



**Universidade
Europeia**

Student Guide:

Acesss Using a Password and
Microsoft Authenticator (MFA)

A. Why has the sign-in process changed?

Universidade Europeia has enabled a security system called multifactor authentication (MFA) to protect our students' accounts against password theft and online fraud.

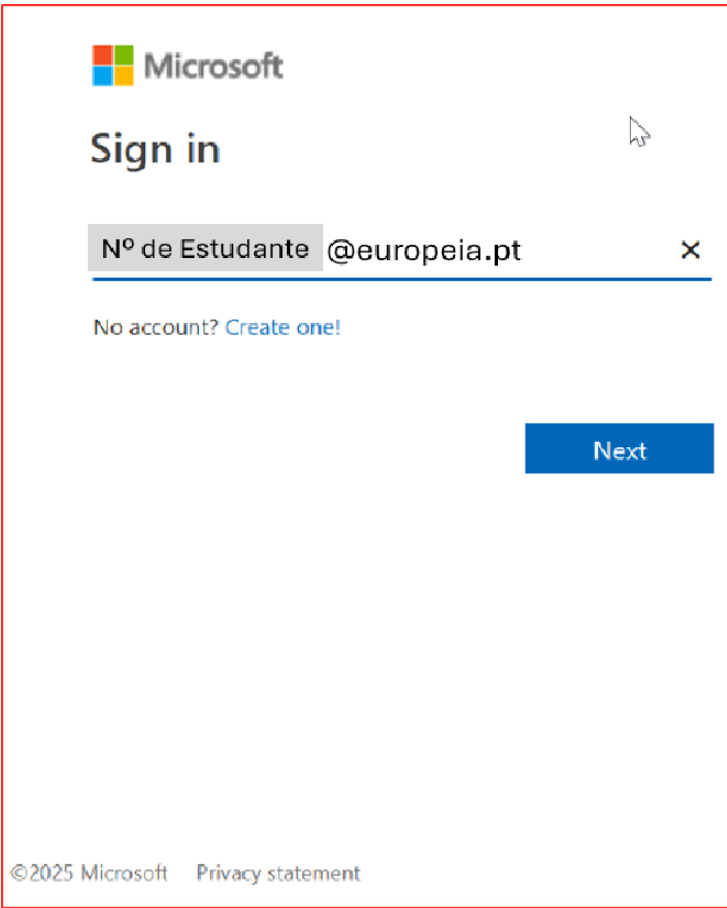
In addition to entering their password, students will need to confirm their identity through a notification in the Microsoft Authenticator app.

This system reduces the risk of unauthorised access to an account by approximately 99%. The password remains the same but is now protected by an additional layer of security.

B. Step up MFA methods

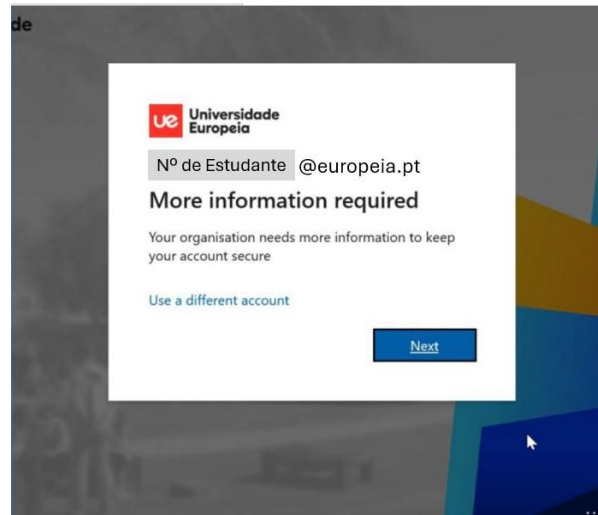
Procedure for setting up MFA in Microsoft Authenticator

