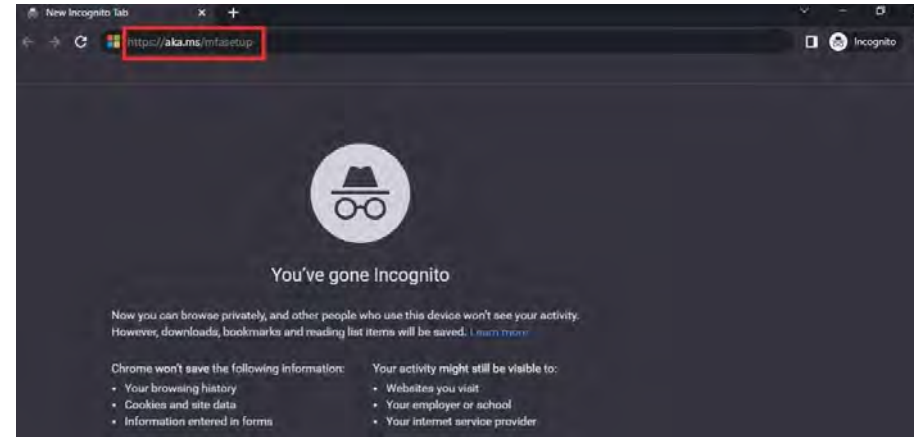


Google Chrome

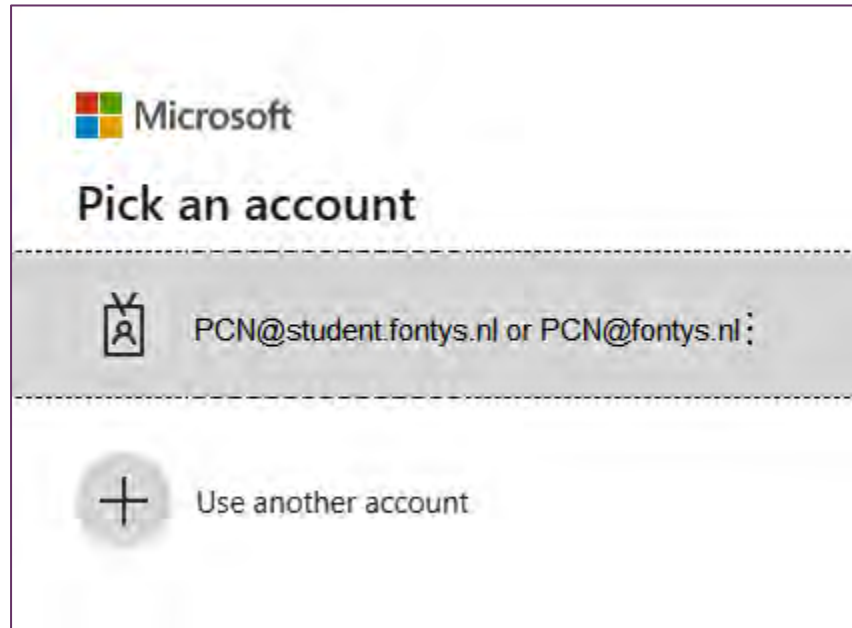
2. Use **CTRL + SHIFT + N**



3. Go to <https://aka.ms/mfasetup>

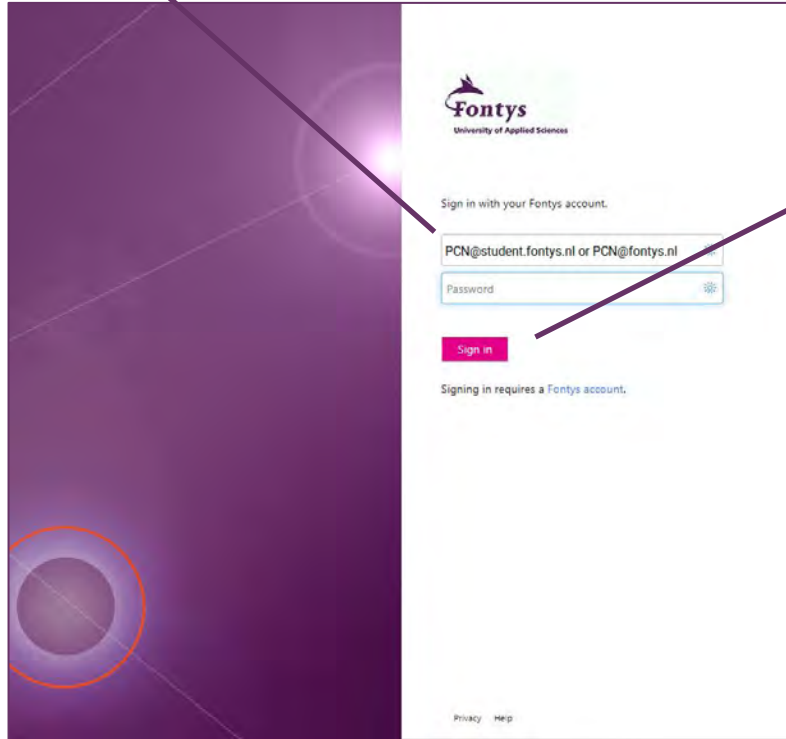


4. Select your Fontys account



5. Enter your PCN account and password

6. Select **Sign in**



The image shows the Fontys login page. On the left is a dark purple sidebar with a large orange circle. The main content area is white and contains the Fontys logo at the top. Below the logo, it says "Sign in with your Fontys account." There are two input fields: the first is for the email address, with the placeholder text "PCN@student.fontys.nl or PCN@fontys.nl", and the second is for the password, with the placeholder text "Password". Below these fields is a red "Sign in" button. At the bottom of the page, there are links for "Privacy" and "Help".

Fontys
University of Applied Sciences

