



## 2FA Mobile App registration on Android

Requirements: Please prepare your PC/Mac and Mobile Device

### Step 1

After activated your CNA account, please go to <https://aka.ms/mfasetup> to set up 2FA authentication method.

Enter email address (xxx@alumni.vtc.edu.hk) → Click “Next”



## Sign in

Email, phone, or Skype

No account? [Create one!](#)

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

[Sign-in options](#)

Back

Next

### Step 2

Enter password → Click “Sign in”



## Enter password

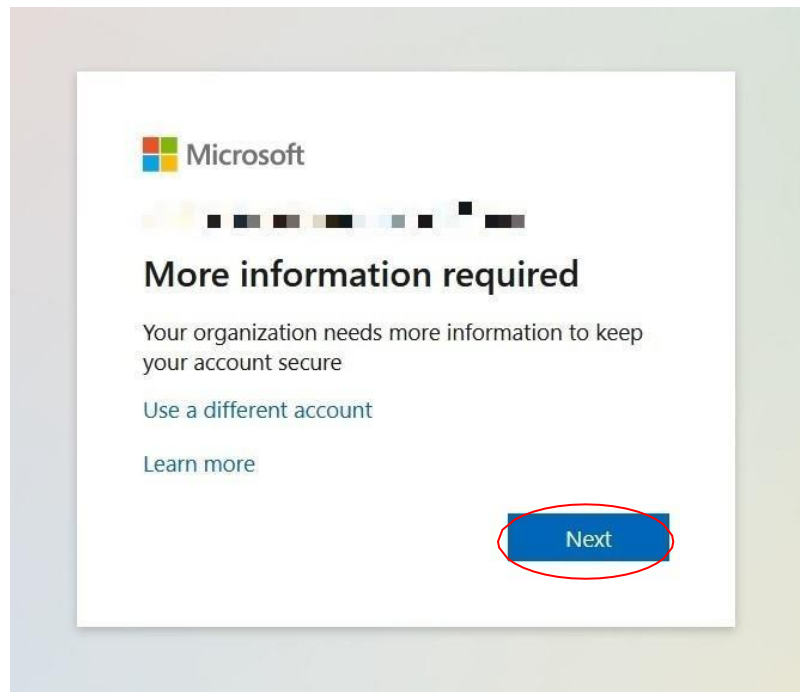
Password

[Forgot my password](#)

Sign in

**Step 3**

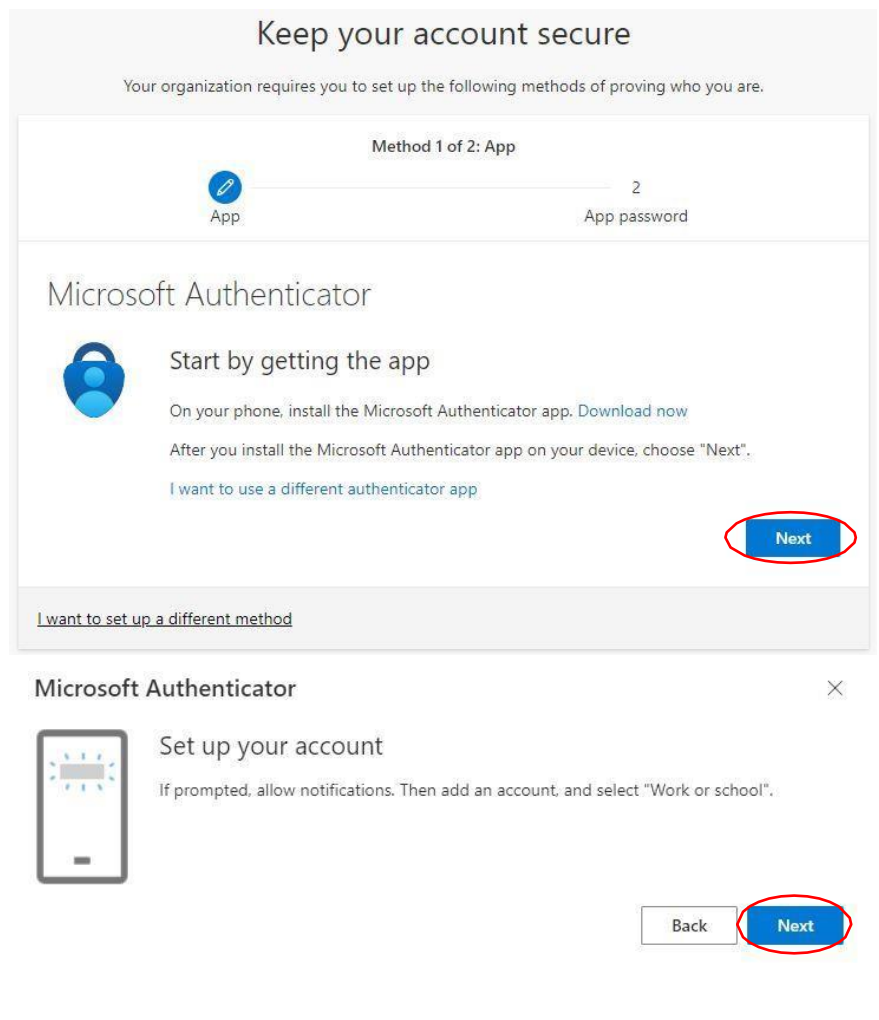
Click “Next”