1. Enter your institutional email address and the corresponding password in the Microsoft 365 app:



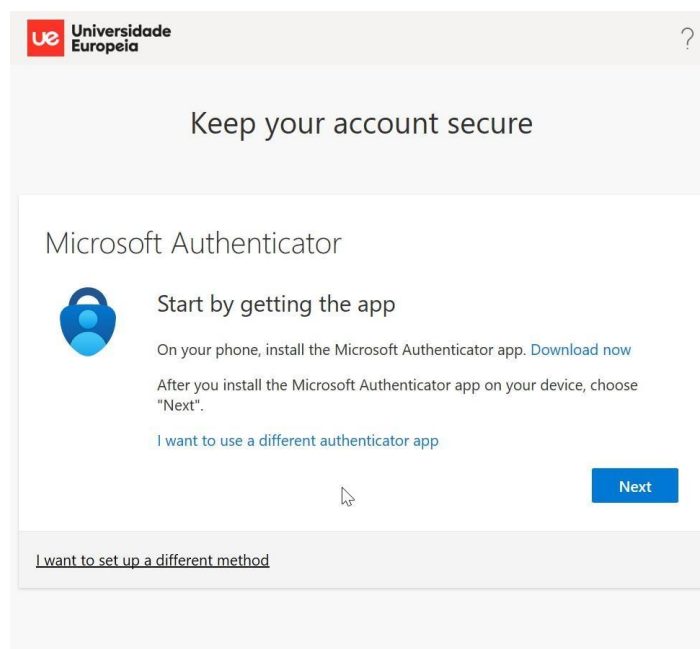
The screenshot shows the Microsoft Sign in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains "Nº de Estudante" followed by "@europaia.pt". To the right of the input field is a small "X" icon. Below the input field, there is a link that says "No account? Create one!". At the bottom right of the form is a blue button labeled "Next". At the very bottom of the page, there is a footer that reads "©2025 Microsoft" followed by a link for "Privacy statement".

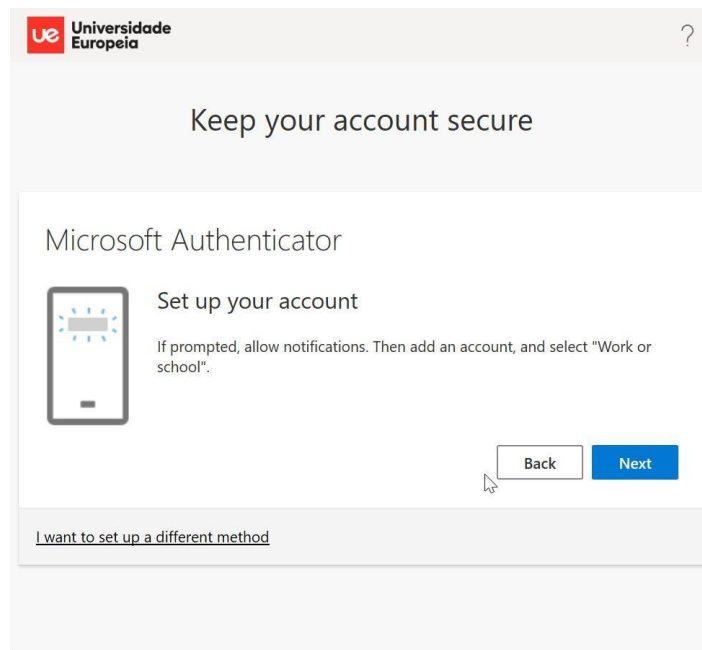
2. Sign in. When the message below is displayed, click “**Next**”:



You will be prompted to set up **MFA**.