Sign in with your Fontys account.

PCN@student.fontys.nl or PCN@fontys.nl

Password

Sign in

Signing in requires a Fontys account.

Privacy Help

7. Select

[Next](#)



PCN@student.fontys.nl or PCN@fontys.nl

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)



8. Download the app (free of charge)


9. Select

Next

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".

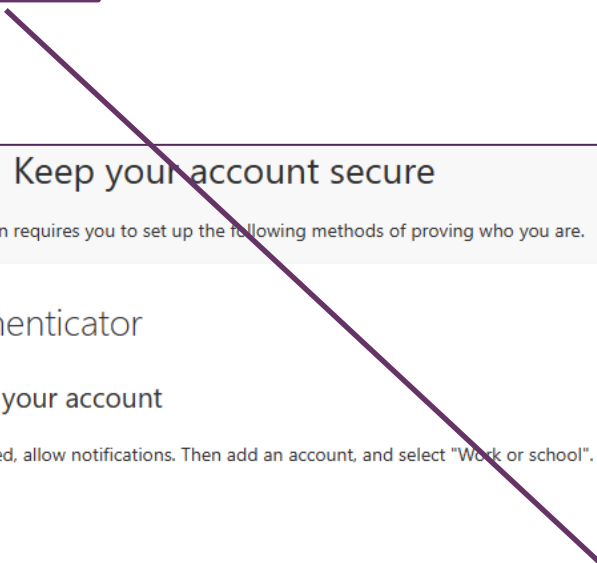
[Next](#)

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



10. Select

Next



Keep your account secure

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

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back

Next

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

11. Take your mobile

Keep your account secure


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

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



[Can't scan image?](#)

[Back](#) [Next](#)