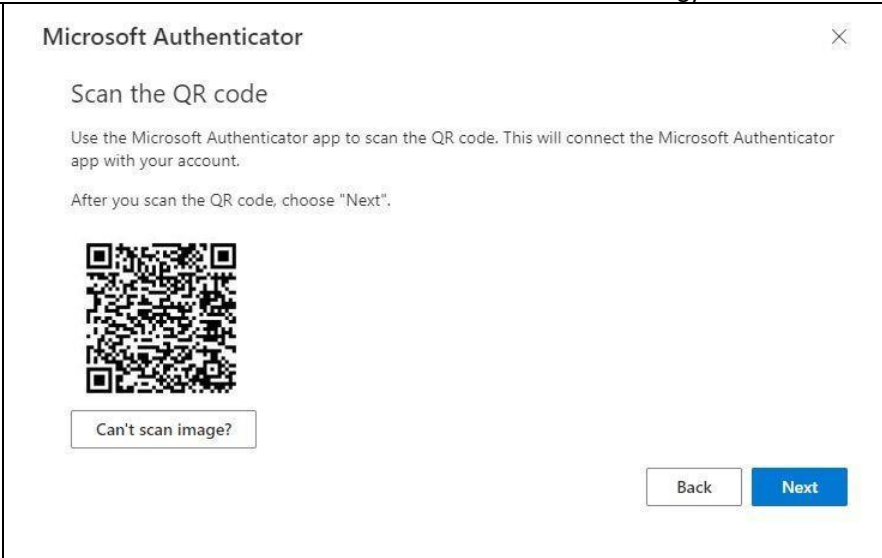
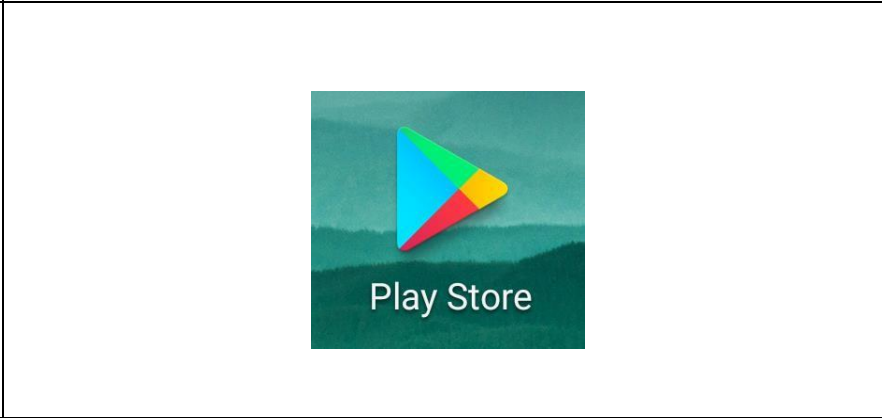
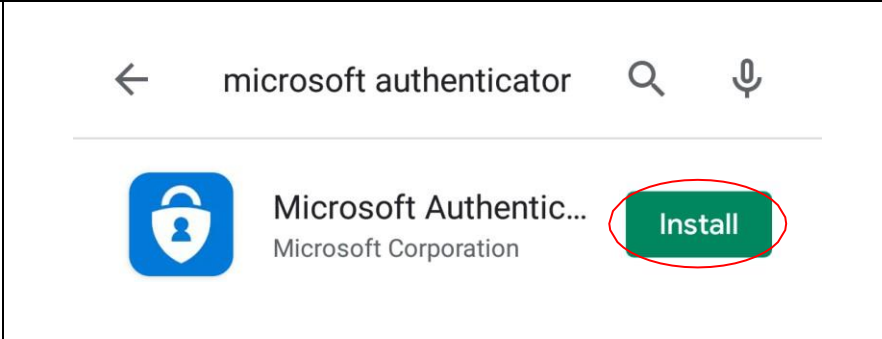

**Step 4**

After login, it will show 2FA registration method with Microsoft Authenticator.

Click “Next”



Click “Next”

<p>It will show a QR code.</p>	
<p><b>Step 5</b></p> <p>Use your mobile device to download the Microsoft Authenticator for Android from the Play Store.</p> <p>Tap “<b>Play Store</b>” icon</p> <p><b>Remark: Microsoft Authenticator for Android requires Android 6.0 or above version.</b></p>	
<p><b>Step 6</b></p> <p>Input “<b>microsoft authenticator</b>” in the search bar → Tap “<b>Install</b>” under the search result.</p>	
<p><b>Step 7</b></p> <p>Tap “<b>Microsoft Authenticator</b>” at mobile device.</p>	

**Step 8**

Tap **“OK”** to allow the application collect usage data.

