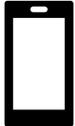Welcome to Neumann University, you'll need a few things before you can access your Neumann University account.

Computer/Laptop

o *While it is possible to complete the account access process from your smartphone, it is far simpler to access your account from a computer.*

Your smartphone (iOS or Android)

o *Don't have a smartphone? You can complete the account access process with a feature phone which can receive text messages.*

o Enroll in Multifactor Authentication

- *All Neumann University accounts will be required to enroll in multifactor authentication as a security measure. Multifactor authentication adds a second layer of security to your Neumann account and services to prevent anyone but you from logging in. This applies to:*
    o *MyNU Portal*
    o *Self-Service*
    o *Email (mobile and web browser)*
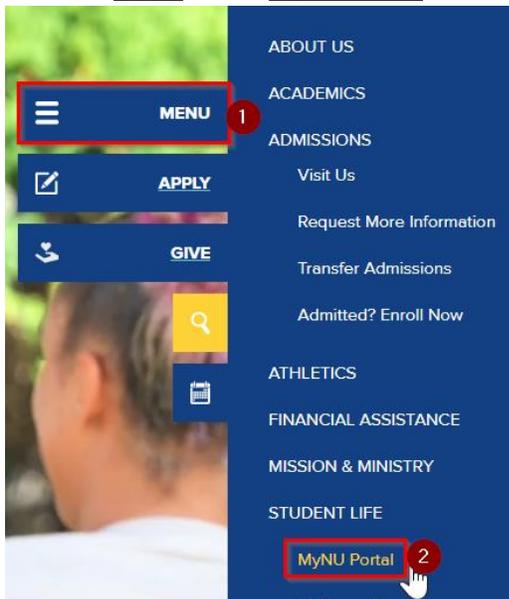   o *Other Neumann Applications*

Sections

Account Access

Step 1: Make sure you have all the prerequisites from page 1 at hand, then:

- Go to https://www.neumann.edu
- Click *Menu* > click *MyNU Portal*

Step 2: Enter your full __Neumann email__ address in the username field and click **Next**.

Got a message that says, "**That didn't work**"? Click the first link below to sign in with a different account, then select "***Use another account***"

Step 3 - Enter your password and click login.
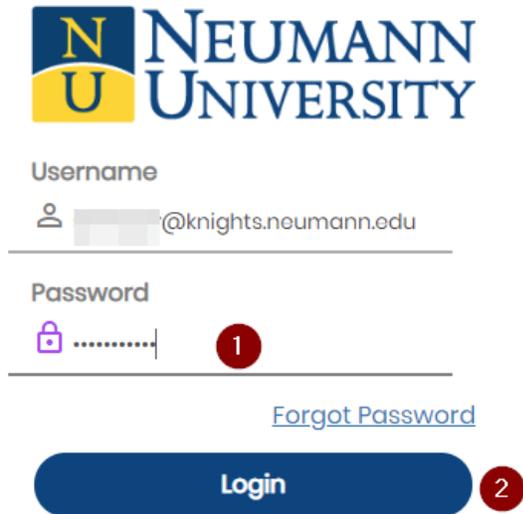
On the "***More Information Required***" window, select "*Next*" to start the multifactor enrollment process.

- If you are not prompted for more information, please enter **aka.ms/mfasetup** in your browser's address bar.
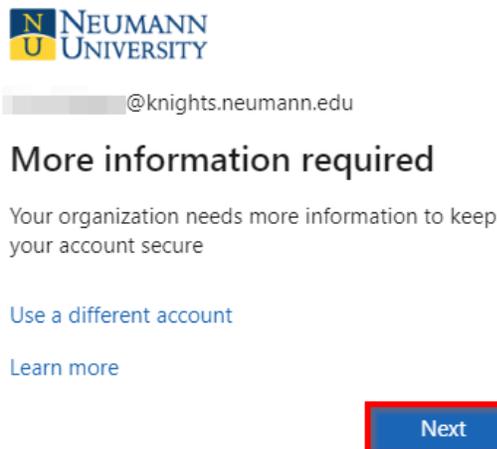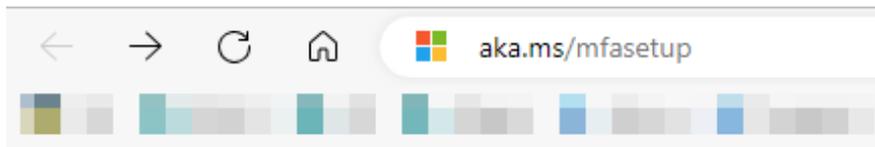
Multifactor Authentication Setup

