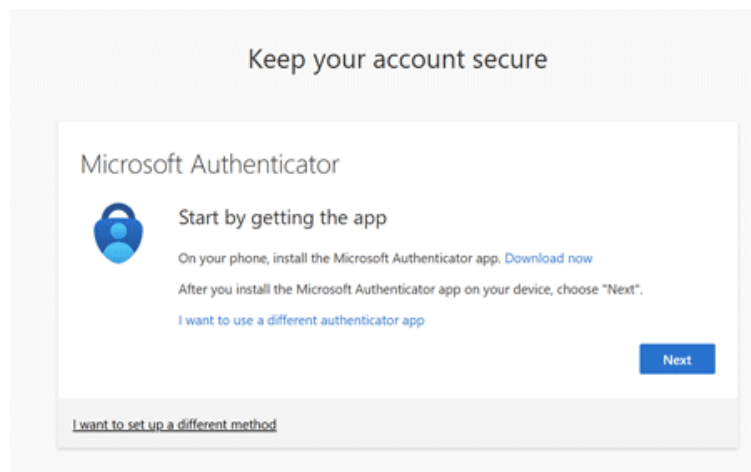


Instruction: "First login with MFA" - for new users of accounts in the UEW domain

Step 1

- Log in to your domain account with the login and password that you will receive after concluding the agreement with the University. You can use this link <https://mysignins.microsoft.com/> or <https://login.microsoftonline.com/>.
- You'll see a message that your organization needs more information to secure your account. Click "Next".
- Read carefully the message that will then appear (screenshot below), if you already have the app, go to Step 3 and on the screen click "Next".



Step 2: Download the Microsoft Authenticator app

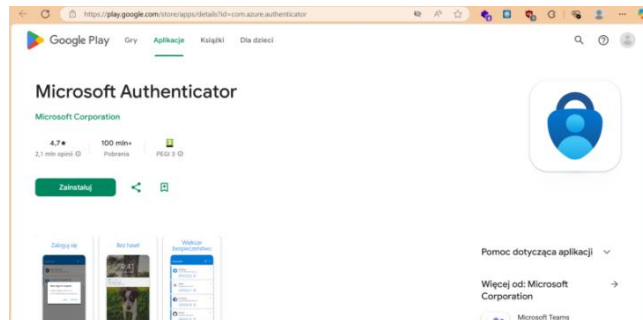
If you don't have an authenticator app, click "Download Now" on the login screen — QR codes for Android and iOS will appear. We scan these codes with a mobile device or search as shown in Step 2.1.

If you already have the app installed – go to step 3.

Step 2.1: Install the Authenticator app

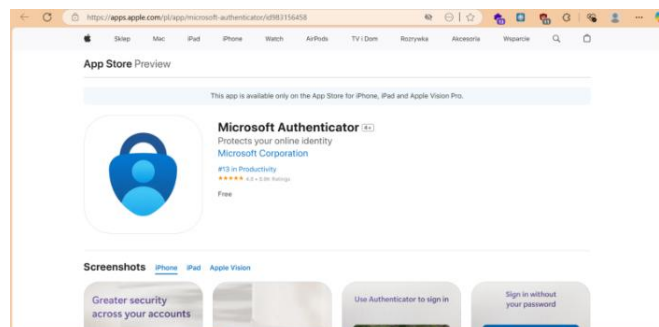
Android

- Scan the QR code or download the "Microsoft Authenticator" app from Google Play.



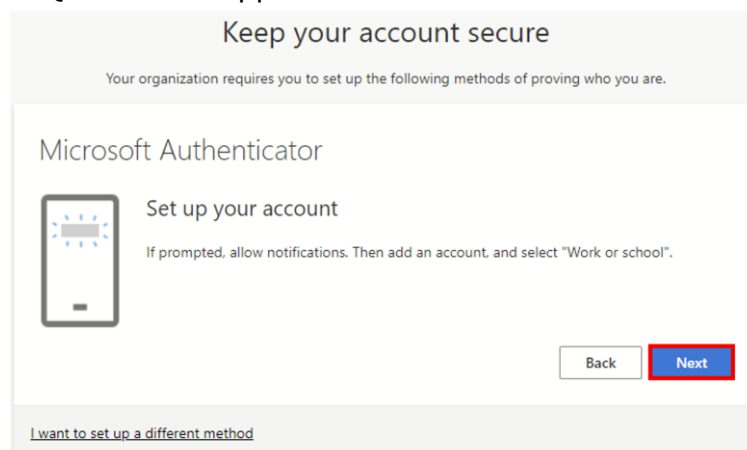
iOS oraz iPadOS

- Scan the QR code or download the "Microsoft Authenticator" app from the Apple App Store.