3. To begin the process, install the Microsoft Authenticator app on your mobile phone. Once the app has been installed, click “**Next**”:

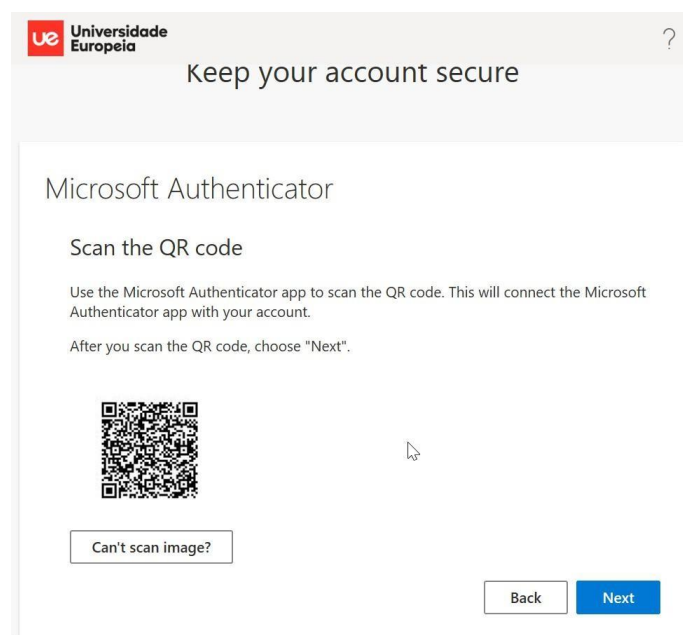




Links to download the app:

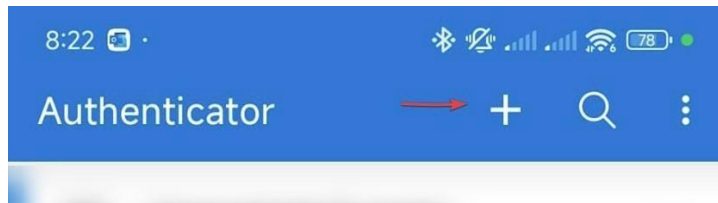
- **Android:**
<https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=pt&gl=US&pli=1>
- **IOS:**
<https://apps.apple.com/pt/app/microsoft-authenticator/id983156458>

4. A QR code will be displayed. Scan it using the Microsoft Authenticator app.

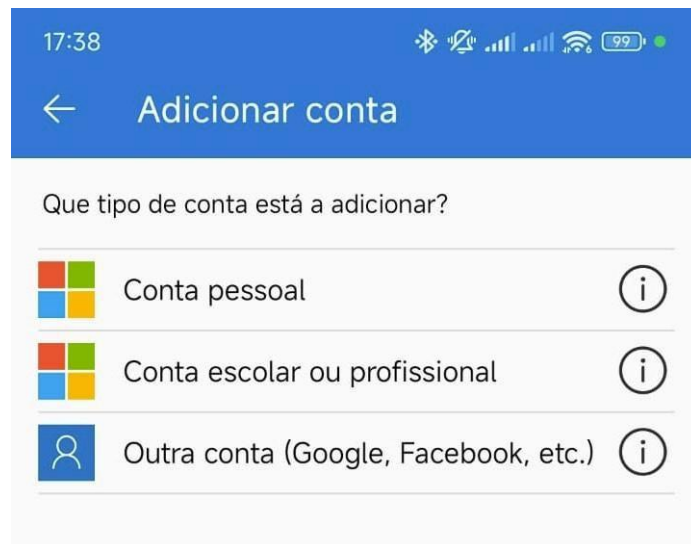


C. Steps in Microsoft Authenticator

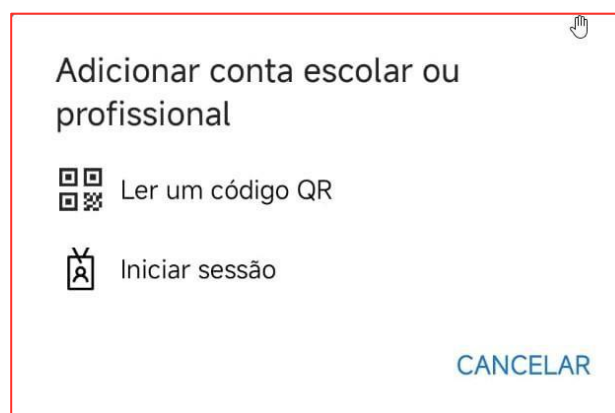
1. Open the app on your device and tap the “+” icon:



2. Select “Work or school account”.

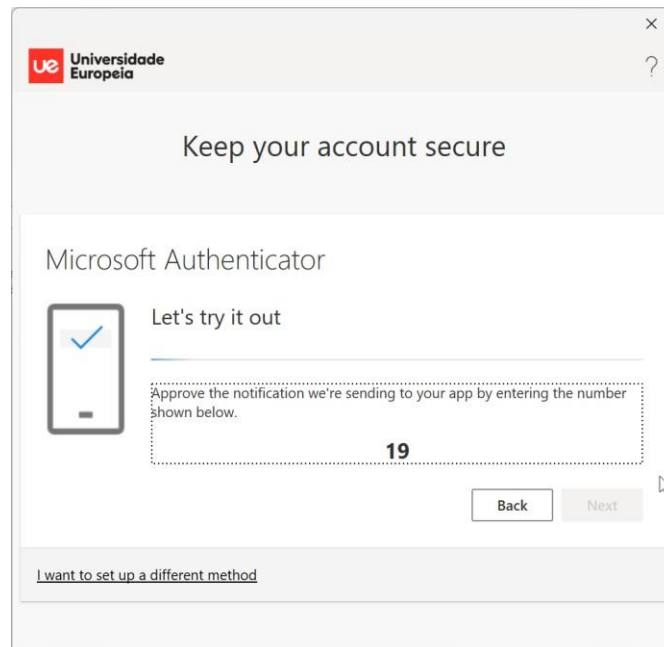


3. Tap “Scan a QR code” and point the camera at the code displayed on the page:

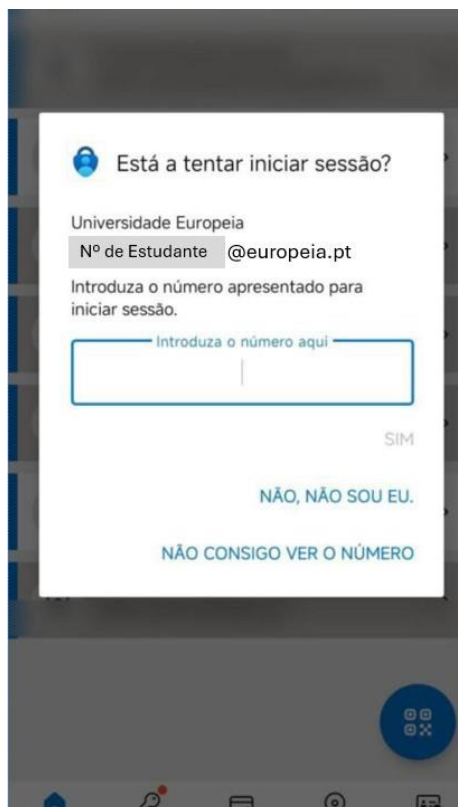


4. Next, scan the QR code. A code will be displayed, which must be entered in the app on your mobile phone.

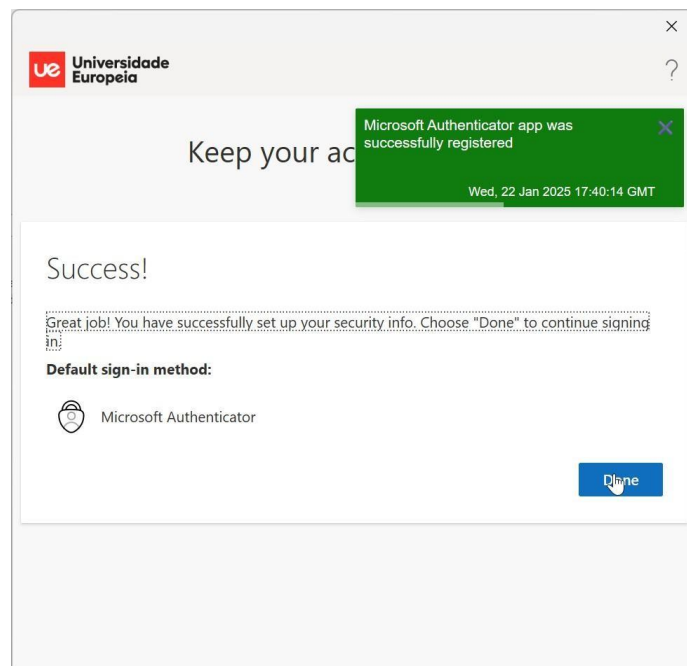
