

This visual guide will help you to access your RMIT applications after enrolling for Multifactor Authentication. You will need your pre-enrolled smartphone.

Steps for Notification through MOBILE APP

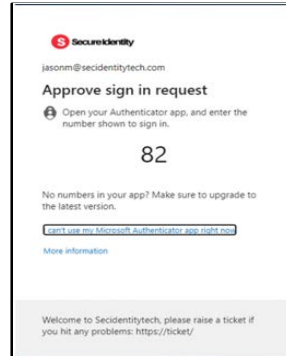
Step 1



Sign in to O365 app with your RMIT email address and password.

You will now be asked to approve a sign request to your Microsoft Authenticator App.

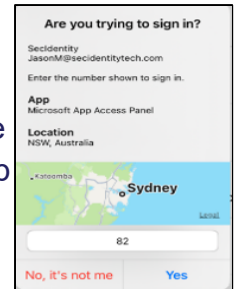
Step 2



Step 3



Open your mobile phone, enter the number on the screen and tap on 'Yes' to successfully login to the application.



Steps for TEXT MESSAGE TO PHONE

Step 1



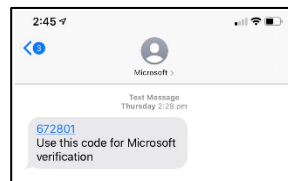
Sign in to O365 app with your RMIT email address and password.

You will be asked to enter a code sent to your phone.

Step 2



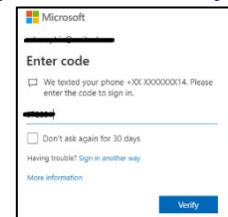
You will receive a 6-digit verification code on your phone from Microsoft.



Step 3



Enter the 6-digit code on your computer and click verify to successfully login.



Managing devices used for MFA

After you've registered your preferred MFA option you can update/change your contact no. or change your preferred registration option by doing the following:

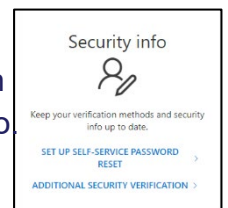
Step 1

Go to: <https://myprofile.microsoft.com/>

Click **Additional Security Verification** under Security info.

Step 2

Change preferred option or edit phone no. and click **Save**



Need help?
Please contact [IT Connect](#).

For more information on MFA, visit

<https://www.rmit.edu.au/students/support-services/it-support-systems/multi-factor-authentication>