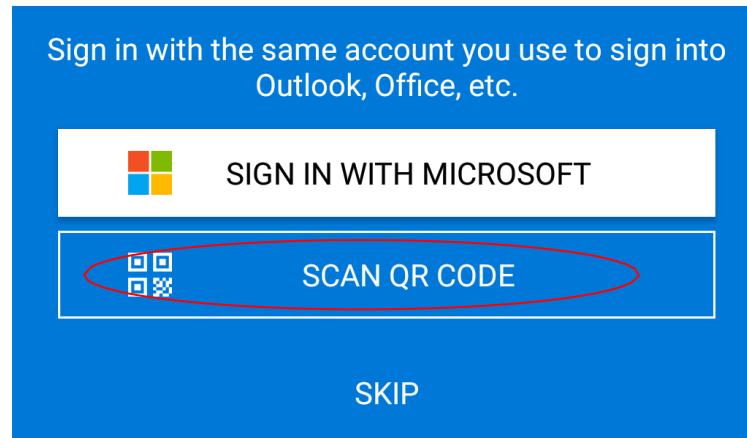
## Data Privacy

We gather non-personally identifiable usage data to help us improve the app. You can turn this off in settings. Learn more in the FAQs available under the Help menu.

OK

**Step 9**

Tap **“SCAN QR CODE”**

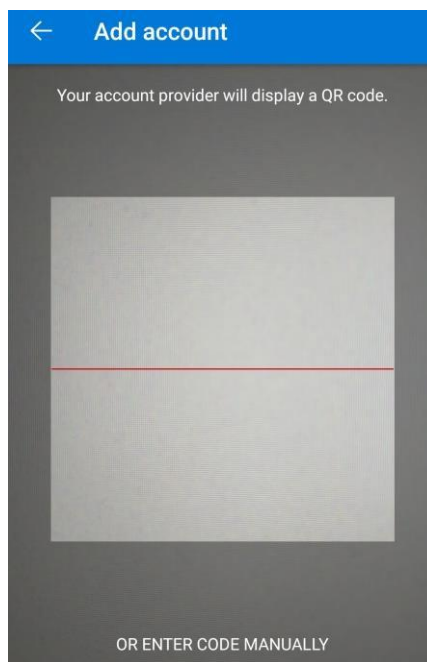
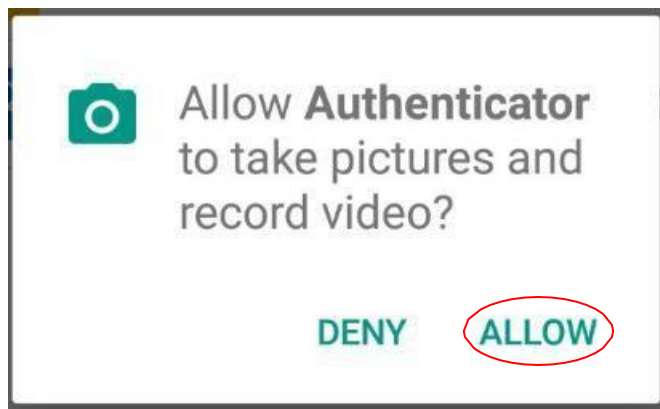


**Step 10**

Tap **“ALLOW”** to let Microsoft Authenticator to use the camera to scan QR code.

Scan the QR code in Step 4.

Back to browser and then Click **“Next”**.



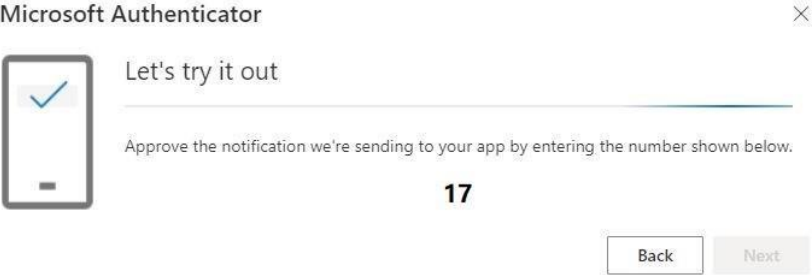
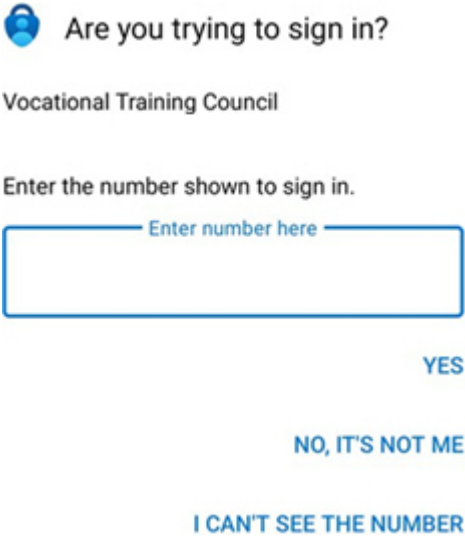
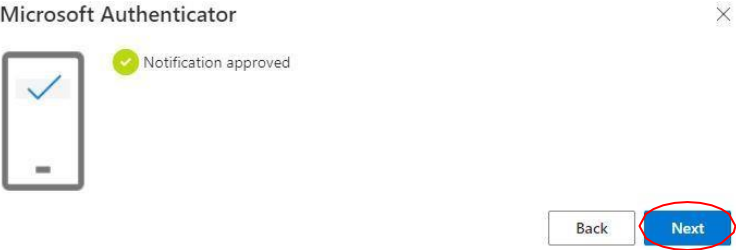
Microsoft Authenticator ✕

