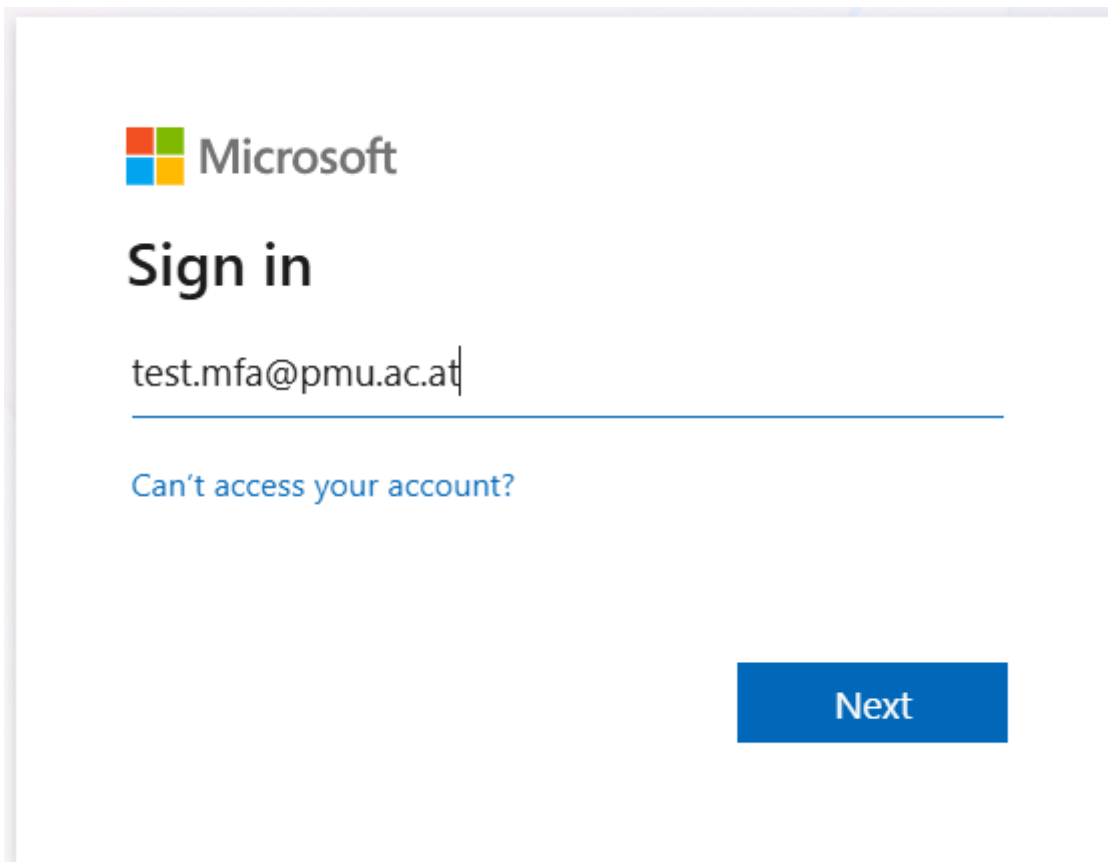


How do I log in into my PMU account for the first time?

Logon using a computer or tablet to avoid technical issues.

Open the following website and log in using the credentials you received via E-Mail from noreply@pmu.ac.at : <https://aka.ms/mfasetup>



Microsoft

Sign in

test.mfa@pmu.ac.at

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

Next

Enter your complete PMU E-Mail-address. After that enter the temporary password from the E-Mail:



← test.mfa@pmu.ac.at

Enter password

.....

[Forgot my password](#)

Sign in

If you have problems logging in please contact

PMU IT Support

call +43 662 2420 80888 / mail to:
support@pmu.ac.at

A new window will open. You have to change your password immediately:



test.mfa@pmu.ac.at

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....

