

How to set up multi-factor authentication (MFA) with “Microsoft Authenticator”

To access Canvas, Microsoft 365 and the other Academy systems, you must set up Multi-Factor Authentication (MFA) with “Microsoft Authenticator”.

Follow the 5 steps here.

1. Install the “Microsoft Authenticator” app

Download the “Microsoft Authenticator” app from the App Store or Google Play on your phone.

2. Log in for the first time

The first time you sign in to Canvas or a Microsoft 365 program, you must sign in as usual with your Academy email (eaaXX@students.baaa.dk) and your password.

3. Link “Microsoft Authenticator” to your baaa account

After login a QR code will appear on the screen. Open “Microsoft Authenticator”, select Scan QR code and scan the code.

Give the app the necessary permissions, including notifications.

4. Confirm the setup

A number is displayed on your computer. Enter the number in “Microsoft Authenticator” to confirm the connection.

5. Finished

Your MFA is now set up, and you can use all the Academy's systems.

Please note:

After setup, you will be asked to approve a login by entering a number from the computer in “Microsoft Authenticator” about once a month. However, this approval is typically not required when you are on the Academy's network.