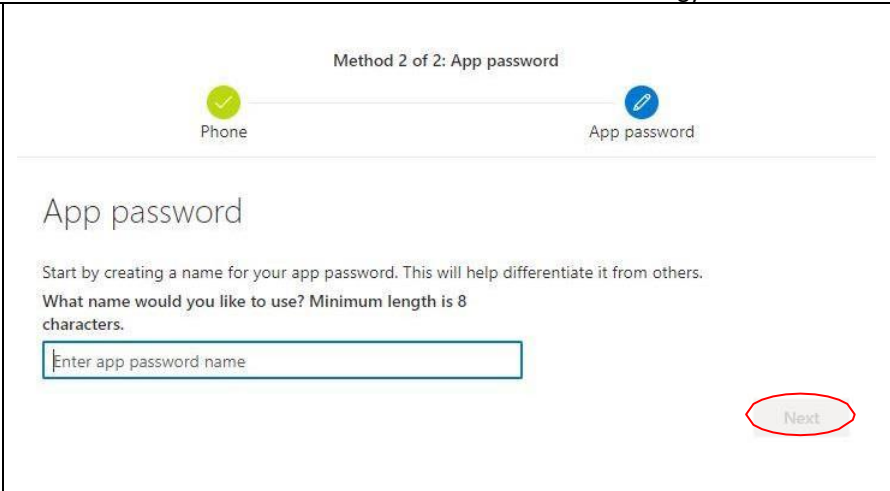
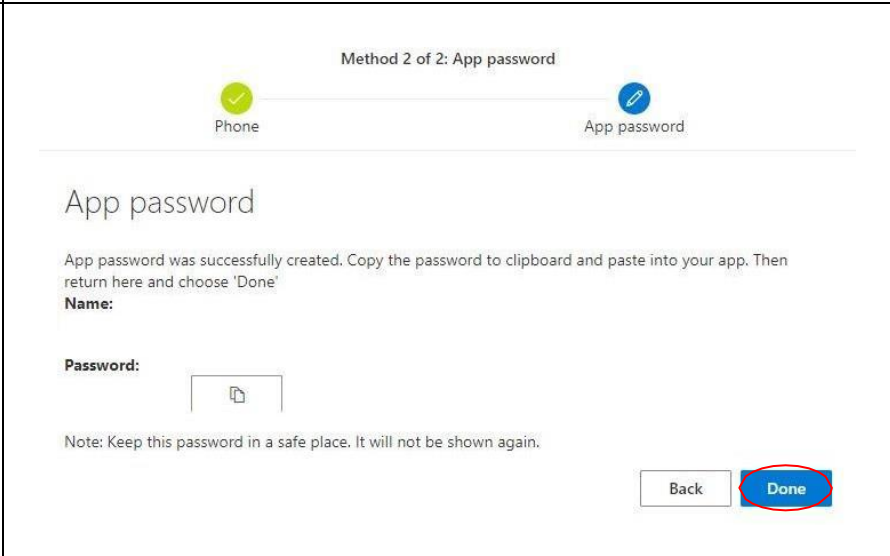
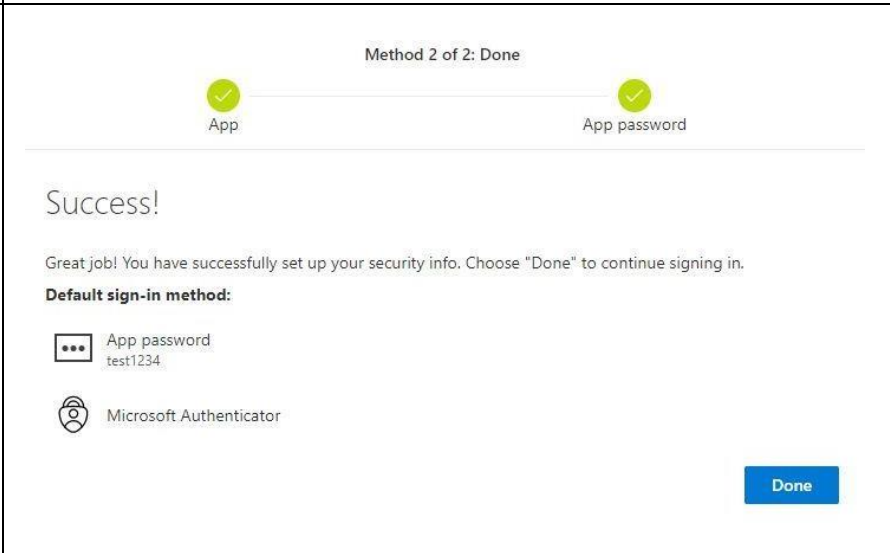
Scan the QR code

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".



<p><b>Step 11</b></p> <p>It will show a number.</p>	
<p><b>Step 12</b></p> <p>Back to Authenticator apps in your mobile device, type the number showed in Step 11 and then tap "YES".</p>	
<p><b>Step 13</b></p> <p>Back to browser, it will show the Authenticator apps was registered successfully.</p> <p>Click "Next"</p>	

<p><b>Step 14</b></p> <p>To create App password, it is required to enter a name.</p> <p>After enter the name, click <b>“Next”</b>.</p>	
<p><b>Step 15</b></p> <p>Copy and save app password in order to login native Apps → Click <b>“Done”</b></p> <p><b>Remark : App passwords are auto-generated, and should be created and entered once per app. The password will not be displayed again after you clicked “Done”.</b></p> <p><a href="#">Guideline for Manage and create App passwords</a></p>	
<p><b>Step 16</b></p> <p>You have set up your 2FA method with mobile apps successfully.</p>	



## 2FA Mobile App registration on iOS

Requirements: Please prepare your PC/Mac and Mobile Device

### Step 1

After activated your CNA account, please go to <https://aka.ms/mfasetup> to set up 2FA authentication method.