Sign in

If you have problems logging in please contact

PMU IT Support

call +43 662 2420 80888 / mail to:
support@pmu.ac.at

After that you will find yourself in your Microsoft Security Info. Now click "+ Add sign-in method":

TM Test MFA
test.mfa@pmu.ac.at

My Account ^

Overview

Security info

Devices

Security info

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

+ Add sign-in method



Password






Last updated:
5 minutes ago

[Change](#)

Lost device? [Sign out everywhere](#)

Next, choose the "Microsoft Authenticator":

Add a sign-in method

-  **Microsoft Authenticator**
Approve sign-in requests or use one-time codes
-  **Hardware token**
Sign in with a code from a hardware token
-  **Phone**
Get a call or text to sign in with a code
-  **Alternative phone**
Get a call to sign in with a code
-  **Office phone**
Get a call to sign in with a code

Need more info? [Learn more about each method.](#)

Now a new window is popping up. It'll ask you to open or install the Microsoft Authenticator app on your smartphone. If you don't have this app yet, you need to install it first. You can download it for free from the App-Store (for Iphone) or from the Play-Store (for Android devices):

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

After installing and opening the app, follow the instructions shown on the screen and click "Next":

Microsoft Authenticator



Set up your account

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

Back

Next

Scan the QR code with your smartphone which is shown on your computer screen:

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

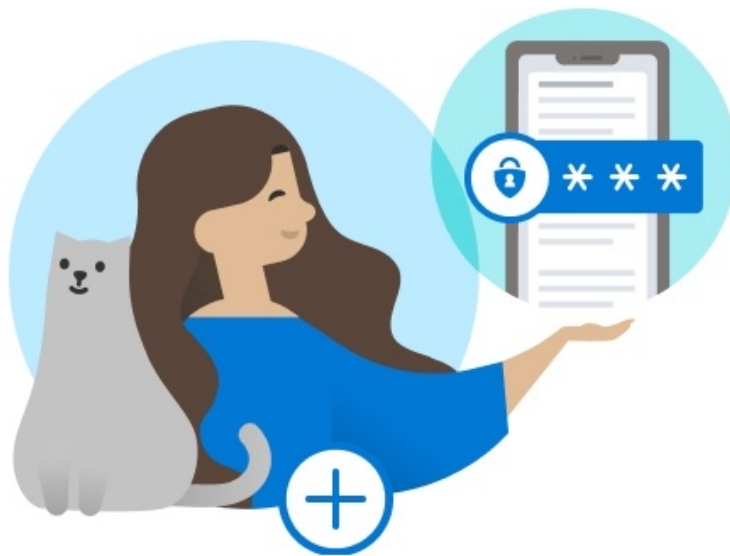
Next

To scan the QR code you have to click on "Add account" (or click on the + symbol on the top right corner) in the Authenticator App.

14:32

81

Authenticator



Ready to add your first account?

Any Microsoft account or other type of account you add will appear here.

After that, choose "Work or school" account.

15:03



Add account

WHAT KIND OF ACCOUNT ARE YOU ADDING?



