Setting up TOTP (Time-based one-time password)

Update: 19.04.2024

Step 1: on your mobile device

If you have not yet installed a TOTP-enabled app on your end mobile device, please do so before continuing with the setup.

Step 2: at the PC in a browser

1. Use Google Chrome, Chromium or Edge as your browser Problems may occur with Safari, Firefox and other browsers

Go to <u>https://aka.ms/mysecurityinfo</u> and log in with your primary e-mail address and the password of your JMU account

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2. Click on

[+ Add sign in method]

WURZBURG	My Sign-Ins \vee			
A Overview	Security info These are the methods you use to sign into your account or reset your password.			
$\mathcal{P}_{\!\!\mathcal{P}}$ Security info	rnese are the methods you use to sign into your account or reset your password.			
💻 Devices	Devices			
🔍 Password	+ Add sign-in method			
Organizations	Password ① Last updated: 8 months ago			

3. Select [Authenticator app] as the method and confirm with [Add]

4. 4 The following dialogue appears:

[I want to use a different

authenticator app]

Click on

Add	a method $ imes$
Which	method would you like to add?
Authe	enticator app 🗸 🗸
	Cancel
Microso	ft Authenticator ×
0	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

5. Add a new account on your mobile device in your TOTP app and continue here with "Next".

Authenticator app			×
	Set up your account In your app, add a new account.		
		Back	Next

6. A QR code will now be displayed on your PC



Step 3: on your mobile device

- 7. Scan the displayed QR code with the TOTP app *)
- 8. After the QR code has been successfully imported into your app, please click on [Next
- 9. You will now be asked to enter a 6-digit security code from your app with the QR code you just imported for confirmation.
- 10. Confirm this by clicking on [Next].
- 11. If the test of the one-time password is successful, this will be displayed in the top right-hand corner of the browser window.

Authenticator app			×
xxx xxx	Enter code Enter the 6-digit code shown in the Authenticator app		
		Back	Next

The Authenticator app has been successfully registered
Wed, 03 Apr 2024 18:39:01 GMT

*)

Note: When setting up a TTOP app for the first time, you may receive a prompt asking you whether you want the app to access your camera (iOS) or allow the app to take pictures and record videos (Android). You must select "Allow" to allow the Authenticator app to access your camera to take a picture of the QR code in the next step.

If you have any questions, please contact the IT-Support <u>it-support@uni-wuerzburg.de</u> Tel. 0931/31-85050