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

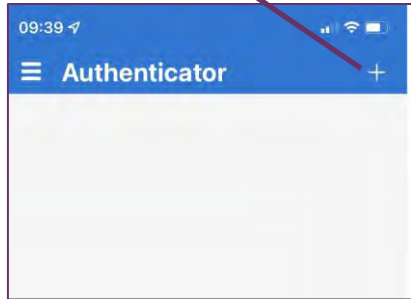


12. Open the **Authenticator** app on your mobile

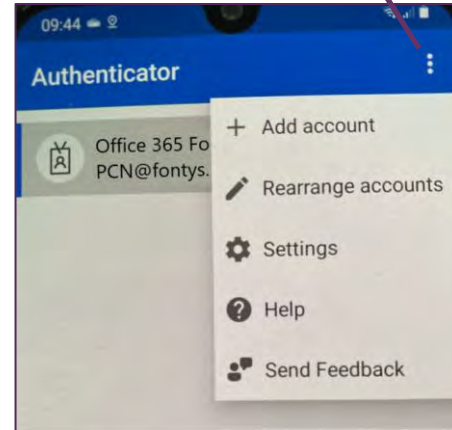


13. Select Add account

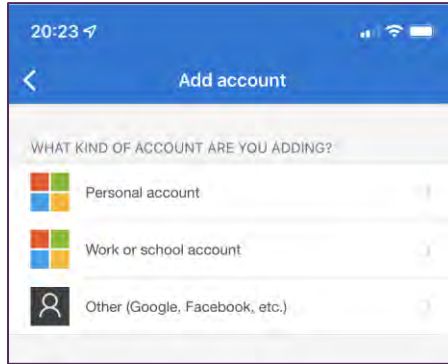
On an Apple device: select +



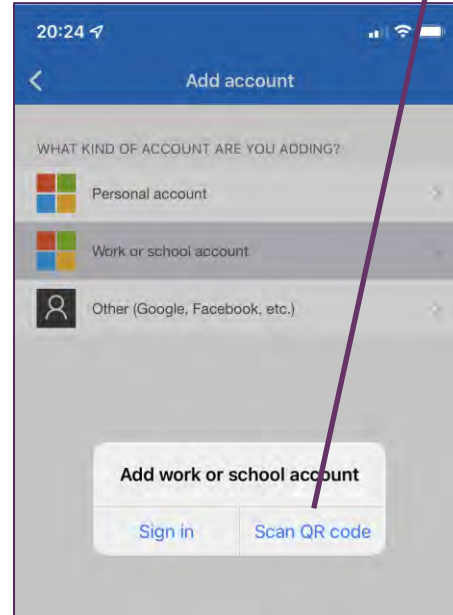
On an Android device:
Select  and  Add account