Personal account



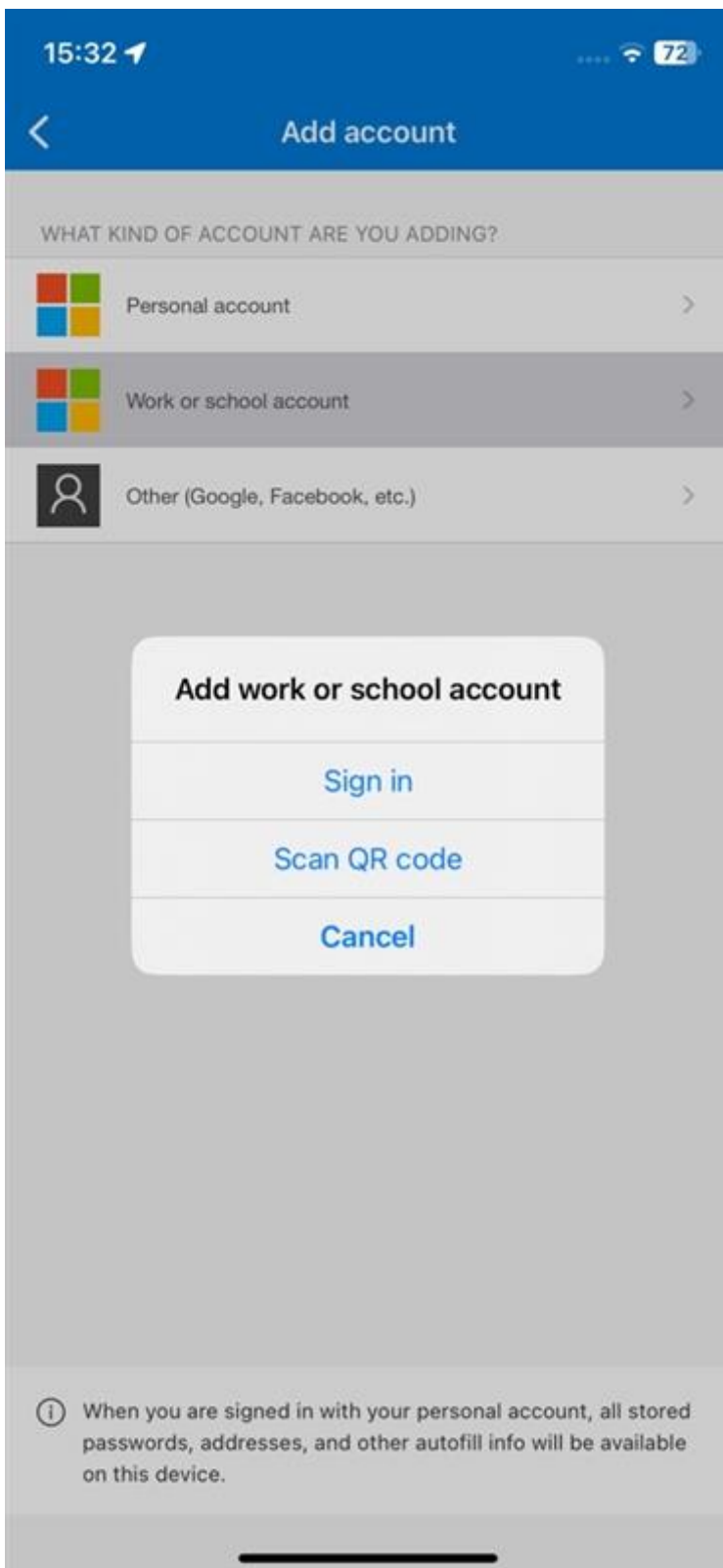
Work or school account



Other (Google, Facebook, etc.)



You may now choose "Scan QR code" to register.

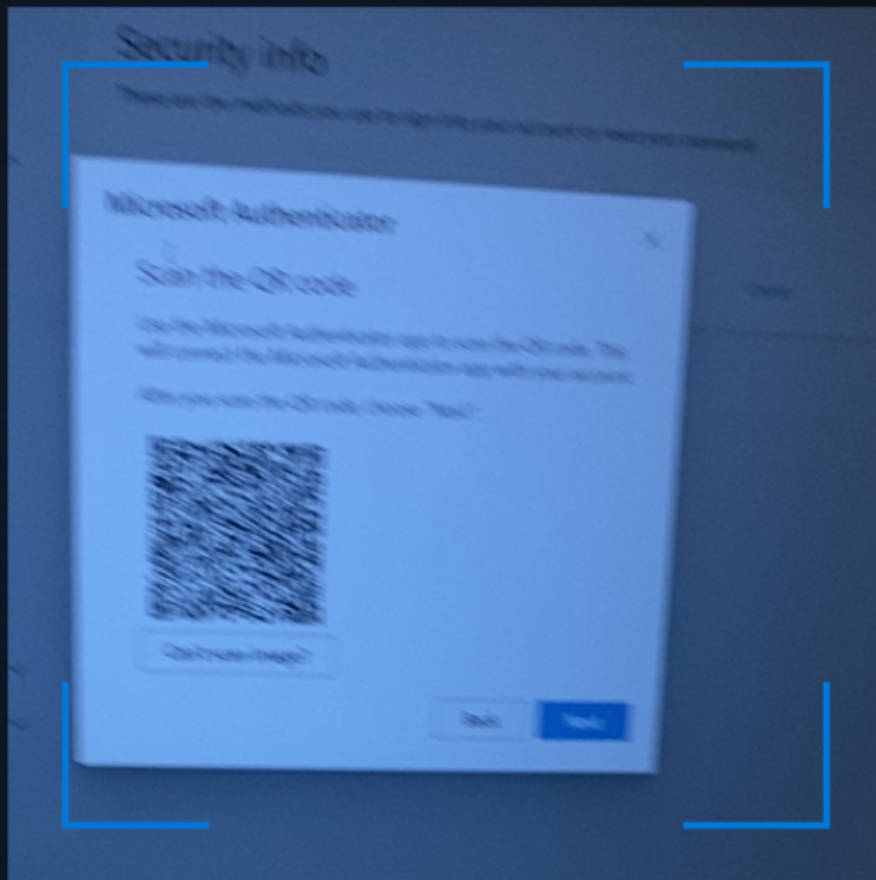


The camera will open automatically to scan the code on the computer screen.

15:25



Scan QR code



Your account provider will display a QR code

Or enter code manually

After the scan a "test run" of the authentication will start. For this you have to enter the number (which is shown on your computer) in the Authenticator app (the number changes with every authentication).