Enter email address (xxx@alumni.vtc.edu.hk) → Click “Next”



## Sign in

Email, phone, or Skype

---

No account? [Create one!](#)

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

[Sign-in options](#)

Back

Next

### Step 2

Enter password → Click “Sign in”



## Enter password

Password

---

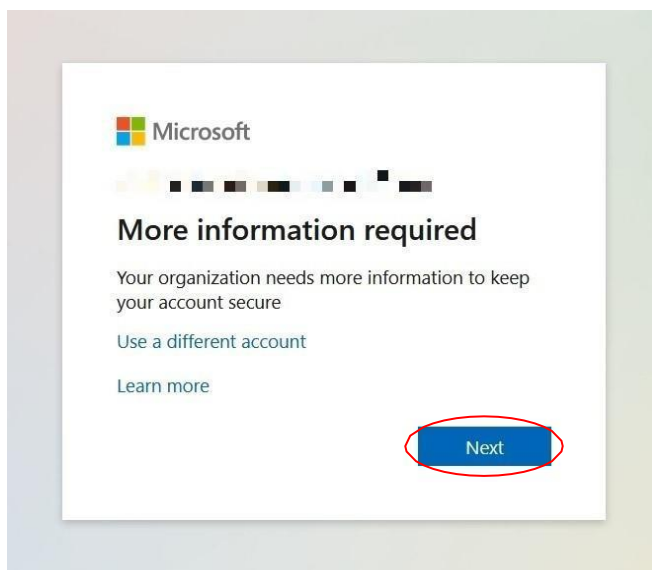
[Forgot my password](#)