14. Select **Work- or schoolaccount**



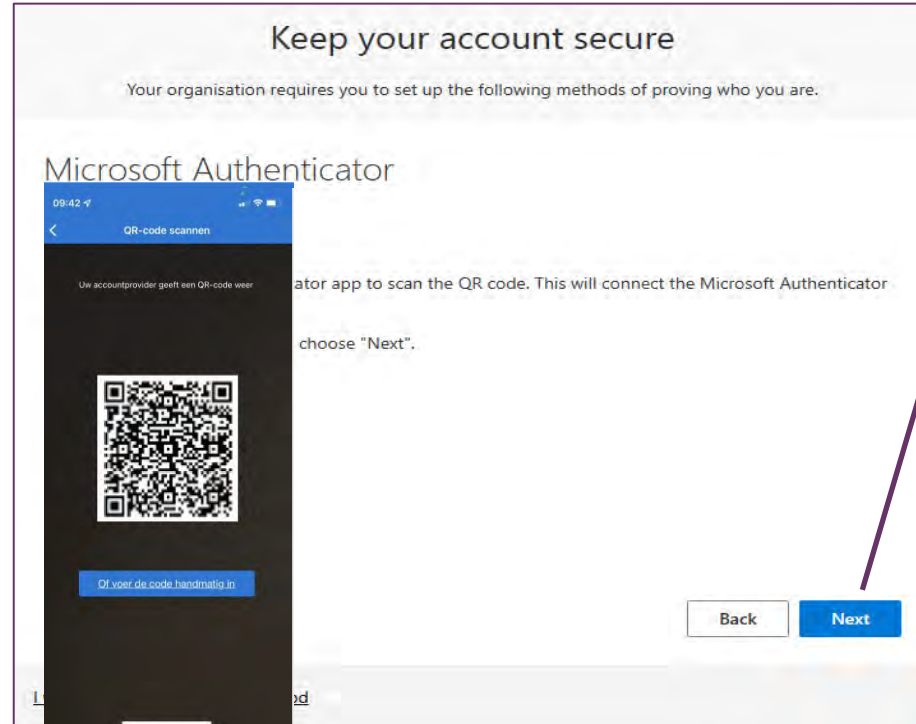
15. Select **Scan QR-code**



16. Scan the **QR-code** with your mobile

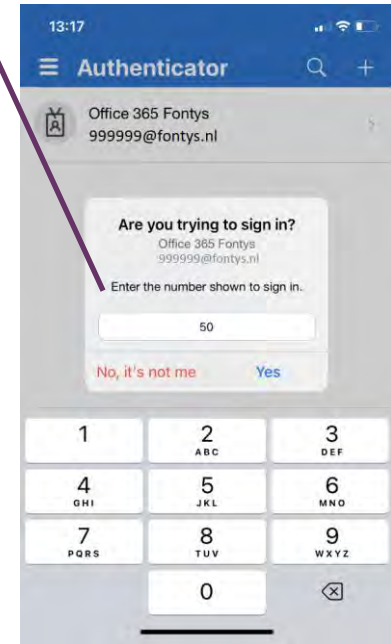
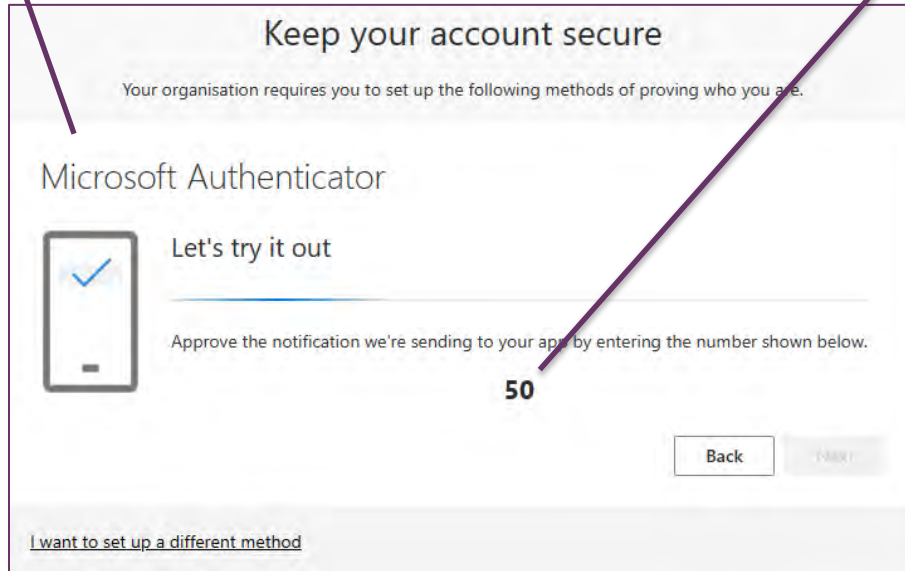
17. Select