Computer:

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

55

Back

Next

Smartphone:

15:30

73

Authenticator



Paracelsus Medizinische Privatuniversität
test.mfa@pmu.ac.at

Are you trying to sign in?

Paracelsus Medizinische Privatuniversität
test.mfa@pmu.ac.at

Enter the number shown to sign in.

55

No, it's not me

Yes




1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
	0	⌫

You'll receive a notification after everything worked correctly.

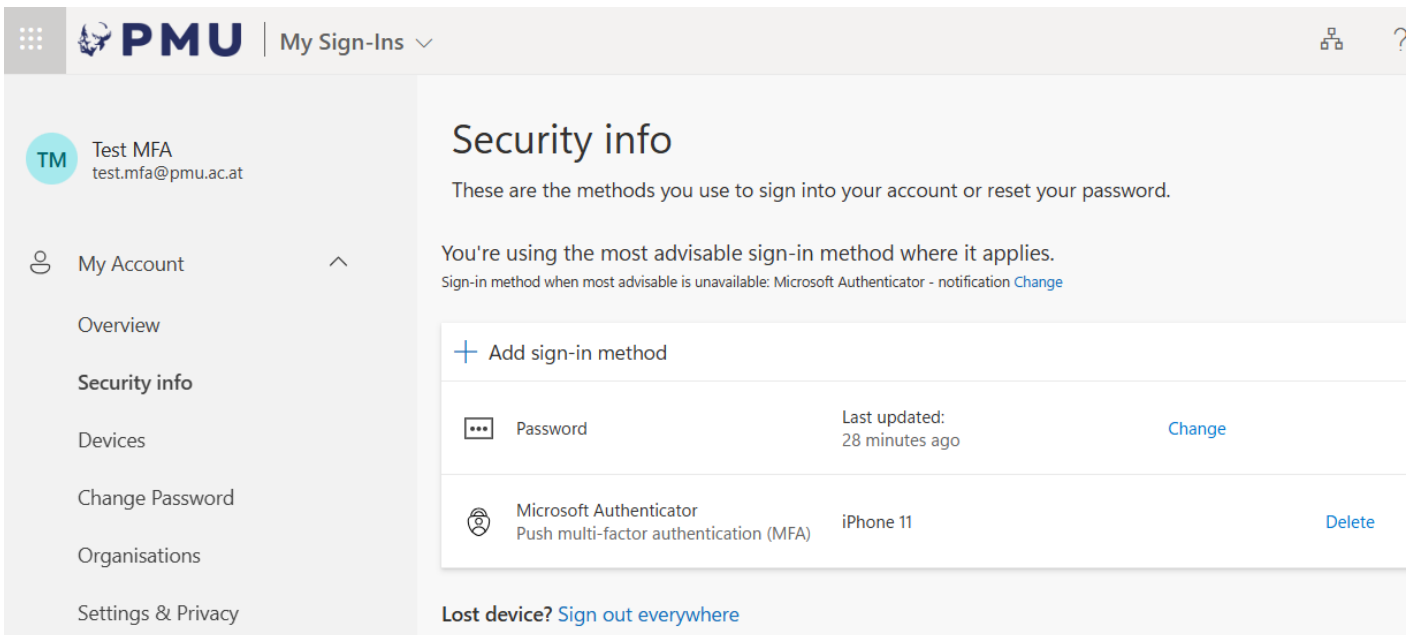
Microsoft Authenticator



 Notification approved

Next

Now the registration is done, your Microsoft account will show your Smartphone as second sign-in method.



PMU | My Sign-Ins

TM Test MFA
test.mfa@pmu.ac.at

My Account

Overview

Security info

Devices

Change Password

Organisations



Settings & Privacy

Security info

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

You're using the most advisable sign-in method where it applies.
Sign-in method when most advisable is unavailable: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

	Password	Last updated: 28 minutes ago	Change
	Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 11	Delete

Lost device? [Sign out everywhere](#)

The password change and the registration is now completed and you can close the tab (or log out).

The Authenticator registration is bound to your hardware. It cannot be moved to another device. This means, if you get a new smartphone you have to register it for your PMU Microsoft account before changing to it. The link to your personal Microsoft Security info is <https://aka.ms/mfasetup> or <https://mysignins.microsoft.com/security-info>

Please note: You always need MFA (multi-factor-authentication) outside the PMU campus to access your account.

Revision #5

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