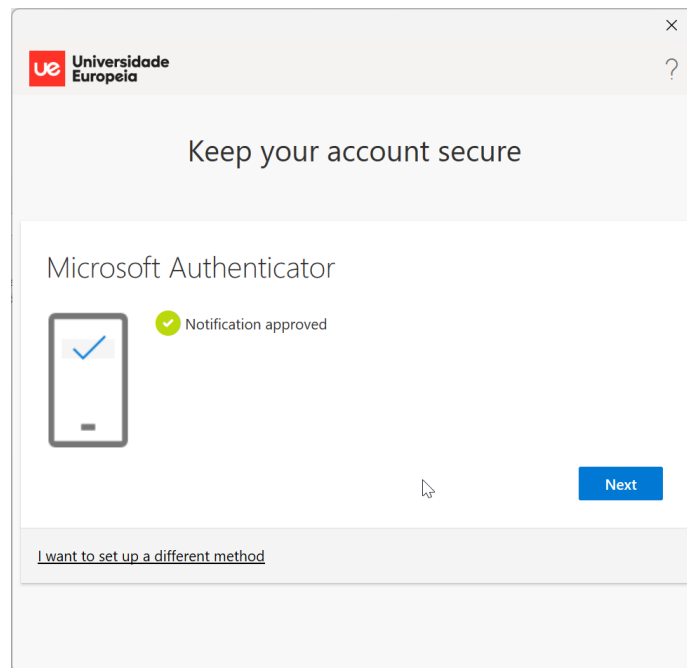
Login Screen



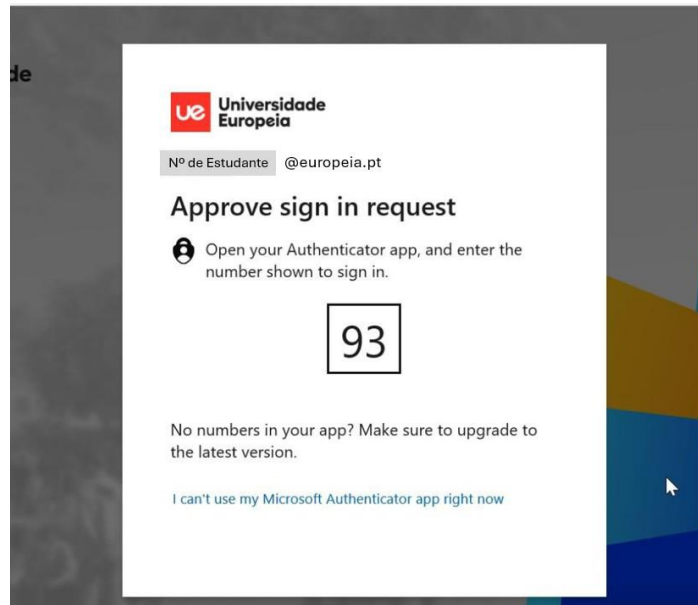
Application



5. If everything is correct, a message will confirm that the notification has been approved:



6. Enter the code displayed on your mobile phone again. MFA will then be fully configured:



Thank you



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