Next



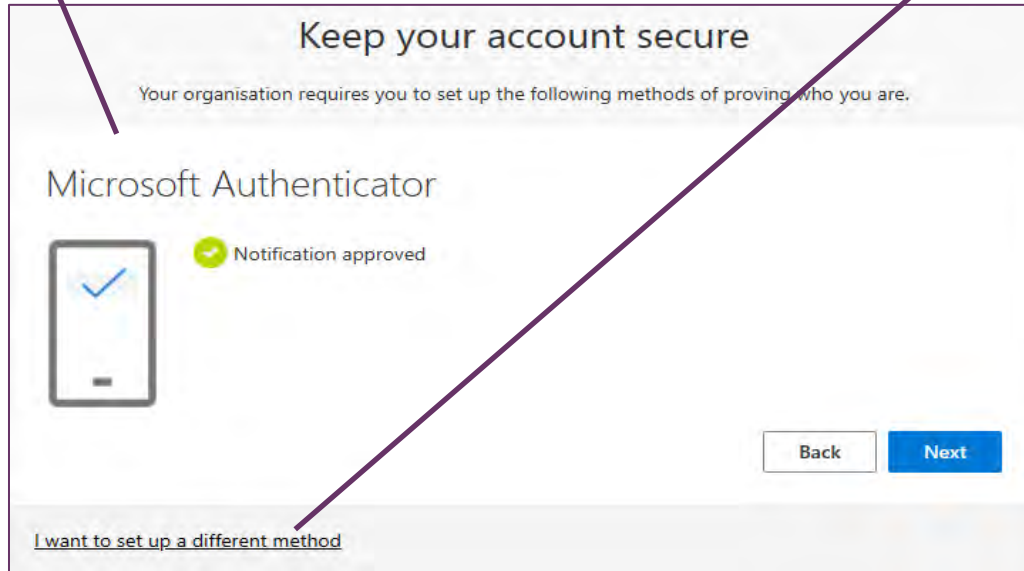
18. You receive a notification on your mobile

