

KI 2447 - Set up Microsoft Multi-factor authentication

Changed on **March 20, 2025 at 8:55 AM GMT+1** by **Wesseling, Yuri**

Description

Content



To secure the use of applications made available by or through the University, the university decided to use Multi-factor authentication. This means that in addition to your password, you use a second factor, such as an approval of a verification request on your mobile phone.

This guide will help you set up this Multi-factor authentication. You basically only have to do this once.

After you have gone through the manual, you will now use the Microsoft Authenticator app on your cell phone to log in to the university applications.

NOTE: If your phone malfunctioned or you accidentally deleted the authenticator, contact IT Support for an identity check so it can be reset.

Would you rather follow this manual as an presentation? Download the presentation at the top of this page.

Step 1:

- On your laptop or computer, go to <https://portal.office.com> and log in with your email address (...@tilburguniversity.edu or ... @tias.edu) or if you don't have an university e-mail address u12345@campus.uvt.nl.

Note: You cannot use the @uvt.nl extension .



Sign in

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Step 2:

- You are redirected to the Tilburg University Single Sign-on page.
- Log in with your username and password.



Username

Password

Step 3:

- You are now on the screen to set up the Authenticator.

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".

[I want to use a different authenticator app](#)

Cancel

Next

Step 4:

- Remain on the **Set up your account** page while you set up the Microsoft Authenticator app on your mobile device.

Microsoft Authenticator



Uw account instellen

Wanneer u daarom wordt gevraagd, kunt u meldingen toestaan. Voeg vervolgens een account toe en selecteer 'Werk of school'.

Vorige

Next

Step 5:

- Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add account** from the **Customize and control** icon on the upper-right, and then select Work or school account.

Step 6:

- Return to the **Set up your account** page on your computer, and then select **Next**. The Scan the QR code page appears.

Uw account veilig houden

Uw organisatie vereist dat u de volgende methoden instelt om te bewijzen wie u bent.

Microsoft Authenticator

De QR-code scannen

Gebruik de Microsoft Authenticator-app om de QR-code te scannen. Hierdoor wordt de Microsoft Authenticator-app verbonden met uw account.

Nadat u de QR-code hebt gescand, kiest u Volgende.



Kan de afbeelding niet worden gescand?

Vorige

Volgende

Step 7:

- Scan the provided code with the Microsoft Authenticator app QR code reader.

Step 8:

- Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app.

[Resend notification](#)

Back

Next

Step 9:

- Approve the notification in the Microsoft Authenticator app, and then select **Next**.

Microsoft Authenticator



Melding goedgekeurd

Vorige

Next

You are now redirected to the Office 365 portal.

Comments for Operators