Sign in



**Step 3**

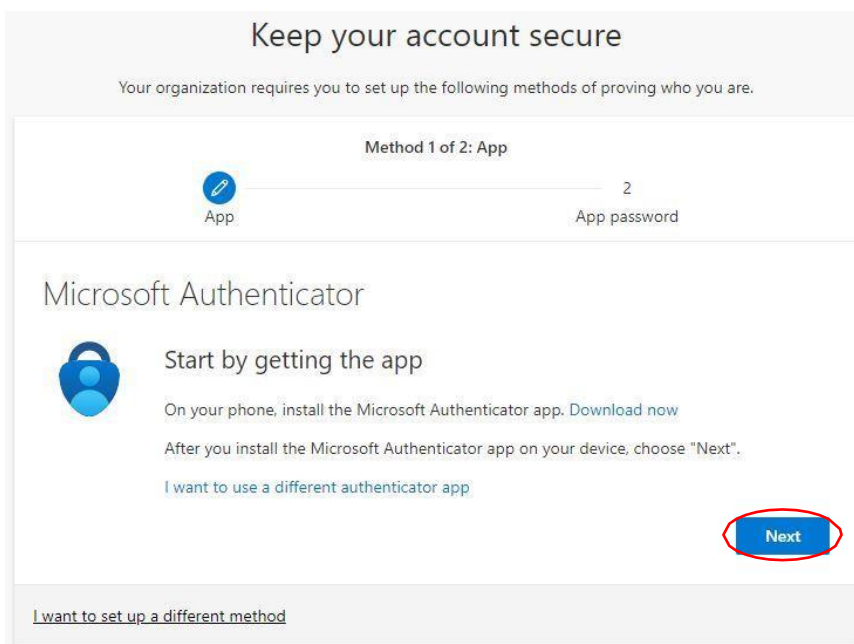
Click **“Next”**



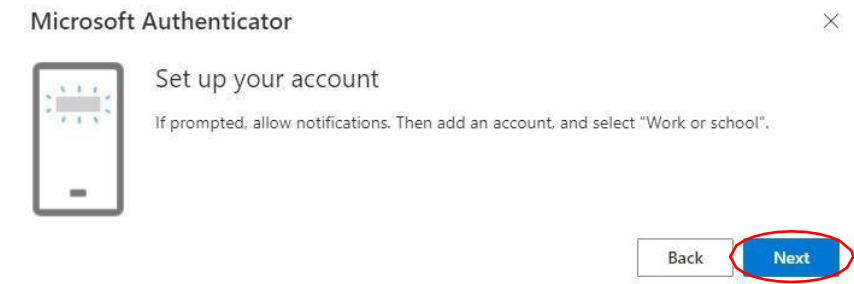
**Step 4**


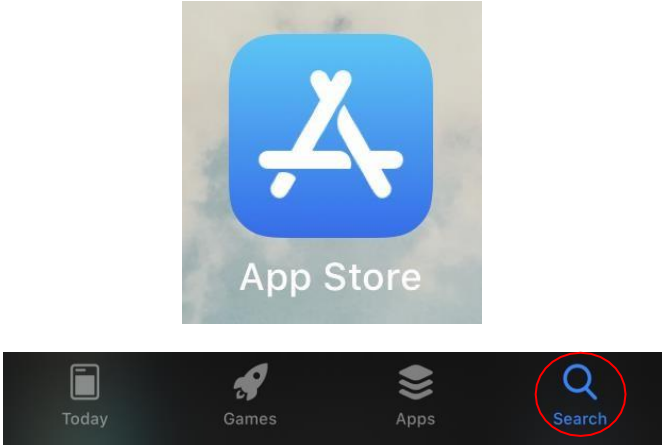
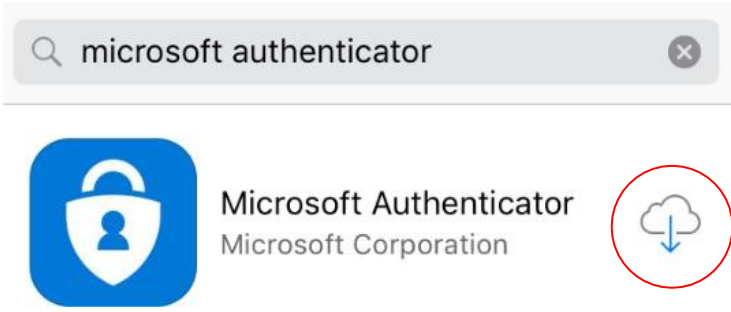
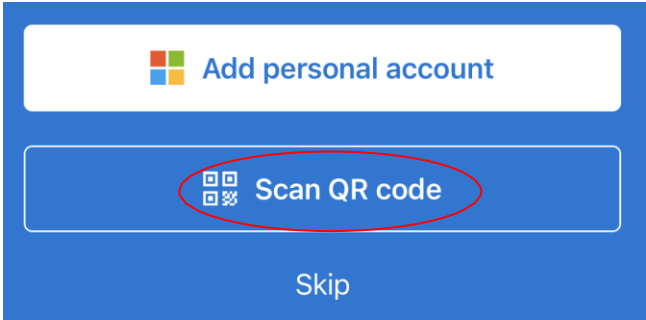
After login, it will show 2FA registration method with Microsoft Authenticator.

Click **“Next”**



Click **“Next”**



<p>It will show a QR code.</p>	 <p>The screenshot shows the Microsoft Authenticator app interface. At the top, it says "Microsoft Authenticator" with a close button. Below that, it says "Scan the QR code" and provides instructions: "Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account." and "After you scan the QR code, choose 'Next'." A QR code is displayed in the center. Below the QR code is a button that says "Can't scan image?". At the bottom right, there are two buttons: "Back" and "Next".</p>
<p><b>Step 5</b></p> <p>Use your mobile device to download the Microsoft Authenticator for iOS from App Store.</p> <p>Tap "App Store" icon → Tap "Search"</p> <p><b>Remark: Microsoft Authenticator for iOS requires iOS 8.0 or higher.</b></p>	 <p>The screenshot shows the App Store search screen. The App Store logo is at the top. Below it, there are four icons: "Today", "Games", "Apps", and "Search". The "Search" icon is circled in red.</p>
<p><b>Step 6</b></p> <p>Input "microsoft authenticator" in the search bar and find "Microsoft Authenticator" → Tap "GET" &amp; "INSTALL" → Tap "OPEN"</p>	 <p>The screenshot shows the Microsoft Authenticator app page in the App Store. The search bar at the top contains "microsoft authenticator". Below the search bar, there is a search result for "Microsoft Authenticator" by Microsoft Corporation. The app icon is a blue shield with a white person silhouette. To the right of the app name, there is a red circle around the "GET" button, which has a cloud and a downward arrow icon.</p>
<p><b>Step 7</b></p> <p>Open "Microsoft Authenticator" application → Tap "Scan QR code"</p>	 <p>The screenshot shows the Microsoft Authenticator app setup screen. At the top, there is a button that says "Add personal account". Below that, there is a button that says "Scan QR code" with a QR code icon. The "Scan QR code" button is circled in red. At the bottom, there is a "Skip" button.</p>