Step 1: You will be redirected to a page called "More Information required", click **Next** to start the multifactor authentication setup process.

Keep your account secure

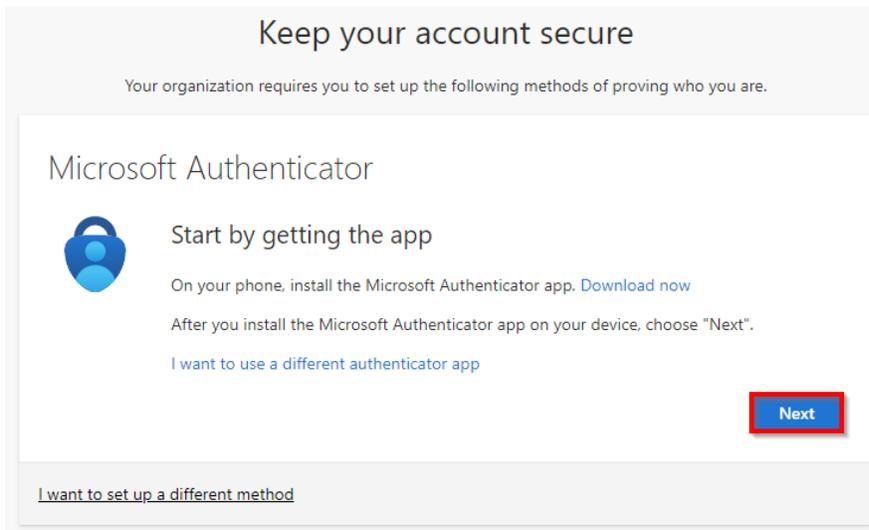Your organization requires you to set up the following methods of proving who you are.

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

Next

I want to set up a different method

*Don't have a smartphone? Click "**I want to set up a different method**" at the bottom of the screen and follow the prompts.*

Step 2: Once you see the screen above, use the QR Code on this page to download the official Microsoft Authenticator app on your smartphone:

- o "Allow Access" to grant the Microsoft Authenticator permission.
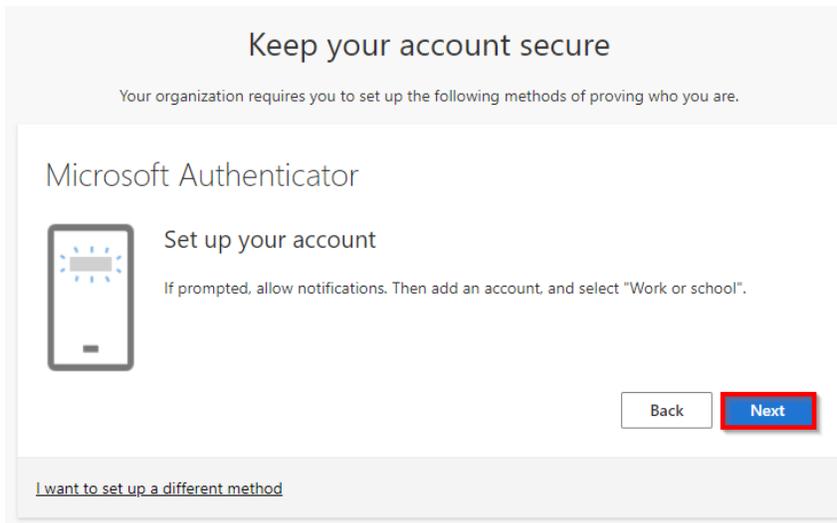- o Otherwise, the app will not be able to scan the QR code or function as intended.

| For Android Phones	For Apple/iOS Phones

Step 3 A: *On your computer*

Once the Microsoft Authenticator app is available on your phone, click "**Next**".