19. Enter the number and select 



20. The method Authenticator app has been set up

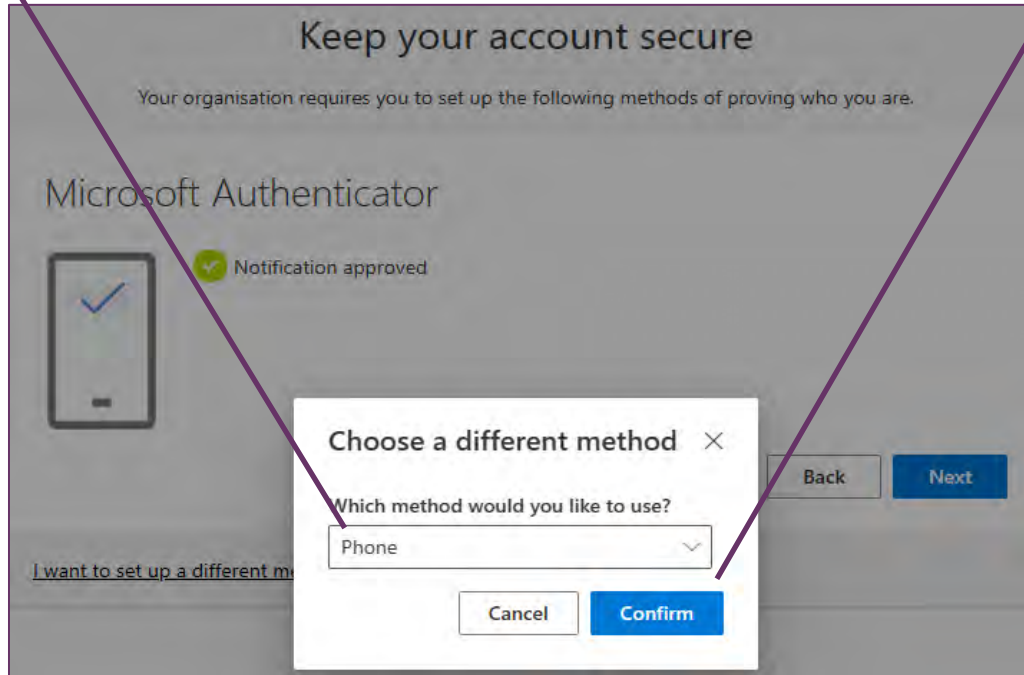
21. Set up another method



22. Select the method Phone

23. Select

Confirm



24. Select your country and enter your mobile number

25. Select

Next

Keep your account secure

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

Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

Netherlands (+31) ▼

0699999999

☒ Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

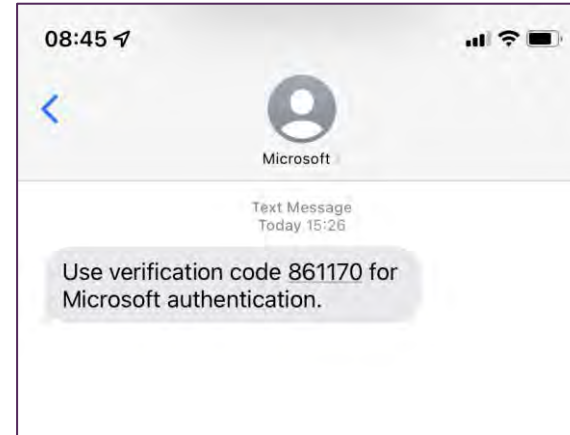
Next

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

26. Take your mobile



27. You receive a text message with verification code on your mobile



28. Enter the verification code on the screen

29. Select

Next

Keep your account secure

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

Phone

We just sent a 6 digit code to +31 0699999999 Enter the code below.

867110

[Resend code](#)

[Back](#) [Next](#)

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

30. Phone verification by text code has been set up

31. Select

Next

Keep your account secure

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

Phone

✓ SMS verified. Your phone was registered successfully.

Next

32. Two methods have been set up

33. Select

Done


Keep your account secure

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

Success!

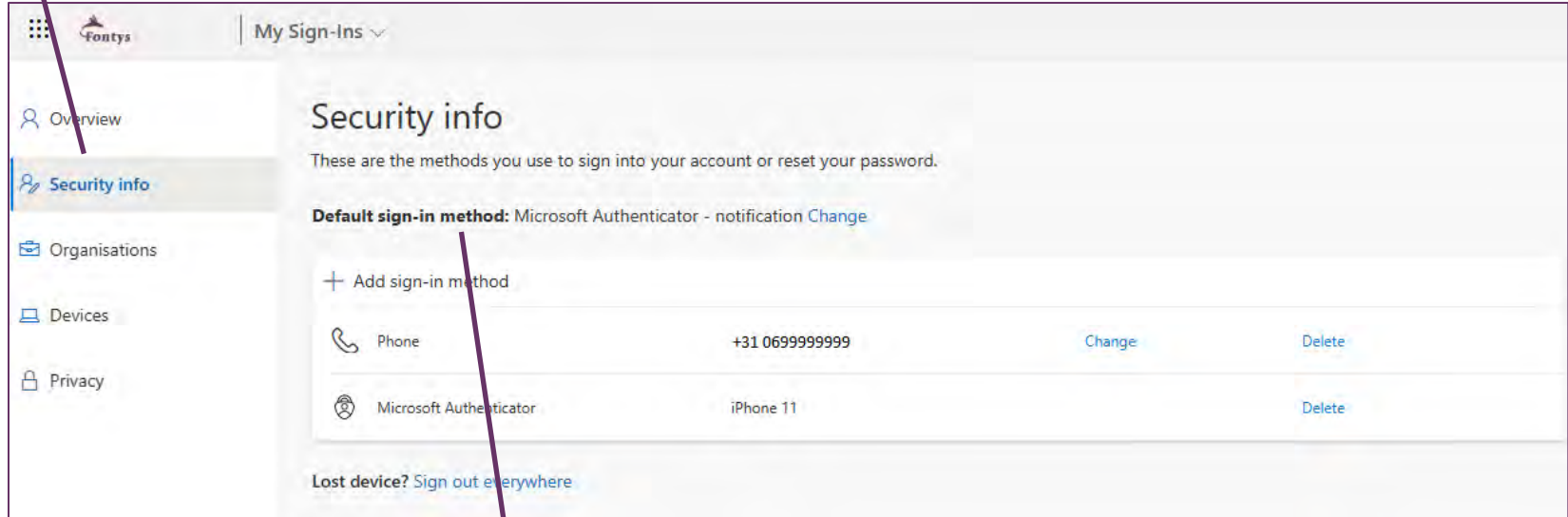
Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+31 0622520835