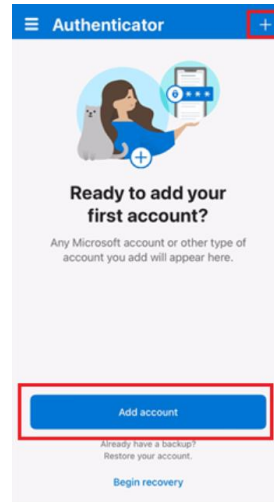


Step 3: Set up your account in the Authenticator app

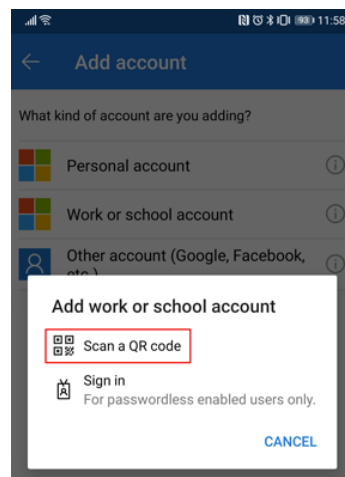
1. On your computer screen you should see a prompt like the one below, click "Next" again. A QR code will appear.



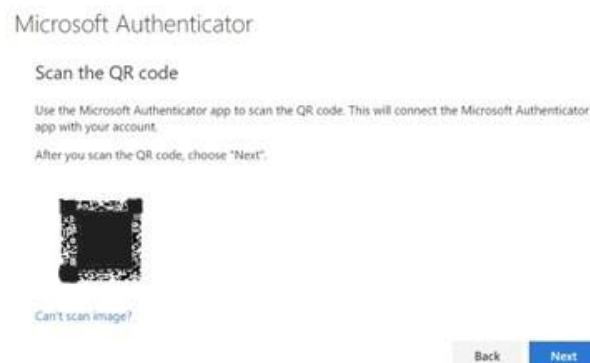
2. Now take your mobile device with the Microsoft Authenticator app installed, open it. Accept notification consents, they are needed to receive push notifications with a login code.
3. Click the "+" icon → Add Account.



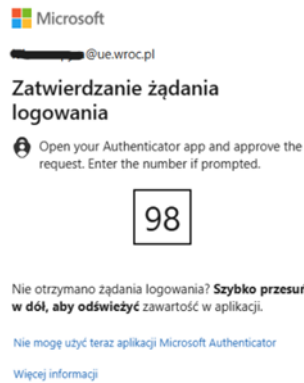
4. Select Work or school account → Scan a QR code.



5. On your browser, scan the displayed QR code with the Microsoft Authenticator app and click "Next".



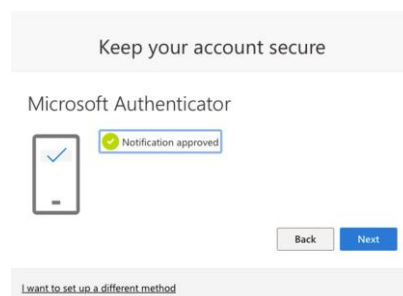
- A two-digit code will appear in your browser.



- Enter the given digits on your mobile device and click yes.



- Now you need to approve the login in the application, enter your pin code to the mobile device. A message like this should appear on your screen. Click "Next". The app was added to the account as an MFA component.



Step 4: Test Login with MFA

1. Sign out of your UEW work or school account.
2. Log in again – After entering your password, you should see a two-digit code that you need to type into the app.
3. Confirm your identity with the app.

Step 5: Additional recommendations

- Set up MFA backup (e.g., a second mobile device or phone number).
- In the event of technical issues, loss of access, or theft of the MFA device, the incident must be reported immediately to the IT Support Department - 884 217 660.