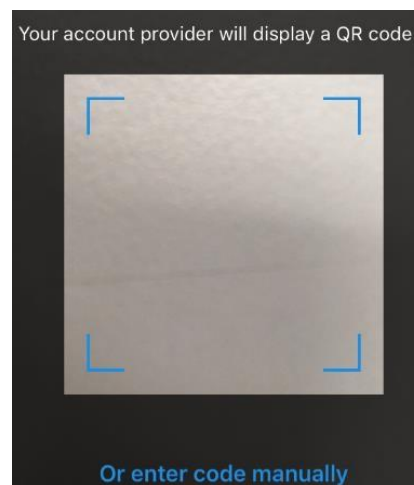
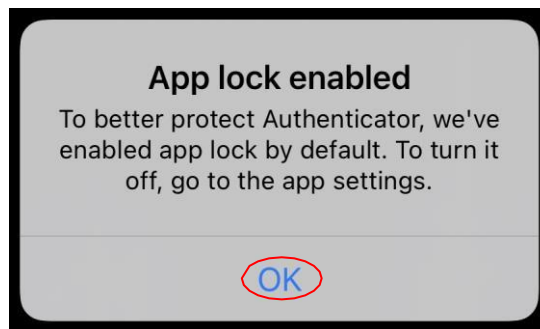
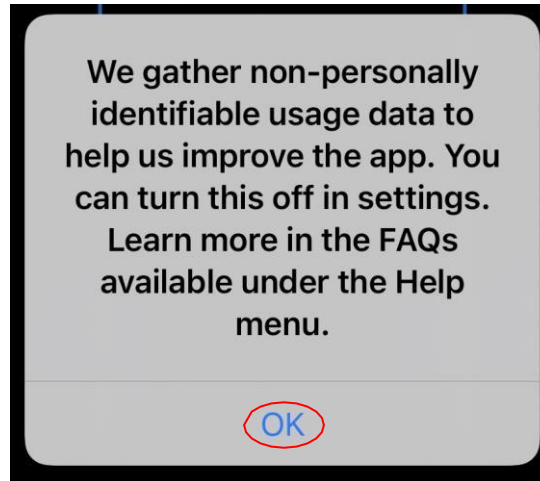
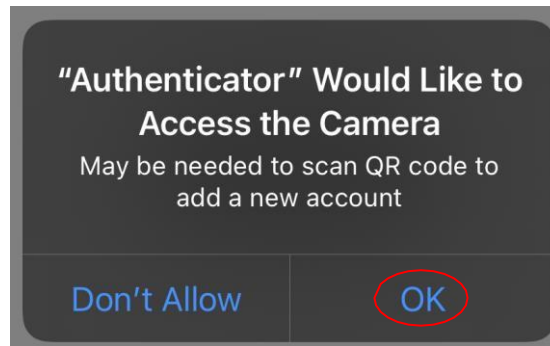
**Step 8**

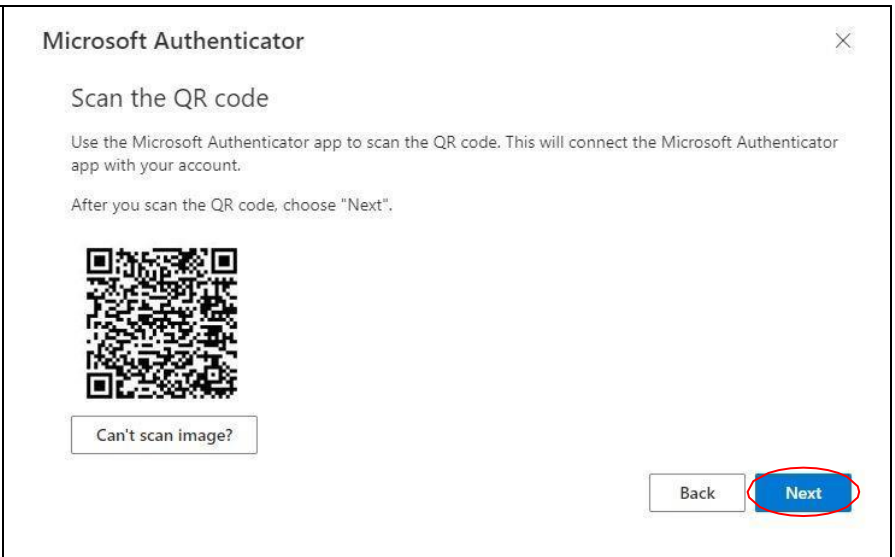
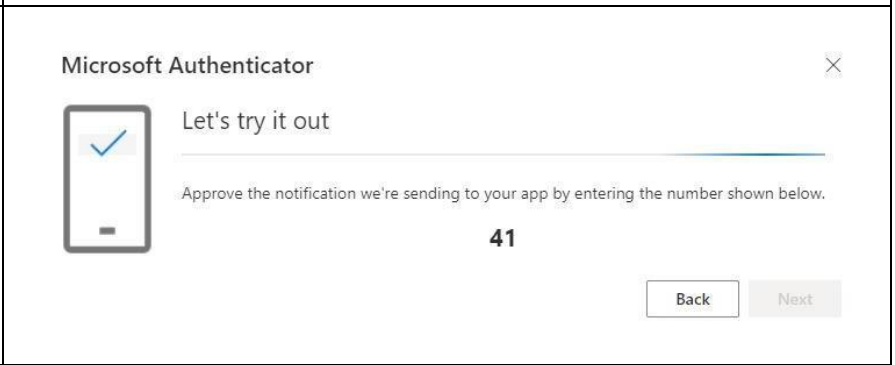
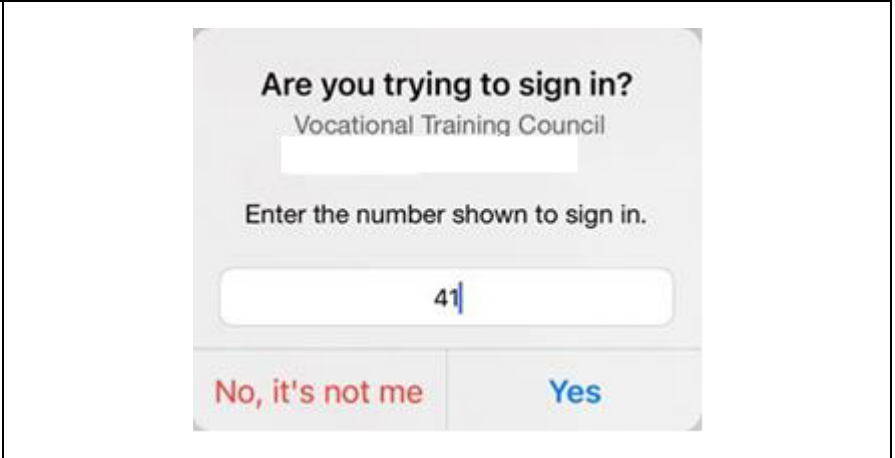

Tap **“OK”** to allow Microsoft Authenticator to use the camera to Scan QR code.