Step 4: *On your smartphone*
Open the Authenticator app on your mobile phone and tap the plus sign to add account. Tap "**Work or school account**" and then select "**Scan QR code**".
Important: when prompted, "Allow access" to grant the Microsoft Authenticator the permissions it requires.
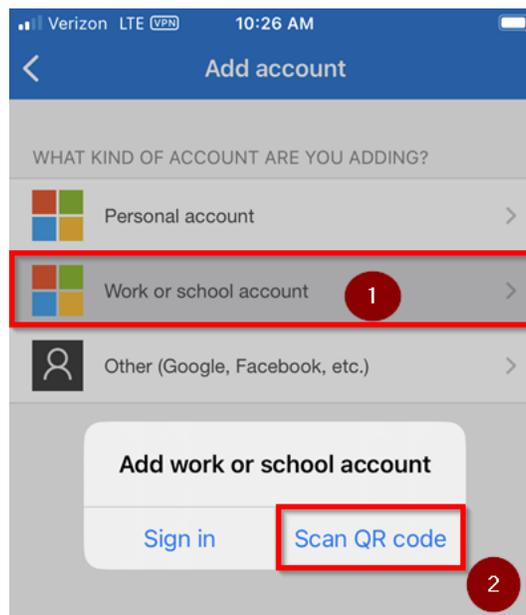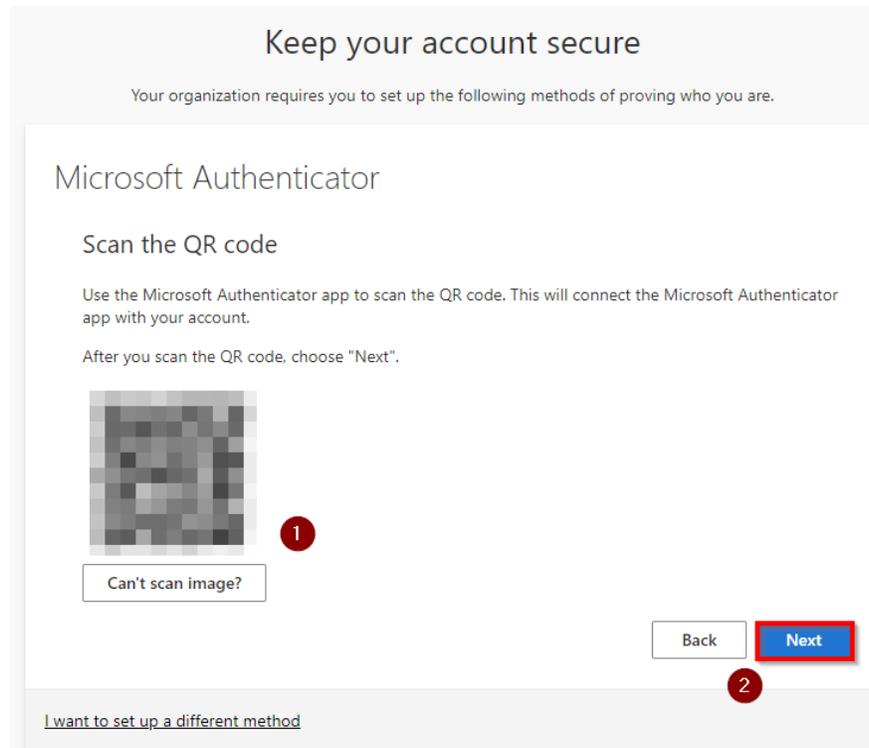

Please note that due to app updates from Microsoft, your screen may look slightly different from the images here. The option you are looking for is "Scan QR code".