Done

34. The sign-in methods for your account have been set up



The screenshot shows the 'My Sign-Ins' page in the Fontys user interface. The left sidebar contains links for Overview, Security info (highlighted), Organisations, Devices, and Privacy. The main content area is titled 'Security info' and includes a description: 'These are the methods you use to sign into your account or reset your password.' Below this, it states 'Default sign-in method: Microsoft Authenticator - notification' with a 'Change' link. A table lists the sign-in methods:

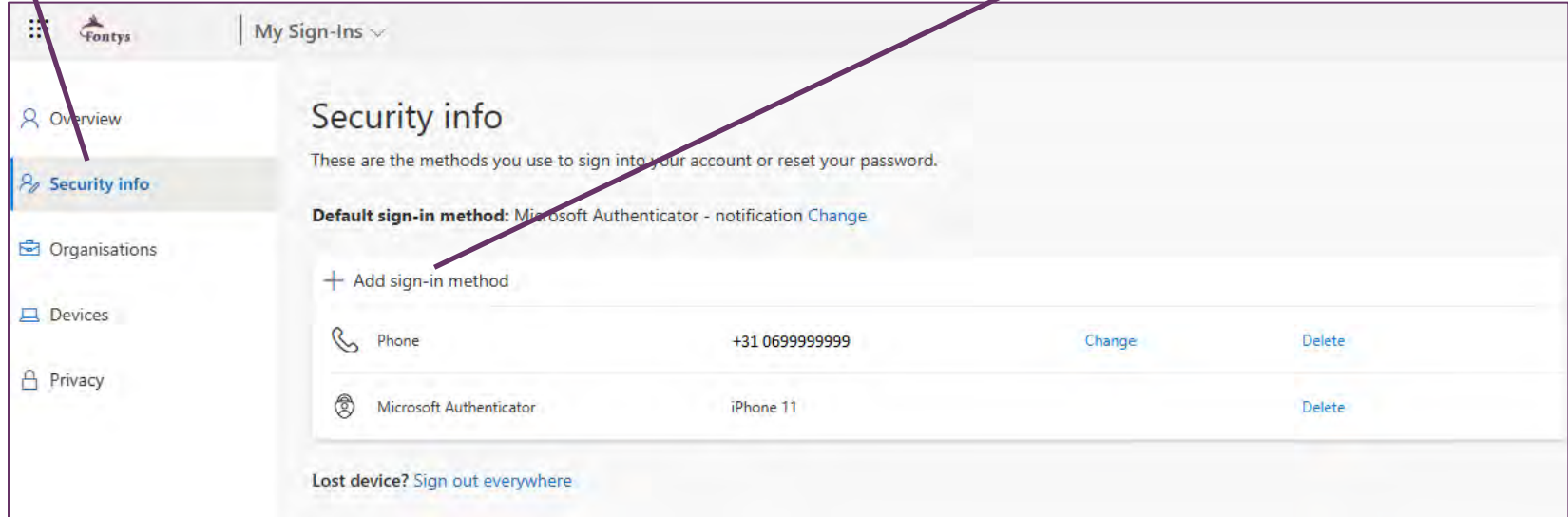
+ Add sign-in method			
Phone	+31 0699999999	Change	Delete
Microsoft Authenticator	iPhone 11		Delete

At the bottom, there is a link: 'Lost device? [Sign out everywhere](#)'.

Microsoft Authenticator-app is your default method

35. Set up the app on another mobile device?

36. Select  Add sign-in method



Fontys | My Sign-Ins

Overview

Security info

Organisations


Devices



Privacy

Security info

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

Default sign-in method: Microsoft Authenticator - notification [Change](#)

 Add sign-in method

	Phone	+31 0699999999	Change	Delete
	Microsoft Authenticator	iPhone 11		Delete

Lost device? [Sign out everywhere](#)

- Select the method 'Authenticator-app' and
- Repeat steps 8 – 20 with your other device

More information?

Go to 'Frequently asked questions – Authenticator-app' on <https://fontysconnect.nl/mfa>

or click here

Only a password is no longer sufficient!