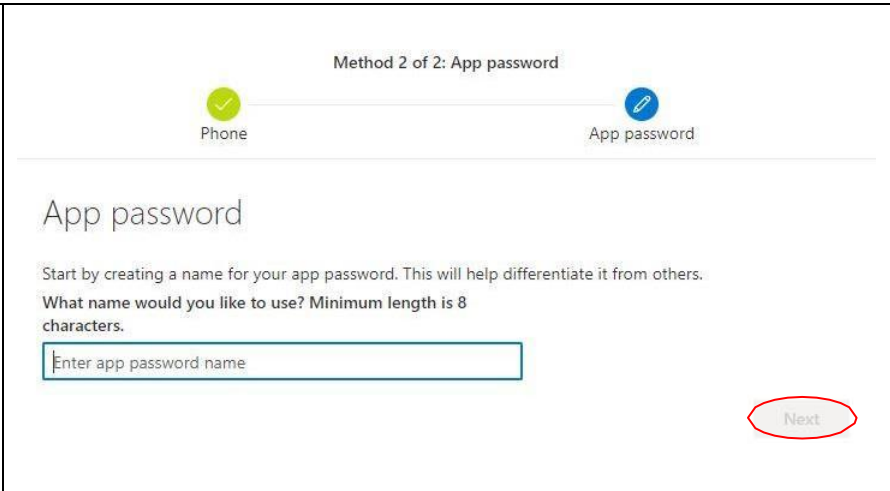
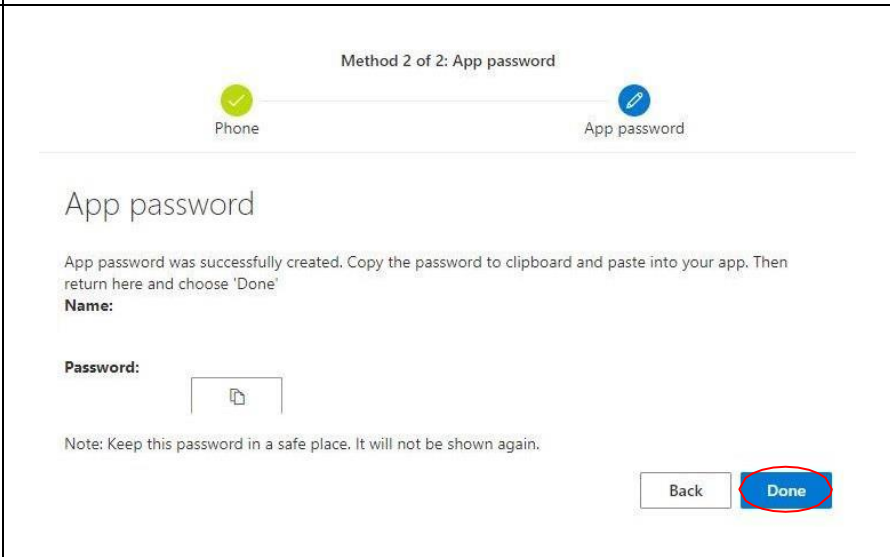
Tap **“OK”** to allow the application collects usage data.

Tap **“OK”** to enable application lock by default.

Scan the QR code in Step 4.



<p>Back to browser and then Click <b>“Next”</b>.</p>	 <p>Microsoft Authenticator</p> <p>Scan the QR code</p> <p>Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.</p> <p>After you scan the QR code, choose "Next".</p> <p>Can't scan image?</p> <p>Back Next</p>
<p><b>Step 9</b></p> <p>It will show a number.</p>	 <p>Microsoft Authenticator</p> <p>Let's try it out</p> <p>Approve the notification we're sending to your app by entering the number shown below.</p> <p>41</p> <p>Back Next</p>
<p><b>Step 10</b></p> <p>Back to Authenticator apps in your mobile device, type the number showed in Step 9 and then tap <b>“YES”</b>.</p>	 <p>Are you trying to sign in? Vocational Training Council</p> <p>Enter the number shown to sign in.</p> <p>41</p> <p>No, it's not me Yes</p>
<p><b>Step 11</b></p> <p>Back to browser, it will show the Authenticator apps was registered successfully.</p> <p>Click <b>“Next”</b></p>	 <p>Microsoft Authenticator</p> <p>Notification approved</p> <p>Back Next</p>

<p><b>Step 12</b></p> <p>To create App password, it is required to enter a name.</p> <p>After enter the name, click <b>“Next”</b>.</p>	
<p><b>Step 13</b></p> <p>Copy and save app password in order to login native Apps → Click <b>“Done”</b></p> <p><b>Remark : App passwords are auto-generated, and should be created and entered once per app. The password will not be displayed again after you clicked “Done”.</b></p> <p><a href="#">Guideline for Manage and create App passwords</a></p>	
<p><b>Step 14</b></p> <p>You have set up your 2FA method with mobile apps successfully.</p>	