Step 5: *On your computer and phone*
Click Next on your computer until you see "Scan the QR code" on your screen. Use the Authenticator app on your mobile phone to scan the QR code on the computer or laptop screen.

The QR code on your screen will expire a minute or two after you open it.

If you have trouble scanning the QR code on your computer screen, click the "Back" button at the bottom of the screen, then click "Next" to load a new QR code.

Once you've scanned the QR code you will see the account displayed on your phone – **but you're not done yet!** Click "Next" to complete a test of the process.

Step 6:
"**Approve sign in request**" message will appear with a 2-digit code on your computer or laptop screen. At the same time, you should receive a notification in your Microsoft Authenticator app on your smartphone.

Enter the 2-digit code from your computer screen into the Microsoft Authenticator app and press "Yes".
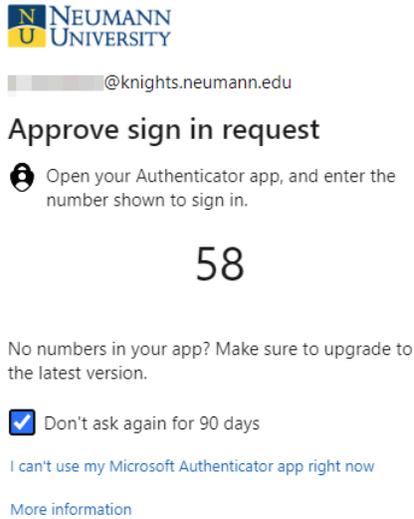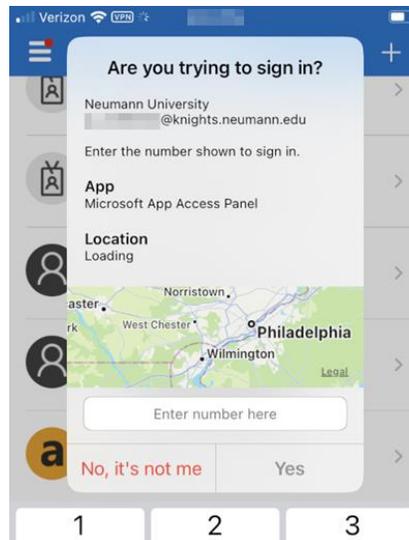
When prompted by your phone, enter your phone's pin/passcode or use biometric authentication such as Touch ID or Face ID to ensure it's you.

Once you see the green check on your computer screen, click "Next" then click "Done".
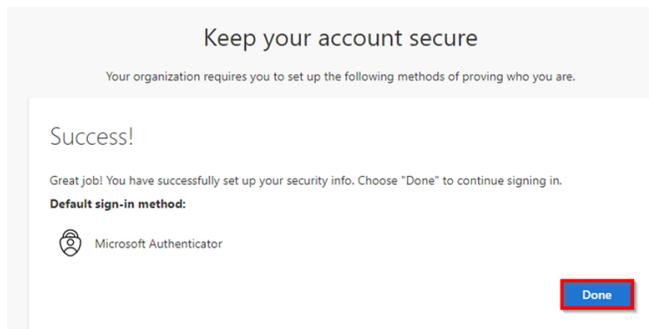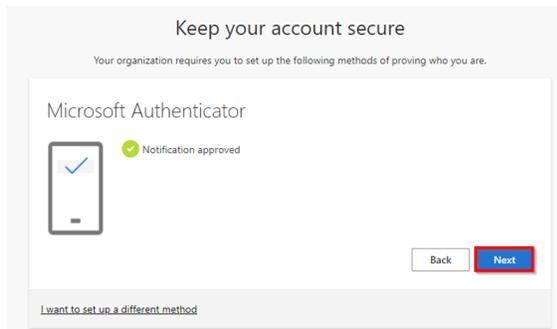
You're all done setting up your Neumann account!

* ITR Recommendation: As people tend to keep a phone number longer than an app, it is always recommended that you register your phone number as a backup method. You can register multiple phone numbers as well as the Authenticator app from the security info (MFA settings) at https://mysignins.microsoft.com/security-info